

**BOOKER
KIOWA
ATHLETIC
HANDBOOK**

GRIEVANCE PROCEDURE

The Booker Independent School District does not discriminate against any person because of race, creed, national origin, age, sex, economic status, or handicapping condition in employment, promotion, or educational programming. Student-athletes and parents are expected to follow the chain of command and first confer with the coach in question, then if necessary the Head Coach of the Sport, then the Athletic Director, and finally the Superintendent of Schools when a concern exists. All academic concerns should be initiated with the teacher and then the campus Principal. Concerns addressing both athletic and academic matters should be addressed to the campus Principal and Athletic Director.

HANDBOOK VIOLATIONS

All athletic handbook violations will have consequences. By signing the acknowledgment form, you are agreeing to the terms and conditions set forth by the Booker Athletic Program.

PARTICIPATION IN THE BOOKER ATHLETIC PROGRAM

It is the goal of this athletic program to offer the opportunity of participation to every student who has the desire to do so. Interscholastic athletics fosters competition and cooperation. It also represents an area of great potential for teaching dedication, perseverance, courage, poise and practicing the pursuit of excellence. However, no student is obligated to take part in athletics. It is to be stressed that participation in the Booker Athletic Program is a privilege, not a right. Since it is a privilege, the coaching staff, in accordance with the Booker ISD policy and due process procedures, has the authority to suspend or revoke the privilege when the rules, regulations, or standards of the athletic program are not followed.

RESPONSIBILITIES OF A BOOKER ATHLETE

All athletes have the responsibility to play to win, give their best effort, strive for excellence, and exhibit good conduct at all times in a manner that is a credit to his/her school. The fact that an individual has chosen to participate in interscholastic athletics is indicative that each athlete has taken into consideration the rewards, privileges, and pleasures that can be attained from participation. It is also indicative that each athlete understands the price that must be paid in meeting responsibilities, following rules and regulations, and meeting the demands that are placed on each individual athlete. The privilege of representing the Booker Athletic Program coincides with the expectations of the administration, coaches, teachers, parents, community, and most of all by fellow teammates and classmates. As student-athletes, you are always on display. Remember, **“We are judged by the company that we keep”**.

The responsibilities of an athlete include, but are not limited to, the following:

- The athlete will strive for excellence in all activities at all times while being a member of the Booker Athletic Program.
- The athlete will faithfully abide by all rules set forth in the athletic handbook.
- The athlete will abide by the practice schedules and complete workouts each day.
- The athlete will personally notify his/her coach when unable to attend practice, and will miss practices only under extreme circumstances.
- The athlete will abide by the coach’s directions, instructions, and decisions.
- The athlete will be responsible for the proper care of any school issued clothing and/or equipment. The athlete will be required to pay for any clothing and/or equipment that is lost, damaged or destroyed. Issued clothing should not be worn outside of athletic participation (practice/competition).
- Most importantly, the athlete will represent Booker to the best of his/her ability.

Athletes will be expected to:

- Respect coaches and fellow teammates.
- Follow directions the first time they are given.
- Refrain from fighting and horseplay.
- Refrain from using obscene language and gestures.
- Refrain from unsportsmanlike conduct of any manner.
- Give 100% to the sports that he/she is involved.
- Support every BISD team and activity.
- Take care of all facilities and equipment at all times. Normal wear and tear is expected, misuse and vandalism is not.

The Booker Athletic Program is an integral part of the total school experience for both girls and boys. It offers a variety of sports and activities to all students who have the desire to participate. The athletic program is a vital part of education.

The rules, regulations, and standards set forth in this handbook are designed to provide for the efficient operation of such a program. *The student athlete will be held accountable and responsible for all policies contained within this handbook and for any additional policies that a coach may add as needed.*

SELECTION OF TEAMS

The Head Coach of each sport will determine the teams. The selection of teams will include, but is not limited to: attitude, skill level, knowledge of sport, and experience in the sport. Playing time is at discretion of the coach and is never guaranteed. An effort will be made for JH athletes on playing time, but not guaranteed. Members of varsity teams are not guaranteed playing time. The coaching staff will not engage in a debate with a parent over playing time, strategy or philosophical issues. In return coaches may not require students to play on a non-school team (summer league or team camps) in any sport as a prerequisite to making a team, playing on a team, or getting more playing time on a school team. Coaches are not to “pick teams” or say who can or cannot attend any camp, including team camps. Also, coaches may not require students to participate in one school sport as a prerequisite to participation in another school sport. Coaches may not require or ask students to specialize in a sport or restrict them from participation in other sports.

