

## **KATY ISD HS CAMPUS ATHLETIC MEETING AGENDA, 2019-2020**

***\*CAC MUST HAVE A SIGN IN SHEET TURNED IN TO JULIE VETTERICK  
PRIOR TO AUGUST 15, 2019***

1. Sports Medicine Procedures/Issues/Concussion Law
2. Hazing/Bullying/Cyber Bullying
3. SR – Texting & emailing students, social media (Twitter/ Facebook), cell phones in locker rooms (refer to code of ethics)
4. Parent Contact – E-mail and other electronic communication
5. Coaches E-mail – Acceptable Use Policy/Appropriate Content/Public Information Requests
6. Accountability of Athletes – Before, during and after games / Player ejections
7. Cuts – CAC or Assistant CAC approval
8. Fundraising Procedures/Coaches selling items/Money handling/User Fees
9. Budget / Special Requests / Check Requests / Purchase Requisitions / Purchase Orders / Purchase Order Approval / Confirmation of Receipt
10. Rank One
11. UIL Portal / RMA – PAPF, Waiver and Varsity Eligibility Forms
12. Coaches Certification Program (CCP) / Coaches Ejection Policy
13. Amateur Athletic Rule / Awards Rule
14. Special Team Events / Team Dinners / 100 mile radius trips
15. Grade Check Procedures
16. UIL Professional Acknowledgement Form on file
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19. Coaches Absence
20. Eduphoria Online In-Service Registration and Documentation
21. Coaches CDL / Transportation Policy (Transporting of athletes)
22. Students Driving Gators
23. Facilities Reservations and Usage (school and non-school use)
24. Campus Athletic Coordinators – All athletic issues

## KATY ISD HS CAMPUS ATHLETIC MEETING AGENDA, 2019-2020

### **1. Sports Medicine Procedures/Issues/Concussion Law**

- a. Athletic Trainer

### **2. Hazing / Bullying / Cyberbullying**

Failure of any teacher, administrator or other district employee or student to report an observed incident or suspicion of a student(s) intending to engage in hazing to the campus principal is a violation of state law (FNCC Legal and Education Code 37.151). Hazing is any activity, required implicitly or explicitly as a condition of initiation or continued membership in an organization that may negatively impact the physical or psychological well-being of the individual or may cause damage to others, or to public or private property.

- Address this issue w/ team on a regular basis.
- Periodically review w/athletes proper conduct towards officials and never make physical contact with an official. Athlete may be suspended or permanently removed from the team.
- Under Section 37.0832 of the Education Code, "bullying" is defined as an act or pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves written or verbal expression, expression through electronic means, or physical conduct, that:
  - will physically harm another student, damage a student's property, or place a student in fear of harm;
  - is severe, persistent, or pervasive enough to create an intimidating, threatening or abusive educational environment for the student;
  - disrupts the educational process or orderly operation of a class room or school; or
  - infringes on the rights of the victim.

The David's Law (August 2017) applies to bullying that is school-related and pertains to student bullying that occurs:

- on school property;
- during school sponsored or school-related activities on or off school property;
- on a school bus or vehicle used to transport students to or from school or a school-sponsored or school-related activities.

David's Law also applies to cyberbullying that occurs off campus and outside a school related activity if: it interferes with a student's educational opportunities; or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

"Cyberbullying" as defined in David's Law means bullying arising from a pattern of acts or one significant act that is done through the use of any electronic communication device, including a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. Cyberbullying is bullying at a higher level because of the wider audience and ease at which information can be broadcast. Some of the methods of cyberbullying including pretending to be someone online to deceive others, spreading lies and rumors about the person targeted, deceiving people to reveal personal information, sending or forwarding mean messages and posting pictures of the person targeted without their consent. Some cyberbullying could rise to the level of on-line harassment [see FFH (REGULATION)].

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Cyberbullying that occurs in the school setting will be disciplined accordingly. However, because of the limited access to these venues during the school day, most situations occur in the community and in the home setting where the District does not have jurisdiction. In these cases if the matter rises to the level of a crime, it should be reported to the local law enforcement agency. Only in those situations when there is a direct impact to the educational setting would the District have jurisdiction. Parents should be encouraged to monitor their child's access online and through texting. Victims of cyberbullying should report these occurrences as soon as possible. Please refer to Administrative Regulations Manual on katynet for more information.

