



STUDENT-ATHLETE HANDBOOK

2017-2018



MISSION STATEMENT

Consistent with the mission of KIPP Houston Public Schools, the KHPS athletic department will provide an athletic program that helps develop the whole person through education and competition. In addition, the program will provide student-athletes an opportunity to pursue and understand the values of attitude, character, commitment, leadership, sportsmanship, responsibility, accountability, decision-making, work ethic, and teamwork.

VISION STATEMENT

The Vision of the KHPS athletic department is to provide student-athletes a safe and healthy environment that promotes and supports academic, athletic, and personal achievement. Athletic programs will encourage and empower student-athletes to become better students, athletes, leaders, and citizens; to prepare for the transition to the next level of participation both academically and athletically.

PROGRAM OBJECTIVES

- Involve as many students as possible in a positive athletic environment
- Instill in all students an exemplary work ethic and the qualities of accountability, citizenship, and sportsmanship
- Play everyone on all sub-varsity levels, if eligible and in good standing
- Develop and maintain a complete and comprehensive off-season program
- Have all programs represented with class, character, and dignity
- Establish successful programs so that all participants enjoy a positive learning experience
- Demonstrate that each of our athletic teams is well coached, highly disciplined, and very well organized
- Establish a region-wide bond of loyalty and pride that reflect the principles, integrity, and attitude of KHPS
- Ensure that the KHPS athletic department objectives support the total mission of KHPS

CORE VALUES

A KIPP HOUSTON PUBLIC SCHOOLS ATHLETE IS A STUDENT WHO EXHIBITS COMMITMENT TOWARDS ACADEMIC EXCELLENCE THROUGH EXEMPLIFYING THE KIPP CORE VALUES!

KHPS Student-Athletes will:

- **Enjoy** the experience of representing KHPS in competition.
- **Persist** in their journey to be held to the highest standards of sportsmanship, behavior, and fair play
- **Commit** to excellence on the field/court, in the classroom, and in their communities
- **Excel** in the classroom, school, and community
- **Honor** to our schools that is unquestionable

KHPS Student-athletes are expected to live the KIPP Core values and are always expected to:

- Pass every class with a 70 or above
- Be on time to school and to class
- SLANT and always be engaged in learning
- Be leaders in our schools, honest and above reproach, and always show respect to KIPP Team and Family members
- Respect our facilities and take care of athletic equipment, grounds, and all school resources
- Follow a strong moral compass and behave in a way that supports the wellbeing and safety of our KIPPsters, Big and Little
- Be outstanding citizens in our community
- Be honest and above reproach

LEADERSHIP AND CHARACTER DEVELOPMENT (applicable to high school only)

All High School KHPS Student-Athletes will participate in a Leadership and Character Development Program throughout the school year. The program will focus on the KIPP Core Values.



INTERSCHOLASTIC ATHLETICS

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>	<i>Multi-Season</i>
Cross-Country (Girls/Boys) Football (11-Man Tackle) Flag-Football Volleyball (Girls)	Basketball (Girls/Boys) Soccer (Girls/Boys)	Baseball Softball Track and Field (Girls/Boys)	Cheerleading

LEAGUE AFFILIATION

High Schools

Participate in the Texas Christian Athletic League (TCAL). All policies and procedures within this handbook are in accordance with TCAL rules and regulations.

Middle Schools

Cross-Country, Volleyball, Basketball, Soccer, and Track participate in the Houston Charter Athletic League (HCAL), formerly the YES-KIPP Middle School League (YKMSL). 11-Man Tackle Football participates in the KIPP Middle School Football League (KMSFL). Flag-Football, baseball, and softball compete on an independent basis.

Primary Schools

Participate in the KIPP Primary Athletic League (KPAL), which offers soccer in the fall and basketball in the winter.

