

PINEYWOODS COMMUNITY ACADEMY

ATHLETIC HANDBOOK

2016-17

INTRODUCTION

This handbook is designed to provide for a successful experience for student-athletes and the efficient operation of the athletic program. The Pineywoods Community Academy school board has approved the policies, procedures and regulations in this handbook. This handbook is an extension of the student handbook and shall be used by all principals, coaches and players in grades 6-12.

PHILOSOPHY

The athletic program at Pineywoods Community Academy is an integral part of the total education program. The athletic program, started in the 2012-13 school year, has helped our students grow physically, develop self-esteem and self-confidence, and gain a better sense of teamwork and team spirit.

Student-athletes experience daily the ups and downs of successes and failures and learn how to overcome adversity, develop leadership skills, develop a positive and winning attitude, to work hard and to be part of a team that requires sacrifice and service to others.

The commitment to better oneself and the commitment to a team is part of building a foundation toward a successful and fulfilling life.

PARTICIPATION

Participation in athletics is a privilege that carries with it responsibilities to the school, to the sport, to the student body, to the community, and to oneself. Athletes are constantly being monitored by their peers, their teachers and the community. Considering this, athletes must have strength of character and be aware of the role they have assumed. Since participation is a privilege, the coaching staff, in accordance with Pineywoods Community Academy policy and due process procedures, has the authority to suspend or revoke the privilege when the rules and standards of the athletic program are not followed.

GENERAL POLICIES

All student-athletes have the responsibility to give their best, follow guidelines, and exhibit good conduct and fair play at all times so as to represent the school well. Athletes, as well as coaches, are always on display and our actions in everyday life, both private and public, are a direct reflection on this athletic program and school.

During competition, an athlete:

1. Learns that both winning and losing are part of the game and learns to accept both. Be modest in victory, gracious in defeat.
2. Does not use illegal tactics in an attempt to defeat the opponent or to beat the rules of the game.
3. Displays self-control and positive actions during competition. Displays of temper, use of profanity and disrespect of coaches or officials will result in loss of respect for the athlete and in disciplinary action from the coach.
4. Will respect the decisions of the officials during competition.

In the classroom, and on campus, an athlete:

1. Must realize that he/she is a student first, athlete second. The student/athlete must give time and energy to classroom studies to insure good, acceptable grades that meet UIL requirements for participation.
2. Must maintain a satisfactory citizenship and behavior record by giving respectful attention to classroom activities and unacceptable behavior habits.
3. Must maintain proper dress and appearance, good grooming and personal cleanliness. You are a leader and you have only one chance to make a good first impression.
4. Will refrain from fighting, scuffling, horseplay and juvenile behavior in and around the school building.

If suspended from school, the student-athlete will not be permitted to work out with, travel with, or participate with the team. Eligibility for subsequent contests will be left to the discretion of the coach and administration. "Suspended" includes: ISS placement, as well as suspensions assigned by administrative personnel.

During the athletic period and during before or after school practices, an athlete will:

1. Notify the coach if he/she needs to miss a game or practice session that is scheduled after school hours. Absence from athletic period practices should be handled according to school guidelines.
2. Be prompt for roll call. Tardiness to our class period is as inexcusable as it is to any other class.
3. Maintain neat and clean locker space. Be proud of your dressing area and keep it neat.
4. Take a shower for hygiene purposes and for aiding the body in its temperature adjustment after workout. Rough housing, towel popping, or throwing objects is not allowed in the shower or dressing room.
5. Dress decently as he/she leaves the dressing room.

During team travel, an athlete will:

- 1.. All athletes will ride to and from contests in school vehicles unless written and verbal communication with parent has been completed and confirmed with a coach. Parent or legal guardian must sign out athlete.
If, for some reason, you need to ride home with your parents, you must clear this with the coach before leaving the contest; their parents or legal guardian must sign out athletes. Under no circumstances will you be released to ride with anyone other than your parents, or legal guardian.
2. Dress neatly and properly on all trips. Coaches will advise you regarding the proper attire.
3. Conduct himself/herself properly on the bus or in any school vehicle.
4. Be informed of departure and return times for each trip. It is your responsibility to be on time for all departures and to inform your parents of the time to pick you up after the contest. Every effort will be made by the coaching staff to notify proper personnel as to unexpected changes in arrival time.
5. Not be allowed to bring parents, family members, or friends on the bus trips.
6. Dress for all home contests according to the school and team dress policies. Your appearance before and after home games is as important as it is on out-of-town trips.