PARENT CONFERENCES

- There will not be parent/coach meetings before, during, or after a game or practice. If a parent desires a meeting to address concerns with a coach, they must seek an appointment with the coach during his or her conference period.
- The coach may also require the athlete to sit in on the meeting so that the parent, the coach, and the athlete all understand what was discussed and decided during the meeting.
- Parents/guardians may not record audio or video of a parent conference without written permission from everyone in the room.
- The chain of command is expected to be followed.
- Failure to support and accept the coaching philosophy of the school district may result in a negative situation for the athlete.
- A parent, relative, or other spectators will not be allowed to coach or give playing advice to their child during practices or games.
- Never interfere with the coaches while they are coaching.
- All parents and spectators are to remain off the playing and practice areas unless permission has been granted by the head coach.
- The coaches will not talk about any other player other than the child of the parent involved.

SELECT/CLUB SPORTS

In the case of a non-school related athletic event conflicting with a school related athletic event, priority will be given to the school athletic event. Consequences for violating this rule will be at the discretion of the Head Coach of the in-season sport, and/or the Athletic Director, and may include suspension from future athletic contests.

ELIGIBILITY/GRADES/TUTORIALS

The Booker ISD coaches and administration shall determine each student's eligibility according to UIL rules and regulations as specified in the UIL Constitution and Contest Rules. Booker ISD strictly adheres to these rules and regulations. UIL and the State Board of Education "No Pass – No Play" rules are strictly enforced. In addition, Booker ISD wants its athletes to be top academic students. Each athlete must realize that he/she is a student first and an athlete second. The student must give sufficient time and energy to his/her studies to insure acceptable grades to meet the UIL requirements for participation. Students that do not maintain passing grades or who are missing assignments due to unacceptable reasons may be subject to suspension from athletic competition at any time. Coaches will regularly check student averages in all courses. Students may be required to attend tutorials if their grades are not acceptable. In addition, any athlete whose individual class average falls below 70, at any time during the six weeks grading period, may be subject to extra conditioning, duty, or assigned to a study hall as designated by his or her head coach. The extra conditioning, duty, or study hall may be required in-season and/or during the off-season athletic period.

CLASSROOM BEHAVIOR

Athletes must maintain a satisfactory citizenship and behavior record by giving respectful attention to classroom activities and by treating teachers, administrators, and fellow students with respect. Tardiness, horseplay, fighting, disrespect, juvenile behavior, etc... are not acceptable and may result in punishment from the coach of the in season sport or the Athletic Director up to and including suspension from athletic competitions.

ATTENDANCE/ABSENCES/TARDINESS

Athletes are expected to be at all practices and all competitions on time and remain for the duration of the practice or competition. It is the athlete's responsibility to notify the coach if he/she must miss a practice or competition. By becoming a member of the Booker Athletic Program, you are making a commitment to the program. *An unexcused absence from a game/competition may result in disciplinary action up to and including suspension of the next scheduled game/competition. Playing time will be at the Head Coach's discretion for an excused absence from school on the day of a scheduled game.

*An excused absence is that of an illness, emergency, etc... In such cases, the athlete may be required to present the coach and/or Athletic Director a written note from the parent/guardian, immediately following the incident. Three consecutive absences may necessitate a doctor's written excuse.

As with any other activity, please be aware that excessive tardiness or absences result in a loss of practice/instructional time. This loss of time may subject the athlete to loss of playing time or even dismissal from the team. Make-up conditioning may be required for any tardy or absence at the discretion of the Head Coach of the sport and approved by the Athletic Director.

