

# CRANE ISD

## ATHLETIC HANDBOOK



**GOLDEN CRANES**

**LADY BIRDS**

**GO BIG**

# Sportsmanship and UIL Athletics

## An Open Letter to the Fans

### University Interscholastic League

Dear Fan,

You walk up to the stadium or field ready to see a clash between your high school team and your most hated rival. You pull out your hard earned cash for that ticket, that golden ticket that allows you to a seat where you plan to “help” your team with constant berating of the opposing team and officials. You feel it is your duty as a fan to do everything you can for your team, and your role is to call it like you see it from 50 feet away in the stands.

What you don't understand is that your verbal abuse does nothing more than tear at the fabric of high school sports. The players on the athletic field, court or diamond are not being paid to play; they are not professional athletes that have to deal with fans like you on a daily basis. It is a privilege, not a right, for these athletes to compete as much as it is a privilege for you to sit in the stands and watch.

But what about your golden ticket that you paid good money for, doesn't that entitle you to something? Yes, you get the opportunity to watch two schools show off their skills and what they have learned in the athletic classroom. Other than that, your ticket gives you little more than a first-come-first-serve spot on a crowded row of bleachers. Contests could not exist without rules, and just as the players have to abide by rules on the field, you too have to follow the rules in the stands.

It's not all your fault; you probably had someone much like yourself at your high school games. Hopefully it's not the case, but you may never have seen proper spectator decorum. The UIL has a few basic tips that can help steer you in the right direction.

1. The field of play is the athletic classroom for student-athletes. Instead of math and science they learn teamwork and group responsibility in addition to dealing with success and overcoming adversity. You wouldn't dare interrupt a teacher giving a test to his or her students, yet you do it to coaches and student athletes routinely in their classroom.
2. Your ticket does not entitle you to disrespect or degrade others in any way. Everyone who is a part of high school athletics gives their best effort and that commitment to educational athletics should be celebrated.
3. Understand that the student-athletes you are watching will make mistakes, and no participant should be ridiculed at any time because of their efforts. Many of them are still learning the games they play and can easily be disheartened by a rogue fan attacking their performance.
4. High school coaches are actually full-time teachers first and coaches second. Anyone who tries to reverse this order is taking the first step to destroying a program. No one wants a program to fail, but the merciless pressure you put on him or her as someone who had nothing to do with the building of the program can bring it down.
5. Officials are present to promote the game and the student-athletes involved. They make judgment calls in good faith based on their knowledge and extensive training. A lot of time and effort has gone into making sure that they know the rules better than you. Respect their decisions.
6. Finally, you are a guest of the school and should act like one. Winning is an admirable goal of competition, but it is nothing if it comes at the expense of morals, ethics, and common sense. This manual is intended to help participants and school officials understand the importance of sportsmanship in UIL athletics. Please take the time to read each section and feel free to visit our extensive Web site at [www.uil.utexas.edu](http://www.uil.utexas.edu). If you have any questions regarding sportsmanship or the UIL please contact one of our staff members.

-University Interscholastic League

## Crane Independent School District

Participation in the athletic program and/or in the University Scholastic League contest is not a right but a **PRIVILEGE**. No student is required to take part in the contests or activities. Therefore, it is imperative that all students taking part in the program understand the following athletic code and conform to the rules therein, and that the coaches of the sport or activities and the Athletic Director shall have every right to remove these privileges.

