

# **KIPP:INDY**

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## PUBLIC SCHOOLS

### **Athletic Handbook**

*(Updated July 2024)*

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## ***WELCOME***

Dear families,

Welcome to athletics at KIPP Indy Public Schools. No matter what grade your student-athlete is in, we are so excited to continue building a robust and competitive athletic program with your help.

We are proud to provide excellent facilities, resources, teachers and coaches to support your student's academic and athletic growth. We believe that sports can be an amazing catalyst to developing the whole child: socially, emotionally, and physically. The safety and well-being of our student-athletes will also be our top priority as we further build their work ethic, sportmanship, respect for their game and others, and self-discipline.

Our students are a representation of our schools, our community, and our values. Thank you for reading this handbook to better understand our programs, policies and procedures.

Please feel free to contact me or your student's Campus Director should you ever have any questions or concerns.

Together, a future without limits!

Bri Leeper  
Director of Student Life  
KIPP Indy Public Schools

## ***STATEMENT OF PHILOSOPHY***

**The extracurricular activity program (inclusive of athletics, academic, competitive and non-competitive clubs)** can only be as strong as its leadership. We must continue to improve and expand our program. The quality of our program will be reflected in the number of students participating, involvement with our schools and community, the sportmanship displayed by competitors, performers, athletes and fans, and the win/loss record of the competitive team. Our continued improvement of the program is a tribute to the members of the coaching/sponsoring staff who contribute most to the operation, and to the citizens of this community who have endorsed and supported the program. Our program will continue to improve so long as we serve the best interests of the students and community.

**Extracurricular activity leadership** should always be consistent with the general objectives of the school. The ECA administration should be oriented to the general policies of the institution.

At no time should the program place the total educational curriculum secondary in emphasis; program leaders should constantly strive for the development of well-rounded individuals, capable of taking their place in modern society.

We **believe that** the opportunity for participation in a wide variety of ECAs is a vital part of a student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to other students, to the community and to the participants themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education.

## **GENERAL INFORMATION**

### *Contact Information*

<b>KIPP Indy Unite Elementary</b>	<b>KIPP Indy College Prep Middle</b>	<b>KIPP Indy Legacy High</b>
1740 E 30th Street Indianapolis, IN 46218	1740 E 30th Street Indianapolis, IN 46218	2255 N Ralston Avenue Indianapolis, IN 46218
317-547-5477	317-547-5477	317-547-5499

K-8 Campus Director – Raphael Bolden (rbolden@kippindy.org)

Legacy Campus Director – Lucian Anderson (lucian.anderson@kippindy.org)

K-12 Director of Student Life – Bri Leeper (bleeper@kippindy.org)

### *Hours of Operation*

KIPP Indy Public Schools operates from 9:20am-3:50pm, with doors opening in the morning at 9:10am. Students should not be dropped off prior to 9:10am as there is no supervision of students prior to doors opening. Students should be picked up from campus by 4:00pm if they are a car rider or walker. If you would like to learn more about Before & After Care services provided by an external community partner at our K-8 campus, please call 317-547-5477 to request additional information



## *Athletic Philosophy:*

KIPP Indy Public Schools are an institution of learning first. We strive to provide a proper and equitable education to all students. Our academic and athletic curriculums are designed for students to maximize their full potential and prepare them for their post-secondary opportunities.

## *Athletic Goals*

To create, develop, and showcase the supreme athletic talent and ability of each student-athlete. The tradition of today builds character for tomorrow's legacy.

## *Athletic Offerings:*

### *KIPP Indy Unite:*

**Fall:** Co-ed Volleyball

**Winter:** Girl's Basketball, Boy's Basketball, Cheerleading

**Spring:** Co-ed Soccer, Co-ed Track and Field

*\*Co-ed Flag Football offered externally as of 2024 with Indianapolis Youth Football/Indy Steelers*

