



PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT

EXTRA CURRICULAR HANDBOOK

2015-2016

TABLE OF CONTENTS

PURPOSE & OVERVIEW	Page #
UIL ELIGIBILITY (High School).....	6
UIL ELIGIBILITY (Middle School).....	9
GRADES.....	10
GRADE WAIVER PROCESS.....	10
ABSENCES.....	11
TESTING	11
SERIOUS MISCONDUCT.....	13
HAZING	14
SOCIAL MEDIA.....	16
SUNDAY ACTIVITIES.....	17
TRAVEL.....	18
RULES OF THE ROAD.....	20

Pflugerville Athletics Handbook

STUDENT-ATHLETE HANDBOOK.....	25
ATHLETIC CODE OF CONDUCT	25
COACHES CODE OF CONDUCT	25
STUDENT-ATHLETE CONDUCT.....	26
RULES OF CONDUCT	26
SPECTATOR CODE OF CONDUCT.....	29
NOTICE OF DISCRIMINATION.....	30
ATHLETE EXPECTATIONS.....	32
COACH EXPECTATIONS.....	33
CRITICAL INCIDENT REPORTING	26
EXTRA-CURRICULAR OC/JJAEP PLACEMENT RETURN POLICY.....	26
PHYSICAL GUIDELINES.....	34
HEALTH AND WELFARE	35
HEAT AND HYDRATION	35
MULTIPLE SPORT PARTICIPATION	36
NON-SCHOOL SPORTS AND CAMP PARTICIPATION.....	36
OFF SEASON PROGRAMS	36
TEAM RULES	36
CONTEST MANAGEMENT	36
WITHDRAWING FROM THE TEAM.....	36
JEWELRY	38

Continued on next page...

EQUIPMENT.....	38
AWARDS.....	39
PARENT COMMUNICATION.....	40

Cheerleading Handbook

UIL & TEA.....	43
TRYOUT – ELIGIBILITY REQUIREMENTS.....	43
PROGRAM MEMBERSHIP-SQUAD MAKEUP.....	45
TRYOUT GUIDELINES.....	45
PRE-TRYOUT CLINIC.....	46
CLOSED TRYOUTS.....	46
TRYOUT FORMAT/ JUDGING/EVALUATION.....	46
TABULATION OF SCORES/RESULTS.....	48
DUTIES AND RESPONSIBILITIES.....	48
Leadership.....	48
Academics/Eligibility - Maintenance.....	48
Attendance and Participation.....	48
Financial Responsibilities.....	48
Physical Functions/Safety.....	50
Uniform and Appearance.....	51
CAPTAIN and CO-CAPTAIN.....	51
Leadership Roles.....	51
Leadership Rubric (Scoring Mechanism).....	52
COMMUNICATION.....	52
TRANSPORTATION.....	53
COMPETITION SQUADS.....	53
FUNDRAISING.....	54
INCLEMENT WEATHER.....	54
LETTERING.....	54
BOOSTER CLUBS.....	55
CODE OF CONDUCT.....	55
SOCIAL MEDIA.....	59

Fine Arts Handbook

Band	62
Organization Membership Requirements.....	62
Individual Membership Requirements	63
Band Dues	63
Financial Assistance	63
Band Trip and Expenses.....	64
Band Staff.....	64
Equipment and Instruments.....	64
Summer Weather Guidelines for Outdoor Practice	64
Letter Guidelines	65
Choir	67
Organization Membership Requirements.....	67
Individual Membership Requirements	68
Letter Guidelines	68
Orchestra	69
Organization Membership Requirements.....	69
Individual Membership Requirements	69
Letter Guidelines	69
Dance	70
Code of Conduct.....	71
Grading	72
Dance Team Dues	72
Financial Assistance.....	72
Auditions.....	72
Lettering Guidelines.....	73
Summer Weather Guidelines for Outdoor Practice	74
Theater Arts	75
Theater Arts Dues	75
Financial Assistance	75
Lettering Guidelines.....	76
Extracurricular UIL Handbook Acknowledgement Form	78

EXTRACURRICULAR FORWARD

Pflugerville Independent School District (PFISD) is establishing an extremely competitive, highly recognized and well-respected extracurricular program. Achieving this reputation for excellence takes the diligent efforts of coaches, sponsors, students, parents, and community supporters, as well as the support and encouragement of an outstanding administration. It is up to each of us in the district to continue to meet the demands placed on us to maintain this high standard of distinction. PFISD offers a well-balanced, comprehensive extracurricular program consisting of, band, baseball, basketball, cheerleading, choir, color guard, cross country, dance, football, golf, orchestra, power-lifting, soccer, softball, tennis, theater arts, track and field, UIL academics, and volleyball. At the middle school level, band, basketball, cheerleading, choir, cross country, orchestra, theater arts, track, football, soccer (8th grade), and volleyball are offered. This handbook has been designed to aid the coach/sponsor, students and parents in the knowledge of policies and procedures of the extracurricular program in PFISD, which will help us maintain this level of prestige among other districts. Each coach/sponsor is responsible for following the guidelines and procedures set forth in this handbook.

EXTRACURRICULAR PHILOSOPHY

Pflugerville Independent School District is dedicated to giving all students the opportunity to participate in a highly competitive and comprehensive extracurricular program by employing dedicated professionals and providing appropriate funding through fairly administered and conducted activities. We believe that extracurricular activities are a microcosm of society and that through participation in our programs, students will inherently learn life skills enabling them to be productive members of society, capable of managing time, striving to set and obtain goals, and developing an enhanced self-discipline. Three main themes are apparent in all successful extracurricular programs: integrity, character, and honesty. The extracurricular program at PFISD is a privilege and as such, the student is held to a much higher standard than that of the general school population; therefore, the guidelines and rules that each coach/sponsor sets for the team may be stricter than those delineated in the Student Code of Conduct.

EXTRACURRICULAR DEPARTMENT OBJECTIVES

The Directors of Athletics and Program Sponsors are dedicated to PFISD being recognized as a premier extracurricular program in the state of Texas. In order to obtain this extraordinary level of competence in an incredibly competitive area, each person within the extracurricular program must demand excellence of himself/herself, as well as, each individual for whom he/she is responsible.

The Directors of Athletics and Program Sponsors are firmly committed to the following general objectives, which must be present in each activity and on every level, in order to continue in the pursuit of excellence which our community has grown to expect.

- Increasing participation in all activities
- Including as many activities as possible to meet the needs of the students
- Providing adequate and equitable funding for all programs

- Affording all students the opportunity to try out for all activities
- Treating all students, parents, coaches/sponsors, district employees, opponents, and community supporters with dignity and respect
- Recruiting and hiring the best coaches/sponsors possible
- Encouraging continual development of coaches/sponsors
- Exhibiting outstanding sportsmanship in victory and defeat
- Developing lifelong skills needed in a competitive society
- Stressing the importance of excellence in the classroom, as well as in competition
- Fielding competitive teams in each category

SCHEDULE CONFLICTS

Students participating in more than one activity could possibly have conflicts from time to time. Please notify the coaches/sponsors as soon as the conflict arises. The following order will be used to help settle these conflicts:

- State
- Regional Events
- Area
- Bi-District
- District
- Non-District
- Local Performances
- Scrimmages
- Practice

EXTRACURRICULAR STANDARDS

Students selected to a Pflugerville ISD extracurricular team must recognize this distinction as an honor and privilege and must be held accountable to a greater standard than that of the general school population. The students involved in extracurricular activities are recognized as representatives of the individual school as well as the district, and as such, must demonstrate the highest levels of character and behavior. It is the responsibility of the Athletic Director, Fine Arts Director and each coach/sponsor to ensure this high level of expectation. Coaches/sponsors must monitor the character and behavior of their student members in and out of season, in and out of uniform, and on and off campus. The inordinate amount of time coaches/sponsors spend in various curricular and co-curricular activities provides a unique opportunity to observe, assist, and intercede to help the students make good decisions. PFISD supports education and awareness training on adolescent chemical use issues, including chemical dependency, substance abuse and special issues affecting district student athletes in a helpful, non-punitive way.

UIL ELIGIBILITY (High School)

The University Interscholastic League (UIL) is the governing body for public school interscholastic athletics in Texas. The following guidelines are from the University Interscholastic League Constitution and Contest Rule Manual.

First 6 Weeks

UIL participants are eligible to participate in contests during the first six weeks of the school year provided the following standards have been met:

- Students beginning grade nine and below, must have been promoted from the previous grade prior to the beginning of the current school year.
- Students beginning their second year of high school must have earned five credits which count toward state high school graduation requirements.
- Students beginning their third year of high school either must have earned a total of ten credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.
- Students beginning their fourth year of high school either must have earned a total of 15 credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.

Exceptions:

a) When a migrant student enrolls for the first time during a school year, all criteria cited above applies. All other students who enroll too late to earn a passing grade for a grading period are ineligible.

b) High school students transferring from out-of-state may be eligible the first six weeks of school if they meet the criteria cited above or school officials are able to determine that they would have been eligible if they had remained in the out-of-state school from which they are transferring. Students who are not in compliance with these provisions may request a hardship appeal of their academic eligibility through the UIL state office. Local school boards may elect to adopt these standards for all activities in order to avoid having different standards for student participants (e.g., football, drill team, cheerleading, and all other extracurricular activities as defined by Commissioner of Education rule [19 TAC Chapter §76]).

After First 6 Weeks

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified class eligible for exemption) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for three school weeks. An ineligible student may practice, however. The student regains eligibility after the seven calendar day waiting period has ended following a grading period or the three school week evaluation period when the principal and teachers determine that he or she has earned a passing grade (70 or above) in all

classes, other than those that are exempted. All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of the grading period whether it is six, nine, or twelve weeks in length. Students who pass remain eligible until the end of the next grading period. All activity coaches and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the student represents the school. This provision applies to all grading periods. It also applies to all three-school week evaluation periods for ineligible students.

- All students are academically eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the December holidays, all students are academically eligible until classes resume in January. The same is true for summer recess and fall and spring breaks provided those breaks consist of at least a full calendar week. (See example at the end of this document.)
- If a grading period or three school week evaluation period ends on the last class day prior to a school holiday of one calendar week or more (e.g. spring break, winter holidays), the seven calendar day grace period to lose eligibility and the seven calendar day waiting period to regain eligibility begin the first day that classes resume.
- Students lose eligibility for a three school week period. For purposes of the law, “three school weeks” is defined as 15 class days.

Exception:

One, but only one of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday period. Two class days does not constitute a “school week” for purposes of this law except Thanksgiving week if schools are on holiday Wednesday, Thursday and Friday. A school district may request an exception from UIL officials to the two day school week in the event of a disaster, flood, extreme weather condition or other calamity as listed in TEC §42.005. In the event two of three school weeks are shortened, one of the shortened weeks may be counted as five days with ten other actual class days making up the fifteen class days. After the first six weeks of the school year, academically ineligible students in schools with six week grading periods have one opportunity to regain eligibility after the first three school weeks of the grading period; students in a nine week grading period have two opportunities, one at the end of the first three school weeks and one at the end of the first six school weeks. Students who fail to regain eligibility at the evaluation periods remain ineligible until seven calendar days after passing a grading period.

Note:

When computing eligibility calendars, it is helpful to remember that the seven day grace period after the grading period also contains school week one of the three school week evaluation period. Also, a seven calendar day grace and waiting period is always applicable after grading periods and evaluation periods.

Section 5 (b) of the UIL Constitution and Contest Rules defines calendar week as 12:01 am on Sunday through midnight on Saturday. 19 TAC §76.1001 (b) states: The school week is defined as beginning at 12:01 am on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays.

Additional UIL rules and regulations may be found in the [TEA-UIL Side by Side](#)

Advanced Courses for Possible Waivers

High School students who fail a Pre-AP/AP course with a grade between 60 and 69 may apply for a waiver which will allow them to continue to participate in extracurricular activities. Such a waiver may be granted only one time per semester in one class. Waiver requests require parent and teacher signatures. The principal may approve the waiver and communicate with the appropriate coach. Courses for which a waiver may be requested are as follows:

- English Language Arts – Pre/AP classes
- Languages Other than English – Pre/AP classes
- Mathematics – Pre/AP classes
- Science – Pre/AP classes
- Social Studies – Pre/AP classes

****This section on eligibility does not include all eligibility standards. It is the responsibility of all coaches/sponsors to be familiar with all the UIL requirements. Additional explanation of eligibility requirements can be found in the [UIL Side By Side](#) publication, or the [UIL Constitution and Contest Rules](#).****

ELIGIBILITY (Middle School)

- Students are eligible so long as they have been in attendance and are passing all classes in accordance with state law and rules of the State Board of Education and the Texas Education Agency.
- Eighth grade students who are over-age for eighth grade athletics may participate on the freshman team at the high school in their attendance zone.
- A player on the eighth grade team may not have reached his/her fifteenth birthday on or before September 1 of the current school year.

- A player on the seventh grade team may not have reached his/her fourteenth birthday on or before September 1 of the current school year. Only over-age seventh grade students may compete on the eighth grade team. In addition, a student must meet the following academic requirements:
 - Beginning at the seventh grade year, has been promoted from the sixth grade to the seventh.
 - Beginning at the eighth grade year, has been promoted from the seventh grade to the eighth.

GRADES

A student shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the district or the UIL after a grade evaluation period in which the athlete received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class.

A suspension will continue for at least three school weeks and is not removed during the school year until the conditions for removing the suspension, as described below, are met.

Until the suspension is removed or the school year ends, the district shall review the grades of an athlete suspended under these provisions at the end of each three-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the athlete's grade in each class, other than a TEA-identified advanced course, is equal to or greater than the equivalent of 70 on a scale of 100. The principal and each of the athlete's coaches shall make the determination concerning the athlete's grades.

See Texas Education Code 33.081 (c) and PfISD Board Policy FM (Legal).

When students are enrolled in accelerated classes which grant them the opportunity to earn credit during nine school weeks and the school is using a nine week grading period and considers the semester to be nine weeks in length, eligibility may be determined by the cumulative report grade for the nine weeks since the nine weeks also constitutes a grading period, or schools may use a cumulative grade up to the final exam for the purposes of determining eligibility. This is not intended to permit schools to select one method for some students and another method for others. School officials must decide which method they are going to use and apply it to eligibility for all students within that specific school. Schools with traditional six week grading periods and 18 week semesters must continue to use the third six weeks grade of the first semester to determine eligibility since the law requires eligibility to be based on the previous grading period during the school year.

GRADE WAIVER PROCESS

Students who fail a high school advanced course with a grade between 60 and 69 may apply for a waiver, which will allow them to continue to participate in co-curricular activities. Such a waiver will be granted only one time per semester in one class. Waiver

requests can be obtained from the administrative office and require parent and coach signatures.

Courses for which a waiver may be requested are:

1. English Language Arts—Pre-AP /AP classes.
2. Languages Other than English—Pre-AP/AP classes.
3. Mathematics—Pre-AP/AP classes.
4. Science—Pre-AP/AP classes.
5. Social Studies—Pre-AP/AP classes.

The principal or designee shall approve the waivers and communicate with the appropriate coach. An athlete with an incomplete grade in any class is ineligible at the end of the seven day grace period unless the incomplete was replaced with a passing grade prior to the end of the seven day grace period, unless special circumstances warrant an extension approved by the campus principal.

ABSENCES

PfISD Board Policy provides that no distinction shall be made between absences for UIL activities and absences for other extracurricular activities. A student shall be allowed, in a school year, no more than ten extracurricular absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition.