*It is extremely important that everyone understands that situations do arise from time to time and not every situation is listed in the handbook to follow. When this happens the coaching staff, and athletic director, with the assistance of the campus principal, will work together to make the best decision for the program involved.*

### General Policies for Crane ISD Athletes

1. Academics come first! We as coaches and student athletes must attempt to motivate each student/athlete to maintain his/her grades. "No Pass – No Play" is state law. The primary objective of all students is to gain an education. Academic progress and conduct in the classroom are very important and will be checked periodically.
2. Don't miss school, don't miss practice! Every day is a learning process for every team. Coaches and players are dependent on everyone's participation. If you do miss, you will make up for the work missed.
3. Practice clothing is issued to every athlete in Crane and must be worn at every practice. We want to instill the team concept and need everyone to be identical in dress. Individualism will not be tolerated.
4. Practice clothes are to be worn only at school and should never leave the school campus.
5. If you lose anything that belongs to the school, you will be required to reimburse the school for the cost of the item.
6. U.I.L. Credit requirements: Tenth Grade – 5; Eleventh Grade – 10; Twelfth Grade – 15.

## On the Field or Court

The athlete must never use profanity or resort to illegal tactics. He/she must learn that both winning and losing are part of the game and that you have to be a good loser as well as a gracious winner. Temper fits, flagrant violations of rules, etc., will not be tolerated. Total respect to officials is an absolute must. Only the coach will discuss the calls made by officials. Any behavior contrary to the above mentioned or any other act which is not conducive to good sportsmanship may result in removal from the contest and possible expulsion from the team.

## Chain of Command

If a player or parent has a problem or conflict with a coach, there is a proper chain of command to follow. **First**, the student-athlete should talk to the coach that you have the problem with. Be respectful, honest, and direct, and you will receive the same treatment in return. If you are not satisfied or the problem is not resolved, then go to step **TWO**. Schedule a meeting with the coach and/or head coach. The parent, student-athlete, coach(s) will ALL be present in the meeting. If you still feel like the problem is not resolved to your satisfaction, then you should, **THIRD**, take the problem to the athletic director, AGAIN, The parent, student-athlete, coach(s) will ALL be present in the meeting. Anything that goes beyond the Athletic Director will follow Board Policy; FNG Local). By following the proper channels, further conflicts and problems can be avoided. With that in mind, there are few things that coaches will not discuss; playing time, anything about other players, and play calling. Here are some examples of things that coaches can discuss with you; your child's behavior, things for your child to work on to become a better athlete, discipline actions taken towards your child.

## Conduct

The general philosophy of the Crane Independent School District Athletic Department is that we will attempt to help an individual who has made a mistake; however if a mistake is repeated, the welfare of the team must take priority. Therefore, an athlete can be removed for any violation of training rules, missing practice, word, deed, attitude, activity, etc. that is detrimental to the athletic program.

- A. **EJECTED FROM A GAME OR CONTEST:** A one game suspension. Athletes must complete the CRANE REMINDER / OFI requirements. This must be completed before an athlete can participate in an athletic event. Makeup is on Monday thru Saturday.
- B. **SIDELINE/FIELD OF PLAY BEHAVIOR:** {throwing helmet, equipment, leaving field or court, etc.}: Possible one game suspension or removal from team. Athletes must complete the CRANE REMINDER / OFI requirements. This must be completed before an athlete can participate in an athletic event. Makeup is on Monday thru Saturday.

**NOTE:** If it is deemed that you have become detrimental to the athletic program you will be permanently removed.

## Athletic Grooming Code

Participation in competitive athletics is completely voluntary on the part of all students. To participate in athletics in the Crane Independent School District, there are certain standards, which must be maintained, one of which is acceptable grooming. Specific standards are necessary for the following reasons:

1. **SAFETY:** It is almost impossible to get a safe fit in football helmets if the hair is extremely long.
2. **HEALTH and HYGIENE:** Facial cuts or lacerations are most susceptible to infection and first aid is more difficult to administer when facial hair is present.  
**UNIFORMITY:** Athletes do much traveling to other towns, communities, schools, restaurants, etc., as representatives of Crane Independent School District; therefore, they should be groomed in a manner that our community, school, and sponsors will be proud of.
3. **SELF-DISCIPLINE:** One of the rewards of being an athlete is learning self-discipline. There is no better way to acquire self-discipline than to make sacrifices. Giving up untidy fads of dress and appearance is a very small sacrifice.