Guidelines for Pineywoods athletes:

1. All athletes are required by law to pass all classes every grading period. (No-Pass, No-Play). The first UIL grade check is six weeks into the school year. An eligibility calendar for 2016-17 is attached to this packet. Athletes that fail 3 consecutive 9-week periods may be removed from athletics for the next semester or until grades have improved.
2. In the athletic period, all athletes will be dressed and ready to meet with coaches.
3. All athletes will dress out and wear school issued uniforms. Each athlete will lose 3 points off of 9 weeks grade for each day of not dressing out (unexcused). Coaches may allow athletes to make up workouts or absences.
4. All athletes will dress in an appropriate manner as decided by the Head Coach within school policy.
5. Never question the coach openly. Meet after practice in private.
6. Never show temper in contest and draw an unsportsmanlike foul.
7. Never question the officials. Captains and the Head Coach will confer with officials.
8. When the coach is speaking, keep your eyes and ears open and your mouth closed.
9. All athletes will answer all coaches, teachers, and adults with "yes sir, no sir, yes ma'am, no ma'am."
10. Never criticize your teammates.
11. Never talk and visit with people in stands during contests.
12. Never make excuses for mistakes or cast blame on teammates or anyone but yourself.
13. Athletes will be disciplined for the use of profanity and it will not be tolerated.
14. Any athlete knowingly in possession of or using alcohol or drugs will be immediately suspended and the proper discipline action will occur. Athletes that have been convicted of a felony during the calendar year will be immediately suspended according to school policy.
15. All athletes will be enrolled in the "year-round" athletic conditioning class if they play basketball, cross country or track.
16. All athletes are subject to every one of these rules and the disciplinary measures that we use in our department as set up by the Head Coach and Athletic Director.

Being an athlete is special and requires extreme sacrifice. We must set a great example for our future athletes. These simple guidelines will help you become a better student /athlete. The coaches trust that each one of you will follow these guidelines.

Each incident will be recorded in a discipline log. Coaches will contact parents when the athlete is not following program guidelines.

Disciplinary procedures

Suspension:

The athletic director will have the authority to suspend or place on probation from athletics any student-athlete for major and minor infractions of the rules.

Any student suspended from athletics must be given:

1. The reason(s) for the suspension.
2. The time and provisions of the suspension.
3. The procedures for reentering the program.
4. Information on class schedule change or options.

ALCOHOL & DRUGS POLICY

We will follow the student handbook.

QUITTING A SPORT

There will be some times when some athletes decide to quit playing a sport before, during, or after the season. Whatever the reason, an athlete must follow the steps listed below.

1. The athlete should think the whole situation through before reaching a final decision.
2. The athlete should talk to the coach to see if a solution can be reached without having to quit. A conference between the parents, athlete, and coach or any combination thereof, may be required and is highly recommended before an athlete will be permitted to quit.
3. If an athlete decides to quit, he/she must check out of the sport just as he/she would check out of any academic class.
4. All equipment must be turned in clean. Also, an athlete must pay for any equipment not returned.
5. If an athlete wants to return to a sport, he/she must consult the appropriate coach. The decision as to whether the athlete will be allowed to return to that sport shall be the decision of the individual coach.
6. If the athlete decides to quit one sport, they may not start another sport until the sport that was quit is finished and only after a meeting with the coaches involved.

STUDENT-ATHLETE SOCIAL MEDIA POLICY

PCA student-athletes are representatives of the school and community. The athletic department requires student-athletes to exercise good judgment in their use of social media websites, and to conduct these activities in a responsible and respectful manner.

It is impermissible for student-athletes to post information, photos, or other representations of sexual content, inappropriate behavior (e.g., drug or alcohol use), or items that could be interpreted as demeaning or inflammatory.

Student-athletes are required to abide by all team policies, athletic department policies, and PCA student code of conduct rules when utilizing social media websites.

It is not permissible to comment on injuries, officiating, or team matters that could reasonably be expected to be confidential to team members.

It is not permissible to commit on or trash talk any opponents that we play at PCA.

Student-athletes are required to follow all respective social media website rules.

Best Practices and Reminders

Think twice before posting. If you wouldn't want your coach, parents, or future employer to see your post, don't post it.

