

**VENUS INDEPENDENT SCHOOL
DISTRICT**



EXTRA-CURRICULAR HANDBOOK

2018-19

VENUS ISD CONTACT INFORMATION

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VISD Superintendent
VISD Asst. Superintendent
Venus High School Principal
Venus Middle School Principal
VHS Academic UIL Coordinator
VMS Academic UIL Coordinator
VISD Athletic Director
VISD Band Director
VISD FFA Sponsor
Venus STARS Dancers Sponsor
VHS & VMS Cheer Sponsor

James Hopper
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INTRODUCTION

School extracurricular activities have a tremendous potential for meeting the individual needs of all our students. The art of competition and cooperation is important and valued by our American and Texan culture. The competitive spirit and sense of cooperation is fostered by well-organized and competently directed extracurricular contests. It is our belief that an intensive, well-balanced program of interscholastic activities should be offered to all students. Interscholastic activities for the academically & physically gifted represents an area of great potential for practicing the pursuit of excellence.

The goal of the VISD extracurricular program is to offer the opportunity of participation to every student who has the ability and desire to do so. However, no student is obligated to take part in extracurricular activities, nor is this required for graduation. Student participants as well as parents/guardians must understand that it is a **PRIVILEGE** to participate in Venus' interscholastic and athletic extracurricular programs. A condition to participate in the VISD Extracurricular program is a commitment to follow the rules, regulations, policies, and procedures established by the district for the implementation of its extracurricular program. Participants who violate the rules, regulations, policies, and procedures shall face disciplinary action. VISD holds the right to make extracurricular policy changes throughout the year. The students who participate and VISD agree that, "The more you have, the more you have to lose".

VENUS EXTRACURRICULAR DEPARTMENT MISSION STATEMENT

The mission of the Venus Independent School District's extracurricular program is to offer all students the opportunity to work in cooperation with others to achieve their team's full potential, as well as their individual potential, while emphasizing academic achievement and developing leaders with integrity, a positive attitude, perseverance, responsibility, and the art of goal setting.

BELIEFS

The combination of athletics and academics can be a tremendous experience in a young person's life. A broad and sound program for all students can provide an invaluable experience for the participants.

A sound, wholesome extracurricular program will contribute to and offer involvement to all students as participants, support groups, or as spectators. It will also serve the community by providing entertainment and establishing a common ground of interest, which will draw citizens together in support of the various activities.

It is important to see extracurricular activities as a part of the total educational program. It should complement and contribute to the overall educational process.

STRATEGIC GOALS

- Developing the total student: academically, socially, and physically
- Developing an awareness of the vital importance that a positive mental attitude plays toward success in any endeavor
- Encouraging the student participant to achieve academic success
- Creating a climate for developing a strong, wholesome self-concept
- Teaching all student participants personal acceptance of responsibility
- Teaching all students the importance of each and every team member
- Reaching the maximum extracurricular potential of each individual and each team
- Developing an appreciation for the team concept
- Developing an appreciation for sportsmanship
- Reaching a competitive level in each sport/activity

EXTRACURRICULAR CODE OF CONDUCT *PERSONAL CODE OF CONDUCT*

ANY PARTICIPANT WHOSE CONDUCT IS JUDGED TO REFLECT DISCREDIT UPON THEMSELVES, THE TEAM, OR THE SCHOOL WILL BE SUBJECT TO DISCIPLINARY ACTION.

SPECIFIC AREAS OF MISCONDUCT ARE, BUT NOT LIMITED TO:

- Violation(s) of the Venus ISD Participant-Parent Handbook
- Missing team practices
- Insubordination to game or school officials
- Violation(s) of policies as set forth by UIL, or the activities governing body
- Violation(s) of rules and policies as established by specific activities
- Bullying in any form including social media
- Improper behavior in the use of social media, whether directly or indirectly
- Violation(s) of the Venus ISD Student Code of Conduct
- Violation(s) of the VHS/VMS Academic Handbooks

Disciplinary measures taken by the coach/sponsor may come in multiple forms – defined special discipline assignments, probation, and/or suspension/dismissal. A parent will be contacted if participant is put on probation, and a contract will be signed by participant and parent to be kept by head coach/sponsor for future action. The next infraction will result in dismissal. Within 48 hours of the incident, the parents will be notified of the accusations if dismissal is imminent. The appeals process will be outlined at that time. The document stating the dismissal and all relevant details will be on file with the Principal or Athletic Director. Request for an appeal must be done within 5 school days at each level of the appeals process. The participant will not be eligible for any individual or team recognitions and awards after dismissal.

Chain of Command- Communication

Step 1 - Head Coach / Sponsor (In-Person meeting)

Step 2 - VISD Principals or Athletic Director

- Conference with student and/or parent
- Suspension of activity
- Dismissal from activity
- Other appropriate action (example: Community Service)
- Request for appeal must be done within 5 school days

PARTICIPANTS ARE EXPECTED

- **Be an Example** for peers, coaches/sponsors, athletic department, VISD, family, and community in a positive manner at all times.
- **Discipline**, do what you are supposed to do, when you are supposed to do it, the way you were taught to do it.
- **Honesty**, for an organization to be successful there must be reliance on other members. There can be no withholding of the truth that will have a negative effect on VISD extracurricular departments.
- To attend all practices. If absent, contact head sponsor/coach prior to missing practice. If contact is not made prior to the practice, it is considered an unexcused absence.
- Give their time to the program, school, coaches/sponsors, and community.