Students competing in athletics at Crane I.S.D. will reflect a positive public image in their appearance. Hairstyles and clothing should not be disruptive. To attain a team appearance, as well as for safety reasons, your appearance should reflect class and pride in yourself and in our athletic program. Athletes must be in compliance with the school's dress code found in the student handbook and student code of conduct at all times. Reinforcement for dress code violations will be done during the next practice. An athlete's appearance should be such that neither he/she nor his/her fellow athletes are ashamed of or feel uncomfortable about it. It should also be conducive to good health and to the proper fitting requirement. It should not in any way be a hindrance to his/her performance. The student athlete should at all times be in compliance with the student dress code as it appears in the Athletic Handbook. The athlete should be neatly dressed for competition.

Grooming standards may be in line with the HS or MS student handbook with regards to grooming, however, athletes shall have additional expectations regarding grooming in Athletics.

Hair – will be neatly groomed and will be no longer than shoulder length. In addition, hair shall not cover the eyes. No ponytails will be allowed (unless approved by the athletic director). If hair is not neatly groomed, the student-athlete will not be allowed to participate in practice or competition until the hair meets athletic grooming standards. Shaggy or unkept hair will not be worn.

Earrings – Males will not be allowed to wear earrings at any time during athletic activities. Athletic activities include but are not limited to – entering and exiting athletic facilities, during practice, during travel, and on the field of competition. 1<sup>st</sup> Offense – student-athletes will be asked to remove the earring(s). 2<sup>nd</sup> Offense – student-athletes will give the earrings to the coach for one week before they are returned. 3<sup>rd</sup> Offense – student-athletes' earrings will be confiscated and returned after a conference with the parent. In addition, 2<sup>nd</sup> and 3<sup>rd</sup> Offense will result in OFI's for the student-athlete.

Beards / Mustaches – will not be allowed. If a student-athlete has any facial hair, they will be asked to remove it immediately. They will not be allowed to participate in practice or competition until the facial hair is removed. In addition, continued infractions will result in "OFI"s, which are opportunities for improvement. SideBurns will be neatly trimmed at all times and no longer than the bottom of the ear lobe.

## Quitting the Team

Think hard before you decide to go out for a sport. Athletics takes a lot of hard work, time and dedication. Each sport at the high school level will give athletes a two week grace period of participation. Within that time frame an athlete can freely decide if that sport is for them. After the grace period, the athlete has made a commitment to the team, and will be expected to participate for the whole season. If an athlete quits a sport, he or she will be given an initial 24 – hour grace period to return, and depending on how the athlete quits will affect if and what conditions the athlete has to complete before he or she can return to the team and / or playing status. No coach will try to make you participate in a sport, but we do expect you to honor your commitments and finish what you started while giving your best effort. If a student does quit a sport, they cannot participate in any other sports for 1 FULL calendar year. Exception-If the head coach of both sports involved feel that the athlete is better suited for the next sport, and the athlete is on good terms, then the athlete will be allowed to participate in the sport at the end of the season of the sport which they are leaving.

## School Spirit

Athletics should set a pattern here. Learn your school's song and sing out. All athletes should participate in demonstrating positive school spirit. Sometimes it is good to sit together as a group. Give your full support to other sports that you yourself do not participate in.

## Equipment

The athletic budget provides sufficient money to field well-equipped teams in all sports. While this equipment is not always the most expensive available, it is always good equipment and provides adequate protection where needed.

With proper care it can be kept in use for longer periods of time, thus allowing some of the money designated for new equipment to be used in other areas of the athletic program.

Proper care of equipment relies basically on the use of common sense. This includes keeping equipment as clean as possible at all times and repairing equipment as soon as possible after damaging.

Poorly fitting and/or damaged equipment can be a hindrance to any athletic team and can often lead to unnecessary and costly injuries. Take a little more time at the beginning of the season in order to get a good fit. Inform your manager or coach if your equipment does not fit properly, and check your equipment daily for needed repairs.