Be respectful and positive.

Remember, many different audiences view your posts including fans, alumni, kids, local authorities, parents, faculty, etc.

The internet is permanent. Even if you delete something, it's still out there somewhere. Be in the right state of mind when you make a post. Do not post when your judgment is impaired. Coaches and administrators monitor social media websites. Potential employers use these social media websites to screen candidates. Use the privacy/security settings made available on these sites.

Violation of the Student-Athlete Social Media Policy may result in disciplinary action-- including temporary or permanent suspension from the team--as determined by athletic director and head coach.

LEGAL POLICIES

Deferred Adjudication

Deferred adjudication does not infer innocence. A judge may, after receiving a plea of guilt or a plea of nolo contendere, defer further proceedings without entering an adjudication of guilt, and place a defendant on community service. In effect, if the defendant complies with the conditions of probation as ordered by the judge for a specified period of time, the defendant would receive the benefit of not actually being found guilty of the offense as charged. During the period of deferred adjudication, athletes will serve a suspension (administrative discretion) from participation in any athletic activities.

Indictment for a Felony

Athletes, while under indictment for a felony whether on or off campus, will not be allowed to participate in any capacity in the athletic program. (This includes exclusion from both practices and games.) When guilt or innocence is established, re-admission to the athletic program will be determined based upon the outcome. In cases where a campus has jurisdiction to take disciplinary action, athletes must complete any campus-level disciplinary sanctions before being eligible to return to the athletic program. Likewise, students on deferred adjudication will need to complete the probationary period specified by the judge prior to consideration for reinstatement in the athletic program.

Appeals

Disciplinary actions resulting from a violation of the PCA Athletic Code of Conduct are not appealable.

AWARDS AND LETTERING

Athletes may receive from the school only one major award (a jacket) during their high school career. In order to letter, you must be on a varsity team and satisfy the requirements stated below. After receiving the one major award, patches for the jacket can be earned for the jacket.

Varsity Teams:

Awards for the varsity teams will consist of letter jackets. The school will furnish these major awards to each athlete who meets the qualifications for lettering.

Guidelines to be followed:

- UIL rules will be followed in regard to cost of jacket.
- No participant will receive more than one letter jacket.
- Athletes will receive a jacket in the sport in which they letter first.
- The jacket will have no markings of patches on it except the letter.
- All other patches will be the responsibility of the athlete.
- Letter jackets will be the same for all sports.

Qualifications to Letter:

Each Head Coach will keep records of student participation in each sport. Such records will be used as a basis for determining whether a student qualifies for a letter. The athlete must complete the sport in order to letter or receive any post district award.

Below are the criteria to letter in each sport offered at Pineywoods Community Academy:

Basketball	must play in half of the games.
Track	must advance to area meet or compete in district meet two years
Cross Country	must advance to regionals or compete in district meet two years
Tennis	must advance to regionals or compete in district meet two years
Golf	must advance to regionals or compete in district meet two years
Swimming	must advance to regionals or compete in district meet two years
Managers/Trainers	must work at least two sports a year to letter.

Exceptions to lettering qualifications:

A participant may letter at the coach's discretion if the participant is considered to have been of exceptional value to the team. Exceptions may include playing on a team for four years and never lettering, a senior, a letterman who is injured and is unable to complete the season, or a specialist of some type.

NOTE: Any student who has qualified for a letter but has quit or been dismissed from the squad for disciplinary reasons will not receive an award.

PROCEDURES WHEN ILL OR INJURED

Your health is of utmost concern to your team and coaches. Without healthy athletes, the whole team will suffer. It is imperative that the student athlete takes care of his/her body at all times and seeks medical attention when necessary. Great care and expense have been taken to help accommodate health concerns for the student athlete, and it is imperative that proper procedure be followed.

The school has contracted with an athletic trainer for the 2016-17 school year and the trainer will make 26 visits to the school throughout the year to check on injured athletes. All athletes must inform their coach of injuries. They should not go the school nurse first, unless in case of emergency. The nurses will ask them if they have told a coach they are injured.

An injury could hamper your ability to participate in athletics. All injuries should be immediately reported to your supervising coach. If severe enough, you will be referred to the nurse or a doctor.

