

# **Athletic Operating Procedures**

## **Canutillo High School**

**“In Pursuit of Excellence”**



### **Mission Statement**

Canutillo ISD will be a model of quality education to assure that all students graduate on time and are prepared for higher education to become productive and responsible citizens.

## **THE CANUTILLO SCHOOLS' ATHLETIC PROGRAM**

The purpose of athletics is both educational and recreational. The athletic program should encourage participation by as many students as possible and should be carried on with the best interests of the participants as the primary consideration.

A well-organized and well-conducted athletic program can have a positive influence on the morale of the student body. It can also be an important phase of good community and school relations.

The athletic program will operate by the following:

1. Open all sports to all students enrolled at the appropriate level.
2. Establish eligibility requirements for students, which include approval from a physician, satisfactory academic and school citizenship records and parental approval.
3. Give every eligible student an equal opportunity to be a member of a squad; however, membership on a squad does not necessarily guarantee participation in games or events at the varsity level.
4. Outfit all teams with appropriate equipment.

## **CANUTILLO SCHOOLS' PHILOSOPHY OF ATHLETICS**

All students shall be given a wide range of opportunities for development beyond the academic program. We believe that athletics is an integral part of the educational process, offering many opportunities for mental, social, and physical growth.

Participation in athletics as an athlete, cheerleader, scorekeeper, manager, or student athletic trainer is a PRIVILEGE offered to students; IT IS NOT AN INHERENT RIGHT.

Participation in any of these programs demands a major commitment to be prepared mentally and physically to perform their chosen tasks to the best of their ability.

## **GOALS OF THE CANUTILLO SCHOOLS' ATHLETIC PROGRAM**

It shall be the goal of the Canutillo Schools to provide and to teach each student participating in the athletic program the following:

1. A feeling of positive self-worth and attitude of self-discipline.
2. An opportunity to develop their full physical, mental, and emotional potential.
3. An opportunity to participate in competitive situations with and against others in preparation for a competitive society.
4. A sense of responsibility to the team, school, and community.
5. Develop and use a standard of values and ethics, which demonstrates sportsmanship and a positive representation of their school and community.

## **GENERAL REGULATION OF ATHLETICS**

1. It is understood that it is impossible to have a regulation for every possible circumstance. Coaches and administrators shall use discretionary judgment in their dealings with individual situations not covered by a specific written regulation or policy.
2. Students are subject to the general laws and regulations of the community, school board, and their individual school.
3. Students, by participating in the interscholastic athletic program, agree to abide by and be subject to these regulations and to those of the UIL.
4. All participants are expected to be present for all pre- and post-season team or activity meetings and be medically eligible at the start of the regular practice.
5. It is the responsibility of the students and their parents to assure that the student abides by all the regulations and procedures.

## **ATHLETIC PROGRAM OPERATING PROCEDURES**

### **1. Academics:**

Student athletes must have a passing grade in all classes in order to participate in, travel with, or be on the sidelines during UIL sponsored activity. Students who do not have passing grades must attend all practices and meetings that are called by the head coach. A student may be required to attend a study hall that is established for those student athletes who are not passing. Repeated loss of eligibility or poor grades is justification for not allowing a student to sign up for major sports classes.

### **Eligibility for UIL Participants for the First Six 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:

Freshman	5 Credits
Sophomore	10 Credits
Junior	15 Credits

### **After The First Six Weeks of the School Year**

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 advanced class) 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 or rehearse, however. The student regains eligibility after the seven calendar day waiting period has ended following a grading or the 3 school weeks 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 advanced. 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.

### **2. Attendance**

Attendance is mandatory in all academic classes and in major sports. Good attendance and good grades go together. Unexcused absences, or ditching class, including major sports, will not be tolerated. Students must be present in at least ½ of their scheduled classes on the day of a game/event to participate and have the class(es) missed excused by a parent or guardian.

Anyone who is assigned to a major sports class will be required to attend the class until it is over for the year, or until they are moved to another class. This includes seniors, students who quit, students who were removed from the team, or students who have completed their sport in the middle of a grading period and cannot be taken out of major sports.

Students who are assigned to SAC are there because of actions that are against the student code of conduct. They must serve their time in SAC and will practice before or after school everyday they are in SAC. However, they may not be taken out of SAC during the regular school day.

### **3. Dress Code:**

Canutillo student athletes will follow the dress code established by the Canutillo ISD Board of Trustees. Each student athlete is expected to represent Canutillo in proper dress and manner. The coach has the right to determine the dress code when traveling or participating in any athletic contest.

### **4. Attendance at Practice/Games:**

In order for a team or individual athlete to compete their very best, they must practice the skills that are needed for their sport. Student athletes will be at every practice and meeting that is called by the head coach unless prior arrangements have been made. If you must miss a practice or meeting, contact the head coach.

Repeated missing of practice, excused or unexcused, may lead to dismissal from the team. Students who become ineligible because of grades during a season will continue to practice with the team unless they have decided they no longer want to participate in that sport.