STUDENT-ATHLETE PRE-PARTICIPATION PAPERWORK

- Student-Athlete Handbook Acknowledgement
- Medical History and Physical Examination
- Sudden Cardiac Arrest
- Concussion Acknowledgement
- Steroid Agreement
- Assumption of Risk, Liability Release, and Indemnity Agreement
- TCAL Acknowledgement of Rules (*High School Only*)

Please see your Campus Athletic Director for all paperwork. Student-athletes must complete all required paperwork in full, prior to any and all interscholastic athletic participation – this includes tryouts, practices, games, and any other required physical activity. Campus Athletic Directors and Head Coaches should work with Legacy Health and coordinate physical examinations for the student-athletes. All student-athletes will need to complete the Legacy Health Consent Form prior to the examination. Each athlete will submit all paperwork to their Head Coach (of the first sport they play). The Head Coach will keep a copy and submit the original copy to the Campus Athletic Director. The Campus Athletic Director will keep a hard copy on file (or save as a PDF file) for a period of at least two years (inclusive of the current year). The Head Coach must maintain a hard copy on them during tryouts, practices, games, and other physical activities (for purpose of submitting to EMS in case of an emergency). It is the responsibility of the Head Coach to ensure all proper paperwork has been submitted before the athlete participates. It is also the responsibility of both the Head Coach and Campus Athletic Director to document health conditions that may prove hazardous to the student-athletes safety (i.e. asthma) and communicate safety protocol to all stakeholders.

STUDENT-ATHLETE ELIGIBILITY REQUIREMENTS

- 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 15 or more calendar days before the contest or competition
- Are in compliance with state law and rules of the Commissioner of Education
- 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 not more than 3 years ago. Per TCAL, Once a student has entered the 9th grade he/she has eight semesters to compete in varsity athletics. If a student transfers, does not compete, or fails a grade, the eight semester rule is still in effect. This applies to any athletic participation at any school.
- Per TCAL, 7th or 8th grade students may participate on the high school varsity team at the coaches discretion without affecting his/her eligibility for the remainder of their high school career
- Student was not recruited
- Are not in violation of the awards rule
- Meet the specific eligibility requirements for academic, music and/or athletic competition
- Meet all the requirements above
- Are less than 19 years old on September 1 preceding the contest or have been granted eligibility based on a disability that delayed their education by at least one year (see *Age Waiver*)
- Have not moved or changed schools for athletic purposes (view the *TCAL transfer rule and previous participation form*)
- Have not violated the athletic amateur rule
- Were eligible according to the fifteen-day rule and the residence rule prior to district certification.

No Pass, No Play

Student-athletes must be passing all courses with a grade of 70 or above, with the exception of identified honors courses which are exempt from *No Pass, No Play* (there are no exemptions for Middle School). Per KIPP Houston Public Schools (and in accordance with the Texas Education Agency and the Texas Christian Athletic League), the following courses are Identified honors courses exempt from *No Pass, No Play*:

- All Advanced-Placement Courses (minimum grade of 60 to maintain eligibility)
- All Dual-Credit Courses
- All Pre-Calculus Courses (minimum grade of 60 to maintain eligibility)

Academic Eligibility Roster/Reports

KHPS Academic Eligibility Rosters/Reports should be completed and submitted according to the *KHPS Academic Eligibility Calendar* (on the dates in which the student can either gain or lose eligibility). *TCAL Academic Eligibility Rosters/Reports* should be completed according to the *TCAL Schedule of Events* and submitted to the TCAL Director of Athletics of the Commissioner (of the relevant sport).

Ineligible Athletes

Cannot participate in interscholastic athletic competition (they can practice) for a period of 15 school days. Ineligible athletes CANNOT travel with the team or be on the sideline during competition. Ineligible athletes ARE eligible to participate during *Thanksgiving Break*, *Winter Holiday Break*, and *Spring Break*.

Incomplete Grades

If a student receives an incomplete grade ("I") at the close of the grading cycle, the student has the 7-day grace period to complete all work and receive a passing grade to be deemed eligible. If a student does NOT complete the work and still has an incomplete grade at the end of the 7-day grace period, the student will be deemed ineligible.