NECESSARY DOCUMENTATION

An athlete must have the following on file:

- Pre-Participation Medical History and Examination form (UIL form only)
- Parent/Student Acknowledgement of Rules form (UIL form only)
- Sudden Cardiac Arrest Awareness Form (UIL form only)
- Concussion Acknowledgement Form (UIL form only)
- Illegal Steroid Use form (UIL form only)
- Previous Athletic Participation Form (if applicable)
- UIL Foreign Exchange Student forms (if applicable)
- Booker ISD Athletic Handbook Acknowledgement Form

OFF SEASON PROGRAM

The purpose of the off-season program is to improve the athletic program by enhancing each athlete's abilities. Drills and activities to improve speed, strength, and agility will be utilized. It is mandatory for all athletes to participate in the off-season program if they wish to participate in athletics the following year. An off-season program will be used for those athletes that do not wish to participate in the in-season sports during the fall and winter months. During the spring all athletes may go through off-season/conditioning workouts, and then go to practice for their spring sport(s). This is organized by the Athletic Director and the Head Coaches of Spring sports.

ISS/DAEP/CODE OF CONDUCT

Any athlete that is placed into an alternative education arrangement (AEP or home suspension) will not participate in practices and/or competitions for any extracurricular activity for the duration of the alternative education arrangement. Extended time may result in dismissal from any in season sport. Any athlete disciplined under the student code of conduct may be subject to suspension or dismissal from the athletic program at the Athletic Director's discretion. If an athlete receives a one day ISS punishment, he/she may participate at the end of the school day. If travel is involved, the student must stay until end of school day. Athletes in ISS are permitted to practice with their team after the school day ends. An athlete receiving ISS on the days prior to an athletic competition may be subject to loss of playing time based on the Head Coach's and/or the Athletic Director's discretion.

CRIMINAL CHARGES

Any athlete legally accused of, arrested for, or convicted of a felony or misdemeanor may be subject to suspension from all athletic competitions, or other disciplinary action may be taken if not in an in-season sport, until the matter has been cleared through the courts or punishment has been served. The athlete may be expected to participate in all practices during that time in order to remain in the athletic program. Depending on the severity of the charges and the outcome of the case, an athlete may be suspended for one or more games/contests, dismissed from that sport for the remainder of the season, or dismissed from the athletic program for the remainder of the year. If the athlete is not found guilty or all charges are dropped, then the athlete will be reinstated into the athletic program at the Athletic Director's discretion. An athlete that is placed on probation may be allowed to compete in athletic competitions, however, a conference may be necessary between the parent/guardian, the athlete, the Head Coach and the Athletic Director; at which time a contract may be drawn up establishing the behaviors expected of the athlete.

PARTICIPATION WHEN ILL OR INJURED

Any athlete that is injured during the course of the season or has an illness of a minor nature and is unable to participate due to this injury or illness must continue to follow all expectations, rules, and regulations, if the athlete wishes to remain a part of the team. If an athlete cannot participate, he/she will be required attend all practice sessions and sit with the team during competitions. Failure to attend practices and competitions while injured can result in dismissal from the team. Athletes learn from each practice session, whether they are actually working out or simply observing.

ATHLETIC DRESS CODE

In addition to following regular school rules regarding dress code (found in the student handbook), athletes have additional expectations in regard to hairstyle and jewelry. Initials, numbers or other insignia shaved on the heads of athletes will not be accepted. Tattoos must be covered at all times. Female athletes, who have long hair, must wear hair, including long bangs, pulled back from the face during all athletic practices and competitions. All tights, leggings, & yoga pants may only be worn with shorts over them. In accordance with UIL rules and regulations, for safety reasons, athletes are not allowed to wear jewelry of any kind during any athletic competition. For the same reason, jewelry will not be allowed during athletic practices. Male athletes are not allowed to wear earrings at any time while a student at Booker ISD or while representing a Booker ISD athletic team at another location, either as a spectator or participant. This includes traveling to and from athletic competitions and practices. All caps/hats must be worn correctly at all times during school sponsored events/competitions and while the student is on school property.

TEAM TRAVEL

All regular school transportation rules and regulations apply when on an athletic trip. *All varsity athletes are expected to ride the transportation provided by Booker ISD to and from all competitions.* The approval of the Head Coach must be obtained for an athlete to return home with his/her parent/guardian, and this will only occur in rare circumstances. Even with a letter from the parent prior to the activity, Booker ISD may or may not allow a student to leave with any person other than the parent/guardian of that student athlete. These instances will be looked at on a case by case basis and will be up to the discretion of the Head Coach and/or the Athletic Director. The Athletic Department strongly urges that all athletes leave with a parent/guardian only in emergency situations. Any athlete not riding home with their team must sign out with a coach that is responsible for the team.