#### **5. Quitting a sport/Removal from a Team:**

When a student quits a sport or is removed from a team before the first game or event, he, or she, will remain eligible to try out for another sport during that season. At times it is necessary to remove a student from a sport because he/she is a detriment to the team, or because he/she cannot follow the policies and procedures of the school district. In this case, the student may not be eligible to try out for another sport during that season. If the student quits or is removed from a sport after the first game or event, he, or she, will not be allowed to participate in any other sport until the sport that he or she has quit or has been removed from is over unless agreed upon by the current coach and the coach of another sport.

#### **Major Sports:**

If a student quits or is removed from a team and cannot be moved into another class, the following guidelines will be followed:

- a. The student will be required to dress out for the major sports class and follow the schedule provided by the coach.
- b. Per state law, and local district policy, you must continue to attend the major sports class each day.
- c. The student will not receive any awards or honors in the sport that they quit.
- d. When a student quits a sport, the student should understand that they have caused a great inconvenience for his/her former team, and for the coaching staff. They should not expect to quit one year and be allowed to play the next year, unless there are extreme extenuating circumstances.

#### **6. Travel, Lodging, and Meals:**

It will be necessary for travel for competition in this sport. Most travel will take place in the El Paso vicinity. However, when out of town travel and overnight stays are required, the expectations will be outlined prior to the trip. In all instances Canutillo Independent School District will provide transportation via school bus for the safe travel of all student athletes.

- A. Only persons directly associated with teams shall be housed, transported, and fed.
- B. All school rules, and district policies are in full effect during all home and away events, regardless of the location.
- C. In the process of traveling to, during, or returning from any away event, no side trips may be made unless the proper authorization has been received prior to the trip. Accepted routes of travel are as followed: from school to the event and back, from event to eating location and/or event. Malls, parks, movies, etc., are prohibited without prior authorization from the proper school official.
- D. All students must travel to and from all away events with their teams in a school-sponsored vehicle. To travel to and from with a parent students must complete the “**ALTERNATIVE STUDENT TRAVEL FOR SCHOOL EVENTS**” form 24 hours in advance.
- E. Motel rooms and their items shall be neatly maintained and shall be considered an extension of the school in regard to prohibited acts and/or substances.
- F. Any damage to items belonging to the motel will be the monetary responsibility of the room’s assigned occupants and their parents or legal guardians.
- G. Students will lodge in their assigned rooms as dictated by the individual coach.
- H. Visitation privileges between rooms or persons will be determined by the individual coach. However, at no time will students or coaches of the opposite sex be allowed visitation privileges between rooms.
- I. Curfews, study time, quiet hours, and lights out, will be left to the individual coach.
- J. Students’ general conduct shall in no way be disrespectful or disruptive in eating establishments.
- K. Any violation regarding travel, lodging, or eating establishment rules will lead to the following action by the coach:
  1. The student will be sent home on a private or public bus, if available, at the

expense of the student's parents or legal guardian.

- L. Parents or legal guardians will be notified of the action taken by the coach with the schedule arrival time of the bus in question.

### **7. Tobacco, Alcohol, Illegal Drugs and Mind Altering Drugs**

The use of TOBACCO, in any form, possession of ALCOHOLIC BEVERAGES, and/or ILLEGAL DRUGS, MIND ALTERING SUBSTANCES (including the smell thereof) is prohibited while under school authority. Use of said substances; while under school authority will result in the immediate expulsion from a team or activity.

Student athletes are role models and should act as such by avoiding the use of all tobacco, alcohol, illegal drugs, and mind altering substances.

### **8. Hazing**

Hazing in athletics will not be tolerated. "Hazing" is any intentional, knowing, or reckless act occurring on or off school property directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in organization whose members are or include other students. (Canutillo ISD-FNCC (H) Hazing is a level IV disciplinary offense which include those acts of misconduct that seriously disrupt the educational process, endanger or seriously affect other students, and perhaps violate the law.

Level IV Disciplinary Options for hazing, as outlined in the CHS Code of Conduct, may include one or any combination of the following:

1. Any discipline technique outlined in Level III
2. Suspension from school not to exceed three days at a time and suspension from extra curricular activities.
3. Citation by law enforcement personnel.
4. Alternative education placement
5. Reassignment of classes
6. A student may be expelled if the student:
  - a. Continues to engage in serious or persistent misbehavior that violate the code of conduct or AEP classroom rules after being placed in an alternative education program for disciplinary reasons.
  - b. Engages in criminal mischief under Penal Code 28.03, if the conduct is punishable as a felony, whether committed on or off school property or at a school related activity, (intentional or knowing damage to school property resulting in a loss of \$1,500 or more)

### **9. Injuries, treatment, and insurance:**

In the event of an injury, CISD has an athletic trainer who is licensed by the state of Texas. The school district has made it possible for our training room to be equipped with up to date equipment and materials that are used only for the treatment of athletic injuries.

When you are injured, the first thing you need to do is notify the coach and the trainer. The trainer can then decide what course of action is necessary. The trainer also has access to doctors, their expertise, and facilities. Let the trainer use these resources to help you.