PARENT/COACH/SPONSOR COMMUNICATION PROCESS AND PARENTAL EXPECTATIONS

Before the start of each activity/event/sport, the head sponsor/coach will conduct a mandatory parent meeting regarding rules, regulations, and additional team rules. Details and written information (digital or print) will be distributed at that time.

Parents are expected to be supportive of all programs. If a parent has an issue or concern, they need to request a meeting with head coach/sponsor to discuss any VISD approved topics as defined in the communication guide. Many times, the issue gets resolved at this level.

Parents and fans are expected to conduct themselves in mature manner at all extracurricular events and be respectful to officials, coaches, players, administrators and fans from both teams. Failure to do so can lead to removal from facility and possibly banned from VISD facilities and/or VISD campuses.

EXTRACURRICULAR ELIGIBILITY GUIDELINES
(As Established by VISD or University Interscholastic League)

Attendance

School day attendance procedures will follow the VHS/VMS handbook (see pages 16-20). Participants must be present for at least half of the day, or the participant will not be allowed to participate in that day's practice or contest.

Eligibility

To participate in a VISD Extracurricular program the students must meet the following guidelines as they apply to their activity:

1. Be a student in good standing enrolled in the VISD school district
2. Have a completed Physical Examination form with the proper signatures on file in the specific extracurricular department. (yearly)
3. The participant must meet the UIL guidelines to be eligible for competition. They must meet standards of residence, credits toward graduation, age limits, and class schedule to be eligible for varsity competition. At any level, they must meet the no pass no play expectations. They must pass all courses to be eligible unless otherwise specified by the UIL or TEA. Students failing a course will be ineligible for competition for three weeks. Ineligible participants, however, are still required to practice.
4. Completed Medical History form and Medication/Treatment Consent form
5. Completed Concussion Baseline Test (every two years)
6. UIL Acknowledgement of Rules form
7. UIL Parent/Student Agreement and Acknowledgement Steroid Testing form
8. VISD Parent/Student Agreement and Acknowledgement Drug Testing Consent form
9. VISD Extracurricular Department Acknowledgement of Rules form
10. Follow all VISD policies in Student Handbooks as well as additional rules and guidelines developed by head coaches for their sport.

It is the responsibility of the parent and participants to read and understand VISD Student Handbooks, VISD Participant-Parent Handbook, UIL guidelines and additional rules and guidelines developed for each of our activities.

EXTRACURRICULAR SECURITY

1. Sponsor/Coach – Will make sure all participants have a secure place to store items of value (if possible)
2. Participant – Are responsible for locking items of value in their lockers.
3. Team – Eliminate selfish acts such as taking or borrowing things that do not belong to you. Participants should keep locker locked always.

A secure place is defined as a locker and a lock (if applicable). If the participant does not store valuable items in the secure place, and kept locked always, then the participant assumes responsibility. VISD is not responsible for lost or stolen valuables taken to away games.

Participants should not be in locker rooms, coach’s offices, training rooms, gyms or fields without a sponsor’s approval and under their supervision.

Designated “open gym/ weight room” is open to the student body and falls outside the UIL calendar for direct practices for those activities. Only students with a current physical on file and in good standing with the school district and Extracurricular department will be allowed to attend. Dates and times are posted around the school and online. These times are subject to change.

PRACTICE DURING STATE TESTING

Practices will be allowed during state testing days if in season at VMS and VHS. Participants will not be punished for missing after school practices the day prior to the test if the parent or guardian calls the head sponsor/coach to excuse the absence at least 24 hours prior to the practice to be missed. Facilities must be closed by 6:00 p.m. the day prior to the test.

TRAVEL

Participants are required to ride the bus to and from out-of-town events. If there is an emergency during the event, and a participant must ride home with parents, the parents must provide the sponsor/coach with a written note prior to leaving the event. The head sponsor/coach of each activity has the authority to allow or deny players the right to travel separately. An Extracurricular Travel Release form for away events must be completed and in the possession of the head sponsor/coach 24 hours prior to the scheduled bus departure. This request can be denied by the head sponsor/coach. To request the form, you will need to get it from the head sponsor/coach. This form is also available on VISD website under Extracurricular Department (www.venusisd.net). High School Participants, with vehicles, will need to fill out a Travel Release form to drive to off-campus VISD facilities. See head sponsor/coach for this form.

SCHOOL SUSPENSIONS

Any participant assigned to In School Suspension may continue to practice outside of the school day, but will be suspended from all activities for **five school days** beginning the first day of the ISS assignment (not to exceed 2 games/events). Participants are not allowed to participate if placed in any alternative school and will automatically be placed on extracurricular probation upon returning. The head sponsor/coach and or Principal or Athletic Director retain the right to deny reinstatement into extracurricular activities before returning.

ACADEMICALLY INELIGIBLE PARTICIPANTS

Participants that become ineligible will regain eligibility in 3 weeks if passing all classes at the time of the UIL grade check (remember grace period). Participants are expected to participate in all practices but will be unable to ride with team or participate in games.

WAIVABLE COURSES

VISD allows Advanced Placement Courses, Dual Credit, Honors, and Pre-Advanced Placement Courses to be excluded from counting towards eligibility each grading period. All other VISD classes must be passed with a 70 or above. Parents must be aware of VISD policies and grading procedures as it relates to changing from advanced placement/dual credit courses to regular education classes. A copy of this district administrative guideline may be obtained from the central administration office.