In addition, all students participating in a PfISD extracurricular activity make a commitment to the organization, their teammates and their school. Each program demands the dedication of time and energy of the student. Part of this commitment is to be a student first and strive for academic excellence. Another integral part of the commitment is to place the PfISD organization above participation in any non-school sanctioned activities and attend all practices and performances scheduled by PfISD sponsors.

Excusable absences

- Sick from school
- Doctor’s appointment (if this is a check-up, try to schedule around practices)
- Death in the family
- Religious holiday

Non-Excusable absence examples

- Homework (you must learn to manage your time well)
- Attending a rock concert or pro-sporting event
- Birthday
- Didn’t have a ride

TESTING

STAAR Testing – State Board of Education

A school may not schedule an extracurricular activity or a public performance to occur on the day immediately preceding or evening immediately preceding the day on which the administration of the State of Texas Assessment of Academic Readiness (STAAR) test is scheduled for Grades 3-12.

Practice during Final Exams and STAAR Testing

STAAR tests take priority over practice. PfISD policy regarding practice during the STAAR testing period; all athletic practices will end by 6:00 p.m. and students must be off the campus by 6:30 p.m. on the day prior to a STAAR testing day. Practice during the week of final exams shall be limited to teams whose sport is in season and must conclude by 6:00 p.m. the day before an exam. To locate the PfISD Assessment Calendar, click [here](#).

Extracurricular Activities during Final Exams

For grades 7-12 there shall be no school-sponsored extracurricular activities scheduled the day before or during final examination days in the fall and spring semesters, except those of advancing state playoff teams. Care and consideration should be taken to avoid conflicts whenever possible.

LIMITS ON PRACTICE AND PERFORMANCE

All extracurricular programs follow UIL guidelines, including cheerleading and dance, as well as the various limitations specified for each athletic sport, Specific details are found in the [TEA-UIL Side by Side](#).

Commissioner of Education regulations limit participation to one contest per school week. Participation is defined as involvement with the activity (e.g., traveling with the team, sitting on the bench). Example: On a Tuesday night, the student's name is on the score book but she remains on the bench and does not actually enter the game. This counts as participation according to state law. That student cannot participate again until Friday after school.

19 TAC §76.1001, Subchapter AA

(d) Limitations on practice, rehearsal, and student participation in extracurricular activities during the school week shall be as follows:

- 1) For any given extracurricular activity, a student may not participate in more than one activity per school week, excluding holidays, except as provided in paragraph (2) of this subsection.
- 2) In addition to the limit specified in paragraph (1) of this subsection of one extracurricular activity permitted per school week, a student may also participate in a

tournament or post-district contest, as well as a contest postponed by weather or public disaster that may determine advancement to a post-district level of competition.

- 3) For each extracurricular activity, a school district must limit students to a maximum of eight hours of practice and rehearsal outside the school day per school week.
- 4) The Commissioner of Education recommends that school districts avoid scheduling extracurricular activities or public performances on the day or evening immediately proceeding the day on which the administration of the statewide student assessment program is scheduled for Grades 3-11.

Sunday Prohibitions:

UIL rules prohibit interschool athletic, academic and fine arts competition (including marching contests) on Sunday. Academic and fine arts activities may schedule practice sessions on Sunday provided such sessions receive advance approval from the superintendent or his/her designee.

Exceptions:

- 1) School district personnel may instruct high school students and accompany them to school sanctioned academic or fine arts competitions held on Sunday, that do not count on League standing, under the following provisions:
 - a) school district personnel shall not accompany a student on more than two competitions on Sunday during a school year;
 - b) the participation of the student, academic coach, sponsor, or director must have prior approval of the superintendent or designated administrator;
 - c) participation is limited to contests that are sponsored by colleges or universities.
- 2) UIL area, regional, and state competitions may be held on Sunday, due to unavoidable circumstances which cause hardship to participating schools, provided they are approved by all of the following:
 - a) a UIL staff director,
 - b) designated administrators of the participating schools, and
 - c) the meet director.
- 3) If the regional and/or state golf tournaments are scheduled on a Monday, the one 18-hole practice round allowed at the regional and/or state tournament site may be played on the Sunday afternoon

NOTICE OF NONDISCRIMINATION

It is the policy of the PflSD not to discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities as required by Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990, the Age Act of 1975, and Section 504 of the Rehabilitation Act of 1973, as amended. No provision of an extracurricular behavior standard shall have the effect of discriminating on the basis of the athlete's sex, race, disability, religion, or ethnicity.

SERIOUS MISCONDUCT

A student who is involved in **Serious Misconduct is subject to disciplinary consequences in accordance with the *Student Code of Conduct* and may also receive consequences or experience loss of privileges in athlete organization(s)**. Students who are removed from the home campus for disciplinary reasons are not eligible to represent their home campus during the period of removal. Students who are placed in In-School Suspension (ISS) may practice but may not participate in extracurricular activities during the times of their placement in ISS.

A student in grades 6 through 12 shall lose the privilege of participation in extracurricular activities during any period of suspension, placement in a disciplinary Alternative Education Program, or Expulsion.

The following infractions are strictly prohibited:

1. Using, possessing, or being under the influence of marijuana, a controlled substance, a dangerous drug, abusable glue, aerosol paint, steroids, or any other mood-changing, mind-altering, or behavior-affecting drug;
2. Using, possessing, or being under the influence of an alcoholic beverage;
3. Engaging in lewd, disruptive, or other offensive conduct that affronts school district standards of propriety;

Upon the administration's determination that a PflSD student in grades 6 through 12 participating in a school-sponsored extracurricular athletics has violated any one of the three infractions enumerated above, the student shall be subject to disciplinary action as outlined in the *Student Code of Conduct* and shall lose the privilege of further participation in that activity as specified in the individual extracurricular activity section (athletics, cheerleading, fine arts) of this handbook.

HAZING

Hazing is defined as an act that subjects a student to potential harm and is affiliated with initiation into a student organization or team. Hazing may involve an act committed against a student or a situation in which a student is coerced into committing an act.

These acts run counter to the educational mission of high school athletics, regardless of the victim's willingness to participate. The list below provides examples of some types of hazing. This list is not meant to be comprehensive.

- Being yelled, cursed or sworn at;
- Being publicly harassed;

- Being expected to act as a personal servant to an older group member;
- Being coerced/forced to eat certain foods;
- Being thrown or forced to go into a pond, ocean, toilet or other body of water;
- Being pressured to be tattooed, pierced or shaven;
- Being coerced/forced to participate in drinking contests;
- Being forced/coerced to participate in any physical or elicit activity that causes the victim to pass out;
- Being forced/coerced to destroy or vandalize property;
- Being forced/coerced to inflict pain on yourself or others

CRITICAL INCIDENT REPORTING

The sponsor must report critical incidents to the principal and their organizational supervisor immediately. This will ensure sensitive and serious situations are being communicated as clearly and effectively as possible throughout the District. A written report of an incident must be sent to the principal within 24 hours of the occurrence. If a situation is an emergency, the sponsor must immediately notify the principal by telephone.

The following incidents must be reported immediately:

- Firearms – possession, use, display, discharge
- Weapons – possession, use, display
- Assaults
- Sexually-related incidents, including criminal complaint, misconduct, harassment
- Possession, use, sale of controlled substances
- Arrests
- Evacuation of the building
- Any call to 911
- Bus accidents
- Motor vehicle accidents involving rental or PfISD vehicles.

EXTRA-CURRICULAR OC/JJAEP PLACEMENT RETURN POLICY

I. Complete assigned period of placement in OC/JJAEP

II. Cases involving a felony or Class A Misdemeanor:

A. In incidents involving felony or Class A Misdemeanor cases extracurricular privileges will be lost from the time the student is charged until all legal obligations are fulfilled (e.g. released from incarceration, fines and restitution paid; probationary periods completed; deferred adjudication completed)

B. Where tryouts are applicable – Meet the requirements of (A) above as well as:

1. The student must complete the required days of suspension and required number of school approved community service hours before they can participate in interschool competition.
2. If tryouts are completed before their release from the alternative placement the athlete will not be able to compete on the team during the current season, because no extension of tryouts will be offered.
3. If the student is back on campus before tryouts begin, they can participate in tryouts while completing their suspension and school approved community service, but they cannot participate in interschool competition including scrimmages.

C. Where tryouts are not required – Meet the requirements of (A) above as well as:

1. Students may participate in practices and intra-school competition during the time they are completing their suspension and school approved community service hours.
2. Students will regain the privilege of participating in inter-school competition when they have completed their suspension and school approved community service hours.

SOCIAL MEDIA

Everything posted in social media is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if security settings are listed as “private”. Information (including pictures, videos, and comments) may be accessible even after removed. Once a photo or comment on a social networking site has been posted, that photo or comment becomes the property of the site and may be searchable even after being removed.

Similar to comments made in person, Pflugerville ISD will not tolerate disrespectful comments and behavior online, such as:

- Derogatory language or remarks that may harm other teammates or coaches; other PfISD teammates or coaches; and athletes, coaches, or representatives of other schools, including comments that may disrespect opponents.
- Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

Violations of the Student Code of Conduct will also be handled by campus administration in conjunction with the PfISD athletic discipline process.

Sunday Participation Protocols

Pflugerville ISD recognizes the involvement and commitment of its student athletes, performers, and extra curricular sponsors. We strive to provide diverse opportunities for student participation, while working to maintain a balance between extra curricular and family commitments. For these reasons, and in alignment with UIL guidelines, Sunday activities are discouraged.

General Guidelines

UIL Governed Activities

All activities governed by the UIL shall follow UIL mandates and regulations. These are found in the UIL Side by Side document, as well as the UIL Constitution and Contest Rules (19 TAC § 76.1001, Subchapter AA). UIL rules generally prohibit interschool athletic, academic and fine arts competition (including marching contests) on Sunday; exceptions are noted in the Side by Side document.

<http://www.uiltexas.org/policy/tea-uil-side-by-side>

<http://www.uiltexas.org/policy/constitution>.

Non-UIL Governed Activities (dance, winter guard, cheerleading, musicals, non-UIL drama performances, art shows, and any other non-UIL activities) shall adhere to UIL guidelines, with the following exceptions.

Performances & Practices may be scheduled on Sundays, only with approval by the campus principal and the appropriate supervising coordinator.

Competitions may only be scheduled on Sunday, due to:

1. advancement via competition,
2. continuation of competition, or
3. rescheduling, as a result of unavoidable circumstances that potentially threaten student safety, such as inclement weather. These must have the approval of:
 - a) the campus principal, and (b) the supervising coordinator

Communication Protocols

Staff Communication

In the event that a competitive event is continued or rescheduled due to unavoidable circumstances, the following protocol shall be followed:

1. The sponsor will call the campus principal and make a recommendation for participation.
2. The principal will then call the supervising coordinator and make a recommendation for participation. Together, they reach consensus.
3. The principal and supervising coordinator will call the appropriate assistant superintendent and inform them of their joint recommendation.
4. The assistant superintendent will then notify the Deputy Superintendent and Superintendent of the situation and decision.

Parent and Student Communication

Once the participation decision is made, the sponsor will communicate the information to the students and parents, through their individual established communication procedures. In the event that parents would like to discuss a decision or a pending decision beyond the sponsor, they may contact the campus principal directly for additional information.

TRAVEL

Students who have the opportunity to travel in connection with the PfISD extracurricular events are representatives of the district and must exhibit exemplary behavior at all times. Students who dress or act inappropriately while traveling to or from a PfISD activity may be suspended or removed from the event, depending upon the nature.

All students who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. An exception may be made if the student's parent or guardian personally requests, in writing, that the student be allowed to ride to/from the event with the parent, guardian, or other adult. Students are not allowed to drive themselves to out-of-district events.

Students involved in travel shall:

1. Be on time for all trips;
2. Dress neatly and in compliance with the district's dress and grooming policy;

3. Be on their best behavior in restaurants and hotels;
4. Care for any equipment assigned to the coach and return it to the proper storage location upon return to the school;
5. Be on their best behavior while on the bus or other vehicle;
6. Promptly obey all instructions given by either the coach or any adult chaperon.
7. Follow the PfISD "Rules of the Road" for all overnight trips.

RULES OF THE ROAD FOR OVERNIGHT TRAVEL

These guidelines are to be reviewed with students and parents prior to any overnight travel. Campuses and organizations may impose additional guidelines, as appropriate to the trip.

1. No male may be inside a female's hotel room at any time for any reason. No female may be inside a male's hotel room at any time for any reason. Students may not switch their assigned hotel room without prior approval of the trip sponsor. If caught, consequences may be assigned depending on the situation, up to and including immediate removal from the trip and being returned home at parents' expense.
2. Once "Lights Out" is declared, every student must be in his/her assigned hotel room with the door closed and lights out.
3. Keys will be taken up by the sponsor. The doors will be taped following bed check. If the tape is broken, everyone in the room may be assigned to ISS upon return to the campus. If there is a perceived emergency during the night, other than a fire evacuation, the student must call the sponsor to open the door to the hotel room. Sponsors will take the tape off every morning and let the students out. Sponsors will conduct room/door checks throughout the night, to assure that students remain in their rooms and tape has not been disturbed.
4. Sponsors will establish a meeting location for students, in the event of a fire alarm at the hotel. Sponsors will assure that all students have evacuated appropriately and will then meet the students at the prearranged location, where roll will again be taken to confirm that all are present.
5. All students must participate in all activities set forth by sponsors. No student may deviate from the itinerary; all students must be on time for all scheduled meetings, events, and activities. All decisions about the trip will be made by sponsors. Students must be in groups of at least 2 or 3 at all times. This includes when going to the restroom. No one student is ever allowed to be by himself/herself at any time. Students who do not remain with the group or who are not in the correct areas, as reflected on the itinerary, including in their hotel room after lights out, will receive consequences on the trip and may be sent home at the expense of the parent/s.
6. Any student caught shoplifting or breaking the law; caught with any illegal item or substance, including but not limited to weapons, alcohol, drugs, or tobacco may be sent home at the expense of the parent/s and may be arrested, in accordance with provisions of the law. Upon arrival at school, the student will face disciplinary consequences set forth by the campus administration and the Student Code of Conduct.
7. Students are to be on their best behavior at all times, as they are representing their campus and PfISD. All disciplinary issues will be handled by trip sponsor(s) only. Sponsors will report all serious infractions immediately to the appropriate campus and/or district administrator, per the campus' protocol. Severe disruptions may result in the student's removal from the trip and return home, at the parents' expense.
8. Students are to immediately notify their sponsor if they become aware that another student has violated a safety rule or Rule of the Road. Failure to do so may result in disciplinary consequences for the student who remained silent.

9. Disrespect will not be tolerated. Any disrespect toward chaperones, sponsors or others, including other schools, will result in disciplinary consequences on the trip as well as consequences upon arrival at school. Students are to be respectful of other hotel guests. There is to be no loud music, running in the halls, prank calling to other rooms, or disruptive behavior of any kind.

10. No one is to use the hotel room phone to make out-of-hotel phone calls. No movies and no room service may be ordered. No items may be taken from the hotel, to include hotel towels, robes, remotes, pillows, linens and the like.

11. Everyone is to maintain a positive attitude at all times. If things run late, something goes wrong, etc. everyone is to deal with all situations calmly. Any negative attitudes may prevent the entire group from participating in scheduled events. No emotional outbursts from students, including arguments, will be tolerated.