### **3. SR – Texting & emailing students, social media, cell phones in locker rooms**

- a. Instruct coaches to review district policy on sexual harassment as it relates to both employees and students.
- b. "Inappropriate relationships" w/ students will not be tolerated and is illegal.
- c. Many such relationships begin w/ text messaging.
- d. Coaches should utilize the Remind communication program rather than one on one personal messaging (i.e. text messaging) when communicating with athletes and/or parents.
- e. If an inappropriate relationship is suspected, teachers/coaches have a legal obligation to report directly to their campus supervisor and Katy ISD Police.
- f. Monitor locker rooms to ensure that any photos, video, etc. are not being taken.
- g. Be aware of the Texas Educator's Code of Ethics (SBEC Rule 247.1)
- h. Refer to board policy attached regarding Electronic Communications between Employees and Students.

### **4. Parent Contact – E-mail and other electronic communication**

- a. Recommend that coaches provide a copy to the campus coordinator when sending email correspondence to parents. Utilize the blind copy "bc" feature.
- b. Coaches should refrain from getting drawn into an "email war" w/ parents. Suggest a phone call to the concerned parent and suggest a conference.
- c. When organizing your "Parent Meeting", use suggested agenda in back of athletic handbook. Place extra emphasis on the Amateur Athletic Rule.

### **5. Coaches email – acceptable use policy, appropriate content.**

- a. Remind coaches that all electronic communication is subject to the Open Records Act and all communication forwarded and sent can be viewed. If coaches don't want the material on the front page of the paper, do not send or forward suggestive/inappropriate e-mails.
- b. Public information request requirements

#### **What types of information are subject to the Public Information Act?**

Public information includes any information that is collected, assembled, or maintained by or for a governmental entity in connection with the transaction of official business. The Public Information Act applies to records regardless of their format. It includes information that is maintained in paper, tape, microfilm, video, electronic data held in a computer memory, as well as other mediums specified under law.

**What is a governmental body's duty to respond to emailed or faxed requests for copies of records?** The governmental body has a duty to respond to any written requests for open records including those that are made through email or by fax.

**Must a governmental body respond to verbal requests for copies of records?**

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State law allows a governmental body to require that all requests for copies of governmental records be made in writing. In fact, the Act is only activated by a written request for the documents. Governmental bodies often develop forms for the public to use to request public records, but the governmental body cannot require the requestor to use that form. The governmental body's duty to provide the record would apply to any written request for the information, regardless of the format of the document used by the requestor. For example, an open records request is often contained within a complaint letter or within other citizen correspondence sent to a governmental body.

Public Information Requests requesting information pertaining to athletics is increasing and not uncommon!

### **6. Accountability of Athletes – before, during, and after games/player ejections**

- a. Coaches are responsible for player conduct before, during and after games.
- b. If noticeable friction exists between teams prior to games, take steps to defuse prior to competition.
- c. Head coaches are expected to train coaches and athletes on how to diffuse volatile situations, i.e. players fighting, arguing w/ officials, etc. This should be an ongoing process and should be documented.
- d. Coaches are expected to discuss and review post-game handshake etiquette with their teams in an effort to diffuse any post-game conflicts.
- e. When possible, opposing teams should exit the venue in opposite directions after the completion of a contest.
- f. Alert athletic office if you feel extra security is necessary at any contest.
- g. Athlete Ejection from 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 Executive Director of Athletics as soon as possible per UIL rules.
  - A UIL-imposed suspension as defined by the UIL for that particular sport will be served.
  - Ejected athlete's coach is required to provide in writing to the Executive Director of Athletics preventative measures designed to avert future athlete ejections.
  - A disciplinary panel will review the coach's plan for disciplinary action and will make a judgment on the consequences to be assessed.
  - The ejected student and/or the parent has the right to appeal the panel's decision to the Katy ISD Executive Director of Athletics.
- h. Supervision of athletes does not end until after last athlete is picked up.
- i. Discipline – Athletes may not be disciplined for an incident(s) occurring in a previous school year unless permitted by KISD district policy.

### **7. Cuts – CAC or Assistant CAC approval**

- a. Cut policy is in handbook – Cut List needs to be submitted to the CAC at least 24 hours before being released to the athletes and parents.
- b. Coaches must strive to use objective criteria to evaluate athletes. CAC must have prior approval.
- c. Documentation must be kept on file with coach.

### **8. Fundraising Procedures / Coaches Selling Items / Money Handling / User Fees**

- a. Any type of fundraising project must have **prior** approval by the CAC, principal and athletic dept. For additional info, refer to KISD Board policies.