Changing Grades for Eligibility Purposes

Failing grades at the close of the grading cycle can only be changed to a passing grade if it was teacher error or if the grading process was inconsistent with KHPS policy. Extra credit work or work (including re-tests) turned in after the grading cycle or evaluation period has ended, may not be considered when determining a student's eligibility for extracurricular activities, except in the case of an incomplete ("I") grade discussed above.

Dropping a Class with a Failing Grade

A student may not drop a class in which he/she has a grade below 70 after the end of the first four school weeks of the class without it being considered a failing grade for eligibility purposes. Dropping an honors class which is exempted for *No Pass, No Play* does not cause loss of eligibility at any time unless full-time status is affected or the school has adopted a more stringent policy. Dropping a non-honors class with a grade lower

than 70 at the end of a grading period causes a student to lose eligibility until seven calendar days after the end of the three school week (15 school day) evaluation period. Dropping a non-honors class after the fourth week into the course with a grade lower than 70 causes the student to lose eligibility at the end of the grading period for the next three school week evaluation period. Dropping a class could cause a student to lose eligibility under the full-time student requirement, if the drop causes the student to be in class less than four hours per day.

Special Education Students

The ARD committee determines and specifies in the IEP what a student must achieve each year in order to be promoted or placed into the next grade level. The ARD committee also determines the number of credits needed to be eligible for activities during the first six weeks of the school year. A special education student is eligible if his/her IEP (Individual Education Plan) requirements have been met. If a student who has received a failing grade is later referred for special education and found eligible for special education services, the ARD committee cannot restore the student's eligibility for extracurricular activities. In accordance with state law, the ARD committee will specify what the IEP requirements will be for the upcoming grading period, and the student will immediately begin work towards achievement of the IEP requirements. At the end of that grading period, the student would be eligible if the requirements of the IEP are met. The ARD committee determines the number of courses a special education student must be enrolled in to be eligible, based on the student's individual educational needs.

504 Students

Eligibility standards for students identified as disabled under Section 504 are the same as for regular education students. However, Section 504 students are to be considered for IDEA eligibility if the Section 504 committee determines that because of his/her disability, the student cannot master the essential knowledge and skills in order to meet the regular academic standards as identified in §33.081 of the Education Code (i.e., the "No Pass No Play" law). If a Section 504 student meets the eligibility requirements to be served as a special education student, the information provided above applies in determining his/her eligibility.

Daily Attendance

TEA and TCAL do not specifically address a student-athletes ability to participate in an athletic contest if he/she is absent from school for part or all of the school day. Per TEA, this is a school districts decision. As it pertains to KIPP Houston Public Schools, student-athletes arriving to school after ADA during the day of a game may only participate if their tardiness is documented as excused.

Overall Attendance

Per TEA and TCAL, a student's attendance record has no bearing on eligibility. As it pertains to KIPP Houston Public Schools, participation in athletics with a student-athlete who has excessive absences will be a school-based decision.

Out-of-School Suspension

Student-athletes who are currently serving an Out-of-School Suspension are ineligible to participate in all athletic-related activities (practices and games).

In-School Suspension / Detention

Student-athletes who are serving In-School Suspension on the day of the game will NOT be able to participate in the game on that day. Students with unserved detentions may be placed in ISS (per campus-based protocol).

ACADEMIC ELIGIBILITY CALENDAR

HIGH SCHOOL (6 Weeks)

September 29, 2017	Grade Check	(End of 1 st 6-Weeks)
October 6, 2017	Lose Eligibility	(End of School Day)
October 20, 2017	Grade Check	(Progress Report)
October 27, 2017	Gain Eligibility	(End of School Day)
November 10, 2017	Grade Check	(End of 2 nd 6-Weeks)
November 17, 2017	Lose / Gain Eligibility	(End of School Day)

THANKSGIVING BREAK– ALL STUDENTS ELIGIBLE (Nov. 20 – Nov. 24)