PERSONAL APPEARANCE

All participants representing Venus I.S.D. should establish and maintain a high standard of appearance at all times. Participants must follow the personal appearance guidelines outlined in the **VISD Extracurricular Handbook and VISD Student Handbook**.

Earrings

- Earrings are not allowed on males when in extracurricular facilities, trips to out-of-town events, home events, attending school events as a spectator, and extracurricular banquets. Neither boys nor girls are allowed body piercing of any kind at practices or extracurricular events.
- The University Interscholastic League does not permit jewelry in any competitions.

Hair & Facial Hair

Hairstyles on all male participants must meet or exceed school dress code. All male and female hairstyles must be kept neatly groomed and well maintained at all times he or she is competing or representing the district as a participant. Male participants are not allowed to have facial hair.

Tattoos

Participants are discouraged from getting tattoos. Participants with tattoos must cover what can be seen by spectators during competition if deemed inappropriate by the head coach/sponsor, or administrator.

INJURIES AND PARENT NOTES

VISD employs a full-time Trainer. Our trainer is certified by the Texas Department of Health. They are trained to recognize those injuries requiring a doctor's attention and treats routine injuries.

- It is very important that injury problems be handled in the proper manner. All injuries reported to the trainer will be documented. Treatments and directives will be documented as well. The trainer will call the parents/guardians of all persons seen or reported. Participants should first inform the trainer of an injury. The injured participant should always check with the trainer before going home. This allows the trainer to follow up with the parents about treatment or seeing a doctor. All doctor/parents notes are to be given to the trainer only.
- The trainer is responsible for all coaches knowing the limitation of participants prior to physical activity taken place. Physical activity includes walking and stretching. If a doctor's note is not involved, the trainer has the final say as to whether a participant, that has been injured, may work out or play in a game. No coach, including the Principals or Athletic Director, may over rule the trainer or doctor on injury decisions.
- A doctor's note must be followed as written. If it says no activity, it means no activity, including stretching or walking. The participant can only do as the letter states. If there is ever a question, contact the trainer or parent for clarity. Participants are not allowed to ignore the note as well. A doctor's note containing instructions will be followed. In the event a parent wishes to override limitations dictated by the doctor, the parent must do so in writing. Once the written note, expressing such desire, is received it will be reviewed by the medical staff (this may include an additional examination of participant). If the medical staff recommends holding a participant out, and or recommends a doctor visit, a parent may not override and must follow the written instructions or follow up with the doctor who issued the original note. The parent's letter must state that VISD, and its staff, be released of any liability for allowing the parent to override the doctor's decision.

A participant who has been injured will follow the following rules:

1. Report for treatment prior to school, during participant's athletic/extracurricular period, and after school.
2. Report for practice. The trainer will brief the coach/sponsor with what drills the participant can or cannot participate in. If the participant is to be held out

of the week's game, he/she will spend that time in treatment and/or rehabilitation.

3. An injured participant is expected to attend practices, unless at documented rehab or treatment.
4. An injured participant that does not report for treatment or call in is considered absent.
5. An injured participant that does not follow rules 1 and 2 will not travel or play in the week's game.
6. Jr. High parents, with an injured participant, can bring their son/daughter to be evaluated (at the training facility) by the trainer before school and after school before taking him/her to the doctor for a suspected minor injury.
7. The VISD trainer is also available to evaluate Jr. High participants during their athletic/extracurricular periods (where possible). This evaluation should be scheduled via phone or email prior to visit. It's important that the coach/sponsor not be handed the request as the athletic/extracurricular period is beginning. Contact must be made prior to the school day beginning.
8. Our trainer is here for the safety and well-being of the participants and to get them competing as soon as they are able. Contact the trainer with any issues and/or questions that you may have. All coaches/sponsors have been trained to address minor injuries.
9. Parent notes are not accepted to hold a participant out due to a parent diagnosed injury. The trainers and/or doctor will make that determination. If a parent requests that his or her child be held out of workouts/practices until evaluation by trainer, coaches/sponsors will hold them out if trainer is unavailable to do so that day. The trainers will then determine injury, make recommendation to see doctor, prescribe rehabilitation routine and/or release him or her to participate.
10. A parent note requesting a participant to not participate in class or practice can only be related to sickness and not injury. The parent note is only good for one calendar day. After 2 consecutive parent notes, a doctor's note is required.
11. After the 3rd parent note in a 6 weeks' time frame, the trainers may revoke the physical on file and request a new physical to be filed with the district. Failure to do so in a timely manner will result in removal from the athletic period.

*All applicable participants are strongly encouraged to shower following practices to combat staph infections which can be serious. This could change to mandatory if a problem arises.

PROCEDURES FOR QUITTING AN ACTIVITY

Any participant beginning a season in an event is expected to fulfill their commitment to that team. The whole premise of our program is built on commitment, responsibility, and a never give up attitude. Concerns and frustrations can usually be worked out with proper communication between the participant and sponsor/coach. The season is defined as the 1st official practice until the final game for activities that do not make cuts. For activities that have try-outs, the first official practice is the day after the cuts were made.

Any participant wishing to quit an activity must complete the following steps:

- 1. Meet with their sponsor/coach and express his/her desire to discontinue participation in that activity.*
- 2. Participant and parent sign a form documenting parental communication stating they are aware of the decision.*
- 3. If an athlete quits a sport, they will not be able to participate in the next sport until the sport he/she has quit is complete. That includes post season play.*
- 4. If an athlete quits two sports, they will be removed from athletics until the next calendar school year.*

Participation includes practices and try-outs outside of the school period, and use of facilities before or after school or extracurricular contests. If the participant is not allowed to be removed from the class by the counselor's office, they must dress out and participate to receive a passing grade for the class.