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- b. Fundraising form and copies of promotional materials (i.e. flyers) must be turned in at least one month prior to fundraiser.
- c. All KISD, UIL, state and federal laws pertaining to fundraising must be followed.
  - Team sport fundraisers must be conducted during the sport season.
- d. Coaches should not handle money other than the collection of participation fees, summer S/C fees, and approved athletic program fundraisers.
- e. It is imperative that coaches follow procedures regarding the collection of user fees. Do not be careless or sloppy.
- f. Pay attention to details and be diligent in regard to procedures for managing collected funds of any sort.
- g. ***Be sure to issue receipts to parents/students when payments are made. Do not neglect this very important step.***

### **9. Budget / Special Requests / Check Requests / Purchase Requisitions / Purchase Orders / Purchase Order Approval / Confirmation of Receipt of Goods / Donation Form**

- a. All athletic business will be processed by the campus athletic secretary.
- b. All requests must be approved by the CAC.
- c. Purchasing procedures can be found in the KISD athletic handbook and in the Athletics folder on the K-drive.
- d. A purchase order must be finalized prior to ordering.
- e. All purchasing contracts are approved by the school board. The contracts may require getting quotes for comparative pricing.
- f. All donation forms are to be submitted to the KISD purchasing department.

### **10. Rank One**

- a. Make sure rosters and schedules are entered in Rank One and updated as needed. Rank One is utilized by the public.
- b. Once schedule has been approved, make sure it is made public on Rank One.
- c. Rank One program will be used to capture, track and organize all required athlete documentation.
- d. Coaches must submit contest results within 24 hours after the conclusion.
- e. Coaching staff mandatory trainings will be tracked and documented on Rank One.

### **11. UIL Portal / RMA – Initiating PAPP, Waiver and Varsity Eligibility Forms**

- a. Head coaches are responsible for initiating and tracking ALL PAPP's for each athlete that is new to the school zone/campus via the online UIL Portal.
- b. Waivers will also be processed thru the UIL Portal.
- c. Head coaches are to complete and submit all original and supplemental UIL Varsity Eligibility Forms thru the UIL Portal.

### **12. Coaches Certification Program / Coaches Ejections**

- a. All coaches shall annually complete the UIL Coaches Certification Program prescribed by the UIL prior to their sport season thru the UIL/RMA Portal.
- b. First year coaches or coaches new to the State of Texas are required to complete the UIL Fundamentals of Coaching in Texas course on the UIL Portal.
- c. Coaches ejections -Read KISD guideline found in the athletic handbook. Ejections must be reported to athletic director within 24 hours. Also, per Katy ISD athletic guidelines, coaches will be automatically suspended for the next competition.

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- d. The UIL Automatic Penalty of public reprimand, one year's probation and completion of the NFHS Fundamentals of Coaching course and NFHS Teaching and Modeling Behavior Course will be applied to any coach who is ejected, or a football coach is given two or more 15-yr unsportsmanlike penalties in a contest

### **13. Amateur Athletic Rule / Awards Rule**

- a. Students are not allowed to receive money or other valuable consideration for participating in a League sponsored school sport.
- b. Students may accept reasonable fees that do not exceed LOCAL prevailing rates for teaching, coaching or officiating athletic contests.
- a. Students may not receive valuable consideration for allowing his/her name to be used in promoting a product, plan or service related to a League sport or contest.
- b. Students may not accept money or other valuable consideration from school booster club funds for any non-school purpose OR receive any valuable consideration based on performance in any non-school activity.
- c. Athletes are allowed a one-time major award during their high school career not to exceed \$70 in value.
- d. Each year, a school may give one additional award per student, per sport not to exceed \$20. Value of gifts or awards given at "Senior Night" events and/or athletic banquets may not exceed the \$20 per sport, per year restriction. Funding sources to purchase these items would include the school activity account, athletic booster club or the student's own parent.
- e. Students may receive a certificate, medal, trophies, rings or other symbolic award for participating in any UIL activity which counts towards League standing from sources approved by the school.
- f. Educate parents and students on the amateur and awards rules. If they have questions, they are to contact the KISD athletic office immediately.

### **14. Special Team Events / Team Dinners/100 mile radius trips**

- a. CAC must approve all special team-related events including, but not limited to, team dinners, etc.
- b. CAC, campus principal and executive director of athletics must approve events relating to, but not limited to, rope courses, team field trips, 100 mile radius trips, etc.
- c. All KISD policies must be adhered to at all times while participating in school activities.
- d. Coaches should not host team dinners in their own homes.

