

# Killeen Independent School District



## Athletics Handbook for Parents and Students

**2017-2018**

### **KISD Nondiscrimination Statement**

As a multi-racial, multi-ethnic, diverse community, KISD has a mission of developing an awareness, understanding, and appreciation of a multi-cultural society. We are committed to providing a positive, harmonious environment where democratic values promote a respect for the diverse makeup of our school community. The Killeen Independent School District does not discriminate on the basis of race, color, creed, national origin, religion, age, gender, or disability in any programs, benefits, activities, or services offered by the District. The following person has been designated to handle inquiries regarding the non-discrimination policies: Professional Standards Administrator, 200 North W.S. Young Drive, Killeen, TX 76540, 254-336-0041.

## **Administration**

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**Killeen Independent School District  
Athletics Handbook  
for  
Parents and Students**

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## **Administration of Interscholastic Athletics**

### **A. Philosophy**

The goal of the Killeen Independent School District for competitive sports is:

- To produce highly competitive athletics teams and individuals in all sports while adhering to all UIL rules and regulations.
- To demonstrate the highest ideals of sportsmanship and ethics required by Killeen ISD and the UIL in all athletics.
- To produce the best scholar/athletes possible through increased emphasis of academic excellence through tutorial assistance and SAT test preparation by all participants in Killeen ISD.
- To provide the proper instruction and facilities for athletics participants to successfully compete and excel.
- To provide the proper environment for all participants to develop themselves physically, mentally, and emotionally to become productive citizens of any community.

### **B. Objectives**

- To provide as many students as possible with a good environment.
- To instill good habits, sound morals, exemplary citizenship, and a high standard of sportsmanship in student athletes.
- To further in students an appreciation for optimum health and physical fitness, with continuous emphasis on proper rest, good eating habits, and cleanliness.
- To develop all programs in such a manner that the end result is one of unity, harmony, and success.
- To instill in all athletes the desire to represent their school and community in a manner that will make school administrators, teachers, parents, fellow students, and other citizens proud.
- To emphasize to athletes, at all levels of competition, the fact that athletics competition is a privilege that carries with it certain responsibilities. Some of these responsibilities include training, loyalty, eligibility, improvement, courage, and perseverance.
- To create in all students a greater interest in the value of education.
- To maintain and conduct the most successful interscholastic athletics program in the State of Texas.

## General Policies and Procedures

### A. General Problem Solving Procedure

1. The first step in problem solving is for the head coach and the principal to work together to solve the problem. If this first step does not work, the Director for Athletics should then be involved.
2. The Director for Athletics, the principals, and the coaches have the responsibility of discussing, organizing, forming basic policies, and solving problems in the following areas:
  - Schedules
  - Eligibility
  - Participation Discipline
  - Advertisement
  - Duration of workouts
  - Game responsibilities (officials, tickets/admissions, game expenses, supervision, ticket takers, etc.)
3. Any problems or questions involving athletics should be directed to the immediate supervisor of the coach involved.

The chain of appeal for middle schools is:

- coach;
- campus athletics coordinator;
- principal;
- high school athletics coordinator
- Director for Athletics;
- Director of Student Services.

The chain of appeal for high schools is:

- coach directly involved;
- head coach of the sport;
- campus athletics coordinator;
- campus principal
- Director for Athletics;
- Director of Student Services.

### B. Sportsmanship/Public Relations

The first objective stated for extracurricular events is the teaching of sportsmanship. It has been one of the primary objectives of the UIL as long as it has been in existence. In order for athletics and other extracurricular activities to remain a vital part of the educational program, students, coaches, players, and spectators must all demonstrate an understanding of and an adherence to the rules of sportsmanship. In KISD, the following efforts will be made and expectations adhered to in order to demonstrate our attitude towards sportsmanship:

1. Participants/coaches will treat opponents with dignity and respect.

2. Participants/coaches will shake hands with opponents at the conclusion of all contests.
3. KISD participants **will not**:
  - talk "trash" to any opponent;
  - taunt any opponent;
  - "celebrate" (in accordance with the UIL definition/rule);
  - talk to officials during the contest (with the exception of team captains only);
  - demonstrate any unsportsmanlike or unacceptable behavior towards opponents, officials, or spectators;
  - throw equipment or other objects in an unsportsmanlike or unacceptable manner;
  - take part in or be actively involved in a fight connected with any athletics contest in which a KISD team is participating.
4. Coaches are responsible for having addressed and reviewed sportsmanlike and acceptable standards set for KISD athletics participants and will demonstrate them in their role as coaches at all times.

#### **C. Try Outs**

Some sports may have team limitations on the number of athletes that are allowed on the team. In this case an established try out period will be held to determine who will make the varsity team and who will either be placed on the junior varsity or freshman team(s) or in some cases not make any of the teams. After the established period of time the athletes will be advised of their status and may conference with the coach as to their placement or status. Once an athlete has made a team any dismissal/removal will follow the guidelines outlined in the "Removal from a Team" section contained in this handbook.

#### **D. Parental/Spectator Involvement**

Parental involvement in a student/athletes development plays an important role and is encouraged by the athletic department. Parents should follow the proper chain of command when dealing with any issue regarding their child or any other concern. Parental involvement at athletic contests should be limited to words of encouragement or praise for their child and not derogatory or degrading toward anyone attending/participating in the event. Electronic noise amplifying devices are prohibited at athletic events by parents or spectators. Parents or attendees that do not follow the guidelines outlined above may be removed or barred from future athletic events.

#### **E. Interstate Compact Statement**

Military dependents moving into KISD will be accommodated fully with regard to their athletic participation. Students must be given an opportunity to try out for athletic teams regardless of the time they enter school in KISD. Placement of a student/athletic on the appropriate team (i.e. Varsity, Junior Varsity, freshman, non placement) will be the sole discretion of the Head Coach of that sport with prior approval of the Campus Athletic Coordinator and District Athletic Director.