PROCEDURES FOR REMOVAL FROM A PROGRAM

A player removed from a sport/activity in season due to a discipline infraction may not begin participation in another sport/activity until the season is completed. Participation includes practices and try-outs outside of the school period, and use of facilities before or after school or extracurricular contests. If the participant is not allowed to be removed from the class by the counselor's office, they must dress out and participate to receive a passing grade for the class.

A middle school player removed from a sport/activity in season due to a discipline infraction will not be eligible to start another sport/activity or try out for 6 weeks from the time the player was removed. Participation includes practices and try-outs outside of the extracurricular period, and use of facilities before or after school or extracurricular contests. If the participant is not allowed to be removed from the class by the counselor's office, they must dress out and participate to receive a passing grade for the class.

All players should have been placed on a contract for prior infractions that was signed by a parent. The contract process can be bypassed for a major infraction. If a player is removed, the parent and player will be notified.

ATHLETIC PERIODS, TRY-OUTS, & CUTS FROM TEAMS/ACTIVITIES

VISD reserves the right to make player cuts as it relates to making a team. Head sponsors/coaches will develop a standard to evaluate all players trying out for a team/activity and notify participant when that cut is made. VISD offers camps, leagues and summer strength and conditioning camps to give our participants the opportunity to become better participants. Participants may also be encouraged by the head coaches/sponsors to attend college camps as well as compete on select teams.

If a participant misses the tryout period due to injury, school sponsored activity, in-season sport, or they are sick, and parent contacts the coach/sponsor before the tryout, they will be given an alternative tryout date. A student returning from alternative school that missed the tryout will not be able to participate. A participant that does not have a physical on file, will be removed from the athletic period and will not have an opportunity to return until the next semester. A participant without a physical on file with the district prior to tryout dates, will not be able to participate and will be removed from the athletic period.

If the participant that was cut from an athletic team and wishes to remain in the athletic period and try out for another sport, they may do so if that sport has an athletic period. If not, the participant is removed from the athletic period.

Cutting a person desiring to participate in an extracurricular program is one of the most difficult decisions a sponsor/coach has to make and is always painful for the participant, parent and coaching staff. Parents and participants meeting with a coach to discuss this decision need to handle themselves in a mature and non-confrontational manner.

EQUIPMENT, UNIFORMS AND FINES

Team uniforms, warm-ups, and equipment are the property of Venus I.S.D. and must be treated with care. Participants are responsible for keeping their school-issued equipment clean and secure. Participants are not allowed to wear school issued clothing to their next class or home. Do not use any equipment or protective gear that is no longer safe or functional. Get a replacement.

All participants must return their uniforms and equipment to their coach immediately following their last game or competition. Theft, loss, or damage of any equipment or fundraiser items is the participant's financial obligation. **A participant may not participate in competition for another sport until all fines and or missing equipment or uniforms are returned.**

No participant will be allowed to check out any equipment or uniform for another sport until payment for missing or destroyed equipment is made.

All fines for unpaid camps will follow under fine policy at each campus. Participants will not be able to join an extracurricular event or athletics the following year until fine is resolved.

ATHLETIC PASSES

Each participant will be given an athletic pass or ID sticker allowing free admission into High School and Middle School home games only. Be prepared to show the pass or ID sticker if asked by the gate keepers. The participant can pick up their athletic pass/ID sticker from the Athletic Director. If the participant loses their pass/ID Sticker, they must pay a \$5.00 fee to be issued another. Additionally, student participants must perform 2 hours of community service and turn in signed form to head coach to receive the athletic pass. If the participant quits the sport they are participating in, the head coach will collect their athletic pass/ID sticker.

DRUG-FREE EXTRA-CURRICULAR POLICY VIOLATIONS

1. Possession or use of alcohol, illegal drugs or drug paraphernalia.
2. Willfully attend or remain at an activity where the student knows drugs or alcohol are being illegally consumed.
3. Social Media posts inferring or displaying the use of drugs, drug paraphernalia, or alcohol.

MINIMUM CONSEQUENCES

1. Possession of drugs or alcohol or the use of alcohol or illegal drugs.
Extracurricular coordinators have the authority to increase the minimum consequences due to the severity of the incident. Each offense carries over to the next school year.
 - a. First offense
 - i. Suspended from all activities for 30 calendar days
 - ii. The student may participate in practices.
 - b. Second offense
 - i. Suspended from all activities for 45 calendar days
 - ii. The student may not participate in practices.
 - c. Third Offense
 - i. Suspended from all activities for one calendar year.
 - ii. The student may not participate in practices.
 - iii. Privileges may be reinstated with the completion of a minimum of 15 hours of drug counseling. The parents are responsible for the all aspects of the drug counseling.