### *KIPP Indy College Prep:*

**Fall:** Girl's Volleyball

**Winter:** Co-ed Wrestling, Girl's Basketball, Boy's Basketball, Cheerleading

**Spring:** Co-ed Track and Field, Co-ed 7 x 7 Football, Co-ed Soccer

### *KIPP Indy Legacy High School\*:*

**Fall:** Girl's Volleyball, Boy's Soccer, Co-ed Cross Country

**Winter:** Girl's Basketball, Boy's Basketball, Co-ed Wrestling, Cheerleading

**Spring:** Co-ed Track and Field

*\*With off-season limited contact conditioning or open gyms when out of season*

## **OVERVIEW OF ROLES AND RESPONSIBILITIES**

### *Director of Student Life*

- The Regional Director of Student Life is responsible for: Spearhead implementation of a vertically-aligned portfolio of extracurricular offerings across network of schools
- Collaborate with Chief Operating Officer on annual planning, goal-setting, and budgeting

- Lead region-wide efforts on the recruitment, selection, and retention of extracurricular coaches and sponsors; oversee mandatory trainings and performance management systems
- Oversee annual budgets and ensure program alignment with financial controls; execute purchasing with Directors of School Operations
- Lead systems related to IHSAA membership and compliance
- Develop and maintain external partnerships and conference affiliations to support programming
- Oversee systems related to facility utilization; resolve conflicts related to floor schedules and collaborate with regional leaders on emerging needs
- Collaborate with members of the operations team on logistics such as transportation, facility needs, purchasing, resource management, and integration with campus procedures
- Lead implementation of extracurricular handbook expectations and systems to monitor student athlete eligibility; oversee orientations for all relevant stakeholders
- Analyze data to refine programming, maximize results, and strengthen the student experience
- Collaborate with Campus Directors to address parent concerns/complaints; escalate to COO as necessary
- Oversee planning and execution of home athletic events, including logistics, staffing, and security; provide administrative presence as needed

### *Campus Director of Extracurricular Activities*

The Campus Director is responsible for administering the Athletic Program at their respective campus including, but not limited to:

- Collaborate with the DSL to plan and implement portfolio of athletic and extracurricular offerings
- Collaborate with the DSL on the recruitment, selection, and retention of extracurricular coaches and sponsors
- Serve as the lead point of contact for before or after school extracurricular needs
- Create, manage, and communicate floor schedules to relevant stakeholders
- Lead implementation of home athletic events
- Ensure compliance with all risk management protocols (i.e. safety procedures, concussion protocols, etc.)
- Support the DSL in implementing student athlete eligibility requirements, including academic grades and compliance requirement such as physicals and permission slips
- Support with mandatory staff orientations/trainings and collection of HR materials; provide ongoing feedback to ensure alignment with KIPP values and expectations and participate in end-of-season evaluations
- Facilitate student and family orientations for all fall, spring, and winter sports; lead the ongoing implementation of extracurricular handbook expectations for athletes, families, and visitors
- Collaborate with Director of Facilities & Transportation to request transportation and coordinate custodial needs
- Collaborate with coaches and sponsors to address parent concerns/complaints; escalate to DSL as necessary
- Support the DSL in maintaining IHSAA eligibility requirements (*high school only*)

### *Coaches*

The coach is responsible for creating a fun, safe, and challenging environment in which his/her scholar-athletes will receive a high level of instruction and competition. The coach is also responsible for:

- Reinforce on a continual basis, excellence in sportsmanship, attitude, and respect for teammates and opponents.
- To focus on the participant's overall development.
- Distributing and collecting uniforms.
- Managing inventory of equipment
- Completing game, injury, and/or incident reports
- Maintaining a positive environment
- Communicating with parents

The coach must also ensure that scholar-athletes are exhibiting good behavior on and off the court. The coach is expected to be a positive representative of KIPP Indy Public Schools and the Athletic Department. This includes ensuring that the coach conducts himself/herself in a manner that will bring honor and respect to our teams and school. The coach is expected to make decisions based on the collective interest of the team, while also developing each scholar-athlete to his/her fullest potential.

### *Parents and Guardians*

Parents and guardians play a vital role in the KIPP Indy School Athletics Program. Parents and guardians model attitudes and behavior for their children. We invite all families and fans to attend home and away games, support the team, and encourage their children to practice and play hard. **Parents/guardians may be required to attend a beginning of season meeting with their team's coach in order for their student to be eligible to play.** Coaches are expected to communicate this meeting time and location immediately following try outs.