Whenever a student athlete receives medical treatment, written documentation by the physician must be provided to the athletic trainer regarding the status of the injury, return to participation and any other information regarding his/her medical condition and participation in athletics.

In accordance with HB 1688 any student athlete with asthma must provide written permission from their parents and physician when self medicating before participating in an athletic event.

The CISD has a basic insurance policy that covers anyone who is taking part in UIL sponsored athletic activities. It is important that you know what the insurance will do for you and what it will not do for you. The trainer is the expert. If there are any questions from you or your parents, contact the head trainer.

Note: The athletic trainer is on campus during all events held at Canutillo. In addition, athletes are taken care of when they are participating away from home. It has been the practice in the El Paso area that trainers from the school you travel to will see to the welfare of all of the players---theirs and ours. However, after being injured at another school, the injury will be reported to the Canutillo head trainer as soon as possible. The host trainer at other schools is not responsible for follow-up treatment.

#### **10. Disruptive Conduct/Conduct Unbecoming of a Student Athlete:**

Student athletes are expected to follow the Student Code of Conduct outlined in CISD district policy. Student athletes are role models for the school and community and any negative actions committed by a student athlete while on school campus or off school campus may be grounds for team and/or school discipline. Examples of these are: vandalism, criminal arrests, fighting, inappropriate public displays of affection (PDA), gang activity.

#### **OTHER IMPORTANT INFORMATION:**

##### **Equipment and Facilities:**

The Canutillo School District spends a great deal of money each year to see that its athletes have the best equipment possible. Once equipment is checked out to the students it becomes the student's sole responsibility to take care of it and keep it clean. If the student loses it, he/she will pay for it. The gyms, fields, and dressing rooms must also be cared for. The same rules apply to these facilities. Destruction of any property will not be tolerated.

All athletes must return all of the equipment from one sport that was checked out to them before they are allowed to participate in another sport. If any of the equipment is lost or stolen, the athlete will have to reimburse the school for the cost of the equipment before they are allowed to report to another sport. You will not be allowed to play any other sport until you have returned or paid for the equipment that you received.

## **Parent Coach Relations/Communication:**

### **Communication**

1. Student athlete to Coach
2. Parent to Coach
3. Parent to Athletic Coordinator
4. Parent to Assistant Principal
5. Parent to Principal

### **The Student Athlete and Coach**

If an athlete has an issue about their experience on a team they must first approach the coach to discuss the issue. The athletic experience at Canutillo Schools provides the opportunity for young people to develop communication skills with adults, and those in positions of authority. In this case, the student athlete and coach must develop a mutual respect and understanding that allows them to discuss issues openly and honestly, while striving to gain a better understanding of each other's roles and responsibilities.

### **The Parent and Coach**

#### **\*Appropriate concerns to discuss with coaches:**

1. The treatment of your child mentally and/or physically
2. Ways to help your child improve individually and as a team player
3. Concerns about your child's behavior

#### **\*Issues not appropriate for parents to discuss with coaches:**

1. Playing time
2. Team strategy
3. Play calling
4. Other students or coaches
5. Coach's skill or knowledge of the sport

There are situations that require a meeting between the coach and the parent. For this to take place, it is important for both parties to have a clear understanding of the other's position. When these conferences are necessary the following procedure should be followed to help promote a resolution to the issue.

1. Call to set up an appointment.
2. If you are unable to reach the coach, contact the athletic coordinator to arrange the meeting.
3. Do not confront a coach before, after, or during a contest or practice.
4. Focus on the issue(s) at hand.
5. If a resolution cannot be found, the athletic coordinator can be contacted for a meeting.
6. If step 5 is unsuccessful, the athletic coordinator will set up a meeting with the assistant principal.
7. If step 6 is unsuccessful, the assistant principal will set up a meeting with the principal.

# Canutillo High School Eagles

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## PARENTAL/STUDENT ACKNOWLEDGMENT

\*\*\*WARNING: PLEASE BE ADVISED\*\*\*

As the parent(s)/legal guardian(s), we fully realize, are aware, and understand that our son/daughter may sustain serious and possibly fatal injuries, regardless of the protective equipment provided, as a result of athletic participation.

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

## ATHLETIC HANDBOOK AGREEMENT

We the parents or legal guardians of \_\_\_\_\_ have read and understand the Canutillo I.S.D. Athletic Handbook and are willing to assist the coach / sponsor in the enforcement of these procedures. We are willing to abide by the procedure requirements, regulations, and responsibilities. We have read, considered, and understand the above statement, regarding the possible physical consequences of athletic participation, and do hereby give our permission for the above named student to participate in the Canutillo I.S.D. athletic program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I, (PRINT YOUR NAME) \_\_\_\_\_ Grade \_\_\_\_\_

Have read and understand the Canutillo I.S.D. Athletic Handbook and the above statement, regarding the possible physical consequences of athletic participation. I am willing to abide by the rules and regulations of these procedures and understand that serious injuries can be sustained as a result of my participation in athletics.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Parent Note: Please sign and return this page to the proper coach. Failure to return this form will disqualify your child from participation.