- d. Fourth Offense
 - i. Suspended from all activities through their high school career.
2. Willfully attend or remain at an activity where the student knows drugs or alcohol are being consumed illegally.
- a. First Offense
 - i. Disciplinary action by head sponsor/coach up to suspension from current or nearest competitive season or activity for a period of one week.
 - b. Second Offense
 - i. Suspension from current or nearest competitive season or activity for a period of two weeks. Suspended student and parent will complete Extracurricular Contract.
 - c. Third Offense
 - i. Suspension from all extra-curricular activities for a period of one calendar year. After the one-year period, a campus committee will determine reinstatement. Committee will review academic record, attendance, behavior record and any other information the committee deems appropriate. Any offense, which occurs after reinstatement, will be treated the same as a second offense.
3. Social Media posts inferring or displaying the use of drugs, drug paraphernalia, or alcohol.
- a. First Offense
 - i. Disciplinary action by head sponsor/coach up to suspension from current or nearest competitive season or activity for a period of one week.
 - b. Second Offense
 - i. Suspension from current or nearest competitive season or activity for a period of two weeks. Suspended student and parent will complete Extracurricular Contract.
 - c. Third Offense
 - i. Suspension from all extra-curricular activities for a period of one calendar year. After the one-year period, a campus committee will determine reinstatement. Committee will review academic record, attendance, behavior record and any other information the committee deems appropriate. Any offense, which occurs after reinstatement, will be treated the same as a second offense.

OFFENSES WILL ACCUMULATE FOR THE DURATION OF THE STUDENT'S VENUS ISD CAREER

VISD Drug Policy and Testing Acknowledgement

I give permission for my child, identified above, to participate in Venus ISD's mandatory student drug testing program described in Venus ISD's policy FNF (Local). The program is mandatory, but free of cost to students and families. The program serves as a deterrent to illegal drug use and assists the District in creating a drug free educational environment.

I understand that participation in the program may require the disclosure of confidential health information (e.g. prescription and over-the-counter drug use) to the District and third parties, and I consent to the release of that information, and any other confidential information, to the extent necessary for implementation and execution of the program.

I understand that should my child test or effectively test positive at a drug test, I will receive information regarding outside resources for counseling and other available support. By signing this consent and release, I request information on outside resources for counseling and/or support if my child tests positive. By signing below, I acknowledge that Venus ISD does not explicitly support, endorse, or recommend any of the resources that have been or will be provided.

In consideration for the privilege and benefits of participating in the voluntary student drug testing program free of charge, I, individually and as of next of kin of the above named child, hereby RELEASE, ACQUIT AND FOREVER DISCHARGE the District, all of its employees, agents, trustees, and volunteers, in all capacities, of and from any and all charges, complaints, grievances, claims, demands, causes of action, damages, loss, or expenses, which may in any manner arise from or relate in any way to the mandatory drug testing program or the implementation of the program.

4. Consequences for testing positive during base-line or random VISD drug testing.
 - a. First offense
 - i. Suspended from all activities for 3 months
 - ii. The student may not participate in practices.
 - iii. The student must pass three consecutive testing sessions.
 - b. Second offense
 - i. Suspended from all activities for 6 months
 - ii. The student may not participate in practices.
 - iii. The student must pass six consecutive testing sessions.
 - c. Third offense
 - i. Suspended from all activities for remainder of VISD career
 - ii. The student may not participate in practices.

AWARDS

Letter Jackets

Participants will receive, upon the head sponsor/coaches' recommendations, an extracurricular letter jacket. Students will receive only one jacket with one varsity letter during their high school career.

The Extracurricular Department will cover the base expense of one letterman jacket for each participant.

Participants in all activities must meet the following requirements in order to be eligible for a letter jacket.

1. All extracurricular awards will conform to guidelines established by the UIL.
2. Only participants participating in varsity activities may receive a letter for that activity.
3. A participant may receive only one major award, for example, a letter jacket, for their four-year career.
4. Must complete the entire scheduled season in the lettering event in good standing.
5. Not received a suspension from any games due to violations of team rules and regulations.
6. Head coaches are responsible for determining additional guidelines for lettering in their sport

Banquets

Participants are expected to attend the activities banquets for which they participated in. They are mandatory unless competing in another activity or event for VISD or there is a family emergency. The head sponsor/coach must have been contacted prior to the banquet and approved the absence. An unexcused absence will result in a loss of any awards including receiving a letterman jacket and punishment equal to missing a game. Parents are strongly encouraged to attend and support their children but also the other teammates and the program.

EXTRACURRICULAR RELATED MEDIA INTERVIEWS

Participants and coaches are not permitted to be interviewed in person, through social media or electronic devices, by the media without the permission of the Head Sponsor/Coach. The Head Sponsor/Coach has the right to moderate any approved interviews within the VISD guidelines.

EXTRACURRICULAR SOCIAL MEDIA POLICY

Student-participants are high-profile representatives of the Venus Independent School District, and their behavior is subject to scrutiny by their peers, the campus, community, and the media. The actions of a single student-participant can reflect positively or negatively not only on the individual student-participant, but also on his or her team,

sponsors/coaches, individual departments, and the entire school campus. Therefore, student-participants are expected to represent themselves and VISD with honor, character, dignity and integrity at all times – including when interacting on social networking websites and in other online environments. The popularity of social networking websites (e.g., Facebook, Twitter, Vine, YouTube, Instagram, Blogspot, Snapchat, etc.) has grown tremendously during the last few years. These websites can serve as valuable communication tools when used appropriately. The use of social media, however, has the potential to cause problems for both the student-participant and the school environment. Anything student-participants post on a social networking site may be viewed by others, as well as the media and the public. People are more likely to view the profiles of student-participants than the profiles of other students.