Do not keep equipment checked out that you are not using.

Do not use someone else's equipment. If you do not have or cannot find yours, check with a manager or coach. The athlete is financially responsible for all equipment that has been issued to him/her.

An athlete will not be allowed to participate in another sport until his or her equipment is cleared in the previous sport.

## Practice Regulations

1. A coach must be consulted ahead of time if any athlete must miss a practice or game. Missing a game or practice without permission may result in suspension or removal from the team.
2. Obey all rules set up by the coach.
3. Profanity will not be tolerated.
4. Poor effort will not be tolerated.

## Attendance – In Season

- A. TARDY: Head Coach of each sport will determine make up for his or her sport.
- B. ABSENT: Make up for each day of being absent.. Makeup is only done during school year or sport season Monday thru Saturday.
- C. SUSPENDED FROM SCHOOL OR ISS: CRANE REMINDER / OFI for each day of being suspended. All makeup has to be completed before an athlete can participate in an athletic event.

Crane Reminder / OFI– is the consequences an athlete receives for violating a school or team rule. It is administered by the coach of each individual sport so the consequences may vary from sport to sport.

**NOTE:** If tardiness, attendance, or being suspended becomes a habitual problem then the athlete can be removed from the program.

### Attendance – Off Season

- A. TARDY: Use absent policy in season.
- B. ABSENT: Make up for each day of being absent. Makeup will be done the next school day.
- C. SUSPENDED FROM SCHOOL OR ISS: Refer to in season.

### Travel

All athletes in junior schools and high schools represent the communities, school and coaches. Therefore, it is expected that all will dress in an acceptable manner on trips and conduct themselves in a manner in keeping with this code. Violations may result in suspension and possible expulsion for the team or program.

1. Be on time for all trips.
2. Dress neatly as directed by the coach.
3. Be mannerly in restaurants.
4. Show respect for the opposing teams and facilities. Make sure not to abuse dressing areas in any way. We will leave dressing rooms better than we found them.
5. No gambling on trips.
6. All athletes making trip on the bus will return on the bus unless in an emergency situation or a parent note is presented to the coach 24 hours prior to departure. If a parent note is not received by the coach 24 hours prior to departure, the student-athlete will not be allowed to return with the parent. Student-athletes will only be allowed to return with a parent or guardian. They will not be allowed to ride home with a friend or friend's parent / guardian.

### Suspension from School

If an athlete is suspended from school for any reason, he/she will be ineligible from all activities during the period of suspension.

### Classroom Behavior



Athletes who have habitual problems in the classroom and receive repeated poor conduct grades may be suspended from a team on a temporary basis or permanently if the problem continues. Athletes that do behave as expected in the classroom will be subjected to the OFI guidelines for each respective sport.

## Training

The following rules apply to all athletes at all times during his/her school career.

1. No smoking.
2. No drinking of alcoholic beverages.
3. No use or distribution of abusive drugs (marijuana, narcotics, etc.)
4. No involvement in criminal activity of any kind.

## Criminal Activity

If you are charged with a crime the following punishment will be administered.

Class C misdemeanor (dealing with serious offenses - alcohol, vaping, assault, criminal trespass, theft, vandalism, (a speeding ticket is not considered serious in this venue) - A one game suspension. The athlete must complete 3 days of FULL Crane Reminders / OFI's. The athlete must complete these before they can participate in an athletic event. Makeup is on Monday thru Saturday.

Class B misdemeanor – A two game suspension. The athlete must complete 6 days of FULL Crane Reminders / OFI's. The athlete must complete these before they can participate in an athletic event. Makeup is on Monday thru Saturday.

Class A misdemeanor/Felony - You will be removed from athletics for one year.

\* The punishments above are in addition to other disciplinary consequences the student may receive from the school.

NOTE: If it is deemed that you have become detrimental to the athletic program you will be permanently removed.