Athletes will follow the dress code for all team trips, if not dressed in the team uniform before leaving the school. Team shirts may be required for some sports, and athletes will be expected to dress in them for each trip. If an athlete wishes to wear a cap, it must be approved by the coach in charge and must be removed before entering any building. All caps/hats must be worn correctly at all times during school sponsored events, and while the student is on school property. All other clothing will be in good condition (no holes, ragged, or sagging pants/shorts). Food and/or drinks will only be allowed on the bus with the approval of the coaches. Coaches may restrict the use of or take up portable devices such as cell phones, iPods/MP3 players, electronic games, etc. on out of town trips and prior to home games. These items may be taken up at a reasonable time before games, but will be returned to the athlete once the game/contest and any post game meetings or talks are completed.

DRUG AND ALCOHOL USE

It is the philosophy of Booker ISD that our interscholastic and extracurricular programs shall be drug and alcohol free. The basis for this is founded upon and by the following:

1. Use of drugs and alcohol is illegal by school age students.
2. Abuse of these products has been shown to create short and long term health and safety risks.

3. Students using these products may not be capable of fulfilling commitments and responsibilities toward themselves, teammates, and school.
4. Use of these products can diminish the student's mental and/or physical performance.
5. Student-athletes should be positive role models who demonstrate pride and honor to their school, community, and family.
6. Student-athletes will be held responsible and accountable for their behavior and choices they make.

CONSEQUENCES FOR DRUG AND ALCOHOL USE

Any student-athlete using or possessing alcohol or using, possessing, buying or selling illegal controlled substances shall be denied participation in athletic events. The issuance of a citation at any time the school year or sport season for any of the before mentioned offenses will result in suspension. Also, the witnessing of any of the before mentioned offenses at any time by any Booker ISD employee or any peace officer will carry the same punishments. Hearsay is not a determination of guilt. These violations shall be cumulative for an athlete's entire High School Career from the beginning of his/her 9th grade year to the end of their 12th grade year. Any athlete failing a school or UIL drug test will also be subject to the consequences as listed in the student code of conduct.

1st Violation – 7 calendar days suspension and run 20 miles

2nd Violation – 14 calendar days suspension and run 40 miles

3rd Violation – 1 calendar year suspension plus drug/alcohol counseling

A contract will be issued to the parent and athlete to be signed for understanding.

Jr. High (Each Occurrence) – 10 calendar day suspension and run 20 miles

Drug or alcohol use at school, at a school function, or on a school trip may result in increased penalties or consequences.

Consequences, suspension or mileage, must be completed before the athlete is allowed to compete in any competition. All mileage must be completed outside of normal practices and athletic periods. All mileage must also be verified by a coach and approved by the Athletic Director. With the approval of the head coach of the in season sport and the Athletic Director alternative physical conditioning exercises may be substituted for mileage listed above. Any athlete determined to be in violation of this drug and alcohol use policy while in offseason, during the school year, will be suspended from their next inter-school athletic contest/game unless they choose to complete the mileage part of the consequences associated with their violation. The same will also be true if the athlete is in season and there is not an inter-school athletic contest/game, that the athlete is scheduled to compete in, within the calendar day suspension period.

DRUG/ALCOHOL SELF-REFERRAL

Student-athletes may take advantage of a self-referral procedure to seek information, guidance, counseling, and assessment in regard to the student-athletes use of alcohol and drugs. Voluntary referrals do not carry punitive consequences under the following provisions:

- A. Referral is allowed one time in a student-athlete's four-year high school career or two-year junior high career.
- B. The student-athlete or a member of the immediate family must make referral.
- C. Referral must be prior to the second violation.

- D. Athletes cannot use referral as a method to avoid consequences once a violation by the student-athlete has been identified by a coach or school administrator
- E. Referral must be made to a coach, the athletic director, an administrator, or the counselor.