All VISD extracurricular programs have developed this Student-Participant Social Networking Guideline in order to provide recommendations and suggestions for student-participants to help them use social media in a safe and responsible manner, and outline important rules that student-participants must follow when using social media

Important Suggestions & Recommendations Regarding Social Networking Sites

- Some students mistakenly believe social networking websites have a veil of privacy about them and assume their profiles are viewed only by a close circle of friends and fellow students.
- To the contrary, the content on most of these sites is accessible by anyone in the general public unless security and privacy features are used.
- The public nature of these websites has created personal safety and personal welfare concerns.
- For example, student-participants have been stalked or sexually harassed and assaulted as a result of their Facebook profiles.
- Fans of opposing teams have taunted student-participants based on information obtained from social networking sites.
- Student participants also should be aware that potential employers, athletic and academic scouts, and graduate school admissions officers now regularly screen applicants by conducting detailed searches of an applicant's name and by reviewing the applicant's social networking profiles.
- Students are currently being passed-over for interviews and denied admission to universities based on the content of their profiles posted on social media.

Student-participants should be very careful about what personal information they share on the internet. For their own security, protection, and welfare and that of their teammates and friends, the VISD administration strongly recommends and advises student-participants to:

- Keep phone numbers, physical addresses, birthdates, current whereabouts, travel plans and other personal information strictly confidential. This information should not be contained in a student-participant's personal online profile.
- Limit the access of others to e-mail addresses and screen carefully those whom a student participant may accept as "friends" on a social networking site. Be aware that friends of friends will also share information.
- Use whatever security and privacy features are available to restrict the ability of others view a student-participant's site or to post pictures, messages and other content on a student participant's site.
- If an individual contacts a student-participant via a social networking site and the nature of the contact makes the student-participant concerned for his or her safety or uncomfortable in any way, the student-participant should immediately contact a parent, a coach, or a campus administrator.

Rules Regarding Social Networking Sites

Participation in a VISD Extracurricular is a privilege and not a right. Remember, "The more you have, the more you have to lose". As a condition of being a student participant in a VISD extracurricular activity, student-participants must abide by the following rules related to the use of the internet and social networking sites:

1. Any postings or communications via social networking websites which disrupt either the educational, academic or athletic environments or which advocates the violation of any school or team policy would be unacceptable. Misuse of social media can be viewed as a form of bullying.
2. Student-participants may not post online any pictures, information or other content that might cause embarrassment to themselves, fellow student-participants, teams, coaches, the athletic department or the campus (examples: obscene images or language, nudity, pictures at parties with alcohol/illegal drugs, references to drugs, sex, or illegal activities).
3. Student-participants may not post any content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual, teammate, coach, faculty member, or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-participant, coach or team at another school). No posts should depict or encourage unacceptable or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).
4. Student-participants may not post any content online that would constitute a violation of the VISD Student Code of Conduct.

5. Student-participants may not post any information that is sensitive or personal in nature or is proprietary to VISD which is not public information (examples: tentative or future team schedules, student-participant injuries and eligibility status, travel plans/itineraries or information).

6. Student-participants are required to abide by all laws related to the use of the internet (including state and federal privacy laws such as FERPA and HIPPA), and student-participants are personally liable for any violations of those laws.

Student-participants in VISD are required to abide by rules set forth in these guidelines.

The failure to do so will be considered a violation of the student-participant code of conduct and/or the VISD student code of conduct. The violation will result in disciplinary action by the Principal, or Athletic Director.

VISD EXTRACURRICULAR INSURANCE

The purpose of this section is to explain the accident insurance policy, which covers all participants in Venus Independent School District. All students practicing for, and competing in any extracurricular activity under the regulation and jurisdiction of the district are covered under the insurance plan. This coverage is not full coverage. It is a secondary policy only. It pays for extra expenses, which are not covered by the student's family insurance. A primary policy is offered only if a student has no family insurance. This is not a full coverage policy. Parents have an option to purchase additional coverage.

Students are covered under the best insurance coverage available to us. In case of an injury, parents must contact the athletic trainer or the coach in charge of that sport before taking their child to the doctor. Failure to do so may forfeit their rights to insurance claims covered under the school plan. For further information contact the athletic trainer.

1. If your child is injured, you must contact the athletic trainer or coach in charge of the sport.
2. You must first file on your personal family insurance.
3. The school insurance will pay with limits what your personal policy does not.
4. If you have no personal policy, a reasonable and custom coverage is provided.
5. An insurance claim must be filed within the timeline outlined in the policy.

Warning, Agreement to Obey Instructions, Release, Assumption of Risk, and Agreement to Hold Harmless

SPORT:

- | | | | |
|-------------------------------------|--|--|---|
| <input type="checkbox"/> Football | <input type="checkbox"/> Cross Country | <input type="checkbox"/> Power-lifting | <input type="checkbox"/> UIL Academic |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Track and Field | <input type="checkbox"/> Cheerleading | <input type="checkbox"/> UIL One Act Play |
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Golf | <input type="checkbox"/> Drill Team | <input type="checkbox"/> FFA / AG |

- | | | | |
|-----------------------------------|---------------------------------|--------------------------------|---|
| <input type="checkbox"/> Softball | <input type="checkbox"/> Tennis | <input type="checkbox"/> Dance | <input type="checkbox"/> Other Activity |
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Soccer | <input type="checkbox"/> Band | |

I am aware that playing or practicing to play/participate in any event can be a dangerous activity involving many risks of injury. I understand that the dangers and risks of playing or practicing to play/participate in any of the above activities includes, but is not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other parts of my body, general health and well-being. I understand that the dangers and risks of playing or practicing to play/participate in the above activities may result not only in serious injury, but also in impairment of my future abilities.