#### **F. Athlete Internet Policy**

Social networking sites such as Facebook and My Space, chat rooms and bulletin boards can be an important part of a young person's life and also pose a serious danger. Since participation in athletics is a privilege and not a right, an athlete needs to accept responsibility for appearing or posting on certain Web sites. When visiting or appearing on any Internet site, athletes in Killeen ISD will maintain acceptable standards. These acceptable standards will be based upon the policies and regulation outlined in the student code of conduct and individual team rules. Any postings or communication via social networking Web sites which disrupts either the educational or athletic environments or which advocates the violation of any school or team policy would be unacceptable. This would include but not be limited to: consumption of alcohol or the use of illicit drugs, inappropriate sexually-oriented materials, or activities involving bullying, hazing or harassment. It is the intent of the Killeen ISD athletic department to provide leadership education and protection of athletes from the dangers involved with some internet sites and to maintain the positive aspects of an education-based athletic program.

#### **G. CATA Students**

Students who participate in the CATE program will be allowed to participate in the on campus Athletic program. CATA students whose schedule does not allow for them to be in the athletic period will be expected to preform make-up work that is missed during the athletic period.

#### **H. Dual Participation**

Students that choose to participate in non-school related sports may do so, but will be required to fulfill the school related sports teams responsibilities first. Coaches of each school related team will outline prior to the season, the responsibilities, game schedule, practice schedules and related activities expected of each participant.



## Discipline of Athletes

A student is not required to take part in athletics, nor is athletics required for graduation. Athletics is a privilege. When the standards of the District are violated, the privilege can be revoked. All Killeen Independent School District athletes will be expected to conduct themselves with pride and dignity. The following is a discussion of the expectations of student athletes and consequences available if disciplinary action becomes necessary.

### Suspension

A coach may suspend an athlete from participation for up to three weeks. The parents must be contacted within 24 hours (if possible) and informed of the suspension. If further action, such as removal from the team or program, is deemed necessary, established procedure shall be followed. A conference with the parents/guardians must take place upon request.

Any athlete removed from a sport by the head coach for disciplinary reasons will be ineligible for any other sport for the remainder of the school year in the Killeen Independent School District. All major disciplinary actions must be reported in writing to the principal, Director for Athletics, and the campus athletics coordinator within a reasonable time, (24 hours if at all possible) of the player's suspension.

### Removal from a Team or Athletic Period

- A. Suspension for three (3) days from the particular sport;
- B. Notification of the principal, Director for Athletics, and the campus athletics coordinator within a reasonable time (twenty-four [24] hours if at all possible);
- C. Notification of parents within a reasonable time (twenty-four [24] hours if at all possible);
- D. Conference with the parents within the three (3) day suspension period;
- E. Decision rendered at the end of the three (3) day suspension;
- F. Any students removed from the athletics program for disciplinary reasons will not be eligible in any other athletics program for KISD for the same amount of time prescribed above. **Removal of any student from that Athletic program must have prior approval from the Campus Athletic Coordinator, Principal and Director**

**of Athletics.**

## **Quitting**

If a player quits one sport in order to participate in another, he/she may not begin the new sport until the completion of the first sport's season.

**Exception:** The coach of the sport the player is quitting may give the player a letter approving the departure and permitting the player to begin practice earlier.

A player who quits a sport in one school or transfers to another school in KISD in the same year may not compete for that school until the sport "in season" is completed, unless the player has the written consent of the coach from the previous school.

## **Drugs/Alcohol**

Athletes found in possession of, under the influence of, or discovered to have used alcohol at school-sponsored activity or trip will be suspended from athletics for a period not to exceed one (1) calendar year in addition to other campus consequences.

During the school year, any athlete found to be in possession of or distributing marijuana, narcotics, or other dangerous drugs or paraphernalia without a doctor's prescription, will not represent the school in an athletics event for the remainder of the school year. A school year begins immediately after the last day of school of the previous year. There will be a minimum 45 day suspension. Assigned days of suspension not completed by the end of the school year shall be completed beginning the first day of class the following school year, should a violation occur during the last nine weeks of school.

## **Alternative Education Placement**

Any athlete placed in Alternative Educational Placement (alternative school) will be ineligible for any activities of the athletics department until the prescribed time has lapsed. A second assignment to an AEP will result in the athlete being suspended from athletics for one calendar year from the date he/she is assigned. A third assignment will result in the athlete being removed from athletics permanently. Student returning to a school from AEP may be placed on probation for a prescribe period of time and may not be allowed into the athletic period for the same prescribe period of time.

## **Sportsmanship (Removal)**

Any athlete removed from a contest for unsportsmanlike conduct, without regard to whom the conduct was addressed, will be counseled by the head coach, principal, and campus athletics coordinator by the following school day. Should the principal not be available for such a conference, the principal's designee will assume that position. Should this action be repeated in the same school year, the player may be removed from all athletics contests for the remainder of the school year. Removal from a contest for technical violations germane to a particular sport will not be subject to the above policy. These violations will be addressed within the athletics department.

## **Equipment**

A record of all school owned equipment issued to athletes will be maintained by the athletics department. It is the player's responsibility to take care of such equipment; the player will be required to pay for any lost items.

Any additional protective equipment may be worn only with the approval of the Head Coach and/or Trainer (including Middle School Head Coach). Pads worn to simply cover the arm or leg should be worn only because of an existing injury.

## **Profanity**

Profanity by athletes is not acceptable. It will not be permitted or condoned at any level or in any sport. Student athletes using profanity will be subject to disciplinary action.

## **Player Conduct**

Players must show respect for all coaches, teachers, and administrators. Athletes should strive for, and be taught, acceptable and proper conduct at all school functions and in the community as representatives of their school and athletics program. Lying to a coach or person in charge will not be tolerated. Forging a parent's, guardian's, or teacher's signature on any document is also lying and disciplinary action will be taken. If the misconduct concerns a student athlete on probation, the athlete will be suspended from the team for a minimum period of two (2) days. A parental conference is required before re-admission to the athletics program is permitted. Otherwise, the misconduct will be documented by the campus athletics coordinator, and the student athlete counseled; additional disciplinary measures may be taken.

