

BARTLESVILLE PUBLIC SCHOOLS



STUDENT & PARENT HANDBOOK

BARTLESVILLE PUBLIC SCHOOLS' MISSION STATEMENT

In partnership with parents and our community, the Bartlesville Public School District exists to provide an exemplary educational experience that is comprehensive, challenging and inspirational to all students so that they will realize their greatest potential and become positive contributors to their community.

BARTLESVILLE PUBLIC SCHOOLS' GOALS

Extracurricular activities are an important aspect of school life and are a means of cultivating several characteristics that the district believes are important for students to develop. These characteristics include responsibility, confidence, concentration, poise, teamwork, loyalty, discipline, strategy, work ethic, listening, handling adversity, commitment, goal setting and humility. Extracurricular activities in Bartlesville are activities that generally occur before or after the school day and are intended to enhance and extend student learning and experiences beyond the academic courses offered in the school.

The Bartlesville Public Schools Board of Education is responsible for establishing the policies under which the District operates. The seven-member Board must act within the framework of state and federal laws and still be responsible to the unique needs of the Bartlesville community. The Superintendent of Schools is the Chief Executive Officer for the Board and is responsible for administering Board policies and District regulations. The Board strives to foster an atmosphere of communication and understanding among students, parents, teachers and administrators.

OKLAHOMA SECONDARY SCHOOLS ACTIVITIES ASSOCIATION (OSSAA)

The Oklahoma Secondary Schools Activities Association is the state governing body of high school sports and activities. Bartlesville Public Schools is a member of the OSSAA.

More specifically, the OSSAA provides effective coordination, leadership, supervision, and regulation for secondary school activities including the program of interscholastic activities and contests in which its member schools may participate. The OSSAA will serve member schools by providing leadership in the development, supervision, and conduct of co-curricular activities, which enrich the educational experiences of high school students. It will provide for equitable participation opportunities and positive recognition to students as a whole, while working cooperatively with schools to enhance the achievement of desired educational goals.

BARTLESVILLE ATHLETICS DEPARTMENT STAFF

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ATHLETIC PROGRAMS & TEAMS

Bartlesville Public Schools competes in fourteen sports which consist of 21 varsity sports and thirty-nine individual teams. Sports offered by season are:

Fall: Boys & Girls Cross Country, Football, Softball, and Volleyball

Winter: Boys & Girls Basketball, Boys & Girls Swimming, and Wrestling

Spring: Baseball, Boys & Girls Golf, Boys & Girls Soccer, Boys & Girls Track, Boys & Girls Tennis

All Season: Athletic Training, Cheerleading, Pom Pon

Athletes are encouraged to participate in more than one sport.

GENERAL INFORMATION

TRANSPORTATION

- A. Athletes are expected to ride to and from an event with their team. Students may travel home from an out of town event with either their parents or another adult. If an athlete is returning home with their parents, parents are to make contact with the coach before taking their child. A form should be signed by the parent and returned to the coach. If an athlete is returning home with another adult, that athlete's parents must have a transportation release request on file with the athletics department at least two days prior to the event. This release must specify the adult with whom the athlete can travel. Each coach may have team guidelines regarding their team's travel.
- B. If circumstances warrant, athletes may be transported to a scheduled event by their parents or an adult designated by their parents. Prior to the event a written explanation seeking such an exemption must be on file and approved by the Athletics Director. This should only occur during extreme circumstances.

CHANGING OF SPORTS

- A. Athletes who choose to leave a team prior to the conclusion of the season or have been dismissed from a team should contact their counselor for a schedule change. The counselor will provide the athlete an athletic schedule change form that must be signed by the coach of the sports that they are leaving and the coach and or teacher to whom they will be reporting. The sending coach will not sign off on the schedule change until all equipment for which the athlete was responsible for has been checked in. In some cases an athlete may be required to remain in that sport until the completion of that sport's season.

CONDUCT

- A. Athletes are expected to refrain from any activity that may be discrediting to the team, school, community or themselves. Any action by an athlete which is considered to have brought discredit upon the individual, the team, and or the school will be suspended from competition for 30% of the remaining competitive events scheduled for the team on which they are currently participating. The athlete will be warned that any further conduct of this nature will result in his/her dismissal from the athletic program for the remainder of the season. Infractions and or dismissals will not carry-over to the following year.