We are so appreciative of the assistance families provide for their children in their athletic endeavors, whether driving them to an athletic event, volunteering to serve athletics, or sacrificing family time to accommodate athletic schedules.

We also appreciate the support families provide our coaches in their efforts to create a valuable athletic experience for all participants. Parents and guardians need to be mindful of and respect what they are trying to do by avoiding interference or public criticism, especially in front of their children, other teammates, or community members. At no time should a parent or guardian display inappropriate behavior toward an official, coach, administrator, or scholar-athlete; consequences for such behavior could be up to, and include removal from contests and/or banning from the school building for the duration of the school year. *Coaches may have additional expectations that they will communicate during their beginning of season meeting.*

## ***HEALTH AND SAFETY***

### ***Safety Policies and Procedures***

Athlete safety is our primary concern. All coaches must complete additional training certification as required by the ISHAA. This includes, but is not limited to:

- Concussion Training
- CPR/ First Aid
- Sudden Cardiac Arrest
- Heat Illness Prevention
- Student Mental Health and Suicide Prevention
- Protecting Students from Abuse

Your child's safety is our paramount concern. You will be immediately contacted if there are any health or safety related concerns regarding your child.

### ***Required Forms***

A completed IHSAA Physical exam form, Parent Consent Form, Concussion Acknowledgement form and Sudden Cardiac Arrest Acknowledgement form must be on file with the Athletic Department before any athlete is allowed to participate in practice or contests. The athlete must have a physical examination and the completed forms between April 1st and the first practice of the sport in which the athlete participates.

We are fortunate to offer free physical exams that take place during the school day. These come on a first-come, first-serve basis and must be scheduled through the nurse's clinic upon turning in all required forms. Families may also choose to have their student's primary care provider complete the student's physical. This may be turned into the front office for the Director of Student Life.

### ***Health Insurance***

All parents/guardians are responsible for covering insurance for all athletes.

### ***Harassment and Hazing***

Hazing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with, any school group, club, athletic team, an unreasonable grade level, activity, or organization. Hazing includes but is not limited to:



- Any activity involving an unreasonable risk of physical harm, including, for example, paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, or participation in physically dangerous activities.
- Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or other substance that subjects the student to an unreasonable risk of physical harm.
- Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature.
- Any activity that subjects a student to an extreme or unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, or intimidating environment for the student.
- Any activity involving any violation of federal, state, or local law or any violation of IPS district policies and regulations

Harassment and hazing are inappropriate and potentially dangerous. KIPP Indy Public Schools does not condone or tolerate any form of harassment or hazing.

- Students should report any incidents of harassing or hazing behavior to their coaches, teachers, or school administrator.
- Coaches and school personnel should report any incidents of harassing behavior or hazing among their athletes/students to the athletic director or to a school administrator.
- Coach to student-athlete harassment or hazing should be reported to the athletic director or to a school administrator.

### *Tobacco-Free Campuses*

KIPP Indy Public Schools campuses are 100% tobacco-free. All tobacco products are prohibited from use on campus by students, staff, and visitors, including cigarettes, cigars/cigarillos, pipes, e-cigarettes, vaping devices, and chewing tobacco.

### *Weapons-Free Campuses*

In an effort to establish positive, safe school environments, KIPP Indy Public Schools campuses are 100% weapons-free. Possession of a firearm or other weapon on the property of KIPP Indy Public Schools is prohibited. The prohibition applies regardless of any permit to carry a firearm. The prohibition does not apply to law enforcement officers authorized to possess a firearm, either on or off duty, by the employing law enforcement agency. *All bags and persons may be subject to search upon entering any KIPP Indy building for an event or contest.*

## **COMMUNICATION**

Communication is vital during a sports season. Practices and games change or are canceled for several reasons including weather, transportation, conflicts, or forfeits.