December 8, 2017	Grade Check	(Progress Report)
December 15, 2017	Gain Eligibility	(End of School Day)
December 21, 2017	Grade Check	(End of 3 rd 6-Weeks)

WINTER HOLIDAY BREAK – ALL STUDENTS ELIGIBLE (Dec. 25 – Jan. 5)

January 11, 2018	Lose / Gain Eligibility	(End of School Day)
January 25, 2018	Grade Check	(Progress Report)
February 1, 2018	Gain Eligibility	(End of School Day)
February 23, 2018	Grade Check	(End of 4 th 6-Weeks)
March 2, 2018	Lose / Gain Eligibility	(End of School Day)

SPRING BREAK – ALL STUDENTS ELIGIBLE (Mar. 12 – Mar. 16)

March 23, 2018	Grade Check	(Progress Report)
March 30, 2018	Gain Eligibility	(End of School Day)
April 16, 2018	Grade Check	(End of 5 th 6-Weeks)
April 23, 2018	Lose / Gain Eligibility	(End of School Day)
May 7, 2018	Grade Check	(Progress Report)
May 14, 2018	Gain Eligibility	(End of School Day)

MIDDLE SCHOOL (9 Weeks)

September 29, 2017	Grade Check	(Official Progress Report)
October 6, 2017	Lose Eligibility	(End of School Day)
October 27, 2017	Grade Check	(End of 1 st 9-Weeks)
November 3, 2017	Lose / Gain Eligibility	(End of School Day)
November 17, 2017	Grade Check	(Progress Report)

THANKSGIVING BREAK– ALL STUDENTS ELIGIBLE (Nov. 20 – Nov. 24)

December 1, 2017	Gain Eligibility	(End of School Day)
December 21, 2017	Grade Check	(End of 2 nd 9-Weeks)

WINTER HOLIDAY BREAK – ALL STUDENTS ELIGIBLE (Dec. 25 – Jan. 5)

January 11, 2018	Lose / Gain Eligibility	(End of School Day)
January 25, 2018	Grade Check	(Progress Report)
February 1, 2018	Gain Eligibility	(End of School Day)
March 9, 2018	Grade Check	(End of 3 rd 9-Weeks)

SPRING BREAK – ALL STUDENTS ELIGIBLE (Mar. 12 – Mar. 16)

March 23, 2018	Lose / Gain Eligibility	(End of School Day)
April 6, 2018	Grade Check	(Progress Report)
April 13, 2018	Gain Eligibility	(End of School Day)

ATHLETICS FEE

All high school, middle school, and primary school student-athletes wanting to participate in a sport will be assessed an athletics fee. The fee for high school and middle school student-athletes is \$50 per sport and \$40 per sport for primary school student-athletes. The fee must be paid in-full before the first official scrimmage or game in order for the student-athlete to continue to participate within the athletics program. **All Paid fees are final. There are no refunds regardless of playing time, eligibility, etc.** Individuals unable to pay should complete an *Athletics Fee Financial Hardship Form* and submit this form to the Campus Athletic Director. A meeting must occur with the Campus Athletic Director to discuss action steps and possible solutions. This must be completed and approved before the first official scrimmage or game in order for the student-athlete to continue to participate within the athletics program. Refusal or inability to complete the action steps could also result in removal from the athletics program. The payment can be made to either the School Office Manager or the Campus Athletic Director. Please communicate with your Campus Athletic Director to execute the preferred method of payment. The athletics fees help supplement the cost for equipment, uniforms, transportation, and tournament and league fees.