In the event that you begin to feel ill, seek medical attention at school from the school nurse immediately. If the condition is not remedied, becomes worse, or is prolonged, seek the advice of a physician for further diagnosis/care. Make sure you bring a note from the doctor about your condition and status of participation.

Most injuries will be minor in nature and can be taken care of at practice and will allow you to continue to participate. You will receive specific instructions on how to care for your injury by school personnel upon evaluation and /or treatment.

If you feel that you need to seek the consultation of a physician about an injury, please go through your coach first. Many times significant time and money can be saved by seeing the supervising coach or the trainer the school has on call.

When ill or injured, make sure you call the head coach of your sport. If you call, there will be makeup work to be done, just as if you missed a day in an academic class. If you do not call, you will be considered skipping practice and disciplinary action could be taken.

RESOURCES

Parents are encouraged to contact the appropriate school personnel when questions and concerns arise regarding athletics. Please feel free to contact them during the school day at 634-5515. Listed below are athletic personnel and their area of responsibility.

Edwin Quarles	Athletic Director /Cross country/girls track/ tennis/swimming
Brian Kruk	Boys basketball/boys track
Antionette Carter	Girls basketball/girls track/cross country/6 th grade pre-athletics
Chris Robuck	Golf/assistant boys basketball/assistant track/6 th grade pre-athletics
Jeff Tate	Assistant boys basketball/boys track/assistant cross country
Rosheia Hodge	Assistant girls basketball/assistant track

Pineywoods Community Academy Athletic Handbook acknowledgement page:

Athletes and Parents:

Make sure you read and understand the Athletic Policy Handbook. Retain the Handbook for your reference, sign and date the signature page and return it to Athletic Dept.

I have read and understand the Athletic Policy Handbook.

Student Name (Printed)

Grade

Date

Student Signature

Parent or Legal Guardian Signature

2016-17 UIL ELIGIBILITY CALENDAR

PINEYWOODS COMMUNITY ACADEMY

Note: Even though we are on a 9-week grading cycle, UIL requires all schools to check grades for all participants at the end of the first six weeks of the school year.

After each grading period and each 3-week evaluation there is a 7-day waiting period or grace period. A 7 calendar day grace and waiting period is always applicable after grading periods and evaluation periods.

Example: The grading period ends on Friday – Students who are losing eligibility have a 7 calendar day grace period, and students who are regaining eligibility have a seven calendar day waiting period. Eligibility is lost or regained the following Friday at the time the regular school day ends or would end if that day is a holiday.

Fall semester – 2016

Friday, Sept. 30, 2016	End of six weeks
Friday, Oct. 7, 2016	End of grace period
Thursday, Oct. 13	End of first nine weeks grading cycle
Thursday, Oct. 20	End of grace period/waiting period
Friday, Nov. 4	3 week evaluation for students ineligible at previous check
Friday, Nov. 11	End of waiting period
Tuesday, Nov. 22	6 week evaluation for students ineligible at previous check
Tuesday, Nov. 29	End of waiting period
Tuesday, Dec. 20	End of second nine weeks grading cycle

Spring semester – 2017

Thursday, Jan. 12	End of grace period/waiting period
Wednesday, Jan. 25	3 week evaluation for students ineligible at previous check
Wednesday, Feb. 1	End of waiting period
Thursday, Feb. 16	6 week evaluation for students ineligible at previous check
Thursday, Feb. 23	End of waiting period
Friday, March 10	End of third nine weeks grading cycle
Monday, March 27	End of grace period/waiting period
Friday, April 7	3 week evaluation for students ineligible at previous check
Friday, April 14	End of waiting period
Friday, April 28	6 week evaluation for students ineligible at previous check
Friday, May 5	End of waiting period
Thursday, May 25	End of fourth nine weeks

Grading period ends	Lose or gain eligibility	3 or 6 week evaluation	Gain eligibility
6 weeks - Sept. 30	Oct. 7		
1 st 9 weeks – Oct. 13	Oct. 20	3 weeks - Nov. 4	Nov. 11
		6 weeks - Nov. 22	Nov. 29
2 nd 9 weeks – Dec. 20	Jan. 12	3 weeks - Jan. 25	Feb. 1
		6 weeks - Feb. 16	Feb. 23
3 rd 9 weeks – March 10	March 27	3 weeks - April 7	April 14
		6 weeks - April 28	May 5
4 th 9 weeks - May 25			