## **Excused or Unexcused Absence from Practice or Contest**

- A. From Practice during the Season  
Any unexcused absence from a scheduled practice may result in having to make up any missed work and/or being placed at a lower team status.
- B. From a Scheduled Contest  
Missing a non-district game will result in not playing in the first half of the next contest and possibly having additional make up work to complete.
- C. From a District Contest  
For an unexcused absence from a district contest or play-off contest, the player may be suspended from the team. He/she shall be suspended for the next game and may have additional make up work to complete.
- D. An excused absence is one that is deemed allowable by the head coach of that sport. (ex: doctor appointment, funeral, illness, etc.) Prior approval must be attained from the head coach of the sport and additional make up work may be assigned and complete immediately after the athlete returns to practice.
- E. An unexcused absence from school is one that does not have prior approval or does not meet the criteria spelled out in the KISD student code of conduct. Athletes with an unexcused absence may be suspended for the next contest(s).

## **Supervision of Participants during Game**

All participants in an athletics contest will remain with the team and under the supervision of the coach or trainer until dismissed by the coach or trainer. If players are ejected from the contest or are substituted for in the contest, they will remain under the supervision of the coach until the coach dismisses them.

## **Off Season Program Participation**

1. Athletes that meet the behavior and academic standards set for their campus must be a part of the athletics off season class (athletics period) in order to participate in their sport of choice. The off season program is generic in that it provides conditioning, strength, and skills improvement for all sports' participants not in season. It would not be fair for students who work in the off season to have others show up to compete for the same positions available who had not been participating in the developmental training/off season program.
2. Athletes who have changed from the athletics period or who could not have scheduled athletics due to other academic requirements may be allowed to tryout for their sport provided they have the permission of the campus athletics coordinator and/ or coach of that particular sport.
3. Persons wanting to get out of the athletics class because they failed to "make a team" and then wanting to come out for another sport without having taken part in the developmental athletics off season class will not be permitted to do so.

4. Those cases including the above mentioned conditions that may have “extenuating circumstances” may be reviewed by the coach of the particular sport and the campus athletics coordinator and a decision made on that particular individual case. Extreme caution and investigation should be used before rendering a decision in such cases, however.

### **Middle School Behavior and Grade Requirements:**

If during the previous school year, any prospective student athlete who has demonstrated school disciplinary problems or the inability to maintain grades of 70 or above the previous year may be placed on probation for the first nine weeks of school. **Probation** would allow student athletes to participate in the athletics program **after school only**. They would not be in the athletics class during the school day. If, at the end of the first nine weeks of school, the student athlete has demonstrated the desired discipline required and the academic level required of all athletes, he/she may be placed in the athletics class period.

The campus athletics coordinator or principal must approve all student athlete assignments to the school's athletics class period.

**NOTE:** Sixth grade students that have been or would have been ineligible for two nine (9) week periods the previous school year could be placed on probation in athletics for the following school year.

Seventh grade students that have been or would have been ineligible for two nine (9) week periods the previous school year could be placed on probation in athletics for the following school year.

If a student is denied enrollment in the athletics program because of behavior or grades, the student may enroll in physical education and may be admitted into the athletics program after a probationary nine weeks period.

### **Tobacco**

All athletes shall not use or have possession or any form of tobacco. If they are in possession of or using tobacco, they are breaking athletics training regulations and subject to suspension and/or other disciplinary actions.

## **Fighting**

Student athletes or student participants who leave the sideline, dugout, or bench to participate in any way in a fight may be suspended for the next two athletics contests. Coaches and officials will address any disputes, fights, or confrontations at an athletics contest. Players/participants are expected to remove themselves from any involvement in such altercations while members of a KISD athletics team. All student athletics department participants are expected to behave in this same manner whether a participant or a spectator at an athletics event.

## **Gang Membership**

A student participant in the Killeen ISD athletics program who is identified by the appropriate authorities as being a member of a gang (meets the criteria outlined in the Student Code of Conduct) will be removed from the athletics department for one (1) calendar year from the date of dismissal. Prior to the student athlete's re-entry to the athletics program, a review of the student athlete's status will be made by the head coach(es) of the sport he/she participates in, the campus athletics coordinator, and the campus principal. The KISD Director for Athletics may represent the head coach (es) or campus athletics coordinator should they not be available. If the student athlete is allowed to re-enter the athletics program, he/she will be automatically placed on probation. Any violation of any athletics policy may cause the student athlete to be removed from the Killeen athletics program for a minimum of one calendar year and may be readmitted to athletics only with the approval of the campus athletics coordinator, principal, and the Director for Athletics.

## **Sexual Harassment**

A student athlete shall not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. A substantiated charge against a student athlete will result in disciplinary action as described in School Board Policy (FO, FOA, and FOD - referenced in FNCJ Local). The student athlete will also be subject to dismissal from the Killeen ISD athletics department for twelve (12) weeks of school athletics time. These twelve (12) weeks may carry over to the next year, if needed. (Ex: April 15 conviction would result in a student athlete being dismissed from April 15 until the month of September). Before the student athlete may be re-admitted to the Killeen ISD athletics department, a review of the student athlete's status will be made by the head coach (es), campus athletics coordinator, and principal. The KISD Director for Athletics may represent the head coach (es) of the sports they participate in or the campus athletics coordinator in their absence. A second conviction of the charge of sexual harassment will result in the student athlete being dismissed from the athletics department for one (1) calendar year from the date of conviction. Any future convictions will result in the athlete being removed from the KISD athletics program for the remainder of the student athlete's UIL athletics eligibility.



# **Students Representing the School**

## **Philosophy**

Students who represent a campus or the school district are expected to conform to a more rigid code of behavior than the general student population. Participation in activities which represent the school is considered a privilege and an honor, subject to regulation, not an inherent right. Failure to conform to the more rigid code of behavior dishonors the organization to which the student belongs, as well as the campus attended, the school district, and the community.