The best way to stay in touch is:

- Via Eventlink: <https://websites.eventlink.com/s/kipp-indy-public-schools/>
- Via KIPP Indy ParentSquare
- Contacting your student's Coach or Assistant Coach

### *KIPP Indy Coach & Parent/Guardian Communication Policy*

**Communication** You Should Expect from Your Child's Coach:

- Team guidelines (rules) regarding practice, attendance, physical appearance, lettering policy, and cut policy during a mandatory beginning of season parent/guardian meeting
- Practice Schedule with locations and times of all practices and contests.
- Transportation guidelines
- Team requirements, i.e., fees, special equipment etc.
- Procedures should your child be injured during the participation
- Hazing policy

**Communication** Coaches Expect from Parents:

- Notification of any schedule conflicts well in advance.
- Any concerns expressed respectfully and directly to the coach.
- Specific concerns regarding a coach's philosophy and or/expectations.

**Appropriate** Concerns to Discuss with Coaches:

- The treatment of your child, mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior, grades, or attendance

It can be very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

**Issues** Not Appropriate to Discuss with Coaches:

- Playing time
- Team strategy
- Play calling
- Other student-athletes

Fans who do not abide by these communication guidelines may be prohibited from attending future contests.

## ***POLICIES AND PROCEDURES***

### ***Attendance Policy***

A student who is an in-season athlete must be accounted for by 10:00 am to be eligible to practice or play that day. The exceptions would be for a doctor's appointment or for a family emergency. The student must have a note for a doctor's appointment, indicating the start time and end time of the appointment. If there is a question on what constitutes a "family emergency" the student should check with the Athletic Department.

A student who is an in-season athlete may not leave the building at any time during school hours to be eligible to practice or play that day. The exceptions would be for an approved field trip or other academic class departure, a doctor's appointment or for a family emergency. If there is a question on what constitutes a "family emergency" the student should check with the Athletic Department. (ie: Taking an Indiana Department of Motor Vehicles Driver's Test or having lunch with a parent, other relative or a friend is not considered an emergency.) Upon return from a doctor's appointment, the student-athlete must have a note from the doctor's office indicating the start time and the end time of the appointment.

Saturday events are not affected by Friday's attendance.

There is an expectation that team members fully participate in athletic practices and competitions with full commitment. If a student-athlete will not be attending a practice, meeting or contest, the coach must be notified at least one day prior to the event.

### ***Academic Eligibility***

The IHSAA defers to a school's academic eligibility policy when deciding if a scholar-athlete is academically eligible.

High school athletes must maintain a 2.5 GPA to remain academically eligible. Elementary and middle school athletes must be passing the majority of their classes. It is the responsibility of each coach to check the academic eligibility of their athletes and for the parent/guardian to regularly check their student's grades on PowerSchool. **HS ONLY: Grade and attendance checks must be completed weekly.**

### ***Transportation and Cancellations***

Transportation is provided to each athletic event; buses depart from the school. Buses will also transport students back from an athletic event and drop them off back of at KIPP Indy. All athletes will ride the school-sponsored bus to all athletic events; parents may take their child

home from a competition once approved by the coach and by providing the coach with written permission. Students also may not leave with someone other than their parent/guardian without written permission from their parent/guardian.

Transportation is a privilege; thus, student behavior and decorum are always expected. If inappropriate behavior does occur, the student's athlete may be suspended from competitions.

The cancellation of games and competitions does occur. Cancellations can occur due to weather, forfeiting of a game, cancellation of a sports season, or for any other reason.

Cancellations occur with limited notice. The coach will be in contact with each player in case of a game cancellation. This information will also be published on ParentSquare.

### *After-school Activity Pick Up*

Students must be picked up within 15 minutes of their sport or extracurricular meeting ending. Students who are regularly not picked up on time may be removed from the roster at their coach or sponsor's discretion. Coaches and Sponsors will provide families with communication regarding the club or activity's beginning and ending time at the beginning of the season/quarter and will notify students and their parent/guardian of any time changes at least 24 hours in advance.

Parents/guardian should provide emergency contact information prior to their student beginning their activity in case the parent/guardian is unable to pick up their student on time.

### *Uniforms and Equipment*

KIPP Indy provides all athletes with competition and safety gear needed for their sport. Some sports may require student-athletes to provide their own practice and competition shoes; all sports will require student-athletes to provide their own sports-specific practice clothing and gear. The coach will communicate this to players prior to the start of the season.