## Theft

Taking things from other players, schools, etc., will NOT be tolerated. Punishment will be handled individually and may result in expulsion from all athletic activities for up to one calendar year from the date of the incident. At the end of one calendar year from the date of the incident all parties concerned may review the case, and his/her conduct during the previous year will determine reinstatement into the athletic program.

## Injuries / Illness

All high school athletic injuries must be reported to the Athletic Trainer within 24 hours. In addition to this, the coaching staff at CISD highly suggests athletes utilize the school district's This handbook is supplemental to the student handbook and code of conduct. [www.cranesd.com](http://www.cranesd.com)

athletic trainer as well as the district's equipment and facilities. If you have an injury, see the team trainer. He or she will either treat the injury or refer you to your physician. If you need to see a physician, you must notify the athletic trainer / coach so an accident report and insurance claim form can be filled out prior to your doctor's visit.

If you are ill, tell your coach before you leave school or call him or her to let him or her know that you will not be in school. If you are sick or injured, we do not expect you to work out, but if you are at school, we do expect you to be at practice, following your group from station to station and learning as much as you can. If your injury or illness requires a visit to a physician, bring us a note from the physician telling us how long you will be out and what we can do to treat your injury. **We will treat what a doctor says as law; you will not be allowed to return to practice until the doctor releases you.**

## Insurance

Crane I.S.D. has provided a supplemental insurance policy for all the district's athletes. This policy will provide insurance to all athletes regardless of age, sport, or activity. It is important to remember that this coverage will **not cover** the complete cost of an injury and will pay only after your primary insurer has paid all that it will pay. However, it should cover the deductible if you already have health insurance and help defray your costs if you do not. Crane I.S.D. cannot legally assume responsibility for medical and or hospital bills resulting from injury to any student who participates in any activity. It is the policy of the district to communicate with parents to make them aware that **any expense not covered** by the student insurance carrier **is the responsibility of the parent or legal guardian and not Crane I.S.D.**

## Locker Room

During the course of the season you will spend a great deal of time in the locker rooms. **Take care of them like they are your own; because they are.** Keep them clean by putting trash and tape in the trash can. Do not wear muddy shoes or steel cleats in this area. Make these rooms a pleasant place for everyone. The locker rooms are also a private place. It is the place where your team family meets. **Take care of the locker room and take care of your team.**

## Lockers

The athlete will be responsible for keeping his or her locker neat and clean for hygienic and organizational reasons. Your coach will explain to you how your locker is to be kept. **Do not keep valuables such as cash, jewelry, expensive clothing, etc. in your locker. Keep these items locked in your car or give them to your coach for safekeeping.** School locks are available for athletes to use, however, school locks will only be issued when the athlete requests a lock. Only school locks will be allowed on lockers, no personal locks will be allowed.

## Expectations of Athletes

1. Be in control of your life.
2. Be a good family member.
3. Strive to get a good education.
4. Work hard in practice.
5. Play hard in games.

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6. Be loyal to your teammates, coaches and school.
7. Be a classy person.
8. Show character at all times.
9. Be enthusiastic.
10. Respond to adversity.

### **What You Can Expect from Your Coaching Staff**

1. Coaches that care about you as a person.
2. Coaches that are quality teachers.
3. Coaches that have class and character.
4. Coaches that will do whatever work is necessary to succeed.
5. Coaches that will discipline you.
6. Coaches that will be loyal to you.
7. Coaches that will respect you.
8. Coaches that are proud to be a part of the Crane Athletic program.
9. Coaches that are here for your benefit.
10. Coaches that will always be honest and fair with you.

### **Discipline**

No athlete can do his/her best without self-discipline. A great deal of self-sacrifice is involved. At times, it becomes necessary for discipline to come from the coach. It is the coach's responsibility to maintain team discipline. There are three levels of discipline to be used in our program, depending upon the nature, severity or reoccurrence of the problem. It is our intent to be extremely fair and consistent with our athletes. If you have a question, contact the coach or Athletic Director.