## **Definition**

"Students who represent the school or school district" are those students who are allowed to perform in public or compete in competitive events, on a team or as an individual, utilizing the school name and purporting to be representatives of the school. Examples of such students include, but are not limited to, members of bands, choirs, athletics teams, UIL, JROTC, and other such performing or competitive groups. Additionally, "students who represent the school or school district" will be identified as those students holding positions of honor or influence that identify them as representatives of that school or the school district.

## **Misconduct during School or at School-related Events**

When a student representing the school misbehaves at school or at a school-related event, the student will be disciplined in accordance with the KISD Student Code of Conduct.

Additionally, for students who represent the school, the school organization sponsor/coach or school administrators may use one or more of the following consequences or strategies:

- A. Student conference (documented);
- B. Parental conference, which shall be documented, for the student, parent or guardian, coach or sponsor, and administrator;
- C. Temporary suspension from extracurricular activities for a maximum of three (3) weeks. The parents or guardians must be contacted by the sponsor or campus administrator within one school day of the students' being suspended;

D. Other consequences as specified in the organization's, clubs, or team's written rules of conduct.

If a student is disciplined in accordance with the KISD Student Code of Conduct, the following conditions will apply.

### **On-campus Placement/Suspension from school**

The student athlete will not participate in nor attend any extracurricular activities during the prescribed time. The student may not be present at the organization's preparation or practice session(s). The sponsor may not prepare or practice the student during this period of time. Any preparation the student makes for the organization may not be done at the same time the organization is practicing or preparing.

### **Alternative Education Placement/Expulsion**

The student will not participate in nor attend any extracurricular activities during the time in which the consequence is assigned. All privileges and/or awards earned during the time of assignment will be forfeited.

### **SERIOUS MISCONDUCT DURING SCHOOL OR AT SCHOOL-RE-LATED EVENTS, OR OUTSIDE SCHOOL OR SCHOOLRELATED EVENTS**

A negative reflection is cast upon the school when students who represent the school engage in serious misconduct

- during school,
- at school-related events,
- outside the school day or away from school-related events, or who are charged with felony crimes (or crimes that would be considered felonies if the student were of age), misdemeanor crimes which are determined to bring dishonor or discredit to the school, or misconduct concerning the use of drugs or alcohol.

In the event that a student engages in conduct punishable as a felony, the student may be immediately suspended from the organization and or activities he/she represents for one (1) calendar year.

The determining factor when activating this policy is the negative reflection cast upon the school or school function, rather than whether or not school is in session at the time of the misconduct.

## **Campus Organization Conduct Committee**

When a student who represents the school incurs multiple assignments to an Alternative Educational Placement and/or expulsions from school, or when a student who represents the school otherwise engages in serious misconduct as described above, a hearing of the Campus Organization Conduct Committee will be scheduled.

Pending the hearing, the student will be suspended from the organization or activities he or she represents. The committee and the process are described below:

- A. A minimum of three voting members, appointed by the principal and selected from among the professional staff, will serve on the Campus Organization Conduct Committee; additionally, the Coordinator of Student Activities (high school only) may serve as a consultant.
- B. The date of the hearing will be coordinated with the principal or designee and scheduled in a timely manner.
- C. The purpose of the hearing will be to consider the student's dismissal from extracurricular activities for one calendar year or less. No final decision will be reached nor communicated at the hearing.
- D. A representative of the school will present information regarding the incident to the committee.
- E. The student and/or parents or guardians will have an opportunity to appear before the committee to respond to the allegations and show cause why the student should not be dismissed.
- F. The committee will consider the information presented and formulate a recommendation regarding the student's conduct, including any consequences of dismissal. The committee may also recommend guidelines for reinstatement of the student to any position(s) of representation or honor (i.e. apology, restitution, expected interim behavior, etc.).
- G. The committee will report their recommendation to the campus principal, who may:
  - a. concur with the decision;
  - b. mitigate to a lesser consequence; or
  - c. assess a greater consequence.

## Dress, Hair, and Jewelry Code

In addition to the KISD dress code, all athletes must comply with the following rules:

- A. Boys hair may not be worn below the eyebrows in the front nor below the standard shirt collar. The same equivalent length will be enforced if there is no collar. Hair on the side of the head should leave the ears partially visible. Neither boys nor girls shall wear rubber bands (as adornments) or jewelry in their hair. Boys may wear braids in their hair provided that they are not over 3" in length and kept clean and neat. Corn rows will be permitted on boys as long as they are kept neat and clean. There will be no tails or pony tails of any kind worn by male athletes. There will be no hair styles that incorporate names, numbers, colors or designs cut into boys or girls hair or on their head. Students/Athletes that choose to wear their hair in extreme hair style outside of athletic activities must manage their hair to comply with the guidelines stated above while participating in any athletic activity.
- B. The only head wear approved to be worn by KISD athletes, other than that issued by the KISD athletics department, will be bandanas/scarf's/head bands that are white or grey in color; these bandanas/scarf's/head bands may only be worn at practice and only head bands may be worn during games.
- C. There will be no facial hair such as beards or goatees. Mustaches will be neat and trimmed. When shaving or being clean cut causes health problems, the athlete may produce a written excuse from a physician that the individual should be exempted from this policy. However, the existing facial hair must be kept at an acceptable length and groomed/trimmed.
- D. Sideburn length may not extend below the bottom of the ear and will be blocked (not flared) or trimmed.
- E. Athletes may not wear any jewelry while participating in any athletics activity. Female athletes may wear body piercing jewelry only in the lobe of each ear while attending athletics banquets. "Clip on" jewelry is subject to the same regulation when worn by the student athletes (participants). Athletics banquets are considered as athletics events/activities.