Athletic uniforms or warm ups are only to be worn during competition and on approved home game days with approval by school administration. Failure to bring ones equipment or uniform may result in the student-athlete not participating in practice or a contest.

Student-athletes are responsible for all items issues to him/her. Any lost, damaged or stolen item must be paid for by the student-athlete and/or their parent/guardian before being issued another. Schools may also administer additional consequences for items not returned to the school including, but not limited to, holding grades, prevention from joining other teams, or other in-school consequences.

### *Holiday Practices and Inclement Weather*

If a coach/sponsor desires to meet or practice on a school holiday, he/she must submit a time schedule of meeting(s)/practice(s) to the Campus Director for approval at least two weeks in advance. If approved, the Campus Director will forward a copy of the schedule to the Director of Student Life and Director of Facilities.

No practices, conditioning or weight room practices will be allowed for teams during periods of inclement weather.

### *Student Transfers (High School Only)*

The IHSAA has several rules regarding transfer students. If your student previously attended a different high school within the last 365 days, the Athletic Department is required to complete an Athlete Transfer Report. This will require a meeting with the Campus Director to complete the form. Your student's former school will also complete a portion of the form and the IHSAA will determine final approval and your student's eligibility (full, limited, etc.). Your student is ineligible to participate until this process has been completed.

This process does not include students transitioning from middle school to high school (within the first 15 school days).

### *Varsity Letter Policy (High School Only)*

In order to receive a varsity letter, the student-athlete must:

- Be a regular member of a varsity team, in good athletic and academic standing
- Attend all practices and contests; complete the full season or have coaches approval if unable to complete due to injury
- Show good character, sportsmanship, and teamwork

Letter jackets may be purchased by the student-athlete or their family.

## **STUDENT RIGHTS**

### *IHSAA Statement of Gender Equity*

One of the purposes of the IHSAA is to assure that every student-athlete has a fair opportunity to compete. That purpose can only be achieved when there is true equality of opportunity to participate in athletics. Athletic participation in an IHSAA member school is an extension of and an integral part of the educational experience for those young people who become student-athletes. These educational experiences should not be reduced in scope and significance by disparities which limit the participation of any athlete.

The IHSAA believes that gender equity is more than being in compliance with the law. It is a spirit. It is a personal ethic. It is a commitment to do what is right and fair for all student-athletes. It means creating an atmosphere and an environment where opportunities and resources are distributed fairly to boys and girls, an atmosphere where no person experiences discrimination on the basis of gender.

It is the position of the IHSAA that its member schools must monitor their athletic programs to ensure that athletic offerings are equitable and meet the interests and abilities of student-athletes.

While the IHSAA does not have the authority to provide specific interpretations or to rule on compliance issues regarding Title IX, it does believe that all concerned should take steps to be sure that the spirit and intent of gender equity is met.

### *Sexual Misconduct and Title IX*

In accordance with Title IX, KIPP Indy does not discriminate on the basis of sex in its education programs, and all such discrimination or harassment is prohibited. Sexual misconduct between or among students on school property or at any school activity or even including sexual contact, sexual assault, unwelcome sexual advances or comments, request for sexual favors, indecent exposure, transmission of indecent images, insulting comments or threats about sexual orientation, gender identity, stalking etc. is strictly prohibited. Any student found to be engaging in any such activities will be subject to swift and harsh consequences, including expulsion. Similarly, all such conduct between or among staff and students is prohibited. When appropriate, any such sexual misconduct matters will be referred to the KIPP Indy's Title IX Coordinator (Crystal Woolridge at [cwoolridge@kippindy.org](mailto:cwoolridge@kippindy.org) or 317-701-2391), who will launch an independent Title IX investigation, potentially including CPS, the police, parental consent, and/or Human Resources when necessary. The administrator in charge and/or Title IX Coordinator may require that the parties involved have no further contact until resolution. Grievances should be directed to the individuals noted below.