Because of the dangers of participating in the above activities, I recognize the importance of following coaches' instructions regarding playing techniques, training and other team rules etc.

We further authorize any school personnel to consent to, and any medical person to administer, any medical care, treatment, or assistance to our child, which may be determined to be necessary for the treatment or attention of any injuries or ailment which our child may sustain in connection with such treatment, or attention of any injuries or ailment which our child sustains in connection with such extracurricular programs. We further acknowledge that any claim arising out of injury to our child is to be processed through, or be paid by us and that it is not to be presented to, processed through, or is paid by the Venus ISD.

In consideration of the Venus Independent School District permitting me to try out for any of the VISD extracurricular activities related to the team, including, but not limited to, trying out, practicing, playing/participating in that activity, I hereby assume all risks associated with participation and agree to hold Venus ISD, its employees, representatives, coaches, trainers and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my participation in any activities related to the VISD Activities Program. The terms hereof shall serve as a release and assumptions of risk of heirs, estate, executor, administrator, assignees, and for all members of the family.

I release VISD, the athletic department and its coaches the authority to release to the media, social media, College or Universities and extracurricular Websites, pictures, video or extracurricular information for the purpose of promotional opportunities or college recruiting.

Management of Activities-Related Concussions

Venus Independent School District has developed this protocol to address the issue of the identification and management of concussions for students who participate in school activities per HB 2038.

A safe return to activity protocol (learning and athletics) is important for all participants following any injury, but it is essential after a concussion. The goal of this concussion protocol is to ensure that concussed participants are identified, treated and referred appropriately for return to learn and return to play. Consistent use of a concussion management protocol will ensure that the participant receives appropriate follow-up and/or academic accommodations in order to make certain that the participant is fully recovered prior to returning to full Extracurricular play activities. This protocol will be reviewed annually by the Athletic Director and Head Athletic Trainer. Changes and modifications will be reviewed and written notifications will be provided to all departments, staff, coaches and other appropriate school personnel.

Concussion Oversight Team -Members

Medical Director – Fort Worth Orthopedic

Athletic Trainer- Jessica Johnson

Athletic Director – Jacob Bible

Definition

Concussion – as described by the Zurich Consensus statement on concussion, November 2008: Concussion is defined as a complex pathophysiological process affecting the brain, induced by traumatic, biomechanical forces, that alters brain function for any period of time.

Response Team Members

The designated individual responsible for identifying student-participants with symptoms of concussion at VHS & VMS include the team physician or the licensed athletic trainer (LAT).

In the event that such an individual is not available, the coaches are responsible for identifying such symptoms and removing the participant from participation.

Recognition of Concussion

Following a witnessed or suspected blow to the head or body indicative of a possible concussive force, these signs and symptoms show probable concussion diagnosis:

Signs (observed by others) and

Appears dazed or stunned
Exhibits confusion
Unsure about game, score, opponent
Moves clumsily (altered coordination)
Balance problems
Personality change
Responds slowly to questions
Forgets events prior to hit
Forgets events after the hit
Loss of consciousness

Symptoms (reported by participant)

Headache
Fatigue
Nausea or vomiting
Double vision, blurry vision
Sensitive to light or noise
Feels sluggish
Feels “foggy”
Problems concentrating
Problems remembering
Ringing in the ears
Problems hearing seeing or swallowing

**** For a clinical diagnosis of a traumatic brain injury (TBI) or concussion to be suspected, there should be one or more of these signs and symptoms present after a suspected blow to the head or body. ****

Response to a Suspected Concussion

The student shall be removed from an interscholastic extracurricular practice or competition **IMMEDIATELY** if one of the following persons believes the student might have sustained a concussion during the practice or competition:

- (1) a coach;
- (2) a physician;
- (3) a licensed athletic trainer; or
- (4) the student's parent or guardian or another person with legal authority to make medical decisions for the student.

- The student will be evaluated by the licensed athletic trainer present at the event who will have the authority to determine proper plan of action concerning the immediate care of the student. If no LAT is present the student will not be allowed to participate in any Extracurricular activities until evaluated by an appropriate medical professional (i.e. L.A.T., M.D., and P.A. are appropriate medical professionals).
- If the determination of the LAT is the student participant has a concussion then the Student will not be allowed to participate in any further extracurricular activities until released by a medical doctor. The student may not participate in any extracurricular activities for a minimum of 24 hours.

- If the L.A.T. does not assess a concussion, the plan of care for the student will be at the discretion of the LAT. This will include continued monitoring of the participants condition and may include not allowing participation for a minimum of 24 hours to ensure that no concussion symptoms arise. **Following all head injuries, the staff licensed athletic trainer will make the final determination on the student's return to any extracurricular activities and cannot be overruled by coach or parent wishing to go against medical advice.**
- Any participant that is believed to have suffered a head injury will fall into the following protocol:
 - Parent or guardian will be contacted immediately
 - Participant will only be allowed to leave facility/activity with parent or guardian or designated person from Skyward emergency contact list.

Impact Concussion Screening:

This is an assessment tool to see, in a less subjective manner, the severity of a concussion. It DOES NOT prevent concussions.

- Provides reliable and objective assessment of postural stability, working memory, set switching, reaction time, learning and static and dynamic visual acuity.