## **Eligibility (UIL)**

- A. The high school athlete must:
1. be less than nineteen (19) years of age on or before the September 1 preceding the contest;
  2. not be a high school graduate;
  3. have amateur status (exception: athletes 15 years of age or younger.)  
See UIL regulations.
  4. meet residency requirements (see UIL regulations);
  5. not change school for athletics purposes (see UIL regulations);
  6. meet academic eligibility rules at the beginning of the school year;
    - a. Ninth grade - have been promoted from the eighth to the ninth grade;
    - b. Tenth grade - have at least five (5) units of credit earned toward graduation;
    - c. Eleventh grade - have at least ten (10) units of credit earned toward graduation or have earned five (5) units of credit the year before;
    - d. Twelfth grade - have at least fifteen (15) units of credit earned toward graduation or have earned five (5) units of credit the year before;
  7. meet academic eligibility requirements the first six weeks and subsequent nine weeks' periods. In order to be eligible to participate in an extracurricular activity event for a nine-weeks' period of a school year, a student shall not have a recorded grade average lower than 70 on a scale of 0-100 or an "F" in any course for the preceding nine weeks' period.  
  
Academic eligibility suspension will be for a three weeks' period starting seven (7) days after the last day of the first six weeks period and subsequent nine weeks' period during which the grade lower than 70 or the "F" was earned.
- B. The middle school athlete must:
1. For seventh grade, not be fourteen (14) years of age on or before the September 1 before the contest.
  2. For eighth grade, not be fifteen (15) years of age on or before the September 1 before the contest.

Additionally, the middle school student must meet academic eligibility requirements for the first nine weeks' period.

1. Seventh grade - have been promoted from the sixth grade.
2. Eighth grade - have been promoted from the seventh grade.

During subsequent nine weeks' periods, in order to be eligible to participate in an extracurricular activity event for a nine weeks' period of a school year, a student shall not have a recorded grade average lower than 70 on a scale of 0-100 or an "F" in any course for the preceding nine weeks' period.

Academic eligibility suspension will be for a three weeks' period starting seven (7) days after the last day of the first six week period and subsequent nine weeks' period during which the grade lower than 70 or the "F" was earned.

### **Ten (10) Day Rule**

In accordance with the provisions of the Texas Education Code, 33.0811, the number of times that a school district may allow a student to miss a class for extracurricular participation during a school year shall be determined **by the school district board of trustees**. Each school district must maintain an accurate record of extracurricular absences for each student in the school district each year.

The UIL Legislative Council has adopted the following resolution regarding extracurricular absences for UIL activities only:

The Legislative Council of the University Interscholastic League has taken the position that the previous state law mandating a maximum of **10** absences through district competition, a maximum of **5** absences for post-district competition, and a petition to the UIL requesting a maximum of **2** additional absences for UIL state competition only, is educationally sound. **The Legislative Council strongly encourages school districts to adhere to the 10/5/2 day absence policy for participation in UIL activities.**

## **Attendance Eligibility and Transfers**

### **A. High Schools (in district)**

Students are eligible to participate in athletics if they are residents of the school district and residents of the school attendance zone in which the participant school they are attending is situated; or

1. have been continuously enrolled in and regularly attending the school for at least the previous calendar year if their parents do not reside within the school district's attendance zone; or
2. are transfer students to a school district or attendance zone not containing their residence because:
  - a. they are attending a school due to district or attendance zone lines being changed by the school board or other appropriate authority; or
  - b. they transferred during the first year they had the opportunity to do so from a high school within a school district's vocational high, a magnet school, or optional attendance zone.

### **B. Middle Schools**

Students whose parents or guardians move from one attendance zone to another may stay the remainder of that school year or transfer immediately. However, if the student transfers, he/she will have to abide by the UIL and KISD rules governing such a move.

## **Transfers**

A nonresident student wishing to transfer into the District shall file an application for transfer with the Superintendent. The board reserves the right to accept or reject any transfer and, upon notice from TEA, shall not accept transfers in violation of Court Order 5281.

Students are expected to attend the school located in the attendance zone in which they reside. Special permission may be granted, however, for a student to transfer to a school outside the attendance zone in which he or she resides. Such transfers may be granted upon request and appropriate investigation to determine whether the request meets established District guidelines described below.

## **UIL Eligibility**

Students allowed to transfer shall be subject to UIL eligibility rules for participation in UIL activities. Parents should visit with school officials to be made aware of the effects of a transfer on the UIL eligibility status of the student concerned.

## **Recruitment**

A principal, teacher, coach, or other employee of the District shall not directly or indirectly seek to influence any parent, students, or any other person involved in the exercise of the student's application for transfer, or favor or penalize any person because an application for transfer is or is not made.

**All student athletes should be aware of the following KISD policies:**

### **1. False Information**

Students who obtained an approved transfer by providing false information shall have their transfer revoked and be enrolled in the school dictated by their attendance zone at the end of the current nine-week grading period.

### **2. Violations (Discipline/Attendance)**

Students who violate rules of discipline or attendance while on in-district transfer from one campus to another are subject to having their transfer revoked and shall be required to enroll in the school dictated by the attendance zone in which they live. Revocation of a transfer shall be recommended by the campus principal to the director for student services, whose decision will be forwarded to the assistant superintendent for education for confirmation.

## **Awards**

Participants must meet the scholastic requirements as set forth by the UIL.

The athlete must have finished the year as a member of the team and be in "good standing" with the athletics department. A player who finishes the season on suspension may not be a member of the team and is not in good standing with the athletics department.

Awards remain the property of the Killeen Independent School District until the student graduates.

Awards will conform to UIL regulations. Participants who do not finish the season or who at the time of the awards banquet are not in good standing with the athletics department are not eligible to attend the banquet.



## **Travel**

All students traveling on an athletics trip must return with the team. If the parents wish to have the student leave the site of an out-of-town contest with them, permission must be requested and granted before the trip begins, except in cases of emergency. If the return trip will be much later than usual because of the length of the game or a late starting time, the coach may allow the student to go with the parents only. If the parents want their student to go with them from the site of the contest for a family trip, the coach may allow it, provided arrangements were made in writing prior to the trip. The permission must state the reason for the request and must be signed by the parent or guardian. The practice of leaving with someone other than the team should be reserved for an exceptional reason. Any player not returning with the team must have make arrangements for the care of his/her equipment.