SPORTSMANSHIP

RESPONSIBILITIES OF SPORTSMANSHIP

A Goal for Everyone

1. The Player

- a) Treats opponents with respect.
- b) Plays hard, but plays within the rules.
- c) Exercises self-control at all times, setting the example for others to follow.
- d) Respects officials and accepts their decisions without gesture or argument.
- e) Wins without boasting, loses without excuses, and never quits.
- f) Always remembers that it is a privilege to represent the school and community.

2. The Spectator

- a) Attempts to understand and be informed of the playing rules.
- b) Appreciates a good play no matter who makes it.
- c) Cooperates with and responds enthusiastically to cheerleaders.
- d) Shows compassion for an injured player; applauds positive performances, does not heckle, jeer or distract players, and avoids use of profane and obnoxious language and behavior.
- e) Respects the judgment and strategy of the coach and does not criticize players or coaches for loss of a game.
- f) Respects property of others and authority of those who administer the competition.
- g) Censures those whose behavior is unbecoming.

OSSAA RULES GOVERNING INTERSCHOLASTIC ACTIVITIES

RULE 1 - AGE, PHYSICIAN AND PARENTS' CERTIFICATE

Section 1. Any student who reaches his/her nineteenth birthday before September 1 will not be eligible for athletic competition. Any student who reaches his/her sixteenth birthday before September 1 will not be eligible if enrolled in the ninth grade or below. Any student who reaches his/her fifteenth birthday before September 1 will not be eligible for the eighth grade or below. Any student who reaches his/her fourteenth birthday before September 1 will not be eligible for the seventh grade or below. Non-athletics: Any student who reaches his twenty-first birthday before September 1 will not be eligible.

Section 2. No student shall be eligible to represent his/her school in athletics until there is on file with the principal a physical examination and parental consent certificate. The form used shall contain the information on the standard OSSAA form. Other forms may be utilized, by the physician, physician's assistant, or the advanced practice nurse, if the information contained is compliant with the information on the OSSAA form. Any other information, depicting the athlete's previous history, can be added to this form for the purpose of clearance for athletic participation. A qualified physician, physician's assistant, or an advanced practice nurse covered by professional liability insurance shall give the physical examinations. If you have questions concerning the qualifications or the insurance coverage of a health care practitioner offering to give examinations, it is suggested that you check with your school district attorney for an opinion. Physical examinations are required for students each year. All physicals given for OSSAA participation must be given no earlier than May 1 of the preceding year in which the students are to participate and before the first day of practice in that student's particular sport. The physical will be valid from the date of the physical given until the next required physical. Parent(s) or guardian(s) must sign the parental consent form each year before the student participates in any organized athletic practice session including contest participation.

Section 3. Each non-athletic activity organization which assists in the sponsorship of interscholastic activities may operate under a constitution, or set of rules, which complies with the Constitution and Rules of the Oklahoma Secondary School Activities Association. This constitution or set of rules should be approved by the Board of Directors of the Oklahoma Secondary School Activities Association.

RULE 2 – ATTENDANCE

A student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance. See Board Policy XLIV for supplemental on-line courses.

Question: At what point in the school year does the attendance rule begin?

Answer: Attendance for the semester begins with the first day of the semester, and continues throughout the entire semester. A student must be in compliance with the 90% attendance rule for each class in which a student is enrolled.

RULE 3 - SCHOLASTIC ELIGIBILITY

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. Local school boards may make exception for only those students participating in non-competitive activities. (Board Policy)

Section 1. Semester Grades

A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 7th and 8th grade students.) For block schedules that offer 8 or more credits during an 18- week grading period, a student must earn 6 credits counted toward graduation during that 18-week grading period. (1 credit = 1/2 Carnegie Unit) (Trimester Eligibility – Refer to Board Policy XXXIX) If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

NOTE: The Board of Directors may make exceptions to non--traditional structures. (Ex. block, trimester, etc.)(Trimester Eligibility Refer to Board Policy XXXIX)