STUDENT-ATHLETE DISCIPLINE PROTOCOL

Student-athletes who do not live up to the KIPP Core Values and expectations may lose the privilege of participating in KIPP Houston Public School Athletics. The School Leader, Regional Athletic Director, Campus Athletic Director, and/or coach may restrict participation with appropriate consequences, consistent with the KHPS Code of Conduct including, but not limited to:

- Probation for a portion or the remainder of the season
- Suspension from participation for a portion or the remainder of the season, or multiple seasons
- Disqualification for consideration for athletic awards

Athlete Ejection from a Contest

If an athlete is ejected or suspended from a contest by an official or coach, it is the Head Coach's responsibility to notify the Campus Athletic Director. The Campus Athletic Director will notify the School Leader, their Campus Manager, and the Regional Athletic Director. The athlete will automatically receive a one game suspension and must complete the National Federation of High School Associations (NFHS) *Sportsmanship* course before returning to play. In addition, the student-athlete will need to draft an apology letter sent to all parties involved (opposing team, coach, official, player, etc.). A second ejection may lead to possible suspension from the team or additional disciplinary action. An ejected athlete's coach is required to provide, in writing, to the Campus Athletic Director a summary of preventative measures designed to avert future athletic ejections for that student-athlete. This should be included within the *Incident/Injury Documentation Protocol*. The Campus Athletic Director must submit this documentation to the Regional Athletic Director.

Use of Illegal Drugs, Alcohol, and Steroids

In accordance with the KHPS Code of Conduct, Head Coaches may remove, suspend, or take other corrective action with an athlete whose conduct or actions are detrimental, unsafe, or distracting to herself/himself, the team, and to the integrity of KHPS Athletics. The Head Coach will document according to the *Incident/Injury Documentation Protocol* and submit to the Campus Athletic Director. The Campus Athletic Director will notify the School Leader, their Campus Manager, and the Regional Athletic Director. Documentation must be submitted to the Regional Athletic Director.

Hazing

Hazing is any action or activity that causes or intends to cause: physical harm, mental harm, anxiety, or disgrace to a person for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization, Hazing is an illegal activity. Hazing will not be tolerated in the KHPS Athletics Program. Students found to be in violation may be immediately suspended or dismissed from the athletic program. The Head Coach will document according to the *Incident/Injury Documentation Protocol* and submit to the Campus Athletic Director. The Campus Athletic Director will notify the School Leader, their Campus Manager, and the Regional Athletic Director. Documentation must be submitted to the Regional Athletic Director.

Sexual Harassment

Sexual Harassment is any unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or school employee. This type of behavior will result in dismissal from the athletic program. The Head Coach will document according to the *Incident/Injury Documentation Protocol* and submit to the Campus Athletic Director. The Campus Athletic Director will notify the School Leader, their Campus Manager, and the Regional Athletic Director. Documentation must be submitted to the Regional Athletic Director.

Bullying

Bullying, which may include repeated teasing, taunting, threatening, hitting, stealing, intentional exclusion, and rumors that create an ongoing pattern of harassment and abuse: including through the use of an electronic device or data while on school grounds, on school bus, or through a regional-accessed computer. Cyberbullying and cyberstalking are prohibited also in accordance with this section. An incident of alleged bullying may occur off campus and entail threats or acts that occur outside school hours, if a student's ability to receive an education or the school environment is substantially disrupted, as determined by school or regional administration. Disciplinary actions may be imposed for off-campus bullying that substantially disrupts the school environment. The Head Coach will notify the Campus School Leader, Campus Athletic Director and Regional Athletic Director when violations occur and document accordingly.

Management of a Felony Crime

The Texas High School Coaches Association considers it a breach of the Code of Ethics to willingly allow a student-athlete who is charged with and under indictment for a felony crime to participate in an athletic contest. With this in mind, but to ensure inclusivity, KIPP Houston Public Schools will investigate each situation on a case by case basis. Determining factors will be at the discretion of the Campus Athletic Director, Campus Manager, School Leader, Deputy Head of Schools, and the Head of Schools. Documentation must be submitted to the Regional Athletic Director according to the *Incident/Injury Documentation Protocol*.