## **Physicals/Medical History/Insurance**

All athletes must have a physical examination on file with the coaches or athletics trainer before participation in any athletics practice or contest, including any athletics activity period or off-season program.

Physical examinations are required only once when the athletes first participate in middle school athletics (7-8) and twice in high school (9-12), prior to freshman and junior year, provided there is no change in their medical history. Parents must sign a medical history form each year to document the status of the participant. If there is a change from the previous year, another physical examination is required.

Failure to abide by the practice of having a physical examination on file prior to a student's participation may cause severe consequences for both the coach and participant.

## General Information

Team sport off season regulations have changed to permit students to participate on non-school teams *outside of the school season* provided there is no involvement of school coaches who coach in grades 7-12 in the school attendance zone. **Note:** Baseball is the only team sport where the school coach is permitted to coach any of his players on non-school teams. Please note the limitation of the number of players in grades 9-12 from the same school or its feeder school who can participate on the same non-school team: basketball - 3; soccer - no limit; volleyball - 4; baseball - no limit; unless the school coach is coaching, then no more than 9 players.

All students may attend baseball, basketball, football, soccer, softball, and volleyball camps in June, July, and August, on non-school days prior to the beginning practice dates for football and volleyball. Students may not attend invitation-only camps.

School coaches may not:

- transport, register, or instruct students in grades 7-12 from their attendance zone in summer, basketball, football, soccer, softball, or volleyball camps (exception: school coaches may hold one 6-day camp in their school district for incoming 7th, 8th, and 9th grade students);
- give any instruction or schedule any practice for an individual or a team during the off season except during the one in school day athletics period in baseball, basketball, football, soccer, or volleyball.

## General Eligibility Rules

According to UIL standards, students are eligible to represent their school in interscholastic activities if they:

- are less than 19 years old on September 1 preceding the contest;
- have not graduated from high school;
- are full-time, day students in the school and have been in regular attendance at the school since the 6th class day of the present school year, or have been in regular attendance for 14 or more calendar days before the contest or competition;
- are in compliance with state law and rules of the State Board of Education (No pass, No play);
- are enrolled in a four year, normal program of high school courses, and initially enrolled in the 9th grade not more than 4 years ago nor in the 10th grade more than 3 years ago;
- were not recruited;
- live with their parents inside the school district attendance zone their first year of attendance or have been in attendance at the school for one calendar year;
- have not participated in a college training session or try out to demonstrate their athletics ability to colleges before completion of participation in their senior year in the sport or sports for which they are trying out for a scholarship;
- have not enrolled in or audited a post-secondary athletics or physical education course;
- have not accepted money or any other valuable consideration for teaching or participating in any sport, have not competed with a paid player or been paid for allowing their name to be used for the promotion of any product plan or service, have not accepted “expense-paid” college visits for recruiting purposes until their senior year and then within the dates specified by UIL rules with a visit permit and without missing any school time;
- were eligible according to the fifteen day rule and the residence rule prior to district certification;
- have not attended a summer camp in baseball, basketball, football, soccer, softball, or volleyball that was held prior to the first day of summer vacation or after the beginning practice dates for football and volleyball in August.

**Killeen Independent  
School District**



**Mandatory  
Athletics Drug Testing Program**

**Policy and Procedures**

## **KISD Mission**

Killeen Independent School District will empower all students with the knowledge and skills essential to embrace a life-long love of learning and to thrive as responsible citizens creating their own future.

# Mandatory Athletics Drug Testing Program

## Killeen Independent School District Athletics Program

**Purpose:** The purpose of the drug-testing program is to ensure the health and safety of our interscholastic student athletes and to serve as a deterrent to the use of drugs by those athletes. It is recognized that drug abuse is a major health problem in adolescents. By participating in the drug testing program, the student athlete will have the risk of detection and its consequences to help offset the ordinary peer pressures concerning drugs abuse. Implementing this program is intended to send a message to the students that we do care about them and what they do to their bodies. It is a clear indication that the Killeen Independent School District will not tolerate drug abuse in the athletics program. These rules are a supplement to the District's existing policies, but they do not replace those rules.

**Process:** Drug testing will be conducted by a certified/licensed drug-testing vendor. All participants will be required to provide Killeen Independent School District with written consent signed by both the student and the parent. The high school and middle school interscholastic student athletes will be randomly tested throughout the year. The names of athletes will be drawn randomly by the vendor from the list of athletes participating in interscholastic league sports in Grades 7 - 12. The athletes' names may be drawn at any time during the calendar year. Through the use of urine samples, the drug-testing vendor lab will be able to detect the presence of drugs taken prior to the test. If an athlete has been taking medication, he/she will need to indicate the type of medication being taken. A "chain of custody" program will be used to monitor the identity and integrity of the sample throughout the collection, transportation, and testing process. The drug-testing vendor will provide the personnel to conduct the collecting, transportation, and testing as well as randomly selecting the interscholastic athletics participants to be tested.

## **Definitions**

### **“Confirmation Test”**

A drug test on a specimen to substantiate the results of a prior drug test on the specimen. The confirmation test must use an alternate method of equal or greater sensitivity than that used in the previous drug test.

### **“Consent”**

All high school and middle school interscholastic student athletes will be randomly tested throughout the school year. All participants will be required to provide Killeen Independent School District with written consent signed by both the student and parent. If the interscholastic student athlete or his/her parent refuse to consent to having the interscholastic student athletes drug tested, the interscholastic student athlete will be denied participation in the Killeen ISD interscholastic athletics program for one school year. After that year has expired, the interscholastic student athlete and his/her parents must sign the consent form in order to participate.

### **“District”**

The Killeen Independent School District, including an authorized representative acting on its behalf.