12. Students must bring enough money for expenses, as set forth by sponsors and dress appropriately for each day's activities and weather.

13. Parents may travel to the team/group/club's destination but must do so on their own accord, not as a chaperone. Exceptions must be preapproved by campus administration. Parents traveling as chaperones for the trip must be officially cleared as volunteers by PfISD prior to preapproval by campus administration.

14. A parent or relative may not remove their student from assigned activities set forth by the sponsor. The group must travel as a group. If a parent insists on pulling their student away from the group, the parent forfeits their student's spot on the team/group and will assume all financial responsibility for their student from that point forward. This includes remaining lodging, meals, airfare/bus/transportation, etc.

15. Other than health or safety issues, parents may not address the trip sponsor with any concerns dealing with their child during the trip and must wait until return to school.

16. Parents may not share lodging with their own child or any student who is a member of the traveling group while on the trip.

I have read, understand and agree to abide by all the Rules of the Road as stated above.

Student's Printed Name _____ **Date** _____

Student's Signature _____ **Date** _____

Parent's Printed Name _____ **Date** _____

Parent's Signature _____ **Date** _____

**EXHIBIT C
Pflugerville ISD**

PARENT PERMISSION AND INFORMATION FOR STUDENT TRAVEL FORM

I, the parent/guardian of _____, give my child permission to travel and to participate in extra-curricular activities with Pflugerville ISD. I release Pflugerville ISD and all employees of financial responsibility, which may arise as a result of any injury to my son/daughter while representing Pflugerville ISD in any camp, contest, practice session, or while traveling to and from the same. I also certify that I have sufficient insurance coverage for any injury, or I am financially able to handle all costs due to any injury.

Signatures:

Mother/Guardian _____ Date _____

Father/Guardian _____ Date _____

Medical Release Form and Hold Harmless Agreement

To whom it may concern:

I, as the legal guardian of Name: _____

hereby authorize any necessary medical treatment for my child while participating in extra-curricular activities or traveling with PfISD. I also guarantee payment of all charges incurred during this medical treatment (physician, hospital, x-ray, lab drugs, ambulance, etc.) and submit the following medical information.

1. Allergies to foods, medications, etc. (if none, so state)

2. Special medical problems (if none, so state) _____

3. Does participant carry medications on person? (if so, please state) _____

Medication _____ Purpose _____

Medication _____ Purpose _____

Medication _____ Purpose _____

4. Date of last Tetanus shot _____

5. Family Physician _____

Office Address _____

City _____ State _____ Zip _____ Phone _____

Parent Signature

Parent Printed Name

Student Name: _____

Parents' Address: _____

Street _____ City _____ State _____ Zip _____

Daytime Phone _____ (Father) _____ (Mother)

Nighttime Phone _____ (Father) _____ (Mother)

Organization Name: _____

Sponsor's Signature _____

****Please include a copy of the family/student insurance card for emergency purposes***

In an emergency, indicate the person to be contacted if parents/legal guardian cannot be reached: Name _____ Phone _____

The sponsors and/or adults may administer

_____ Tylenol

_____ Aspirin

_____ (indicate other medication), if needed.

Parent Signature _____

PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT

ATHLETICS HANDBOOK 2015 - 2016

STUDENT-ATHLETE HANDBOOK

The establishment of a uniform athletic handbook reflects the district's concern for the safety, well-being, and conduct of its athletes participating in all athletics. Since extracurricular athletics are optional, those who choose to participate will be held to higher standards of behavior and performance in and out of school. This handbook is neither a contract nor a substitute for the official district policy manual. PfISD policies and procedures can change at any time. Additionally, **athletes and parents are reminded that participation in interscholastic athletics is a privilege, not a right.** In addition to obeying rules set forth in the PfISD *Student Code of Conduct*, all athletes in grades 6 through 12 participating in PfISD athletics will be required to comply with the following guidelines and disciplinary regulations.

ATHLETIC CODE OF CONDUCT

Athletics is not a requirement for graduation and participation is strictly voluntary. Athletics, as a discipline, stresses work ethic, teamwork, sportsmanship, integrity and sacrifice. Should the actions of an athlete fail to exhibit these same characteristics, the privilege of participating in athletics may be revoked. All coaches must be willing to work, within the guidelines of the athletic department, to help any athlete should he/she lose direction. It is PfISD's intention to help its athletes stay on course and succeed. However, when an athlete purposely or continuously violates guidelines, then it is up to the appropriate coach to address the situation. Because participation in athletics is a privilege and not a right, Pflugerville ISD is authorized to set higher standards for athletic activities than it would for those who choose not to participate. Therefore, this *Athletic Code of Conduct* extends beyond the Pflugerville ISD *Student Code of Conduct* not only in types of behavior prohibited, but also in corresponding consequences and jurisdiction for imposing discipline.

COACHES CODE OF CONDUCT (UIL C & CR SECTION 1201 B)

**The C & CR can be accessed on the UIL website under athletics – [Coaches Code of Conduct](#)

➤ COACHING EJECTIONS (UIL C & CR SECTION 1208 J)

If a coach is ejected or suspended from a contest by an official, it is the coach's responsibility to notify the Athletic Director as soon as possible per UIL rules. It is an automatic Pflugerville ISD one-game suspension.

➤ PROFESSIONAL CONDUCT

All Pflugerville ISD coaches are expected to maintain a high level of professionalism in regard to conduct, demeanor, grooming, and relationships between faculty, staff, and students.

STUDENT-ATHLETE CONDUCT

An athlete in grades 6 through 12 participating in any PfISD extracurricular activity shall comply with the following rules of conduct 24 hours a day, 7 days per week, and 52 weeks per year in addition to obeying the rules set forth in the PfISD *Student Code of Conduct*, the particular extracurricular activity's constitution, handbook, rule book, and/or regulations, if any, or rules otherwise communicated to the athlete by the activity's coach:

Athletes who participate in extracurricular activities shall comply with the following rules at all times, on or off campus, regardless of whether school is in session:

1. Show respect for PfISD officials and staff;
2. Participate in every practice, competition and event required by the coach, unless the coach has granted an excused absence;
3. Arrive promptly, properly attired, for every practice, competition, etc., unless the coach has granted an excused absence;
4. Do not possess or use any tobacco or tobacco-related products;
5. Demonstrate sportsmanlike behavior;
6. Demonstrate a positive attitude;
7. Be courteous and polite to others;
8. Respect possessions of others;
9. Display academic integrity.

Athletes who violate these guidelines are subject to Level I consequences as follows:

1st Offense- Five school day suspension from all extracurricular activities (practice is permitted).

2nd Offense- Fifteen school day suspension from all extracurricular activities; 30 hours of community service (practice permitted).

3rd Offense- Removal from all extracurricular activities for 60 school days or the remainder of the school year; 100 hours of community service. (practice at coach discretion).

RULES OF CONDUCT

As representatives of PfISD, athletes in grades 6 through 12 who participate in extracurricular activities are expected to demonstrate exemplary behavior and dedication, whether at school or away. Nothing in the Extracurricular Code limits or otherwise

restricts the authority of the coach or administrator to limit or restrict participation, or assign consequences for offenses not included in this handbook. Before an athlete is suspended or removed from participation in an extracurricular activity, and before any other consequence is imposed as provided in this handbook, the alleged infraction will be documented and a reasonable investigation of the allegation shall occur. The coach shall then schedule a conference with the athlete and the athlete's parent/guardian to explain the reasons for which the action is being taken and to offer the athlete an opportunity to discuss the matter. An athlete may appeal the decision through the procedures set forth in PfISD Board Policy FNG (Local). Note: The athlete may not participate in the activity during the appeal process.

SERIOUS MISCONDUCT

An athlete who is involved in **Serious Misconduct is subject to disciplinary consequences in accordance with the *Student Code of Conduct* and may also receive consequences or experience loss of privileges in athlete organization(s).** athletes who are removed from the home campus for disciplinary reasons are not eligible to represent their home campus during the period of removal. Athletes who are placed in In-School Suspension (ISS) may practice but may not participate in extracurricular activities during the times of their placement in ISS.

An athlete in grades 6 through 12 shall lose the privilege of participation in extracurricular activities during any period of suspension, placement in a disciplinary Alternative Education Program, or Expulsion.

The following infractions are strictly prohibited:

1. Using, possessing, or being under the influence of marijuana, a controlled substance, a dangerous drug, abusable glue, aerosol paint, steroids, or any other mood-changing, mind-altering, or behavior-affecting drug;
2. Using, possessing, or being under the influence of an alcoholic beverage;
3. Engaging in lewd, disruptive, or other offensive conduct that affronts school district standards of propriety;

Upon the administration's determination that a PfISD athlete in grades 6 through 12 participating in a school-sponsored extracurricular athletics has violated any one of the three infractions enumerated above, the student shall be subject to disciplinary action as outlined in the *Student Code of Conduct* and shall lose the privilege of further participation in that activity as specified below:

- 1st Offense in athlete's attendance at PfISD (measured from Grade 6): **30** hours of community service approved by the campus coordinator and **15** school days of suspension from active participation in any/all PfISD extracurricular athletics.

Football spring practice days cannot count towards the days of suspension, and athletes shall not participate in any formal scrimmages during the suspension period. If the offense occurs when the athlete is not actively participating, the suspension shall apply beginning with the next period of participation following the offense. If the athlete is involved in more than one activity, the suspension shall apply to all activities concurrently. The athlete shall not serve more than one 15-day suspension for the first offense.

- 2nd Offense in athlete's attendance at PfISD (measured from Grade 6): **100** hours of community service approved by the campus coordinator and **60** school days of suspension from active participation in any/all PfISD extracurricular athletics. If the offense occurs when the athlete is not actively participating, the suspension shall apply beginning with the next period of participation following the offense. If the athlete is involved in more than one activity, the suspension shall apply to all activities concurrently. The athlete shall not serve more than one 60-day suspension for the second offense.
- 3rd Offense in athlete's attendance at PfISD (measured from Grade 6): the athlete shall be suspended from further participation for one calendar year. An athlete may be referred to counselors, and/or drug and alcohol education programs, as appropriate. An athlete or parent may appeal the athlete's loss of extracurricular privileges through PfISD Board Policy FNG.

Loss of privilege-selling or delivering

Selling or delivering marijuana, alcohol, a controlled substance, a dangerous drug, abusable glue, aerosol paint, steroids, or any other mood-changing, mind-altering, or behavior-affecting drug is strictly prohibited and will result in consequences as outlined in the PfISD *Student Code of Conduct* and an athlete's elimination from further participation in all extracurricular activities for:

- 1st Offense, one calendar year
- 2nd Offense, for the remainder of the athlete's school career

Loss of privilege-Deferred Adjudication, Felony or Class A Misdemeanor

An athlete in grades 6 through 12 shall lose the privilege of participation in extracurricular activities during any period of:

- deferred adjudication,
- while under indictment for a felony, or while awaiting a final determination of guilt or innocence in connection with either a felony or any offense punishable as a Class A Misdemeanor, whether the felony or offense was committed on or off campus.

SPECTATOR CODE OF CONDUCT

- Spectators are an important part of the games and are encouraged to conform to accepted standards of good sportsmanship and behavior.
- Spectators should respect officials, visiting coaches, players, and cheerleaders as guests in the community and extend all courtesies to them.
- Spectators should respect officials, visiting coaches, players, and cheerleaders as guests in the community and extend all courtesies to them.
- Spectators will observe the rules of the local school concerning smoking, drinking, littering, and parking procedures.
- Spectators will respect and obey all school officials and supervisors at athletic contests.

PfISD CHAIN OF COMMAND

1. Board of Trustees – is the ruling agency for the district and is responsible for interpreting the needs of the community and requirements of the organization.
2. Superintendent of Schools – responsible for administering the schools according to adopted policies by the Board of Trustees, the Texas Education Agency, and in accordance with UIL rules and Texas school codes. The Superintendent shall represent the school district as its chief executive officer and its foremost professional educator in its dealings with other school systems, social institutions, and businesses. Is ultimately responsible for all phases of the public school program. Will delegate authority for the administration of the athletic program through the Principal and Athletic Director.
3. Principal – is the official representative of the school and is directly responsible for being the official representative in dealing with UIL matters pertaining to the school. Is closely involved with the operation of the athletic program.
4. Athletic Director – responsible for the administration and supervision of the interscholastic athletic program in the high schools and middle schools. Provides day-to-day leadership necessary for operation of the athletic department. Prepares the athletic budget.
5. Head Coaches – responsible to the Athletic Coordinator of their campus for the total operation of their respective sports programs. Will carry out the duties described in their job description, and/or any other duties delegated by the Athletic Director, Principal, or Athletic Coordinator. Strictly enforce eligibility rules.

ATHLETIC DEPARTMENT CHAIN OF COMMAND

Administrative Organization of Athletic Department

1. Athletic Director
 - a. Director of the athletic program. Responsible for all athletic coaches in the district and their assignment in regard to promotion of the overall program.
 - b. Responsible to the Executive Director of Student Affairs.

2. Campus Athletic Coordinator
 - a. Responsible for coordinating the athletic program and the supervision of all coaching personnel in the high school and middle school feeder programs under his/her direction.
 - b. Authorized to assign coaches under his/her supervision to all in-service meetings and other duties relating to the successful operation of the program.
 - c. Responsible to Athletic Director and Campus Principal.
3. Head Coach of Each Sport
 - a. Responsible for his/her particular sport and assistant coaches under his or her direction.
 - b. Responsible to Campus Athletic Coordinator, Principal, and Athletic Director.
4. Head Coach Middle School
 - a. Responsible for coordination of athletic programs and supervision of coaching personnel in his/her school.
 - b. Responsible to Principal, Athletic Coordinator, and Athletic Director.
5. Assistant Coach High School and Middle School
 - a. Responsible to carry out duties assigned by the Head Coach of his/her sport and the Athletic Coordinator.
 - b. Responsible to Principal, Head Coach, and Athletic Director.
6. Athletic Trainer
 - a. Works with the Head Coach of each sport as assigned by the Athletic Director and or Campus Athletic Coordinator.
 - b. Responsible to Campus Athletic Coordinator, Principal, and Athletic Director.