SOCIAL MEDIA

Student-athletes need to keep in mind that in most cases it is someone in the community that makes the staff of Booker ISD aware of what is being posted on social media. They, along with the staff of Booker ISD, do not want Booker ISD to be embarrassed by anything on social media.

Student-athletes are responsible for their actions on social media and other websites, including but not limited to Facebook, Twitter, Vine, YouTube, Instagram, BlogSpot, Snapchat, etc. Any photos, comments, or other evidence that suggests a violation of this handbook has occurred will be investigated.

Any inappropriate postings on any social media, blog sites, etc. by a student-athlete will be handled on an individual basis by the Athletic Director and the Head Coach of the in-season sport. Inappropriate postings include but are not limited to obscene or vulgar language; graphic images or videos; sexually explicit language or imagery; threats; unkind or inflammatory remarks about Booker ISD, its faculty, staff, administration, coaches, and/or students. Student-athletes are also to refrain from making any inappropriate posts or remarks about other schools, their employees, and their students, including taunting an opponent.

Also, student-athletes may not post any information that is sensitive or personal in nature or is proprietary to the Athletic Department or the school which is not public information including but not limited to student-athlete injuries, student-athlete eligibility status, team strategies, etc.

Consequences for postings or photos as described above will be determined by the Athletic Director and the head coach of the in-season sport. Consequences may include extra duties, extra conditioning, suspension and/or removal.

DROPPING/QUITTING A SPORT

There will be times when an athlete finds it necessary to quit playing a sport before, during, or after the season has begun. An athlete may not quit one sport to play another sport. The following procedures should be followed in order to drop/quit a sport:

- Examine the situation before a decision is made.
- Talk to the coach to see if a solution can be reached. (A parent conference may be required)
- If the decision to quit is made, the athlete must check out of the sport through the Head Coach of the sport and the Athletic Director. All clothing/equipment issued to an athlete must be returned in the same shape as it was when it was issued to the athlete. Payment for any lost or damaged clothing and equipment will be required.
- An athlete that decides to quit one sport to join another must wait until the first sport has completed its season before he/she will be allowed to join the new sport.

Coaches in conjunction with the Athletic Director, reserve the right to prohibit any athlete from joining a team or sport if that athlete has routinely failed to complete seasons in other sports that they have started. Failure to participate in the mandatory off-season program may also constitute dismissal from the athletic program.

CONSEQUENCES FOR QUITTING A TEAM SPORT

All students that wish to participate in the team sports of football, basketball, softball, or baseball must be enrolled in the school athletic period. Quitting is an intolerable act and a destructive habit to acquire. A habitual quitter may lose the privilege of participating in athletics. During the first two weeks (14 calendar days) of the sport, an athlete is able to make the decision to drop a team sport without any consequences. The two week grace period starts when the athlete attends his/her first official practice. After the two week grace period, consequences for quitting/leaving a team sport are as follows:

Junior High Athletics: Mileage for each missed workout and game remaining in the season (1 mile per day) will be ran and made up before participation is allowed in any other athletic competition.

High School Athletics: (Cumulative throughout the athlete's high school career)

First Instance: The individual is immediately ineligible for any other team sport related extracurricular activity until the season of the team sport they quit has ended. Mileage for each missed workout and game remaining in the season (2 miles per day) will be ran and made up before participation is allowed in any other athletic competition with a minimum of 50 miles being assigned.

Second Instance: The individual is immediately ineligible for any other team sport related extracurricular activity until the season of the team sport they quit has ended. Mileage for each missed workout and game remaining in the season (2 miles per day) will be ran and made up before participation is allowed in any other athletic competition with a minimum of 75 miles being assigned.

Third Instance: The individual loses the privilege of participation in athletics for one calendar year from the date that he or she quit. Mileage for each missed workout and game remaining in the season (2 miles per day) will be ran and made up before participation is allowed in any other athletic competition with a minimum of 100 miles being assigned.

All mileage must be completed/ran outside of normal practices and athletic periods. Mileage must be completed before the athlete is allowed to compete in any athletic competition. Mileage not completed by the end of the current school year will carry over to the following school year and must be completed before participation in any athletic competition is allowed. All mileage ran must also be verified by a coach and approved by the Athletic Director.