### **15. Grade Check Procedures**

- a. Grade information is located on the ESCHOOL/UIL Academic Eligibility Report. For six-weeks grades, preliminary report is available the morning after grades have been submitted, but this is not the official report. The final report is the official report and is available the second day after grades have been submitted. There is no preliminary report for progress report grades.
- b. Each campus should have a grade check procedure. Coaches should check all 7 classes to verify eligibility and to ensure that athletes are enrolled in only ONE athletic period per day. THE REPORT SHOULD BE REVIEWED BY MULTIPLE COACHES.
- c. Coaches are to PRINT, SAVE and place copies of every Eligibility Report into Google Drive folder.
- d. It is the responsibility of the CAC to have a campus grade check procedure.
- e. The head coach of each sport is ultimately responsible for verifying academic eligibility of ALL athletes in their program. Therefore, the head coach needs to review all academic eligibility reports to ensure compliance with No Pass, No Play.

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### Out of district disclaimer for UIL and Extracurricular Activity Eligibility

- ALL courses taken through an out-of-district course provider (correspondence, online, or virtual) which count towards high school graduation requirements, and not eligible for exemption as an advanced class, are subject to the UIL No Pass-No Play rule. Grades will be reported to the campus during each high school grading period regardless of completion or approvals of required [EXHIBIT A, EHDE] form. Course grades published by or requested from an out of district course provider will be used for the purpose of determining UIL and Extracurricular Activity Eligibility. Head coaches are required to address this issue at their pre-season parent meeting.

### **16. UIL Professional Acknowledgement Form on file**

- a. Must be completed first year of employment w/ KISD and kept on file in principal's office AND uploaded into Rank One.

### **17. Athletic Handbook**

- a. Every coach is responsible for the information pertaining to the guidelines included in the KISD athletic handbook.
- b. Each coach must sign the signature page and submit to the CAC to keep on file.
- c. Coaches are not to call the UIL directly and should first refer to handbook(s) to obtain information.
- d. Every coach must follow the prescribed athletic chain of command. Do not call or e-mail the UIL or KISD superintendent directly.

### **18. KISD Policies, Regulations and Guidelines**

- a. All KISD employees are responsible for knowing and following all KISD School Board Policies and Administrative Regulations.
- b. If arrested, ticketed and fingerprinted by police, you must contact CAC, campus principal and, if hold CDL, KISD transportation dept. within 24 hours.
- c. After court date, you are required to inform CAC, campus principal and, if applicable, KISD transportation once again.

### **19. Coaches Absence**

- a. Coaches who's academic classroom obligations may be scheduled in only the first half or the second half of the day, must still submit a full day absence if missing the entire day. Study halls, athletic periods, duty periods, etc. may not require substitutes, but are a contractual part of the day.

### **20. Eduphoria Online In-Service Registration and Documentation**

- a. Make sure to register for all athletic-related in-services on Eduphoria prior to the scheduled in-service or as instructed by your CAC.
- b. For Out-of-District in-service credit, log into Eduphoria and click "Workshop" and select "Out-of-District". Follow provided instructions.

### **21. Coaches CDL / Transportation Guidelines**

- a. It is expected that all coaches obtain their CDL.

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- b. Any coach that anticipates using his/her own vehicle for school business must complete and keep on file with the CAC the "Employee Authorization" form (CN-REG).
- c. Athletes may sign out and be transported only by their own parents after an event.
- d. Coaches are to NEVER transport students in their personal vehicles.

### **22. ATV's / Golf Carts**

- a. Only authorized KISD employees may operate ATV's/golf carts.
- b. Students may not be transported by KISD staff for personal convenience. If student transportation is required to facilitate the completion or preparation of an event, only KISD staff or approved event drivers are permissible.
- c. ATV's/Golf carts are to be operated on campus or district property facilities at all times and may not be driven on public roads.
- d. To be used in pursuit of KISD business only and used for its intended purpose.
- e. May not be loaned to any organization other than to a KISD staff member or facility.

### **23. Facility Reservations and Usage**

- a. All KISD facilities must be reserved through proper procedures as prescribed by Katy ISD policy. Reservation forms are available online at [Katyisd.org](http://Katyisd.org) and must be submitted by coaches as well as any outside non-school group. Coaches do not have the authority to approve facility use for any outside group or individual.

### **24. Campus Athletic Coordinators**

- a. All athletic-related issues, information, etc. that is released from the campus must have the approval of the CAC or Assistant CAC.
- b. The CAC is ultimately responsible for the overall administration of campus-wide athletic programs.

## **Electronic Communications between Employees and Students**

### *Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees must use the District provided forms of communication.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.



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The following definitions apply for the use of electronic media with students:

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular phone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Communications*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
  - o Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - o Copyright law [Policy CY]
  - o Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

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- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Katy ISD Employee Handbook pp. 59-61  
Revised July 2017