SPECTATOR CONDUCT EXPECTATIONS AND VIOLATIONS

- Remember that you are at the contest to support for your team and to enjoy the skill and competition - not to intimidate or ridicule the other team or its fans.
- Do NOT bring in outside food into playing arena. Snacks will be provided by the Home's team concession stand.
- Remember that school athletics is a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people, just as you would praise a student working in the classroom.
- A ticket is a privilege to observe the contest, not a license to verbally assault others or be generally obnoxious.
- Animals present a risk to the health and safety of our student athletes. As such, animals are not permitted at athletic contests.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators and support groups.
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, during, and after the game on or near the site of the event (i.e. tailgating).
- Use only cheers that support and uplift the teams involved.
- Be a positive role model at events through your own actions and by censuring those around you whose behavior is unbecoming.
- Parents and spectators should be aware that the school can (and should) remove them from the premises and can prohibit them from attending future contests due to undesirable behaviors.
- Game officials can ask that school administrators have unruly fans removed from a contest facility
- There is no such thing as a "right" to attend interscholastic athletics. Interscholastic athletics are considered a "privilege" and the spectator who avails themselves of it is expected to conduct herself or himself accordingly.
- Keep in mind that you are a guest of the school, and that while winning is certainly an admirable goal; it is shallow if it comes at the expense of morals and ethics.
- The school is responsible for the behavior of their spectators

Spectators who do not adhere to expectations may be subject to the following action:

Offense	Action Taken by Athletic Department
1 st Offense	Verbal warning from Athletic Director or Game Administrator during event. Spectator will be allowed to remain at the event if they continue to demonstrate appropriate, positive behavior, but can be removed at the discretion of the Game Administrator This will be documented according to the <i>Incident/Injury Documentation Protocol</i> and submitted to the Regional Athletic Director.
2 nd Offense	Second offense may occur during the same event or at a subsequent event. After a second offense, the spectator will be removed from the event. This will be documented according to the <i>Incident/Injury Documentation Protocol</i> and submitted to the Regional Athletic Director.
3 rd Offense	Following a second offense and removal from event, if a spectator continues to exhibit inappropriate behavior, they will no longer be allowed to attend any school athletic events for the remainder of the school year (and possible longer). This will be documented according to the <i>Incident/Injury Documentation Protocol</i> and submitted to the Regional Athletic Director. A follow-up meeting may be requested by the School Leader, Campus Athletic Director, and/or the Regional Athletic Director.

ATHLETIC CONTEST ENTRANCE FEES

Kids 6-years old and under are free to all athletic contests

HIGH SCHOOL

Sport	Parent / Spectator	Student
Volleyball	\$3	\$2
Football	\$5	\$3
Cross-Country	NA	NA
Basketball	\$3	\$2
Soccer	\$3	\$2
Softball	\$3	\$2
Baseball	\$3	\$2
Track (KHPS Regional Track Meet)	\$3	\$2

- Entrance Fees will be doubled for playoff and homecoming games
- Entrance Fees for tournaments will have a daily rate and a tournament rate
 - Daily rate = \$6 for adults, \$3 for students
 - Tournament rate = \$10 for adults, \$5 for students

MIDDLE SCHOOL

Sport	Parent / Spectator	Student
Volleyball	\$2	\$1
Football	\$2	\$1
Cross-Country	NA	NA
Basketball	\$2	\$1
Soccer	\$2	\$1
Softball	\$2	\$1
Baseball	\$2	\$1
Track (KHPS Regional Track Meet)	\$3	\$2

KIPP PRIMARY ATHLETIC LEAGUE (KPAL)

Sport	Parent / Spectator	Student
Basketball	No Cost	No Cost
Soccer	No Cost	No Cost
Track (KHPS Regional Track Meet)	\$3	\$2

STUDENT-ATHLETE TRANSPORTATION

General Regulations

Student-athletes will be transported to games and/or practices by KHPS approved vans and/or buses. All drivers operating these vehicles have been approved by KIPP Houston public schools. For specific regulations, please contact your Campus Athletic Director and request to view the *KIPP Houston Public Schools Athletics Department Manual (2017-2018)*.