CONSEQUENCES FOR QUITTING AN INDIVIDUAL SPORT

Students participating in the individual sports of tennis or golf are not required to be enrolled in the school athletic period. Students participating in the individual sports of cross country or track are required to be enrolled in the school athletic period unless he/she is excused from this requirement by that head coach of the sport. Because of the individual nature of these sports, the consequences for quitting/leaving the sport will be determined by the Head Coach of the sport and the Athletic Director. The consequences will only apply to that individual sport if the student later chooses to return to that particular individual sport. These consequences will not prevent the student from participating in another individual sport or any team sport.

LETTERING POLICIES

Athletes may receive from the school only one major award during their high school career. This major award is a letter jacket. In order to letter in a sport, the athlete must be on a varsity team and satisfy the requirements stated below. Coaches will consider the following before nominating an athlete for a letter.

- Coaches of each sport have discretion in awarding letters.
- Conduct as explained in this handbook.
- Attendance to all activities in which the athlete is required to attend.

- Completion of the season eligible and in good standing.
- Finish the competition season on the Varsity team and having met that sports lettering requirements
- Finishing the season on the Varsity team does not include:
 - Promotion from the JV to the Varsity Playoff Roster
 - Moving from the Varsity to the JV during the season and returning to the Varsity for the playoffs
- Discretion of the Head Coach and/or Athletic Director.
- FOOTBALL – Qualify for a letter by playing in 12 quarters of the entire season.
- BASKETBALL – Qualify for a letter by playing in one-third of the quarters that varsity team plays in for entire season.
- BASEBALL/SOFTBALL – Qualify for a letter by playing in one-third of the innings that the varsity team plays in for entire season.
- GOLF – Qualify for a letter by going to the Regional tournament. If the third place scores are competitive at the District tournament, those students will letter.
- TRACK – Qualify for a letter by scoring a point at District track meet.
- CROSS COUNTRY – Running at District meet and 2 other meets at the varsity level.

PERSONAL BELONGINGS

Athletes should not leave personal items, especially jewelry or money, in areas unsupervised. Each athlete is issued a locker and may use a combination lock to secure personal property. Booker ISD and the Booker Athletic Department are not responsible for lost or stolen items.

SPORTSMANSHIP

The Booker ISD Athletic Program stresses exemplary behavior and attitude during practice and competitions. Unsportsmanlike conduct will not be tolerated. Athletes should be positive role models for all students to follow. Athletes should be courteous to other contestants and fans, and be respectful to all coaches and officials.

ATHLETIC SUSPENSION

The Athletic Director empowers the coaching staff to enforce and maintain all policies and standards described in the Athletic Handbook. Communication will be maintained between the coaching staff, the Athletic Director, and the campus Principal when infractions warrant suspension from athletic activities.

Each head coach shall have the authority, with the agreement of the Athletic Director, to suspend or place on probation any athlete participating in a sport under their direction for major or minor infractions of the standards set forth in this athletic handbook.

Acting either upon the recommendation of a coach, or in his/her best judgment, the Athletic Director may suspend or place on probation for the duration of the term, duration of the seasonal activity or the duration of the school year any athlete for a major infraction, or repeated infractions, of the standards set forth in this athletic handbook.

(Return this page to the Athletic Department)

**BOOKER KIOWA ATHLETIC HANDBOOK
ACKNOWLEDGEMENT FORM**

I understand the policies and procedures of the Booker I.S.D. Athletic Department, I am also aware of the consequences for violating said policies. If at any time I have questions regarding the handbook, I will address these questions to the Head Coach/Athletic Director. I understand that the Athletic Director and coaching staff will enforce these policies, procedures, and consequences.

Athlete Signature

Date

Athlete Name (print)

I understand the policies and procedures of the Booker I.S.D. Athletic Department, I am also aware of the consequences for violating said policies. If at any time I have questions regarding the handbook, I will address these questions to the Head Coach or Athletic Director. I understand that the Athletic Director and coaching staff will enforce these policies, procedures, and consequences.

Parent/Guardian Signature

Date

Parent/Guardian Name (print): _____

Mailing Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email Address: _____

(Return this page to the Athletic Department)