## Types of Disciplinary Action

1. Extra Duty.
2. Probation/Suspension from the sport for a specified time.
3. Suspension from the athletic program.

Parents will be notified in cases involving suspension. Every effort will be made to head off any problem before it becomes serious enough for suspension. However, serious misconduct or use of illicit drugs will result in immediate suspension.

## Athletic Periods

Enrollment in the athletic period is limited to athletes only. The athletic period is specifically designed for strength and conditioning. The majority of practice time will be after school. The Athletic Director will work with each head coach to develop the best type of strength and conditioning program for the benefit of each athlete at Crane. The athletic period throughout the year will go through phases as well as facility use will dictate how much time will be allotted for practice time during the athletic period. Those wishing to participate are required to be enrolled in athletics. Only seniors who are no longer participating in a sport will be allowed to change schedules. Seniors who are still enrolled in the athletic period will be required to complete the same workout as the underclassmen.

## Athletic Grades

Student-Athletes will not receive blanket grades in athletics. (i.e. everyone enrolled in athletics receives a hundred). Student-athletes will be given a grade based on participation and attendance.

## Standards for Athletic Awards – Varsity Teams

### \*\*Football, Basketball, Baseball and Softball

All members who play in a majority of district ball games or matches, and completes the season are eligible to receive this award, or at a coach's discretion.

## \*\*Track

All members who complete the season and score points in the district meet, or at coach's discretion. The coaching staff will use the athletic period to prepare for our local and district track meet. Some of our student-athletes will be allowed to participate in these two meets if spots are available in the schedule of events.

## \*\*Cross Country

All members who complete the season and represent the school in the district meet. Also, if the team qualifies for regional, all members will be eligible for lettering.

## \*\*Golf and Tennis

All members of this team who complete the season and represent the school in the district meet as a member of the varsity team are eligible to receive an award.

## \*\*Powerlifting

All members of this team who complete the season and represent the school in the district meet as a member of the varsity team are eligible to receive an award.

## Forms

**All incoming athletes** are required to have a physical examination before participating in any athletic activity. An athlete that moves into the district should have a copy of his or her physical exam or make arrangements to get it. In addition to a physical examination form, all athletes must have a completed **Medical History Form, Acknowledgement of Rules Form, and Steroid Form, Random Drug Testing Acknowledgement Form, Cardiac Awareness Form, Concussion Acknowledgement Form**. Please see to it that your paperwork is completed, signed properly, and up – to – date.

## Parent, Student and Fan Behavior

You are asked to remember that the athlete on the field or court is participating in a game. Winning is important, maybe even critical; however, it is still a game. All coaches work very hard to keep athletics in perspective, and we are asking you to do the same. The **University Interscholastic League** is currently in the process of cracking down on schools whose fans cause confrontations with officials, coaches and athletes. Remember that if the UIL disciplines our school, it is our athletics that will suffer the most. In order to prevent discipline from the UIL, we must discipline ourselves. With this in mind, we want you to know that **unruly behavior on the part of fans will not be tolerated**. Any fan that confronts an **official, coach, or athlete** and threatens him or her either verbally or physically **will have charges filed** and will be **suspended** from attending any school – sponsored event for a period of up to **one year**. Any fan that confronts an official, coach, or athlete and uses profanity with him or her will be suspended from any school – sponsored event for a period of up to **one year**. It is a **violation** of state law to consume **alcoholic beverages, or the use of tobacco products** on school property. Drinking on the part of fans will

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not be tolerated. In other words, if you are intoxicated at a school – sponsored event, you will be asked to leave. We in the Crane I.S.D. The Athletic Department sincerely hopes that no incident of this kind occurs and that good judgment and good sportsmanship will prevail.