Behavior Expectations on KIPP Vans/Buses

- If the bus is equipped with seat belts, students are required to wear them as intended by the manufacturer; the bus driver can provide additional instruction, if necessary.
- Use appropriate language and be courteous to your bus driver and other passengers.
- Do not eat or drink while on the bus.
- Throwing objects out of a window or littering on the bus is prohibited.
- Obey the directives of the bus driver.
- Keep your hands, feet, and head inside the bus at all times.
- Respect property.
- You and your parent or guardian will be responsible for any damage you cause to a bus.
- Inappropriate gestures or comments to motorists or others outside of the school bus are not allowed.

Violations and consequences of these rules can be viewed in the *KIPP Houston Public Schools Regional Student-Parent Handbook*.

Use of a Personal Vehicle to Transport Students

It is KIPP Houston Public School's practice that faculty do not transport students in their personal vehicles. Students are expected to arrange for their own transportation, unless provided for by the school via a bus or KIPP vehicle.

KIPP Houston acknowledges that circumstances may arise when a student(s) is "stranded" and has no other transportation or another health or safety concern may require transportation of a student in a personal vehicle. To protect a student's safety and well-being, a faculty member may transport the student in his or her personal vehicle, only after reasonably exhausting the following alternatives:

- Utilizing KIPP arranged transportation (a bus or a KIPP van) is not an option;
- Using a KIPP-owned vehicle is not an option; and
- Waiting with the student a reasonable time period for his or her own transportation to arrive.
- Making an attempt to contact the student's own transportation and determine whereabouts.

Transporting a student in a personal vehicle should be limited, and always be considered very carefully. In the unlikely event a faculty member must transport the student in his or her own vehicle, the following applies:

- The employee is accepting full responsibility for the safety and welfare of the student.
- When possible, two KIPP employees should be present in the vehicle with the student(s).
- The student's parent/guardian should sign a permission slip and release of liability if possible.
- The transporting employee must make every attempt to notify both school leadership and the child's parents/guardians about his/her intent to transport the student, including the details surrounding that transportation.
- While transporting the student, the faculty member should drive responsibly, obeying all traffic laws, and using the most direct route with the fewest stops possible.

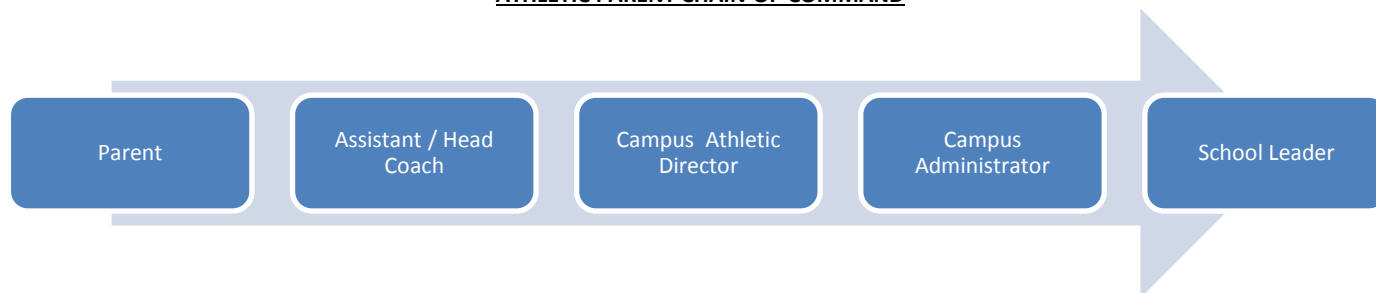
Student-Athlete Pick-Up

Student-Athletes are expected to be picked-up from practice/games (or when returning to campus from an athletic contest) no later than 15 minutes from the time of dismissal (arrival at campus in the case of an away game). Coaches will do their best to communicate expected pick-up times, as well as, be consistent with those times throughout the season. Please be respectful of the coaches and ensure you pick-up your student-athlete within the designated time-frame. The inability to follow this expectation could result in a meeting and action plan with the coach, Campus Athletic Director, and/or School Administrator to resolve the problem. If the problem remains unresolved, this could lead to the dismissal of the student-athlete from the team. Campus Athletic Directors should document appropriately.