Procedure for Handling Athletic Requests and Problems

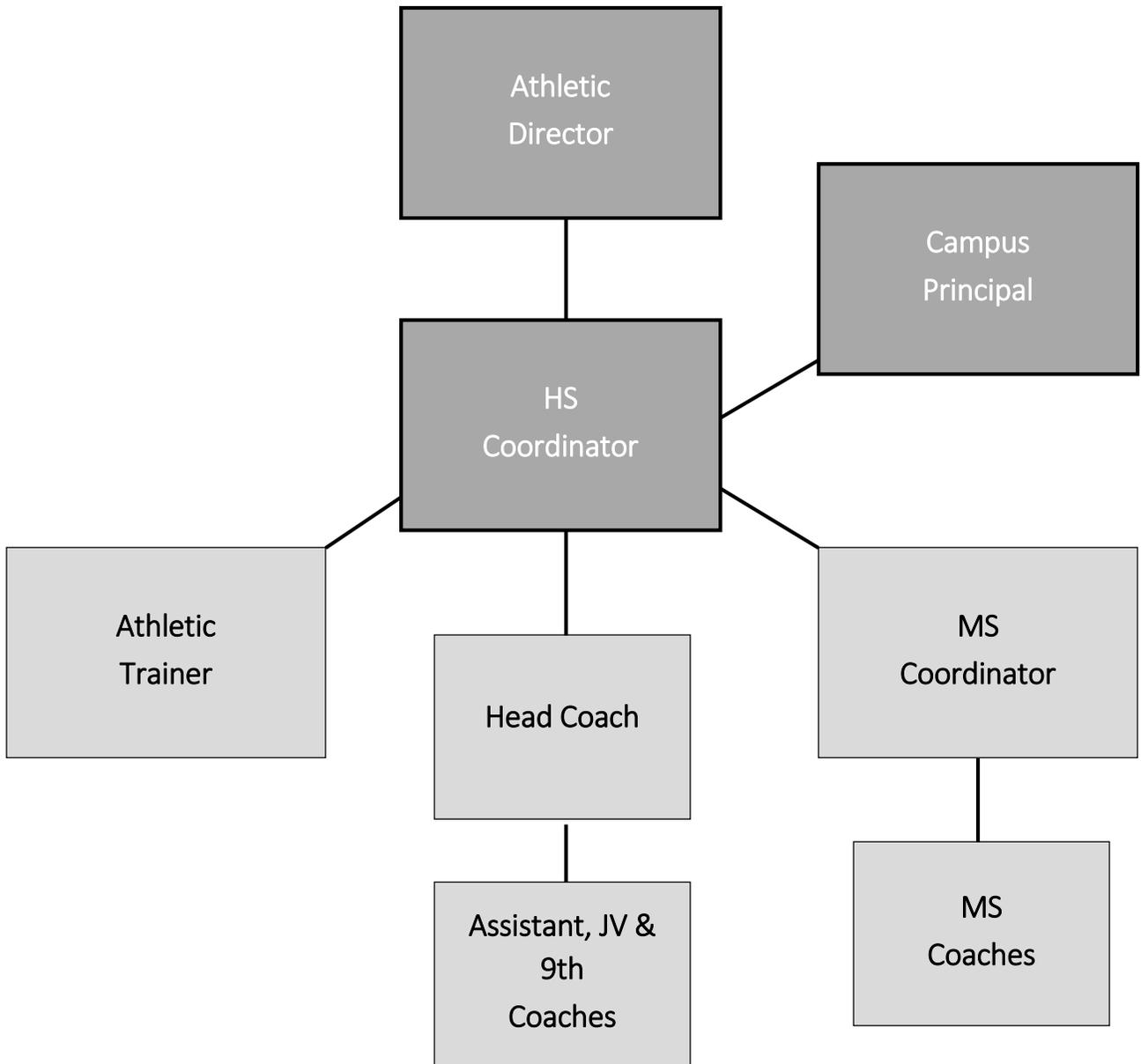
1. All coaches shall initiate each request or discussion of a problem pertaining to athletics with the Athletic Coordinator of his or her school.
2. Coaches should report to the Head Coach of their program first, then to the high school coordinator.
3. The request or problem may then be referred to the Athletic Director or High School Principal by the Athletic Coordinator if the subject requires additional attention.

Coaches Evaluations

Coaches' evaluations shall be completed at least 45 calendar days before the last day of scheduled instruction so that all contractual commitments can be finalized for current employees. Evaluations assess the strengths and areas of improvement which guide the employee in his professional growth. Evaluations should be thorough and include documentation of needed growth areas. Only a fair and honest evaluation can benefit the coach and the evaluator.

PfISD Athletic Department Chain of Command

Organizational Chart



ATHLETE EXPECTATIONS

Dress and Grooming – Athletes who participate in any sport shall comply with the district’s policy on athlete dress and grooming and the coach’s specific requirements for the activity.

Attendance – An athlete must be in attendance as a full time student at a PfISD school in order to participate in any sport, including tryouts, at their PfISD campus of enrollment or in the case of an 8th grade athlete being promoted to high school, at their PfISD middle school campus of enrollment, which must be within the feeder pattern of the PfISD high school of enrollment during the athlete’s 9th grade year.

Practice regulations –

- Athletes are responsible for:
 - Informing his/her coach of any anticipated absence prior to any practice or games. Failure to do so may result in suspension from the team. Unexcused absences and/or failure to communication with a coach about any absence may result in the loss of playing time at the next game.
 - Obeying all rules given by the coach
 - Refraining from the use of profanity, vulgar or disrespectful language
 - Contributing their best at all times

Athletes must be in attendance at their home campus or a campus to which they have an approved transfer in order to participate in extracurricular activities. Athletes engaged in extracurricular activities are expected to participate in all practices, competitions, and other events identified by the coach. Coaches will identify times for required practices, competitions, etc. Academically ineligible athletes may practice with other athletes, but may not participate in a competition or other public performance.

Athletes who fail to appear for a scheduled event without a written excuse from an athlete’s parent will be prohibited from participating in the next scheduled activity. Athletes’ absences from extracurricular activities shall be excused only for those reasons set forth in the student handbook. Excessive unexcused absences may result in suspension or dismissal from the activity. Such decisions shall be made in consultation with the campus principal and are subject to appeal through PfISD Board Policy FNG (Local).

Athletes with injuries will be allowed to attend any practice, competition, or other event relating to the activity and allowed to participate only to the extent authorized by written order of the athlete’s physician. Athletes will be excused from participation in any practice or competition if they are observing holy days, including days of travel to or from a site where the athlete will observe holy days. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the athlete will

observe the religious holy days. Athletes are responsible for notifying the coach of any need to be absent for religious reasons prior to the absence.

Athletes should make every effort to schedule health care appointments at times that will not interfere with school or activity participation. If a conflict is unavoidable, the athlete shall inform the coach prior to the appointment and provide written documentation of the appointment. An athlete in season for any PfISD sport shall not participate in club competition at the same time, without the PfISD Head Coaches' approval. Football Spring Training is considered in season by the UIL and PfISD.

COACH EXPECTATIONS

Athletic Department Lines of Communication

All athletic department staff must follow their appropriate lines of communication when dealing with any and all athletic department business and issues. Any deviation from this process will be accounted for in the annual evaluation process. This is to ensure that all athletic department business can be conducted efficiently and the appropriate department or administrator can respond according to PfISD and athletic department guidelines.

UIL Issues – If a coach has a question or concern regarding a UIL rule, policy or procedure, the following communication process will be followed:

1. Coach will discuss issue with the campus athletic coordinator
2. Campus athletic coordinator will decide whether the issue is brought to the PfISD athletic office
3. Athletic office will contact the UIL – Coaches are NOT under any circumstance to contact the UIL office

Relations with Campus Faculty

All PfISD coaches should maintain a good, positive relationship with other members of the campus faculty and staff, supporting them in matters of student discipline, grades, and any other areas of concern with athletes. Mix and mingle with the faculty and staff, and remember that these people can and will help if they feel we are sincerely helping them and are one of them.

Each PfISD head coach is responsible for understanding the UIL/TEA No Pass-No Play guidelines and is responsible for the eligibility grade checks for his/her athletes.

Middle School Program Expectations

Every middle school will have an alignment to a designated high school. Middle school athletic coordinators are responsible for the entire administrative and organizational procedures for grades 7-8. All middle school football coaches will work their respective high school's football spring training sessions.

Staff Loyalty and Integrity

All staff members will make a 100% commitment to the philosophy, objectives and guidelines of the PfISD Athletic department.

In addition, all staff members must maintain a positive working relationship with all members of central office/district support staff.

PHYSICAL GUIDELINES

Each athlete must be cleared by the athletic trainer prior to participation at the high school level. Each athlete must be cleared by one of the coordinators prior to participation at the junior high level.

- All **required forms** must be completed in their entirety and returned to the athlete's head coach or athletic trainer before a student participates in any try-out, practice, athletic competition, travels, etc. with an athletic team for any purpose.

The required forms include:

High School

- UIL Pre-Participation Physical
- Steroid Acknowledgement Form
- UIL Cardiac Awareness Form
- Concussion Acknowledgement Form
- UIL Acknowledgement of Rules
- Student Handbook Signature Page
- Medical Records Release
- Emergency Release Form

Middle School

- UIL Pre-Participation Physical
- UIL Cardiac Awareness Form
- Concussion Acknowledgement Form
- Student Handbook Signature Page

Training Room Guidelines

1. Treatments are to be administered only to athletes from a PfISD high school or middle school that is injured during certain school sponsored activities.
2. Only athletes who are involved in a UIL activity will be treated.
3. Any athlete who is under the care of a physician must provide written documentation of treatment protocol, restrictions, and/or release for return to play.
4. Athletes who are members of a school sponsored activity who are injured in non-UIL activities will only receive first aid care until they are evaluated by a physician. The physician must provide, in writing, a treatment protocol for the athletic trainer to follow.

NON-ATHLETIC INJURIES

Non-athletic injuries will be seen in the athletic training room under the following guidelines:

1. Due to liability concerns, the athlete must first see a medical doctor prior to being treated by the athletic training staff.
2. The athlete must provide a prescription for treatment/rehabilitation from the medical doctor. The information must be specific as to what type of rehabilitation is to be done.
3. No injuries that are the result of a motor vehicle accident will be seen.

HEALTH AND WELFARE

Every athlete involved in extracurricular athletics must have a medical emergency information sheet on file with the coach. All athletes must obtain an annual physical, recorded on the UIL designated form, before practicing or participating in any sport.

All injuries should be reported immediately to the coach. Doctor's notes should also be made available to the coach. If possible, rest and rehab should be done under the coach's care.

HEAT & HYDRATION GUIDELINES

Practice or competition in hot and humid environmental conditions poses special problems for student-athletes. Heat stress and resulting heat illness is a primary concern in these conditions. Although deaths from heat illness are rare, constant surveillance and education are necessary to prevent heat-related problems. The following practices should be observed.

General Considerations for Risk Reductions

1. Encourage proper education regarding heat illnesses (for athletes, coaches, parents, medical staff, etc.) Education about risk factors should focus on hydration needs;

acclimatization, work/rest ratio, signs and symptoms of exertion related heat illnesses, treatment, dietary supplements, nutritional issues, and fitness status.

2. Assure that onsite medical staff has authority to alter work/rest ratios, practice schedules, amount of equipment, and withdrawal of individuals from participation based on environment and/or athlete's medical condition.

MULTIPLE SPORT PARTICIPATION

Participation in multiple sports is encouraged as it creates cross-training and increases the ability for the athlete to be more coachable. In cases where a sport overlaps, an athlete must complete that season's sport before entering the next sport unless agreed on by both head coaches. **No coach shall discourage any athlete from participating in multiple sports.**

NON-SCHOOL SPORTS AND CAMP PARTICIPATION

Athletes and coaches must be aware of UIL/PfISD policies, guidelines and regulations in regard to non-school activities. Various UIL restrictions apply and can be accessed by clicking [here](#).

OFF SEASON PROGRAMS

Summer strength and conditioning camps must be in compliance with UIL/PfISD guidelines. All camps must be approved by the campus athletic coordinator and PfISD athletic department.

TEAM RULES

Team rules are to be established by each head coach and based on UIL/PfISD policies and administrative guidelines and regulations. Team rules should be approved by the campus athletic coordinator.

CONTEST MANAGEMENT

Game Administrator

In all UIL varsity athletic team contests, a game administrator shall be appointed by the home school. That person must be a coach (other than the game coach), teacher, or administrator. It is recommended that a game administrator be designated by the home school for all non-varsity athletic team contests. The responsibilities of the game administrator are as follows:

1. Meet with the officials prior to game time (preferably on the playing field or court); If officials are not notified by the Regular Season Regulations 44 designee by ten minutes prior to beginning of a game, the referee shall ask the home head coach if there is a designee and if so, who that person is.

2. See that officials are directed to their dressing room;
3. If there is no designated administrator, the officials shall inform the UIL in writing the next working day.
4. Inform the officials where the game administrator will be seated.
5. Assist the officials if they need to discourage unsportsmanlike conduct of a fan, player, or coach (such as removal from stadium or gym).
6. Check with the officials after the game to see if there is any misconduct that needs to be reported.
7. Offer to provide an escort for the officials to their cars.
8. Report incidents to the appropriate school administrator (home team or visitor).
9. Report severe verbal abuse or physical contact of the official and any ejections of coaches and fans to the UIL office in writing within the next three working days.
10. The home school is responsible for security. In playoff games/matches, both schools are responsible.
11. In playoff games/matches both schools shall have a game administrator.

Officials

The high school head coach of each sport is responsible for securing officials for all varsity contests. The assistant athletic director will handle all junior high football, volleyball and basketball contests. The athletic director is responsible to sign and return all athletic officials contracts.

SEPARATION FROM TEAM

There will be times when an athlete finds it necessary to quit playing a sport before, during, or after the season. The following should be followed in order to quit a sport:

- The athlete should talk to the coach. The coach should also have a face to face conversation with the athlete's parent regarding this decision.
- The student may need to be placed into a Physical Education class in order to complete the credit begun in athletics or stay in the athletic period until such time as a schedule change can occur, which could be the next semester.
- All equipment issued must be returned or paid for.
- It shall be the coach's decision whether to allow that student to return to the sport in the future.
- An athlete shall not join another sport until the end of the season of the sport he/she has quit.
 - If an athlete chooses to begin a new sport during the next season, there must be a mutual decision between both sport's coaches.

JEWELRY

Jewelry is illegal in any athletic event according to U.I.L. guidelines. In order to prevent any injuries or the accidental wearing of jewelry to practice, all jewelry will be removed prior to the activity. Athletics will not be responsible for lost or stolen items.

EQUIPMENT

Any district equipment issued to an athlete is the financial responsibility of the athlete and for the athlete's use while participating in a school-related activity. At no time is district equipment for personal use.

Athletes must care for district-issued equipment as if it were their own. Equipment must be properly stored, in a proper location, and shall be kept clean and maintained. Athletes who lose or damage district equipment due to negligence will be required to pay for the cost of replacement.

All district equipment must be returned at the end of the season or school year, as directed by the coach.

Individually owned equipment is the sole responsibility of the athlete; PfISD will not be responsible for any loss or damage that occurs to athlete-owned equipment.

As uniforms are required for all sports, the athlete shall be required to ensure that the uniform is worn only at appropriate times and is neat and clean for the practice, performance, and/or competition.

TRAVEL

Athletes who have the opportunity to travel in connection with the PfISD athletic event are representatives of the district and must exhibit exemplary behavior at all times. Athletes who dress or act inappropriately while traveling to or from a PfISD activity may be suspended or removed from the event, depending upon the nature.

All athletes who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. An exception may be made if the athlete's parent or guardian personally requests, in writing, that the athlete be allowed to ride to/from the event with the parent, guardian, or other adult. Athletes are not allowed to drive themselves to out-of-district events.

Athletes involved in travel shall:

1. Be on time for all trips;
2. Dress neatly and in compliance with the district's dress and grooming policy;
3. Be on their best behavior in restaurants and hotels;

4. Care for any equipment assigned to the coach and return it to the proper storage location upon return to the school;
5. Be on their best behavior while on the bus or other vehicle;
6. Promptly obey all instructions given by either the coach or any adult chaperon.

Parent participation:

Parents are encouraged to attend athletes' events and to encourage all athletes to work hard and meet their potential. Parents are reminded that they must be positive and always model good sportsmanship. Spectators who fail to abide by these guidelines could be removed from events; if such behavior is repetitive the parent could be banned from attendance.