This assessment will be used after a participant has sustained a concussion to inform Extra-curricular trainers, doctors, coaches, and parents, if an participant is ready to proceed with the Return to Play Protocol.

- The screening does not diagnose or replace traditional concussion recognition by Extra-curricular trainers or doctors.
- The best help to diagnosis a concussion is knowing the participant involved.
- If participant is found to have a concussion and has been removed from play the participant must go through the Return to Play Protocol (No Exceptions) even if the C3 is within normal limits.

*** Screening will be done at the discretion of the athletic trainer or legal guardian.

- **Baseline Testing \$5/kid** (Done before the season)

- Post-concussion assessment will be compared to the baseline to recognize any differences
- **Follow-up \$25/kid** (paid by VISD)
 - This includes rehab with the athletic trainer if they struggle getting back from a concussion or below their norm for a particular task.

Return to Play Following concussion

A student removed from an interscholastic extracurricular practice or competition due to a concussion may not begin the return to play procedure until:

1. the student has been evaluated by a treating physician chosen by the student or the student's parent or guardian or another person with legal authority to make medical decisions for the student;
2. the treating physician has provided, to the LAT, a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play;
3. the student and the student's parent or guardian or another person with legal authority to make medical decisions for the student: have signed and returned to the LAT the Concussion Management Protocol Return to Play form.

According to the UIL Concussion Management Protocol, following clearance and compliance with the above information, supervised progression of activities should be initiated utilizing the now standardized protocol:

- Student-participant shall be **symptom free for 24 hours prior** to initiating the return to play progression.
- Progress continues at 24-hour intervals as long as student-participant is symptom free at each level.
- If the student-participant experiences any post-concussion symptoms during the return to activity progression, activity is discontinued and the student-participant must be re-evaluated by a licensed health care professional.

Phase 1:

- No exertional physical activity until student-participant is symptom free for 24 hours and receives written clearance from a physician and submission to the LAT of the required documentation following the concussion injury.

Phase 2:

- Step 1. When the participant completes Phase 1, begin light aerobic exercise – 5 – 10 minutes on an exercise bike, or light jog; no weight lifting, resistance training, or any other exercise.
- Step 2. Moderate aerobic exercise - 15 to 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment.
- Step 3. Non-contact training drills in full uniform. May begin weight lifting, resistance training, and other exercises.
- Step 4. Full contact practice or training.
- Step 5. Full game play.

Subsequent concussion

Any subsequent concussion that same calendar year requires further medical evaluation, which includes a physical examination prior to return to participation. Written clearance from a physician is required as outlined in TEC Section 38.157 before any participation in UIL practices, games or matches. The LAT may require the same on any subsequent suspected concussion even if it has been more than a year from the last concussion.

Potential Need for School/Academic Adjustments & Modification Following Concussion (Return to Learn)

Individuals with a concussion need to have both cognitive and physical rest in order to achieve maximum recovery in shortest period of time. If the concussion is severe enough to warrant such rest the LAT will:

- Notify school nurse regarding the student participant's condition.
- The Nurse will then advise teachers of post-concussion symptoms. Student **may** need (only until asymptomatic) special accommodations regarding academic requirements (such as limited computer work, reading activities, testing, assistance to class, etc.) until concussion symptoms resolve.
- Consult with the student's Assistant Principle and parent/guardian if the student may need to attend school for half days or may need daily rest periods until

symptoms subside. In special circumstances, the student may require homebound status for a brief period.

Concussion Education

The following persons must take a minimum two hour training course in accordance from an authorized training provider at least once every two years:

1. a coach of an interscholastic extracurricular activity (course must be approved by UIL)
2. a licensed athletic trainer who serves as a member of a concussion oversight team and is an employee of VISD (Course must be approved by Texas Department of Health)
3. a licensed health care professional who serves on a volunteer basis as a member of a concussion oversight team for VISD other than physician (Course approved by UIL, Tx Dept of Health or other appropriate CEU provider)
4. Physician that serves on the concussion oversight team should periodically attend a medical continuing education course on the matter.

STUDENT / PARENT ACKNOWLEDGEMENT 2018-19

Twenty Four (24) hour cooling off period - After a contest or practice, people can be at a heightened state of emotions. If during the contest or practice an issue or concern has surfaced, please allow 24 hours before scheduling an appointment with the sponsor/coach to discuss the issue or concern.

Guidelines for student-athlete issues or concerns:

1. Please adhere to the 24-hour cooling off period.
2. The participant should set up a time to talk to with the coach about the issue or concern.
3. If there is a continued issue or concern, then the participant should set a time to talk to the head coach of the sport.
4. If there is a continued issue or concern, the participant should set up a time to talk with the Principal/Athletic Director.

Guidelines for parent concerns dealing with their student-athlete:

1. Please adhere to the 24-hour cooling off period
2. The parents should set up a time to meet with the participant's direct coach and head coach of the particular sport.
3. If there is still a continued issue or concern, then the parent should set up a time to meet with the Principal/Athletic Director. If at any point the issue or concern is

illegal, immoral, or unethical please contact the Principal/Athletic Director immediately.

As a parent or guardian, (please check one and sign):

I would like to receive a paper copy of the Extracurricular Handbook and all Appendix.

I choose to receive a copy of the Extracurricular Handbook on-line and all Appendix.

Please sign below and return only the last page to your son or daughter's sponsor/coach.

PARENT/GUARDIAN SIGNATURE: _____

STUDENTS SIGNATURE: _____

DATE: _____