## Scheduling Conflicts

Conflicts will arise in which an athlete will be participating in some other extracurricular activity. These conflicts are handled using the following rule: **A district contest will always take precedence over a non – district contest.** Using this rule, all participants will be given an opportunity to compete in the major contests or events of any extracurricular activity. The Athletic Department will do everything possible to avoid conflicts of this type.

## Substance Abuse: HS / MS

**Use and/or possession of: drugs, and/or alcohol, on school grounds or at school activities will be handled the same way as in accordance with the Crane I.S.D. Drug Use/Testing Policy.**

### **Drugs & Alcohol Testing**

All athletes in grades 9 – 12 shall be subject to a mandatory student drug-testing program. Testing shall be performed in accordance with accepted practices and procedures as established by the drug – testing laboratory with which the district contracts. Sample collections shall be made on a random basis. In order for an athlete to participate in ANY extracurricular or UIL activity, the parent or legal guardian must give written permission for random drug testing. If the athlete is legal age or is married, he or she must sign a permission form in order to participate. If an athlete refuses to participate in the drug – testing program, he or she will not be allowed to participate in any athletic activity. If a test is positive, the parents shall be notified of the results. If the student is an adult or is married, the student shall be notified. If a student-athlete tampers or tries to alter the test, the infraction will merit multiple game suspensions and / or removal from the team and / or athletic program.

**Violations** (Please refer to the Crane I.S.D. Drug Testing Policy)

## How to Address a Problem

In the event of a question concerning any part of this handbook, certain procedures need to be followed in order to adequately address each situation. When there is a question in a specific area, please contact the head coach that is directly responsible for the sport involved. If satisfaction is still inadequate, please contact the Athletic Director. The majority of the time the Principal, Superintendent or School Board members will just refer you back to the previously stated chain of command. All problems can be worked out for the betterment of the situation if proper procedure is followed. **If a parent meeting is requested, the parent requesting the meeting and the student athlete will be in attendance during the meeting.**

## Select or Club Sports

Anytime student-athletes participate in Select or Club sports they are taking advantage of improving their individual skills. I would also like to state that I am in favor of student-athletes

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being involved in any and all activities that enhance performance. However, coaches, managers and sponsors of these events receive monetary amounts from each individual that participates. The majority of these leaders have other means of employment. Parents and student-athletes must understand that the Crane ISD Coaching Staff is evaluated on their team's performance. Select and/or Club sports need to understand that practices and competitions should be scheduled around high school athletics. This is not always the case and when a student-athlete misses a practice or contest he/she will make up the work missed. Each individual coach is responsible to make sure every Select or Club sponsor has access to their particular schedule prior to the start of the season so we can all work together. It is also important to know that the athletic period at Crane ISD is extremely beneficial to the development of all our student-athletes and the only coaches present are those that are employed by CISD. Each head coach of every sport will be responsible for assigning make-up work when practice and or game time is missed due to participation in Select or Club sports. The CISD coaching staff can at any time suspend a player for a certain amount of time, matches, or games at any time, if this becomes a problem. It is imperative that the CISD coaching staff, parents, players and those involved with Select or Club teams work together in order to make sure we are doing what is best for all of our student-athletes. **The CISD coach will coach our kids at athletic events, not the select or club coach.**

**If any situation arises that is not covered within the Crane ISD Athletic Handbook; Student Handbook, Student Code of Conduct and/or Board Policy will apply. In cases where there is no policy for the situation, the athletic director, the appropriate coach, and the building principal, and or superintendent shall decide what actions will be taken.**

#### Extra – Curricular Organization Uniform Discipline Management System (EC-DMS)

This document covers the discipline procedures for all extra-curricular programs within the Crane ISD. Student participants in Crane ISD will adhere to all the following disciplinary guidelines. By definition discipline is meant to train, correct, mold or perfect. In no way do we want to be harsh with our students or throw them out of organizations that are there to help them build the very attitudes and characteristics that they may at times experience difficulty with. This discipline management system is designed to set high and consistent expectations for all extra-curricular participants. If a student chooses to not cooperate with the system they may ultimately be put out of extra-curricular activities.