Parents who have concerns regarding their athlete's involvement in any sport should first direct their questions or concerns to the coach, if the coach is unable to respond to the concern in a way that satisfies the parent, the parent is encouraged to appeal to the coaches direct supervisor and then to the principal of the school. If the campus does not satisfy the parent request, an appeal may be made to the appropriate executive director.

AWARDS/LETTERING

All awards to athletes for participation in any sport must meet criteria set forth in the individual activity guidelines, as established by the coach leading the activity and approved by the appropriate district level official. Awards must be in accordance with UIL guidelines for those activities governed by the UIL. This information will be distributed to athletes and parents before the season begins.

If at any time an athlete quits or is eliminated from athletics in or out of season, he/she gives up all rights to any honors/awards which he/she has earned, but not yet received.

Any athlete may receive a letter in any one of the four years in high school if they fulfill the lettering requirement for that sport. A participant may letter at the coach's discretion if the participant is considered to have been of exceptional value to the team. Exceptions may include playing on a team for four years and never lettering, a letterman who is injured and is unable to complete the season, or a specialist of some type.

General requirements for lettering:

- Must complete season and school year at the Varsity level following all school and athletic procedures and policies.
- All issued equipment must be accounted for.
- Severe disciplinary action can forfeit letter award.
- Special consideration will be given to injured players and seniors not receiving proper playing time.

- Head coaches may add additional requirements if necessary. This information will be distributed to athletes and parents before the season begins.

Middle School Program

A participation certificate may be awarded to each athlete for every sport he/she participates. Criteria for these awards will be set by each campus coordinator.

PARENT COMMUNICATION

Communication parents should expect from their child's coach:

1. Coach's philosophy
2. Expectations the coach has for student/athlete, as well as other players on the team.
3. Locations and times of practices and contests.
4. Team requirements (fees, special equipment needed, etc.)
5. Procedures that will be followed if your child becomes injured during participation.

Communication coaches expect from parents:

1. Concerns regarding their son or daughter expressed directly to the coach at the appropriate time and place.
2. Specific concerns in regard to the coach's philosophy and/or expectations.
3. Notification of any schedule conflicts well in advance.

Every sport will conduct a pre-season parent meeting that will be coordinated with the campus athletic coordinators. Every head coach must keep a sign-in sheet of parents attending the meeting.

ATHLETIC BOOSTER CLUBS

Booster clubs can be extremely important when managed correctly. Athletic booster clubs are under the supervision of the campus athletic coordinator and director of athletics. Booster clubs must operate within the guidelines and procedures as set forth by PfISD. Head coaches will be held responsible for UIL/PfISD compliance.

UIL Rules and Regulations – [UIL Website](#)

Fundraising

- Any type of fundraising must have the prior approval by the campus athletic coordinator, campus principal and athletic department 10 days prior to the event.
- Fundraising projects are subject to state law.
- For additional information, coaches will refer to PfISD Board policies as well as the UIL policies.



PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT

Receipt of PfISD Athletic Handbook

Acknowledgement of Athlete

I acknowledge that a copy of the PfISD Athletic Handbook has been issued to me. I have read, understand, and shall abide by the information contained in the handbook.

Athlete's Name (please print): _____

Student ID#: _____

Sports: _____

Athlete's Signature: _____ Date: _____

Acknowledgement of Parent/Guardian

I understand and consent to the athlete responsibilities set forth in the PfISD Athletic Handbook. I also understand and agree that my child shall be held accountable for the behavior expectations and consequences set forth in the PfISD Athletic Handbook.

I understand that in addition to obeying rules set forth in the PfISD *Student Code of Conduct*, all athletes participating in PfISD athletics will be required to comply with the guidelines and disciplinary regulations contained in the PfISD Athletic Handbook.

I understand that the PfISD Athletic Handbook is not a substitute for the PfISD *Student Code of Conduct* or the official PfISD policy manual. I understand that the PfISD policies and procedures can change at any time. Additionally, I have been advised that my child's participation in interscholastic athletics is a privilege, not a right. Since athletics are optional, I understand and agree that those who choose to participate will be held to higher standards of behavior and performance in and out of school.

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____ Date: _____

Please fill out and return this form to your coach



PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT

CHEERLEADER HANDBOOK 2015 - 2016

PHILOSOPHY AND PURPOSE

Cheerleaders and mascots are student leaders who exemplify and promote school spirit, pride, and sportsmanship by participating at athletic events and extracurricular activities deemed appropriate by the campus administration and coach. Being a Pflugerville cheerleader is an honor and a privilege. Cheerleaders enhance a positive school climate by exhibiting leadership skills, such as respect for individual differences, building consensus, academic excellence, and modeling appropriate behaviors at all times, both in and away from school.

Cheerleaders are expected to be mentally and physically fit and athletically skilled in the field of cheerleading. They are first and foremost representatives of their school. Because of these responsibilities, members of the cheerleading squad will be expected to maintain a higher standard of behavior both on and off campus than that of their peers. In or out of uniform, cheerleaders are representatives of the cheerleading squad and the school.

UIL & TEA

It is the practice of Pflugerville ISD to utilize the University Interscholastic League (UIL) guidelines to regulate and govern the cheerleading program with regard to the no pass/no plays eight-hour practice limitations, athletics periods, and all other applicable regulations. The cheerleading program will follow the eligibility requirements as outlined by the TEA and UIL.

TRYOUT – ELIGIBILITY REQUIREMENTS

A student must be enrolled in Pflugerville ISD and be in attendance by the first day of the second semester. Principal has discretion to determine participation for students new to the district. Other requirements:

- A student must have a cumulative GPA of 70 or better (high school) or an overall average of 70 (middle school) as of the preceding semester.
- A student must meet state guidelines for compulsory attendance.
- A student must have no outstanding balance for prior year financial obligations.
- A student must have never received deferred adjudication and/or conviction for a Class B misdemeanor or higher-class conviction.
- Students who have been expelled or sent to discipline school on mandatory placements during the current school year are ineligible to tryout.

A student is not eligible who has resigned or been dismissed from the cheerleading squad in the previous year. However, if he/she resigns due to circumstances out of his/her

control, the coach and campus principal will determine whether he/she may be considered for tryouts the following year.

Disclaimer: Unfortunately, not all situations that arise can be anticipated or accounted for in the manual. Should events occur that are not covered in the Pflugerville ISD Cheerleading Handbook, they will be reviewed on a case by case basis by the principal and cheer coaches and will be dealt with according to what is fair and just. Furthermore, Pflugerville ISD reserves the right to alter the rules according to the situation, at any time.

COMMITMENT

Participation in the PfISD cheerleading program carries both a significant time and financial commitment. Candidates selected to be a member of the cheerleading squad are expected to make a commitment to the activity for the full cheerleading year (selection day through the last day of school the following academic year, this includes summer camp and practices).

- Cheerleading is a time consuming activity and it is the responsibility of each cheerleader to be present at each activity and perform to the best of his/her ability. Because of the many hours involved in practicing, planning pep rallies, painting signs, and actually cheering at games, other school and non-school activities will have to be limited. The cheer coach and the other coach will review school participation conflicts in an attempt to solve the problem while considering the best interests of the individual, as well as the interests of the cheerleading squad and other school organization. Everyone must share equally in the behind the scenes work, as well as the cheering before the crowd. Since cheerleading is a team activity, loyalty and dedication to the team is a key ingredient in gaining the most valuable elements from the association.
- Cheer members need to be aware that PfISD cheer commitments will come first. Jobs, driver education, outside cheer teams, etc. need to be considered before trying out for the cheer squads. Any outside commitment will not be considered as a reason to miss any cheer event/game. Absences related to outside commitments will result in a “strike” (see PfISD Cheer Code of Conduct).
- Each cheer member will be required to be in the cheer class at their respective campus. Classes consist of physical conditioning, prep for games/events, tumbling, jump technique, and stunting. Physical conditioning may include, but is not limited to running, weight training, push-ups, crunches etc. Managers and mascots will participate with physical conditioning, but may also be given separate expectations per each campus cheer coach.
- It is the responsibility of each Cheerleader to meet all financial obligations. Every effort will be made to make all expenses minimal. A list of expenditures and their possible value is listed in the constitution. Failure to meet the stated financial obligations will result in principal and coach review which may lead to removal from the squad.

PROGRAM MEMBERSHIP-SQUAD MAKEUP

Pflugerville fields 2 teams, Junior Varsity and Varsity. Freshmen may participate on the Junior Varsity team.

- Junior Varsity members may be freshmen, sophomore, or junior girls/boys.
- Varsity members may be sophomore, junior, or senior girls/boys.
- Both teams, including any alternate members, will consist of no more than 50 members. A smaller squad may be selected by the coach and administration.
- Mascot – It is a campus decision to select a mascot. If a mascot is to be selected, the campus will establish the selection procedures and publish information related to selection procedure and job description for a school mascot. The qualifications, responsibilities, and consequences described in this document will be used to govern the mascot. A school may select up to two students to serve as mascots; the mascot duties may be shared by the students or both students may be in costume acting as mascots at the same time.
- Captains/Co-Captains – The cheer coach selects the Captain(s) with the consideration to the qualities of leadership, responsibility, and academic performance. The cheer team may also be involved in the voting process. Each campus publishes information which delineates the duties of the captain and co-captain and the consequences for failure to carry out these duties.
- Cheerleading openings that occur after the official tryouts may be filled by the coaches and campus administration.
- Coaches reserve the right to move cheerleaders from JV to Varsity and from Varsity to JV. Seniors will not be moved to JV at any time.

TRYOUT GUIDELINES

Procedures for cheerleader selection are based on the guidelines in this handbook. Each school will be responsible for facilitating the tryouts on their campus and tryout material will be specific to the campus.

Tryouts will be held in the second semester of the school year.

Each coach will be responsible for the preparation and distribution of a packet of information to be made available to all candidates. This information will include tryout dates, times, attire, and procedures. The building principal will approve this information prior to distribution.

Candidates and parents must attend an orientation meeting scheduled by the cheer coach. Conflicts will be handled on a case by case basis.

Candidates and parents must sign a form stating that they understand and will comply with all information in the packet and in this handbook prior to the student being allowed to participate in the tryout process. The following forms must be signed and turned in to the coach prior to tryouts:

- Cheerleading Handbook Parent/Student Acknowledgement

- Parental Release Form
- Extracurricular Standards of Behavior Contract
- Pre-participation Physical Evaluation-Medical History & Physical Examination <http://www.pfisd.net/dept/athletics/formsandhandbooks/uiophysicalform>
- Candidates, who are injured and unable to demonstrate skills due to injury or illness, may provide video footage for evaluation of skills during the tryout process for the campus. Videos may be of practice, game or competition footage. Video footage should include tryout skills evaluated: motions, dance, tumbling, stunting, and jumps. Video footage should be prior to current injury.
- Grades, attendance and behavior will be reviewed by coach upon tryout.

PRE-TRYOUT CLINIC

Each campus schedules a pre-tryout clinic to acquaint candidates with skills/techniques on which they will be judged. Attendance at the clinic is mandatory. The clinic is planned and led by the campus cheer coach and eligible senior cheerleaders.

Spectators (including parents, coaches, friends, non-involved school personnel) are not permitted to watch or videotape clinic practice. Clothing for clinic sessions: shorts, t-shirt/tank top, cheer shoes.

CLOSED TRYOUTS

Tryouts are closed to everyone except judges, principals, coaches, tabulators, and principal designees. There will be no students or parents in the tryout areas, nor will they be involved in the collection or tabulation of scores. No parents are allowed in the school building during tryouts. Students and coaches may not utilize electronic devices or texting during tryouts. Any deviation from the tryout requirements by the candidates may result in the disqualification of the candidate.

Any student who arrives at the tryout site after tryouts have started will not be allowed to try out.

If candidates have a conflict, emergency or an illness that prevents them from attending the clinic and tryout, cheer coaches and campus administration will make arrangements to tryout.

TRYOUT FORMAT/ JUDGING/EVALUATION

- Varsity and junior varsity tryouts will be scheduled on the same date, time and location.
- The tryout process is organized and facilitated by the cheer coach. In addition to the judges, the cheer coach, and up to three designated faculty members may be present in the tryout room for the purpose of giving directions, room set up, etc. At least one campus administrator is present in the tryout room to oversee the selection process. Candidates are in the tryout center for the length of their performance only.

- A panel consisting of a minimum of three (3) impartial judges will be secured by the campus for cheerleader tryouts.
 - Judges shall be knowledgeable cheerleading coaches, former college cheerleaders, and/or member of UCA/NCA/ACA staff.
 - Judges shall not be a relative of any candidate or a private coach of any candidate.
 - Judges will be instructed to judge the candidates based only on the mastery of the skills that they see demonstrated during the tryouts.
- In the unusual case where one judge becomes unavailable on the day of tryouts, it is the responsibility of the campus to have secured an alternate judge so that the tryouts may proceed with the minimum number of judges present. It is recommended that a 4th judge be contracted for the same day. If this judge is not used on the panel, he/she will monitor the tabulation of results.
- Candidates perform before the judges individually and/or in randomly assigned small groups. Each campus specifies the set of activities which a candidate performs before the judges and communicates this to the candidates during the clinic.
- Activities for tryouts can include:
 - group cheer
 - individual cheer
 - jumps
 - dance routine
 - new cheer
 - chants
 - stunts
 - tumbling
- While viewing the prescribed activities, the judges assign points to candidates on their potential to perform cheerleading skills and functions. The specific skills and attributes to be judged are specified by each school and can include:
 - audience appeal
 - spirit/enthusiasm/poise
 - sharpness/synchronization
 - voice projection
 - motion technique
 - jump technique
 - neatness/appearance
 - gymnastics, tumbling
- The scoring template for each campus will be distributed to candidates at that school prior to tryouts.
- Candidates must adhere to the required dress for tryouts, which is published in advance and specified by campus. Tryout clothing must be pre-approved by the cheer coach.
- All candidates and/or any person acting as a representative on their behalf are prohibited from having any form of communication or personal contact with the judges prior to, during, or after the tryout process. Violation of this guideline will

result in the immediate removal of the candidate from the process and/or squad if the candidate had been selected. Judges are instructed to report any incident of this activity to the campus administrator.

- Please be aware that a student's grades, behavior, and character will also be a determining factor in the selection process.

TABULATION OF SCORES/RESULTS

Cheer tryout participants will be evaluated on skills using a point system. Each skill is assigned a point value. The maximum point value assigned is considered excellent and the minimum point value assigned is considered below expectations. Stunts and tumbling begin at the lowest skill level and progressively become more difficult. The more difficult the skill, the higher the point value earned. In skills that progressively become more difficult, participants will be asked to perform the most difficult skill they are capable of doing and will be scored accordingly. (See PfISD scoring rubric)

Points will be used to rank candidates and tabulation of scores/points will be conducted by campus administrator(s) and designated tabulators. With approval by the principal, each campus will establish the manner in which the selected candidates are informed, and the results announced.

Decision of the campus principal and cheerleader coaches is final in all tryout results.

Appeals for any component of the cheerleading tryout process, including final results, must take place at the campus level. Parents may inquire about their student's tryout results by making an appointment with the cheer coach. Grounds for appeal may be made in reference to mathematical calculations or procedural impropriety only. Appeal results/decision will be final at the campus level. Concerns about other student's tryout results, including scores, will not be discussed. The campus is responsible for keeping all documentation regarding the tryout process for 30 days.

If an underclassman was previously on the cheer team and does not make the team the following year, the student will be permitted to choose another course.