Student-Athlete Release

Any student-athlete who wishes to ride home with a parent/guardian following the conclusion of an athletic contest must get approval from the Head Coach and sign and date the *Athletic Event Student –Athlete Release Tracker*.

ATHLETIC PARENT CHAIN-OF-COMMAND



SOCIAL MEDIA AND ATHLETICS

KHPS has an athletics website to help better facilitate communication and promote KHPS Athletics. Each campus has their specific page. Please visit <http://kipphoustonathletics.teampages.com/>. KIPP Houston Athletics also has Instagram – “KIPP Houston Athletics”. Please be sure to follow. In addition, it is recommended that each school utilize social media sources to ensure effective communication at the campus level. Please consult with your Campus Athletic Director to identify the social media that your campus utilizes.

ATHLETICS AWARDS

KHPS Values the hard-work, dedication, and time-commitment all student-athletes exhibit in order to excel academically, athletically, and as a better person overall. Concurring long school days and a rigorous academic curriculum proves your strength of character and commitment towards your overall goal - going “to and through college”. As such, every student-athlete should be honored! It is recommended that each campus offering interscholastic athletics honors these student-athletes through hosting an athletic banquet at the end of the year or at the end of each athletic season. It is vital that we honor our student-athletes! At the end of each school year, the KHPS Athletics Department will host a Regional Athletic Banquet to honor high school athletes, high school coaches, and middle school coaches, who have excelled at their craft and exhibited all of the KIPP Core Values. Parents and student-athletes should contact the Campus Athletic Directors for information pertaining to awards offered (at both the campus and regional level), especially the criteria and process for receiving a Varsity Letter (high school only).

ATHLETICS PROGRAM PARENT EVALUATION

At the conclusion of each season, parents should complete an *Athletic Program Parent Evaluation*. KHPS is dedicated to providing the best athletic experience to all student-athletes and this feedback is essential in ensuring we are completing our objective. All Campus Athletic Director’s should maintain all copies on file for one calendar year. The Campus Athletic Director should review all evaluations with the Head Coach. The Regional Athletic Director may request copies of all evaluations.

HEALTH AND SAFETY

All health and safety practices, policies, and procedures are in accordance with the Texas Education Code. All injuries should be reported to the Head Coach, Athletic Trainer, and the Campus Athletic Director. All necessary documentation should be submitted to the Regional Athletic Director according to the *Incident/Injury Documentation Protocol*. It is highly recommended that all athletes use Baylor College of Medicine doctors for follow-up care. The Campus Athletic Director can assist you with the appointment scheduling process. In addition, please be sure to request a *First Health Insurance Form* from the Campus Athletic Director. If you wish to view specific protocol regarding injuries, especially as it pertains to concussions and the concussion oversight team (Chapter 38. Sub Chapter D of the Texas Education Code), please consult with your Campus Athletic Director and request to view the *KIPP Houston Public Schools Athletics Department Manual (2017-2018)*.

END



STUDENT-ATHLETE HANDBOOK ACKNOWLEDGEMENT 2017-2018

Upon review of the KIPP Houston Public Schools Student-Athlete Handbook for 2017-2018, please complete the information below, sign, and return this page to your Head Coach or Campus Athletic Director.

I have read the KHPS Student-Athlete Handbook for 2017-2018 and will abide by the guidelines and procedures of the KHPS Athletics Department.

I understand that I can review a hard copy of this document at my campus.

My signature certifies that I have read the KHPS Student-Athlete Handbook for 2017-2018.

(Student-Athlete name) *(Student-Athlete Signature)* *(Date)*

(Parent/Guardian name) *(Parent/Guardian Signature)* *(Date)*