#### Crane ISD EC-DMS Mission

It is the mission of the EC-DMS to deal with all major disciplinary offenses in a fair and consistent way.

#### Definitions and Explanations

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**Suspension** – During a period of suspension from an extras-curricular program students may be required to practice but will not be allowed to compete in any event related to that organization, nor will they be allowed to travel with the group for fun or competitive trips.

**Probation** – A period of one year after the offense. Any level one offense committed during the probationary period extends the student to level two and a one-year probationary period begins. Further level one offenses during the new probationary period advance a student through the levels and extend the probation each time. Once the probationary period is over any offense would be considered on its own merit. A probationary period begins the day that the sponsor meets with the students and delivers the written reprimand.

**Communication Requirements** – Any student, parent, or school employee who is aware of a *ticketed* offense by a public official for any student involved in extracurricular activities is under obligation to report it to the High School Principal. The principal will then report the level of the offense to the sponsor of each organization the student belongs to.

**Enforcement of the System** – Enforcement of the Extra-Curricular Organization Discipline Management System will be the responsibility of the sponsor of each organization. The principal will provide consultation to the sponsors as needed to assure consistency between organizations.

**Appeals** – If a student or parent feels that the system had been applied incorrectly they must appeal in writing within 7 days to the sponsor. If the sponsor cannot resolve the matter the appeal letter should be passed along to the principal, then the superintendent, and finally the school board.

**Records** – Each sponsor will be required to maintain a record on file of the action and submit a copy to the student and/or parent as well as the principal. Documentation will be recorded on the written reprimand form.

**Confidentiality** – Everyone involved has a responsibility to maintain confidentiality.

**Scope of the System** – The system is intended to apply to offenses that occur during school, during participation in the extra-curricular event, or offenses committed out of school.

**Removal** – A period of time ranging from the rest of the school year to one full calendar year where the student would not be allowed to participate at all in an organization.



**Extra-Curricular Organization Uniform Discipline Management System**  
**Written Reprimand Form**

Date \_\_\_\_\_

Organization \_\_\_\_\_  
\_\_\_\_\_

Student Name \_\_\_\_\_  
\_\_\_\_\_

**OFFENSE** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONSEQUENCES** – (Please refer to the guidelines and fill in the consequences that apply.)

\_\_\_\_\_ Written Reprimand  
\_\_\_\_\_ One full Calendar Year  
\_\_\_\_\_ Service to the organization as required by the sponsor. Describe  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Three week suspension  
\_\_\_\_\_ Six to twelve week suspension  
\_\_\_\_\_ Removal of all leadership responsibilities and/or privileges  
\_\_\_\_\_ Removal from the organization  
\_\_\_\_\_ Rest of the Year  
\_\_\_\_\_ One Calendar Year

**I do agree to do my part to follow the requirements of the reprimand.**

\_\_\_\_\_

Student Signature

Date

Sponsor Signature

Date

**Parents please sign and return your copy -**

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ATHLETIC HANDBOOK  
CRANE INDEPENDENT SCHOOL DISTRICT

I understand and consent to the responsibilities outlined in the Crane Athletic Handbook. I also understand and agree that my child \_\_\_\_\_ shall be held accountable for the behavior and consequences outlined in the Crane Athletic Handbook. I understand that any athlete who violates the Athletic Discipline and Conduct codes shall be subject to disciplinary action. I also understand that my child will not participate in any game or scrimmage until this sheet is signed and turned in to the coaches. If you have any questions regarding the policy handbook please call the Athletic Director at 432-558-1022 x 6501.

\_\_\_\_\_  
\_\_\_\_\_  
Student Name (Printed)

Parent Name (Printed)

\_\_\_\_\_  
\_\_\_\_\_  
Student Signature

Parent Signature

\_\_\_\_\_  
\_\_\_\_\_  
Date