### **“Drug”**

For the purposes of this policy, the term “drugs” specifically includes the following:

1. Amphetamines
2. Cannabinoid (Marijuana)
3. Cocaine
4. Opiates
5. Phencyclidine (P.C.P.)
6. State mandated steroid testing

### **“Drug Test”**

A chemical test administered for the purpose of determining the presence or absence of a drug or metabolites in a person’s urine.

“Illegal Drug”

Any substance, other than alcohol, having psychological and/or physiological effects on a human being and that is not a prescription or non-prescription medication, including controlled dangerous substances and controlled substance analogs or volatile substances which produce the psychological and/or physiological effects of a controlled dangerous substance through deliberate inhalation. This specifically includes controlled substances which are illegal to possess or use pursuant to the Texas Controlled Substances Act. These drugs include, but may not be limited to, marijuana, cocaine, amphetamines, opiates, and PCP.

“Prescription or Non-Prescription Medication”

A drug prescribed for use by a duly licensed physician, dentist, or other medical practitioner licensed to issue prescriptions or a drug that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

“Random Testing”

Drug testing of interscholastic student athletes will be done on a random basis only. Selection shall be made by drawing names from the roster of all sports and off-season programs.

“Specimen”

A product of the human body chemically capable of revealing the presence of drugs in the human body. As referred to in this policy, the product will be urine.

“Interscholastic Student Athlete”

A student enrolled in Killeen Independent School District who is participating in a program of extracurricular athletics. Drug testing is mandatory for all interscholastic student athletes, whether the student athlete is in the athletics period of his/her sport, in the off season program of his/her sport, or only coming before or after school to practice and/or participate during the sport's season.



## **Notice to Student Athletes**

Notice of this policy shall be posted in an appropriate and conspicuous location on the District's premises, and copies of the policy will be available for inspection during regular school hours in the District's Athletics Office.

## **Types of Testing Authorized**

1. All drug testing shall conform to the standards established by the District.
2. The District will conduct random drug testing of high school and middle school interscholastic student athletes throughout the school year.
3. The District shall not accept for any part of the drug testing program any test results submitted by a parent or student from drug tests not performed by the District's contracted testing laboratory as part of the District's drug testing program.

## **Standards of Testing Authorized by Killeen ISD**

1. On the day of the random test, the computer program at the drug-testing vendor will select the ID numbers of interscholastic student athletes. The drug-testing vendor will inform the Campus Student Drug Testing Coordinator at the schools to be tested.
2. On the day of the test interscholastic student athletes will be brought to the drug-testing site to be tested. If they fail to produce a urine sample for testing, this will be treated as a positive drug test result.

## **Procedures and Student Athlete Protections**

1. All drug tests shall be performed on urine samples collected pursuant to this policy.
2. All specimen collection and testing for drugs under this policy shall be performed in accordance with the following procedures:
  1. The collection of specimens shall be performed under reasonable and sanitary conditions. Individual dignity shall be preserved to the extent practicable.
  2. Specimens shall be collected in a manner reasonably calculated to prevent substitution of specimens and interference with the collection or testing of specimens.
  3. All interscholastic student athletes chosen to be tested must report immediately to the test site, and they must present a urine sample at this time. Failure to report to the drug testing site will be treated as a refusal to test.
  4. When drug tests are administered the procedure is to not release any student until a sample has been obtained. While extremely rare it is possible that an extenuating circumstance could arise where a principal would need to release a student from testing before a sample is obtained. If such a circumstance should arise then the principal or the administrator in charge of the building is authorized to exercise discretion and release the student from testing. When this happens the student should be treated for testing purposes as if they were absent.
5. Specimen collections shall be documented, and the documentation procedures shall include:
  - 1) Labeling of specimen containers so as to reasonably preclude the likelihood of erroneous identification of test results.
  - 2) An opportunity for the interscholastic student athlete or his/her parent/guardian to provide any information of currently or recently used prescription or non-prescription drugs or other relevant medical information. The provision of this information shall not preclude the administration of the drug test, but shall be taken into account in interpreting results.

- f. Specimen collection, storage, and transportation to the testing site will be performed in a manner which will reasonably preclude specimen contamination or adulteration.
- g. Specimen testing for drugs shall conform to scientifically accepted analytical methods and procedures.
- h. Each confirmation test conducted under this policy, not including the taking or collecting of a specimen to be tested, shall be conducted by a licensed laboratory.
- i. A specimen for a drug test may be taken or collected by any of the following persons:
  - 1) A physician, a physician's assistant, a registered professional nurse, a licensed practical nurse, a nurse practitioner, a laboratory technician, or an athletics trainer.
  - 2) A person deemed qualified by the Texas Department of Health.
- j. Every specimen that produces a positive confirmed result shall be preserved in a frozen state by the licensed laboratory that conducts the confirmation test for a period of one (1) year from the time the results of the positive confirmed test are mailed or otherwise delivered to the District. During this period, the interscholastic student athlete who has provided the specimen shall be permitted by the District to have a portion of the specimen retested, at the interscholastic student athlete's expense, at a certified laboratory chosen by the interscholastic student athlete's parent/guardian and approved by the Killeen ISD. The re-testing laboratory agreed upon must use the same methodology as the vendor laboratory in the retest. The licensed laboratory that has performed the test for the District shall be responsible for the transfer of the portion of the specimen to be re-tested and for the integrity of the claim of custody during such transfer. The results of the retest will be forwarded to the Medical Review Officer representing Killeen ISD for evaluation. If a retest yields a negative test result, the interscholastic student athlete will be reinstated to the Killeen ISD athletics program after a confirmation by the Medical Review Officer and a conference with the parents, campus athletics coordinator, campus principal, and trainer has been held.