Section 2. Student Eligibility during a Semester

a. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods should be devised to check weekly grades of Career-Tech students and all concurrently enrolled students. For block scheduling, scholastic eligibility will be checked after two weeks (during third week) of the first and third blocks and each succeeding week thereafter and at the end of the first week of the second and fourth blocks and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.

b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to

participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time. (Trimester Eligibility – Refer to Board Policy XXXIX)

Section 3. Special Provisions

- a. A senior student maintains eligibility by passing the classes required for graduation. The number of classes which a student is enrolled can be no less than four. (For block and trimester exceptions contact the OSSAA office.) A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education.
- b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period. (Any part of a week is considered a full week.)
- c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) *A maximum of two weeks is allowed for make-up work.*
- d. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a, for the end of spring semester.

Section 4. Special Education Students

Special students, who are enrolled in special education classes, have an Individual Educational Plan and have been certified by the principal as doing a quality of work may, with the approval of the Board of Directors, be accepted as eligible under this rule.

RULE 4 - CONDUCT OF STUDENTS

Section 1.

- a. A student who is under discipline or who is suspended from school or an activity shall be ineligible until reinstated by the school principal.

- b. A student who is disqualified during a game or contest because of a flagrant or unsportsmanlike conduct shall be ineligible until reinstated by the principal. It is recommended that a disqualified student forfeit the right to participate in at least one contest before he/she is reinstated by the principal. A student whose flagrant or unsportsmanlike conduct consists of fighting, cursing or using foul language toward a game official will be automatically suspended from participating in a minimum of the next two regularly scheduled games or contests on the same level of competition that his/her team plays. (Exception: See Soccer) Fighting is defined, but is not limited to, any player or non--player (bench personnel) striking an opponent with arm(s), leg(s), foot (feet), or other object(s), attempting to strike an opponent with arm(s), leg(s), foot (feet), or other object(s) regardless if there is contact with an opponent, biting, or instigating a fight by committing an act(s) that causes an opponent to retaliate by fighting related to an OSSAA sponsored activity in which the players and non-players are participating. A player or non-player who retaliates by fighting is in violation of the fighting rule. The fighting rule will apply to pre-contest and post-contest sponsored activities. It is mandatory that all head coaches remind his/her team that fighting during the post-game hand shaking ceremonies or conducting themselves in an unsportsmanlike manner after the game will be severely penalized. The head coach and team will be subject to additional suspension penalties beyond the normal penalties imposed on fighting and unsportsmanlike acts that occur during the contest. Injuries have occurred because of fans climbing over walls and fences, being trampled, or partaking in dog-pile celebrations, etc., at the conclusion of a contest. The celebration by fans, players, or coaches acting in an unsportsmanlike manner (example: pouring water on the coach) after a contest will result in possible penalties imposed against the school. School administrators should be aware that if their student body and fans come onto the playing area after a contest, penalties may be imposed. Any substitute or team member who leaves the team bench (football player leaving the team box, baseball or softball player leaving the dugout, basketball player or wrestler leaving the team bench, etc.) and enters the playing area during a fight or any other serious unsportsmanlike act shall be ejected. Those players or team members identified by game officials, school administrators, or videotape will be suspended a minimum of one game if they were not involved in the altercation and a minimum of two games (exception: soccer) if they were involved in the altercation. This rule applies to both regular season and play-off games. The suspension applies to individuals/teams on the same level of competition; i.e., varsity to a varsity game, junior varsity to a junior varsity game, etc. Any additional penalties by the National Federation Rule Book and the OSSAA Rules and Regulations Handbook would also apply. The rule would apply to all OSSAA sponsored activities. Any student involved directly or indirectly for fighting or any

other serious unsportsmanlike act a second time during the season shall be suspended for the remainder of the season.

c. Students ineligible under (a) or (b) are not eligible until reinstated by the principal after the minimum penalty is enforced.

d. A disqualified student shall be ineligible until reinstated by the principal and a written report of details of the incident and action taken has been filed with the Executive Director for review with the Board of Directors.

e. If a student who is ineligible under (a) or (b) transfers, the sending school principal shall notify the principal of the receiving school (School Law, Section 488.3). The receiving school must require an *OSSAA Eligibility Record Form* (OSSAA Rule 9) to ensure compliance with this section.

f. Any student currently suspended from an activity or expelled from school who enrolls in another school will be ineligible for the duration of the original suspension or expulsion or until reinstated by the OSSAA Board of Directors.