DUTIES AND RESPONSIBILITIES

Leadership

- Cheerleaders represent their school and PfISD at all times. They must act as role models and leaders at school and in the community.
- Members will demonstrate good sportsmanship; promote school spirit and display genuine concern for others.

Academics/Eligibility - Maintenance

- The Cheerleading program will follow the eligibility requirements as outlined by the TEA and UIL.

- Any cheerleader who has been ineligible for any two grading periods during the school year may be dismissed from the squad.
- A student enrolled in HS Cheerleading may earn up to one credit in physical education.

Attendance and Participation

- All cheerleaders and mascots will have a scheduled class period during the instructional school day to allow for planning and practices. Cheerleading practice and performances are under the umbrella of the UIL time limit restrictions. Special practices may be called by the coach when necessary. However, due to UIL procedures, the eight-hour limit will apply to practice held outside of the school day.
- Attendance at all games and cheer events is mandatory. This includes but is not limited to practices, fundraising activities, competitions, and pep rallies.
- Planned absences to a game/event/practice/etc. should be requested in writing at least 48 hours in advance. Campus coaches will determine if it will be excused. Inappropriate notification will result in disciplinary action. Examples of excused absences include:
 - Funeral or death in the family
 - UIL or school-related performance or event
 - Students who are ill should notify the coach as soon as possible.
- All cheer members are required to attend summer camp, summer practices, and any fundraisers or team activities that are set for the teams in the summer. Cheer members not attending these events are subject to dismissal from the squad.
- Cheering activities (list specific competitions that will be covered i.e., all football, Tues. home volleyball games, All district boys and girls basketball games, 3 baseball & softball games in the stands as fans, track meet helpers/volunteers, District XC, Soccer, etc.) Have calendar of events so students can plan.

Financial Responsibilities

The district will provide the basic uniform for each member. Additional uniforms, camp wear, clothing items, bags, sweaters, and practice attire are purchased by the parent and must be approved by the director and campus principal prior to purchase. Cheerleaders are expected to attend summer camp and are responsible for all fees associated with summer camp. Cost for the year may vary by campus and for returning members, but will not exceed \$950.00, per cheerleader for school cost (Competition costs are additional, including any uniforms, fees, choreography costs, etc.) Items needed vary by campus.

- Estimated cheer cost information:
 - Team T-Shirt \$12 each
 - Practice Shirts/Tanks \$20 each
 - Shorts \$10 each
 - Camp Clothes \$30 per outfit
 - Warm-up \$100
 - Hooded Sweatshirt \$30
 - Shoes \$60 each pair
 - Bag \$30

- Camp Fees \$300
- Training Fees \$300
- Bloomers \$20 per pair
- Sports Bras \$15 each
- Midriff Top \$20
-
- Competition costs are additional, including any uniforms, fees, choreography costs etc.
- Returning members may not need to purchase all required items.
- Other costs throughout the year may develop (team gifts, dinners, spirit items etc.)
- A payment schedule may be set for all payments due.
- Cheer members must be current with their payment schedule. Not being current may result in missing cheer events or games. In the event that a cheer account is not current, suspension from the team may occur. In that case, the cheer member will still be responsible for the amount due to the campus cheer program.
- Cheer members who owe a balance on their account will not be eligible to tryout out for the following year until the amount is paid in full.
- Cheer members are required to attend and participate in all fundraising activities in order to receive credit and be eligible to cheer. Cheer members may also be required to participate in group fundraising activities in which all money earned will be contributed to the general cheer activity fund. Cheerleaders who do not participate or fulfill any quotas set by the campus may be considered ineligible to cheer (see Code of Conduct)
- All payments should be made to the Campus Activity Fund.
- If a member is declared ineligible, injured, being disciplined, is dismissed or resigns from the team, the member is still responsible for all fees. Refunds will not be issued.

Physical Functions/Safety

Cheerleading is an athletic endeavor. A physical exam given by a doctor will be required of all new and returning cheerleaders. Cheerleading entails running, lifting weights, stretching, and conditioning similar to other athletic sports. Conditioning will vary depending on that day's agenda. Safety is our primary concern. Members will be extremely well-trained and prepared before any stunting or pyramid building will take place. Members will also be expected to do proper stunt progressions before advancing to more difficult stunting – **no matter the individual's experience**. Proper warm-up, stretching, and cool-down activities will be directed and followed to prevent injuries. Members are expected to treat practices with utmost seriousness and participate to their fullest potential at all times. All cheerleaders will be required to meet the following demands:

- All participants must be trained and qualified for proper landing and spotting techniques before they are allowed to stunt.
- No tumbling or building of stunts is permitted unless a cheer coach is present.

- No horseplay, laughing or general socializing will be permitted during any stunt/practice session.
- Clear diction, vocal strength, rhythm and coordination.
- Physical moves that may involve jumps, balance, agility, and upper and lower body strength.
- Stamina to endure these physical activities through the duration of the games and events.
- Ability to perform routines in both indoor and outdoor settings, in hot and cold weather.

Uniform and Appearance

All uniform and practice attire is approved by the principal and coach. While performing, each member is expected to:

- Wear proper attire as directed. The uniform is worn to official functions only, and a member may perform only if he/she is in the complete required uniform. If the cheerleader or mascot is not in proper uniform (including, but not limited to, secured hairstyle, ribbons, sweatshirts, cold weather attire), he/she will contact a family member to bring the necessary uniform. A specific uniform will also be required for each practice.
- Keep uniforms clean, pressed, and mended at all times.
- Reflect grooming standards during performances and practice as directed by the coach, including, but not limited to:
 - Makeup that is natural and wholesome looking
 - Secured hairstyle with ribbons
 - Nails that are short and well-groomed and do not exceed the length of the finger, acrylic nails or tips are strongly discouraged for safety reasons; colored nail polish is not to be worn when cheering in uniform
 - No visible jewelry, including body piercing
 - No visible tattoos
 - No gum chewing or candy
- Parents will be responsible for replacing items that are returned in lesser condition than received, other than normal wear and tear.

CAPTAIN and CO-CAPTAIN

Leadership Roles

Captain(s) serve in a leadership role as liaison between cheerleaders, students, and faculty. He/she will be required to commit time for additional responsibilities of the cheerleading program and are expected to be a positive role model, serving as a community ambassador of the program. Captain(s) are the spokesperson for the program in public meetings and in front of the student body. Captain(s) will demonstrate leadership by setting an appropriate example for peers, assisting the coaches with planning and preparation, and assisting with communication between all coaches and squad members.

Leadership Rubric (Scoring Mechanism)

When a captain is chosen, the leadership role will be determined by the following process:

- Members who wish to become captain/co-captain shall submit an application.
 - Additional requirements may be asked by each campus
- A rubric will be designed by each campus to evaluate the following attributes: Attitude, Leading by Example, Character, Respectfulness of Authority, Work Ethic, Responsibility, Leadership Ability, Maturity, Kindness/Respectfulness of Peers, and Ability to Communicate Effectively.
- All Captain/Co-Captain positions will be decided on and governed directly by the coaches. The coaches reserve the right to appoint, remove, and replace captains/co-captains as needed.
- Captain responsibilities (pg. 11-12 in current PflSD handbook)

COMMUNICATION

Communication is vital for a successful cheer program, on all levels.

Coaches will communicate:

- Requirements for students and the squad
- Locations, dates, times of practice, games and events
- Squad requirements including special equipment, uniform, squad rules/regulations, travel arrangements and off-season expectations.

Parents should communicate:

- Concerns regarding a son/daughter directly to the coach at the appropriate time and place. Not before, during, or after an event. Make an appointment to discuss:
 - Student's plan for success
 - Student's behavior
 - Student safety
- Issues not appropriate for discussion with a coach:
 - Squad selection of cheers, chants, stunts, or elements of a performance.
 - Any situation that deals with other students/cheer members.

Communication between parent, school and coach:

- If at any time a cheer member or parent feels he/she needs to discuss a problem or complaint, please follow the appropriate channels (make sure your son/daughter has had a conversation about issues or concerns with the cheer coach before making an appointment):
 - Campus cheer coach (set up appointment)
 - Do not confront coach before, during, or after any event.

- Only enter cheer class with permission from the campus principal or his/her designee

If meeting does not provide a satisfactory resolution, parents should then contact the following in this order:

- Campus Assistant Principal
- Campus Principal
- Director of Athletics

TRANSPORTATION

Each cheerleader shall ride school-provided transportation to and from out-of-town games. Any extenuating circumstances require a written request from the parent/guardian for the student to be released to ride home with the parent or to another adult designated by the parent. Prior approval from the coach is required. The penalty for missing school-provided transportation is suspension from that night's game and the following game.

If the cheerleaders meet at the campus prior to going to the stadium/event, then school-provided transportation must be utilized. If the cheerleaders meet initially at the stadium/event, then students may utilize their own means of transportation to the event.

COMPETITION SQUADS

Whether to have a squad that enters competition is a decision to be made by the campus principal and coach. This activity will not interfere with the regularly scheduled activities of the cheerleaders. All PfISD cheerleaders will have the opportunity to try out for their high school's competitive team. A cheerleader must be a member of the school's regular cheer team in order to be eligible to try out for the competitive team. Competitive squads will adhere to PfISD Cheer guidelines. Additional requirements may be imposed:

- The campus will set competitive practices.
- The campus will determine competition location and dates.
- The PfISD competitive cheer team will not attend more than 6 competitions within a school year.
- The campus coaching staff may divide and level the teams.
- Campus coaches may make changes to any routine/performance as necessary (illness, injury, attitude, disciplinary concerns).

All costs/fees of competition are in addition to school cheerleading fees. If cheerleaders choose to compete, they will be required to pay all fees regarding competition.

If the cheerleader is academically ineligible or has been subject to disciplinary action, he/she is still required to pay all competition fees. Fees must be paid in advance. Cheerleaders will not be able to perform until all fees are paid.

Estimated costs include:

- Uniform \$250
- Bloomers \$20
- Shoes \$60
- Hair Bow \$20
- Make Up \$30
- Choreography \$150
- Competition Fees \$30-80 per competition
- National Competition Fees \$100-175 per competition
- Gym Fees \$ 200-400 per season

Competition is a privilege, not a right of team members.

FUNDRAISING

A thorough description of appropriate practices and procedures for fundraising is outlined within the document, *PfISD Campus Activity Fundraising Guidelines*. Individuals directly responsible for fundraising should refer to the document and District policy for complete directions. The following is important information for all members and parents:

- Each cheerleader shall participate in fundraising activities.
- Fundraising activities must support the educational goals of the district.
- Fundraising will be coordinated by the coach, and/or Booster Club officers, approved by the building principal, and must include a written request outlining the need for funding, the type of fundraising activity, the projected amount to be raised, how the money will be used, and the time and duration of the activity. Efforts should be made to avoid conflict with other school organizations attempting to raise funds.
- Coaches are required to keep a detailed account of income and expenditures of student money, with all transactions processed through a campus activity account.

INCLEMENT WEATHER

In the event of inclement weather, it will be the responsibility of the cheerleader coach, in collaboration with the trainers/admin on duty, to make the decision to leave the event. The decision will be based on what is in the best interests of the students and their health and welfare. If a parent or student voluntarily leaves a cheerleading event, they will be subject to the penalties as outlined in the cheerleading constitution.

LETTERING

In order for a member of the Varsity cheer team to receive a letter or patch and qualify to purchase a jacket, he/she must:

- Remain academically eligible
- Remain in good standing

- Perform in all required events
- An unexcused absence for any event/game/performance excludes cheerleaders from earning a jacket.

BOOSTER CLUBS

Booster clubs are optional, but may be allowed at the discretion of the principal and coach. Booster clubs are formed by school patrons to help enrich an organization's participation in extracurricular activity. This should be their primary focus. Fund raising activities should support the educational goals of the school and cheerleading squad, but they should not exploit the students.

Booster clubs should have a board of directors made up of at least a President, Vice-President and Treasurer. There should be at least two signatories on booster club checks. A detailed list of income and expenditures should be published by the Treasurer for the membership on a monthly basis.

CODE OF CONDUCT

Because participation in Cheerleading is a privilege and not a right, the PfISD Cheerleading program is authorized to set higher standards for participants than it would for those students who choose not to participate in these activities. The expectations for extracurricular activities extend beyond the PfISD Student code of Conduct, not only in type of behavior prohibited, but also in corresponding consequences and jurisdiction for imposing discipline. Extracurricular expectations apply to all students participating in extracurricular activities regardless of whether:

- School is in session;
- The offense occurs on or off school property or at a school related event;
- The student is directly involved with the extracurricular activity at the time the prohibited conduct occurs;
- The extracurricular activity is in season; and
- Regardless of where or when the conduct occurs.

A PfISD cheer member takes on the role of a respectful and disciplined athlete who should model appropriate behavior for his/her peers at all time-in school, after school, and in the community. This is a very visual position. Along with this position comes a great deal of responsibility.

The responsibilities of cheerleading and consequences for not meeting expectations are assumed at the time the selected cheerleaders are announced.

Coaches will have full discretion in every discipline situation. Discipline may include, but is not limited to: conditioning, strikes, community service, benching, and removal from the squad. This strike policy is a GUIDE to our discipline system. It is not meant to be

inclusive of every, or exclusive of any situation. The coaches will handle all discipline issues with fairness and with their discretion as they arise.

Participants in the PfISD Cheer Program will follow a “Three Strike” system. Strikes will be given based on a cheer member’s behavioral infraction. The coaches will document each behavioral infraction and communicate the strikes with cheerleader and parent at the time of the infraction.

Any cheer member who is removed from the cheer program during the school year will be moved from the cheer class to a physical education class in order to earn the P.E. credit for the semester. Appeals will be granted on a case-by-case basis determined by a PfISD cheer coach and administrator.

The following levels outline discipline infractions and possible consequences. All discipline is designed to be corrective in nature.

The following behaviors/circumstances may lead to a temporary suspension from the cheer program:

- Inability to perform at an event due to long term or catastrophic health conditions
- Ineligibility due to academic non-compliance (first time only)

Questions to keep in mind:

- ARE YOU ON TIME?
- ARE YOU WHERE YOU ARE SUPPOSED TO BE?
- ARE YOU DOING WHAT YOU ARE SUPPOSED TO BE DOING?

Level I: These infractions do not incur strikes

Immediate reminders: The cheer coach will determine the reminder and consequence at the time of the infraction. Consequences for Level I behaviors may result in reminders, physical conditioning, or suspension for part of a game/event. The list below includes examples of some behaviors which would require immediate reminders:

- Tardiness to practice or class
- Incorrect practice clothes (including hair bows, if applicable)
- Incorrect game uniform (including hair bows)
- Wearing jewelry at inappropriate times
- Chewing gum, eating candy, or snacking during a game, practice or an event without permission.
- Being disruptive, horsing around, or talking excessively at inappropriate times.
- Failing to fully participate in fundraising activities

- Failure to bring designated materials when required (including supplies for cheer class)
- Failure to help paint, hang or remove signs when assigned
- Failure to turn in paperwork or project money

Level II: These infractions incur strikes

Strikes will result in the same consequences as a level I infractions, along with the strike itself:

- Disrespect/insubordination toward the cheer coach, a teacher or administrator.
- Disrespect/inappropriate language/actions toward other team members.
- Absence to a game/practice/event
- Leaving a practice/game/event without permission
- Unsportsmanlike conduct at a game or event
- Talking or texting on cell phone during game/practice/event
- Academic dishonesty
- Assignment to ISS
- Receiving a discipline referral
- Not participating in mandatory fundraising activities
- Repeatedly (more than three times) being tardy to a practice/game/event
- Repeatedly (more than 3 times) receiving “reminders” for a combination on any Level I behaviors
- Being assigned Saturday school

Level III: These infractions result in removal from the team

- Suspension from school
- Receiving 3 strikes
- Assignment to the Opportunity Center
- Failing any two 9 week grading periods
- Alcohol Use
- Drug Use
- Smoking
- Destruction or vandalism of school property
- Stealing

SOCIAL MEDIA

Everything posted in social media is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if security settings are listed as “private”. Information (including pictures, videos, and comments) may be accessible even after removed. Once a photo or comment on a social networking site has been posted, that photo or comment becomes the property of the site and may be searchable even after being removed.