Grievances will be handled on a case-by-case basis with the assurance of prompt and equitable relief. To avoid discomfort and confrontation between alleged victims and alleged perpetrators, mediation will not be used. However, investigations will be adequate, reliable, and impartial, including the opportunity for both sides to present witnesses and other evidence. Parties involved will be notified of prompt timeframes for the major stages of the process (investigation, hearing, outcome of the investigation, and appeal, if applicable), they will receive notice of the outcome of the investigation (based on a preponderance of the evidence – i.e., it is more likely than not that sexual harassment or violence occurred), and when appropriate KIPP Indy will provide assurances of remedial and/or preventative measures that will be taken.

*THE TITLE IX REGULATION:*

86.41 of the Title IX regulation states that a school district must develop and operate athletic programs according to the following specifications:

- whether the selection of sports and levels of competition effectively accommodate the interests and abilities of members of both sexes
  - the provision of equipment and supplies
  - scheduling of games and practice times
  - travel and per diem allowance
  - opportunity to receive coaching; assignment and compensation of coaches
  - provision of locker room, practice and competitive facilities
  - provision of medical and training facilities and services
  - publicity
  - provision of support services

## NCAA Eligibility and Guide for College Bound Athletes

# ONE OPPORTUNITY. LIMITLESS POSSIBILITIES.

If you want to compete in NCAA sports, you need to register with the NCAA Eligibility Center at [eligibilitycenter.org](https://eligibilitycenter.org). Plan to register before your freshman year of high school (or year nine of secondary school). Visit [on.ncaa.com/RegChecklist](https://on.ncaa.com/RegChecklist) to help guide you through the registration process.

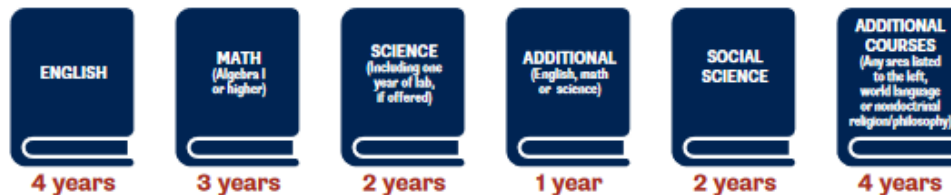
### ACADEMIC REQUIREMENTS

To study and compete at a Division I or II school, you must earn 16 NCAA-approved **core-course credits**, earn a minimum 2.3 (Division I) or 2.2 (Division II) **core-course GPA** and submit your final transcript with proof of graduation to the Eligibility Center.

### CORE-COURSE REQUIREMENTS

#### DIVISION I

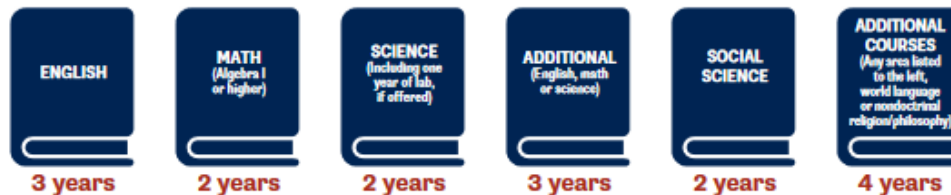
Earn 16 NCAA-approved core-course credits in the following areas:



For Division I, 10 of your 16 NCAA-approved core-course credits must be completed before the start of your seventh semester, including seven in English, math or science.

#### DIVISION II

Earn 16 NCAA-approved core-course credits in the following areas:



### GRADE-POINT AVERAGE

The Eligibility Center calculates your **core-course GPA** based on the grades you earn in NCAA-approved core courses.

- › Division I requires a minimum 2.3 core-course GPA.
- › Division II requires a minimum 2.2 core-course GPA.

#### DIVISION III

While **Division III schools** set their own admissions and academic requirements, **international student-athletes** (first-year enrollees and transfers) who initially enroll full time at a Division III school on or after Aug. 1, 2023, are required to complete an **Amateurism-Only Certification account**. Contact the Division III school you plan to attend for more information about its academic requirements.

\*More information regarding the impact of COVID-19 can be found at [on.ncaa.com/COVID19\\_Spring2023](https://on.ncaa.com/COVID19_Spring2023).