In the case of a positive test result, the Campus Student Drug Testing Coordinator shall contact the interscholastic student athlete and their parent/guardian. In the middle school, the point of contact will be the campus administrator in charge. In the high school, the point of contact will be the campus administrator in charge or the campus athletics trainer. The campus point of contact previously identified will immediately (same day) inform the interscholastic student athlete and the parent/guardian of the positive test result. Every attempt will be made to contact the interscholastic student athlete and his/her parent/guardian within twenty-four (24) hours of the notification by the Medical Review Officer. Once the Medical Review Officer has confirmed that the test results are positive, he will inform the **campus** point of contact of the result. In writing, the Campus Drug Testing Coordinator shall advise the athlete and his/her parents/guardians of the consequences of such a report and the options available to them. **The athlete will be suspended from athletics practice and events beginning the day following the date the student athlete and parent/guardian, if the student is under 18 years of age, are notified by phone from the district of the positive drug tests results.**

- k. Interscholastic student athlete's parents/guardians may request and receive from the District a copy of the test result report. If the students are 18 years of age or older, they may request a copy, also.
- l. Except as otherwise provided herein, the District shall pay the costs of drug tests to which it requires an interscholastic student athlete to submit.

### **Confirmation Testing**

1. If an initial drug test is negative, there shall be no confirmation drug test.
2. Only licensed laboratories shall conduct confirmation drug tests.
3. All confirmation tests shall use an alternate method of equal or greater sensitivity than that used on the initial drug test.
4. The methodology used is 100% correct.

### **Parents Request for a Re-test**

1. The parents may request another test of the same sample by another certified laboratory.
2. The parents will be responsible for the confirmation test expense.

## **Confidentiality**

1. All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the District through its drug testing program are confidential communication and may not be used or disclosed in any public or private proceedings, except in accordance with this policy and applicable law.
2. Any information obtained by the District pursuant to this policy shall be the property of the District.
3. The District shall not release to any person other than the interscholastic student athlete or his/her parent/guardian or the District's medical, supervisory, or other personnel, as designated by the District on a need-to-know basis, information related to drug test results unless:
  - a. The interscholastic student athlete and his/her parent/guardian have expressly, in writing, granted permission for the District to release such information; or
  - b. It is necessary to introduce a positive confirmed test result into an administrative hearing under applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding, or the information must be disclosed to a federal or state agency or other unit of the state or United States government as required under law, regulation, or order, or in accordance with compliance requirements of a state or federal government contract, or disclosed to a drug abuse rehabilitation program for the purpose of evaluation or treatment of an interscholastic student athlete.
  - c. There is a risk to public health or safety that can be minimized or prevented by the release of such information. Unless such risk is immediate, a court order permitting the release shall be obtained prior to the release of the information.

## **Consequences of a Positive Test**

All offenses are cumulative for the interscholastic student's athletics career in Killeen ISD.

### **A. First Positive Test**

1. A conference will be held with the interscholastic student athlete, the student's parents/guardians, the campus athletics coordinator, campus principal, and the athletics trainer.

2. **The interscholastic student athlete will become ineligible for thirty five (35) school days, beginning the school day following the date the student athlete and parent/guardian, if the student is under 18 years of age, are notified by phone from the District of the positive drug test results.** When an athletics period occurs at the same time as a physical education class, the student athlete will be scheduled into a physical education class during the 35 school day suspension. If a physical education class is not available, placement will be determined by the campus principal.
3. Ineligibility will end thirty-five (35) school days after the date that the interscholastic student athlete is first notified of the positive test results and the interscholastic student athlete has been retested with the results of the test being negative. The test **may** be administered during the final seven (7) days of the thirty-five (35) school day suspension. Refusal to take the test will be considered as a positive and the student will be suspended for his/her school career at Killeen ISD.
4. The interscholastic student athlete must attend an approved drug counseling program selected by the parents/guardians for continued participation in KISD athletics program. The participation in the drug counseling program must be documented by the drug counseling program for readmission to the KISD athletics program.
5. The interscholastic student athlete will be reinstated upon completion of and documentation of Steps 1 through 4 and participation in another conference with the interscholastic student athlete, the student's parents/guardians, and the athletics trainer.
6. The interscholastic student athlete testing positive will be tested on all random tests for the following calendar year or four consecutive randoms.

#### **B. Second Positive Test**

1. A conference will be held with the interscholastic student athlete, the student's parents/guardians, the campus athletics coordinator, campus principal, and the athletics trainer.
2. The interscholastic student athlete will be suspended from any further interscholastic athletics activity, beginning with the date the interscholastic student athlete is first notified and for the remainder of his/her school career at Killeen ISD.

**Exception:** As an exception to this policy about a second offense, middle school students with only one positive drug test result in grades 7-8 shall not have that positive counted against them once they enter high school. On entry to high school, the first positive drug test result shall be treated as a student's first positive.

### **Refusal To Be Tested**

An interscholastic student athlete who consents to participation in the drug testing program will be expected to submit to random drug testing if selected to do so. If an interscholastic student athlete refuses to take a random test, the interscholastic student athlete will be considered to have received a positive drug test result.

### **Diluted/Nitrite/Adulterated Test Result**

A diluted drug test result will be referred to the Medical Review Officer for clarification. The result may be that the interscholastic student athlete will be retested at the request of the Medical Review Officer. A nitrite drug test result will be considered a positive drug test result. An adulterated test sample will be considered as a positive test result.

### **Test Alteration**

Any attempt to alter a drug test or interfere with the drug testing process will result in a positive drug testing result and a 35 day suspension from athletics participation from the date of the altered test by all athletes involved. Any non-athlete involved in any alteration or interference of the test results or drug-testing process will be referred to the high school principal for disciplinary action.

### **Medical Review Officer**

**The Medical Review Officer is a physician holding a current, valid and unrestricted license to practice medicine and is a member of the American Association of Medical Review Officers (AAMRO). The Medical Review services of the drug testing vendor will be used.**

### **Duties of the Medical Review Officer**

The Medical Review Officer will receive all positive test results. He will contact the Campus Student Drug Testing Coordinator who will contact the interscholastic student athlete through the high school trainer or school administrator.