Similar to comments made in person, Pflugerville ISD will not tolerate disrespectful comments and behavior online, such as:

- Derogatory language or remarks that may harm other teammates or coaches; other PfISD cheerleaders, teachers, or coaches; and cheerleaders, coaches, or representatives of other schools, including comments that may disrespect opponents.
- Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

Violations of the Student Code of Conduct will also be handled by campus administration in conjunction with the PfISD cheer discipline process.



PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT

Cheerleading Handbook Parent/Student Acknowledgment Form

We have read and understand the policies, procedures, and expectations outlined in the Pflugerville Independent School District Cheerleading Handbook. We agree to adhere to these guidelines as a condition of voluntary participation in the cheerleading program and understand that failure to do so may result in disciplinary measures and removal from the program.

Printed Parent's Name _____ **Date** _____

Parent's Signature _____ **Date** _____

Cheerleader's Printed Name _____ **Date** _____

Cheerleader's Signature _____ **Date** _____

The PflISD Cheerleading Handbook Parent/Student acknowledgement form was submitted to my office:

Coach's Signature _____ **Date** _____



1401 Pecan Street • Pflugerville Texas 78660 • (P) 512-594-0080 (F) 512-594-0081
www.pfisd.net

PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT

Parental Release Form

Student's Name _____

School _____ **Grade** _____

I, the undersigned, have read and fully understand the rules and regulations that will govern my son/daughter if he/she chooses to represent Pflugerville Independent School District as a cheerleader. I understand that this is an extracurricular activity and that attendance at all practices, games, special functions, and summer camp is a requirement of the elected cheerleader.

I hereby give consent to my son/daughter, _____ to try out for cheerleader at _____ and recognize his/her responsibilities and requirements as a leader of his/her school. I understand that, if chosen, my son/daughter will be required to pay for summer cheerleading camp and uniforms.

Parent's Printed Name _____ **Date** _____

Parent's Signature _____ **Date** _____

Parent's Contact Information Address _____

Email _____

Cell Phone # _____

Home Phone # _____

If I am elected as a cheerleader, I shall fulfill all of the requirements to the best of my ability as set forth in the PflISD Cheerleader Handbook. I have read these policies and understand that if I fail to maintain these rules, I will be reprimanded according to these guidelines and possibly removed from the squad.

Candidate's Printed Name _____ **Date** _____

Candidate's Signature _____ **Date** _____

Candidate's Contact Information Address _____

Email _____

**PFLUGERVILLE INDEPENDENT
SCHOOL DISTRICT**

**FINE ARTS HANDBOOK
2015 - 2016**

BAND

Organization Membership Requirements

Marching Band

To be a member of the Marching Band, the student must be enrolled in the proper band class.

- **Competitive Marching Band.** The student agrees to attend summer rehearsals whenever possible (exceptions through director approval). Each member must meet all financial obligations and must attend all rehearsals and performances (contests and football games).
- **Alternate Status.** These students must meet all requirements of the competitive Marching Band. These students will rehearse and perform with the group in noncompetitive settings, possibly earning a permanent spot at any time when deemed appropriate by the directors. Alternates are considered full- fledged members of the Marching Band. Alternates are expected to attend all rehearsals as per the rehearsal rules and regulations. Alternates will travel on all trips with the Marching Band.

Concert Bands

To be a member of one of the spring concert bands, the student must be enrolled in the proper band class, and meet all financial obligations. Each student must comply with all rules and regulations for that particular organization. The student agrees to attend all after-school rehearsals, sectionals, and performances. (Exceptions are approved in advance by director only). Each member must be in good standing within the band program.

Winter Guard

The Winter Guard is a select group with membership through audition only. Each student must comply with all rules and regulations and be enrolled in the class for that particular organization. The student agrees to attend all after-school rehearsals, sectionals, and performances (Exceptions are approved in advance by director only). Each member must meet all financial obligations and be in good standing within the band program.

Drumline

The Drumline is a group open to a select group of percussionists interested in learning, exploring, and performing on percussion instruments, and will be selected through an audition process. Each student must comply with all rules and regulations for that particular organization. The student agrees to attend all after-school rehearsals, sectionals, and performances. (Exceptions are approved in advance by director only). Each member must meet all financial obligations and be in good standing within the band program.

Any student who drops out of any of these organizations during the school year will be required to drop that specific class as soon as the administration deems possible. Any student who drops out will not be allowed to rejoin unless approved by the band staff.

Attendance and Participation

- Attendance at all games and events is mandatory. This includes but is not limited to practices, performances, competitions, pep rallies and fundraising activities.
- Planned absences to a game/event/practice/etc. should be requested in writing at least 48 hours in advance. Campus directors will determine if it will be excused. Inappropriate notification will result in disciplinary action.
- Students who are ill should notify the coach as soon as possible.
- All marching band members are required to attend summer practices.

Selection of Officers

The band will select drum majors and student leadership positions each year. These students will be sophomores, juniors or seniors during their term, and are selected through an audition process that includes evaluation by a panel of judges. Students are evaluated on marching, playing, conducting, interviews, past leadership, and student confidence.

Individual Membership Requirements

Pflugerville ISD provides excellent support for the band program. However, there are expenses beyond the scope of the bands' budget. These expenses are the responsibility of the individual members and the booster organization. Fund-raising events are scheduled throughout the year to help each student offset these costs. Those who need to make special arrangements will need to speak with the directors on an individual basis.

No one will be denied participation because of financial hardship as long as steps are being taken to fulfill the obligations. We would like to encourage all our parents to be an ACTIVE member of the Band Boosters.

Band Dues

Marching Band

The band directors work to create a budget each year that is an estimation of the necessary operating expenses needed for the following school year. Some of these expenses are covered through the district operating budgets but it is necessary to charge each student to cover contracted staff, band shirts, trips, and numerous other expenses. These expenses will be distributed in the form of an expense sheet at the beginning of each school year. The band will not order any item that has not been pre- paid. Students who require the use of school owned instruments or equipment will need to pay an additional \$60 rental for each semester.

Winter Guard and Drumline

participating, staff that will need to be secured, uniforms, and other expenses to stage our production. This information will be distributed to students and parents before the season begins.

Financial Assistance

Students and parents who have financial difficulties will need to speak to the director. Payment plans will be available to ensure that ALL STUDENTS who wish to participate in the Band program will be given the opportunity to do so.

Band Trips and Expenses

The band will be taking an out-of-state trip every other year during concert season. Other trips are possible, and will be announced as the opportunities arise (for example—a holiday parade). Students are financially responsible for any trip they wish to participate in. Trips are meant to be educational, as well as, meant to provide the band with competitive venues. Students are not obligated to participate in these trips, but are highly encouraged.

Band Staff

Paid professionals and technical assistants are a vital part of the band program. Without their help the Band would not be able to achieve the standard to which we aspire. They must have the respect of all students and parents. Staff members are chosen by the directors and are directly responsible to their director. Students should give these staff members the same respect they would give any member of the band faculty. Any problems should be brought directly to the directors; do not confront a staff member directly.

Equipment and Instruments

Rental

Most band members are expected to provide their own instruments, in special cases such as percussion, color guard, low brass, or other larger instruments; school owned equipment may be available for rent. The usage fee is \$32 per semester or \$60 per year. Students who play more than one rented instrument in a semester pay only one rental fee. The fee may be waived if the family can demonstrate severe financial hardship or if the student is playing a secondary instrument at the specific request of the directors to help the band's instrumentation.

Care

School owned instruments and equipment become the responsibility of the student to whom they are assigned. Any damage other than normal wear and tear will need to be repaired at the student's expense. Individual instruments must always be maintained in top playing condition. Always show the director your instrument before taking it in for repairs. Remember that horseplay can cause damage to instruments and equipment. Be careful with your own instrument, place it out of harm's way if it is necessary for you to put it down, and never play around with or play on anyone else's instrument

Summer Weather Guidelines for Outdoor Practice

The high School band director will obtain weather report from www.weather.com by 8:00am each morning for morning workouts. A second report will be taken at 1:00 pm for the afternoon workouts if applicable.

The band/drill team director will be responsible for informing students and parents by posting the temperature each day. Daily temperature reports will be on file in the Band /Drill Team directors' office.

The temperature of the day will dictate which protocol will be followed:

Temperatures of 100°F-104°F and/or a heat index of 100°F-110°F

Practice will not exceed 2 hours.

Band /drill team members will have water breaks every 20 minutes.

Open water policy at all times.

Temperatures of 105°F-106°F and/or a heat index of 111°F-115°F

Practice will not exceed 1.5 hours.

Band/drill team members will have water breaks every 20 minutes.

Breaks must be a minimum of 5 minutes in length.

Open water policy at all times.

Temperatures of 107°F or higher and/or heat index of 116°F or higher

No outside practice will be held.

Lettering Guidelines

Students will have the opportunity to earn their letter jackets throughout the high school years. Students receive points based on their service to the band and their individual attempts to represent the program. Points are earned by participation in the marching band, the TMEA region band audition process, successful participation at the UIL Solo and Ensemble contest, UIL Concert and Sight-reading contest and other performances as scheduled throughout the year.

All awards to students for participation in band must meet criteria set forth in the individual lettering guidelines, as established by the director and approved by the appropriate district level official. This information will be distributed to students and parents at the beginning of the school year.

If at any time a band student quits or is removed from the program, he/she gives up all rights to any honors/awards which he/she has earned, but not yet received.

Any band student may receive a letter in any one of the four years in high school if they fulfill the lettering requirement. A participant may letter at the director's discretion if the participant is considered to have been of exceptional value to the organization.

General requirements for lettering:

- Must complete the marching season at the Varsity level following all school procedures and policies.
- All issued equipment must be accounted for.
- Severe disciplinary action can forfeit letter award.
- Special consideration will be given to injured students and seniors not receiving proper performing time.
- Directors may add additional requirements if necessary. This information will be distributed to students and parents before the season begins.

CHOIR

Organization Membership Requirements

Varsity Choir

To be a member of the High School Varsity Choir, the student must be enrolled in the proper choir class and maintain passing grades in all classes. Enrollment is by audition ONLY. Students will have the opportunity to participate in TMEA All Region tryouts and UIL Solo and Ensemble competition. This participation will improve the students' chances of advancing to a higher choir.

Chorale—The student agrees to attend extra rehearsals during the school year whenever possible (exceptions through director approval). Each member must meet all financial obligations and must attend all rehearsals and performances. Fundraisers will be available to help meet financial obligations.

Academic Probation—Selected students can be a member of the Varsity Choir even though their grades are not satisfactory. This is based on sectional needs of the choir and past history in choir. This is a private determination of the director and the academic requirements vary depending on the student's situation. The director's decision on this is final.

Concert Choir/Boys, Girls, or Mixed

This choir is open to all students and is a training choir for students to become more proficient in choral skills. This will allow students to advance into a more competitive choral organization. The student must be enrolled in the proper choir class, sing for the director in a screening audition, and meet all financial obligations. Each student must comply with all rules and regulations for this particular organization. The student agrees to attend all after-school rehearsals, sectionals, and performances. (Exceptions are approved in advance by director only). Students will have the opportunity to participate in TMEA All Region tryouts and UIL Solo and Ensemble competition. This participation will improve the students' chances of advancing to a higher choir.

Show Choir

To be a member of the Show Choir, the student must be enrolled in the proper choir class and maintain passing grades in all classes. Enrollment is by audition ONLY. Students will have the opportunity to participate in TMEA All Region tryouts and UIL Solo and Ensemble competition. This participation will improve the students' chances of advancing to a higher choir.

Many of the performances are extracurricular and therefore, eligibility is essential. The students must have an advanced level of vocal ability and movement skills. Preference will be given to students with choral experience.

- The student agrees to attend summer rehearsals and extra rehearsals during the school year whenever possible (exceptions through director approval). Each member must meet all financial obligations and must attend all rehearsals and performances. Fundraisers will be available to help meet financial obligations.
- Academic Probation—Selected students can be members of the Show Choir even though their grades are not satisfactory. This is based on sectional needs of the choir and a past history in choir. This is a private determination of the director and the academic requirements vary

depending on the student's situation. The director's decision on this is final.

Individual Membership Requirements

Pflugerville ISD provides excellent support for the choir program. However, there is expense beyond the scope of the choir's budget. These expenses are the responsibility of the individual member. Those who need to make special arrangements will need to speak with the director on an individual basis. No one will be denied participation because of financial hardship as long as steps are being taken to fulfill the obligations.

Trips and Expenses

The Choral Department tries to take an out-of-state trip every other year. Students are financially responsible for any trip they wish to participate in. Trips are meant to be educational, but also involve at least one performance and possibly a competition. All students are expected to participate in competitions, which are within the state of Texas, but exceptions can be made at the director's discretion. Students are not obligated to participate in out of state trips, but are highly encouraged. Trips are open to all choir students (9 - 12).

Membership for any choir is at the director's discretion. **All decisions regarding membership, awarding solos, trip participation, & contest involvement are solely up to the director.**

Lettering Guidelines

Students will have the opportunity to earn their letter jackets throughout the high school years. Students receive points based on their service to the choir and their individual attempts to represent the program. Points are earned by participation in the choir, the TMEA region choir audition process, successful participation at the UIL Solo and Ensemble contest, UIL Concert and Sight-reading contest and other performances as scheduled throughout the year.

All awards to students for participation in choir must meet criteria set forth in the individual lettering guidelines, as established by the director and approved by the appropriate district level official. This information will be distributed to students and parents at the beginning of the school year.

If at any time a choir student quits or is removed from the program, he/she gives up all rights to any honors/awards which he/she has earned, but not yet received.

Any choir student may receive a letter in any one of the four years in high school if they fulfill the lettering requirement. A participant may letter at the director's discretion if the participant is considered to have been of exceptional value to the organization.

General requirements for lettering:

- Must complete the choir year at the Varsity level following all school procedures and policies.
- All issued equipment must be accounted for.
- Severe disciplinary action can forfeit letter award.
- Special consideration will be given to injured students and seniors not receiving proper performing time.

- Directors may add additional requirements if necessary. This information will be distributed to students and parents before the season begins.

ORCHESTRA

Organization Membership Requirements

Varsity Orchestra

To be a member of the High School Varsity Orchestra, the student must be enrolled in the proper orchestra class and maintain passing grades in all classes. Enrollment is by audition ONLY. Students will have the opportunity to participate in TMEA All Region tryouts and UIL Solo and Ensemble competition. This participation will improve the students' chances of advancing to a higher choir and earn letterman points for a letter jacket.

Academic Probation—Selected students can be a member of the Varsity Orchestra even though their grades are not satisfactory. This is based on sectional needs of the orchestra and past history in the program. This is a private determination of the director and the academic requirements vary depending on the student's situation. The director's decision on this is final.

Individual Membership Requirements

Pflugerville ISD provides excellent support for the orchestra program. However, there are expenses beyond the scope of the orchestra's budget. These expenses are the responsibility of the individual member. Those who need to make special arrangements will need to speak with the director on an individual basis. No one will be denied participation because of financial hardship as long as steps are being taken to fulfill the obligations.

Trips and Expenses

The Orchestra Department tries to take an out-of-state trip every other year. Students are financially responsible for any trip they wish to participate in. Trips are meant to be educational, but also involve at least one performance and possibly a competition. Members of Orchestra are expected to participate in competitions, which are within the state of Texas, but exceptions can be made at the director's discretion. Students are not obligated to participate in out of state trips, but are highly encouraged. Trips are open to all choir students (9 – 12).

Membership for any choir is at the director's discretion. **All decisions regarding membership, awarding solos, trip participation, & contest involvement are solely up to the director.**

Lettering Guidelines

Students will have the opportunity to earn their letter jackets throughout the high school years. Students receive points based on their service to the orchestra and their individual attempts to represent the program. Points are earned by participation in the orchestra program, the TMEA region orchestra audition

process, successful participation at the UIL Solo and Ensemble contest, UIL Concert and Sight-reading contest and other performances as scheduled throughout the year.

All awards to students for participation in orchestra must meet criteria set forth in the individual lettering guidelines, as established by the director and approved by the appropriate district level official. This information will be distributed to students and parents at the beginning of the school year.

If at any time an orchestra student quits or is removed from the program, he/she gives up all rights to any honors/awards which he/she has earned, but not yet received.

Any orchestra student may receive a letter in any one of the four years in high school if they fulfill the lettering requirement. A participant may letter at the director's discretion if the participant is considered to have been of exceptional value to the organization.

General requirements for lettering:

- Must complete the choir year at the Varsity level following all school procedures and policies.
- All issued equipment must be accounted for.
- Severe disciplinary action can forfeit letter award.
- Special consideration will be given to injured students and seniors not receiving proper performing time.
- Directors may add additional requirements if necessary. This information will be distributed to students and parents before the season begins.

DANCE/DRILL TEAM

The purpose of this organization shall be to promote interest in school activities, foster good fellowship, develop leadership, encourage school spirit, and provide entertainment for activities deemed suitable by the director and principal. Being a dance team member is an honor and special privilege.

All rules and regulations pertaining to dance team members will also apply to managers

Expectations

- **Membership in the dance team organization IS a PRIVILEGE.**
- Each member must have a doctor's written permission verifying that the member's physical condition enables participation in all drill team activities, performances, and practices.
- Varsity team members must register for the designated (Fine Arts/PE/Elective) class periods for the fall and spring semesters of their membership year.
- Members will participate in all practices and fundraisers in which the organization is involved.
- Members must exhibit and maintain an above satisfactory attitude toward school policies and regulations.

Game and Performances

- No friends or family members may sit in the assigned drill team area at any time.
- Water will be allowed before and after a performance. NO food, drinks, or gum will be allowed without approval from the director.
- No team member will leave her seat without permission from the director and without a chaperone.
- Team members are not to converse with those outside of the designated drill team area unless authorized by the director.
- No one is allowed to leave a game or activity early without prior permission the day before the activity.

Code of Conduct

Standards of Conduct

Dance team members may incur disciplinary consequences for behavior that does not constitute a violation of the Student Code of Conduct, and also incur disciplinary consequences from both the appropriate administrator and her director for conduct that does constitute a violation of the Student Code of Conduct.

Dance team members must comply with all standards of conduct outlined below, in addition to the standards of conduct and behavior outlined in the Pflugerville ISD Student Code of Conduct and other portions of this handbook. Dance team members will be subject to the standards of conduct outlined herein at all times regardless of when or where the conduct occurs, whether on or off school property, and whether or not school is in session. Failure to comply with the standards of conduct may result in disciplinary action against the dance team member, up to and including removal from the team. Dance team members shall not engage in inappropriate behavior, including, but not limited to, inappropriate sexual conduct, fighting, public intoxication, possession or consumption of alcohol or illegal drugs, or other criminal activity.

Behavior

Manners should be used at all times toward any one you come across without age discrimination. Practice time should not be used to settle personal problems. If there is a problem between members, it is their responsibility to work it out on their own time. If necessary, members may ask the director for assistance. Mutual respect and politeness among members is expected.

The use of respectful language is not meant to belittle any member. It is meant to teach the importance and benefits of being polite, respecting those of higher rank, and using the mannerisms of a sophisticated young lady. Failure to conduct oneself in a proper manner may result in disciplinary action via demerit, probation, or dismissal.

Dismissal/Removal

Dance team members may be removed for the following:

- Persistent misbehaviors that result in multiple ISS placements.
- Behavior which the director deems inappropriate, including but not limited to, unsportsmanlike conduct, insubordination, or lewd or profane behavior.
- Other deemed by the Director

Director

The director may be allowed to place certain restrictions upon the members of the drill team at any time. This handbook is designed to be used as a guideline toward being the best you can be. Good judgment and common sense will be used when events are not covered in this handbook.

Grading

Dance team members will receive grades based on participation in the completion of assigned duties, tasks and performance mastery.

Dance Team Dues

The directors work to create a budget each year that is an estimation of the necessary operating expenses needed for the following school year. Some of these expenses are covered through the district operating budgets but it is necessary to charge each student to cover shirts, trips, and numerous other expenses. These expenses will be distributed in the form of an expense sheet at the beginning of each school year. The dance team members will not receive an item that has not been paid.

Financial Assistance

Students and parents who have financial difficulties will need to speak to the director. Payment plans will be available to ensure that ALL STUDENTS who wish to participate in the Dance program will be given the opportunity to do so.

Auditions

- Team size will be determined by the director.
- The director of each team will decide how the team is chosen.
- All candidates should attend all tryout practices and meetings. If for some reason they cannot attend, it is the candidate's responsibility to learn the given information and tryout material.
- The candidate's tryout score will be based on judges' scores. Scoring rubrics and personnel used in the judging process will be included in the campus tryout packet.
- All elected dance team members must be full time students in Pflugerville ISD and be able to participate in ALL dance team member functions.
- Dance team candidates must abide by all rules set forth in these guidelines as well as the PFISD Student Handbook and other sections of the PFISD Extracurricular Handbook. Extension: The rules and regulations in the handbooks are MINIMUM guidelines for the Pflugerville ISD School dance program. Additional action regarding the rules and guidelines may occur if the director deems it necessary.
- Any rule clarification questions need to be brought before the director(s) prior to tryouts.
- Decision of the judges will be essential in determining each team; however, the final decision will be made by the directors and campus administrators.
- Transfer students from a previous drill team will be allowed to audition once verified by a letter of recommendation from previous dance director. Transfer auditions, processes and selection are left up to the director.

Varsity Dance Team Officer Selection

- The offices will consist of a Captain and Lieutenants as decided by the judges. Filling of vacancies during the year will be left to the discretion of the director.
- Eligibility: Tryouts are open to any returning Dance team member who meets the following criteria:
 - Have been a member in good standing throughout the entire tryout year.
 - Submit proper application and turn in by the date specified
 - Be classified as a sophomore, junior or senior for the year in which they are auditioning.
 - Must prove worthy in leadership, character, and sportsmanship.
 - Must not have been suspended from any performance for any disciplinary reason.
 - Must not have a job that interferes with office duties.
- Officers are selected in a **closed** session by a panel of judges selected by the director, each school year.
- Duties and expectations will be defined in a contract between the officer and director.
- Additional Camps and Clothes may be required. The director will notify you of the fees as they come up.
- Social Officers will be given guidelines and an application prior to their scheduled audition.

Weekly Tryouts and Performances

- Dance team members are required to try out for all performances.
- Tryouts will be announced and held at a time designated by the director.
- Tryouts are mandatory unless prior approval has been given by the director for extenuating circumstances.
- Factors such as attitude, manners, effort, as well as ability will be taken into consideration during tryouts.
- If tryouts are missed, a member might not be allowed to perform due to adjusting choreography and renumbering the routine.

Lettering Guidelines

Drill team students will have the opportunity to earn their letter jackets throughout the high school years. Students receive points based on their participation in dance related performances and projects.

All awards to students for participation in Drill team must meet criteria set forth in the individual lettering guidelines, as established by the director and approved by the appropriate district level official. This information will be distributed to students and parents at the beginning of the school year.

If at any time a Drill team student quits or is removed from the program, he/she gives up all rights to any honors/awards which he/she has earned, but not yet received.

Any Drill team student may receive a letter in any one of the four years in high school if they fulfill the lettering requirement. A participant may letter at the director's discretion if the participant is considered to have been of exceptional value to the organization.

General requirements for lettering:

- Must complete the Drill team year at the Varsity level following all school procedures and policies.
- All issued equipment must be accounted for.
- Severe disciplinary action can forfeit letter award.

- Special consideration will be given to injured students and seniors not receiving proper performing time.
- Directors may add additional requirements if necessary. This information will be distributed to students and parents before the season begins.

Summer Weather Guidelines for Outdoor Practice

The high School Drill Team director will obtain weather report from www.weather.com by 8:00am each morning for morning workouts. A second report will be taken at 1:00 pm for the afternoon workouts if applicable.

The band/drill team director will be responsible for informing students and parents by posting the temperature each day. Daily temperature reports will be on file in the Band /Drill Team directors' office. The temperature of the day will dictate which protocol will be followed:

Temperatures of 100°F-104°F and/or a heat index of 100°F-110°F

Practice will not exceed 2 hours.

Band /drill team members will have water breaks every 20 minutes.

Open water policy at all times.

Temperatures of 105°F-106°F and/or a heat index of 111°F-115°F

Practice will not exceed 1.5 hours.

Band/drill team members will have water breaks every 20 minutes.

Breaks must be a minimum of 5 minutes in length.

Open water policy at all times.

Temperatures of 107°F or higher and/or heat index of 116°F or higher

No outside practice will be held.

Theater Arts

The purpose of this organization shall be to promote interest in school activities, foster good fellowship, develop leadership, encourage school spirit, and provide entertainment at any activity deemed suitable by the director and principal. Being a member in the theater arts department is an honor and special privilege.

Expectations

- **Membership in the theater arts organization IS a PRIVILEGE.**
- Members, pending eligibility status, will participate in all practices and fundraisers in which the organization is involved.
- Members must exhibit and maintain an above satisfactory attitude toward school policies and regulations.

Performances

- All theater and technical theater students are expected to attend and contribute to all rehearsals leading up to performances.
- Attendance at scheduled performances is an expectation.

Theater Arts Dues

The directors work to create a budget each year that is an estimation of the necessary operating expenses needed for the following school year. Most of these expenses are covered through the district operating budgets but it is necessary to charge each student to cover trips, and numerous other expenses. These expenses will be distributed in the form of an expense sheet at the beginning of each school year.

Financial Assistance

Students and parents who have financial difficulties will need to speak to the director. Payment plans will be available to ensure that ALL STUDENTS who wish to participate in the Theater program will be given the opportunity to do so.

Auditions

- Cast sizes will be determined by the director.
- The director will decide how the characters are chosen. This information will be given to the student and parents prior to the audition.
- All candidates should attend all practices and meetings. If for some reason they cannot attend, it is the candidate's responsibility to learn the given information and audition material.
- The candidate's tryout score will be based on scoring rubrics that will be included in the campus tryout packet.
- Any rule clarification questions need to be brought before the director(s) prior to auditions.
- Decision of the judges (if used) will be essential in determining each cast; however, the final decision will be made by the directors.

Lettering Guidelines

Drama students will have the opportunity to earn their letter jackets throughout the high school years. Students receive points based on their participation in theater related performances and projects.

All awards to students for participation in Drama must meet criteria set forth in the individual lettering guidelines, as established by the director and approved by the appropriate district level official. This information will be distributed to students and parents at the beginning of the school year.

If at any time a drama student quits or is removed from the program, he/she gives up all rights to any honors/awards which he/she has earned, but not yet received.

Any Drama student may receive a letter in any one of the four years in high school if they fulfill the lettering requirement. A participant may letter at the director's discretion if the participant is considered to have been of exceptional value to the organization.

General requirements for lettering:

- Must complete the Drama year at the Varsity level following all school procedures and policies.
- All issued equipment must be accounted for.
- Severe disciplinary action can forfeit letter award.
- Special consideration will be given to injured students and seniors not receiving proper performing time.
- Directors may add additional requirements if necessary. This information will be distributed to students and parents before the season begins.

Extracurricular UIL Handbook Acknowledgement Form

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the appropriate administration.

This handbook is neither a contract nor a substitute for the official District policy manual. Rather it is a guide to and a brief explanation of District extracurricular procedures. District procedures can change at any time. This manual is not meant to be all encompassing and administration discretion may be used when deemed appropriate.

Student's Name _____

Year of Graduation _____

I hereby acknowledge receipt of my personal copy of the Pflugerville ISD Extracurricular Procedure Handbook. I agree to read the handbook and abide by the standards, policies, and procedures, defined or referenced in this document.

The information in the handbook is subject to change. I understand that changes in the District policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform my extracurricular coaches/sponsors of any changes in personal information, such as phone numbers, address, etc. I also accept responsibility for contacting my extracurricular sponsor/coach or Directors of Athletics if I have any questions, concerns, or need further explanation.

Signature of Student

Date

Signature of Parent (Guardian)

Date

Please sign and date this form and return it to the appropriate coach/sponsor. Please keep the second copy for your personal records



PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT

Extracurricular Standards of Behavior Contract

I, _____, understand that I must conduct myself with utmost integrity and honesty as a student involved in co-curricular/extracurricular activities in the Pflugerville Independent School District. I understand that my position as a student involved in co-curricular/extracurricular activities means that I am held to a higher standard of behavior, and therefore, may receive greater consequences than those outlined in the Pflugerville ISD Student Code of Conduct regardless of whether such conduct occurs on or off school property and/or at a school-sponsored or school-related event. I understand that if I represent my organization in an unfavorable, questionable, or illegal manner through electronic media (i.e. websites, personal home pages, blogs, camera phones, digital photos, electronic descriptions, text messages, chat rooms, social media, or similar websites/filed accessible through a server or Internet), I will be subject to the disciplinary action determined appropriate by school officials.

I understand that if I violate the Pflugerville ISD Student Code of Conduct, I may receive consequences in accordance with those outlined in the Code of Conduct, as well as additional consequences as a result of my participation in co-curricular/extracurricular activities. I understand and agree that consequences assigned under this contract will be assigned at the discretion and determination of the campus administrator and coach of the activity and may include, but are not limited to, disciplinary consequences in, suspension form, removed from and/or prohibition from future participation in all co-curricular/extracurricular activities.

I understand that as a participant in a co-curricular/extracurricular activity, I must follow the PfISD Student Code of Conduct in addition to all rules, regulations, and schedule commitments, as required by the coach of the activity.

I have read the PfISD Extracurricular Standards of Behavior Contract and agree to all of the terms and consequences stated herein.

Student's Printed Name _____ **Date** _____

Student's Signature _____ **Date** _____

Parent's Printed Name _____ **Date** _____

Parent's Signature _____ **Date** _____

Student's Contact Information Address _____

Email _____

Cell Phone # _____

Home Phone # _____