Section 2. No person shall enter a contest under an assumed name.

Section 3. Any pupil who is a member of a gang, or secret society in violation of the State Law of Oklahoma or the regulations of any local Board of Education is not eligible. Any school violating this rule will be subject to suspension for a period of one year.

THE ROLES OF PARENTS IN INTERSCHOLASTIC ATHLETICS

- A. Make sure your child knows that win or lose; you appreciate their efforts and are not disappointed in them.
- B. Teach them to enjoy the thrill of competition.
- C. Teach them the importance of working hard to improve their skills and attitudes.
- D. Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship, and actual skill level.
- E. Don't compare the skill, courage, or attitude of your child with other members of the team.
- F. Don't compete with the coach. A child receiving mixed messages from two different authority figures can place a child in a difficult situation.
- G. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.
- H. Be a role model for your child when it comes to sportsmanship, demonstrate the guidelines listed above.

COMMUNICATING WITH THE COACH

- A. *Communication You Should Expect From Your Child's Coach*
- Expectations the coach has for your child
 - Locations and times of all practices and contest
 - Team requirements (fees, special equipment, off-season conditioning)
- B. *Communication Coaches Expect from Parents*
- Concerns expressed directly to the coach
 - Notification of any schedule conflicts well in advance
- C. *Appropriate Concerns to Discuss With Coaches*
- The treatment of your child, both mentally and physically
 - Ways to help your child improve
 - Concerns about your child's behavior
- D. *Issues Not Appropriate To Discuss With Coaches*
- **Playing time**
 - Team strategy
 - Play calling
 - Other student athletes
- E. *Appropriate Procedure for Discussing Concerns*
1. *If a parent has a problem, question or concern with the athletic program or policy, the following procedure should be followed.*
 - A. *If the concern or question is about a coaches rules or actions the parent should:*
 - *Set up a meeting with the coach*
 - *If no resolution is reached, contact the Athletics Director and a meeting will be set up with the coach, parent, and Athletics Director.*
 - B. *If the concern or question is about an athletic department rule or actions the parent should:*
 - *Set up a meeting with the Athletic Director*
 - *If no resolution is reached, contact the Director of Secondary Education and a meeting will be set up with the Athletic Director, parent, and Director of Secondary Education.*

NEVER CONFRONT A COACH BEFORE OR AFTER A GAME OR PRACTICE. THESE CAN BE EMOTIONAL TIMES FOR ALL PARTIES INVOLVED AND DO NOT PROMOTE A RESOLUTION.

Pre-Participation Physical Exam Form (Sports Physicals): Every athlete must have a sports physical on file prior to tryouts or the beginning of practice for the athletic season. Physical must be dated after May 1, of the current school year.

Students must turn in a completed physical form dated after May 1, *to the Athletics Department* at the time of tryouts or before any physical activity with the team for the current school year. **There will be no exceptions.**

Physicals performed by an M.D. or D.O. are recommended.

Physicals are mandatory for every athlete. In order to participate in any athletic activity for the current school year, the athlete must turn a current physical into the Athletics Department at the time of tryouts/first practice. Only physicals dated after May 1, will be accepted and physicals dated after May 1, will be valid through the end of the current school year.

In early May, each year, the Bartlesville Athletics Department and Bartlesville Athletics Training Department hold an annual sports physical night. These physicals are offered to students trying out and/or participating in school-sponsored sports for the upcoming school year. The doctors and staff personnel from Jane Phillips Hospital will perform these physicals.

Parent Consent Form-Transportation/Parent Medical Consent/Insurance Release: Every student athlete/parent must complete the release/consent forms prior to the beginning of practice for the athletic season. The transportation consent covers transporting a student to or from the bus loading area to a practice or an event. The medical consent gives permission for an athlete to receive emergency medical care in the event the parent is not present. The insurance release section clarifies whether the student has insurance coverage or the parent states that no coverage is available but the parent give permission for participations and recognizes that the school district will not be held liable in the event of an injury.

Football is not covered by the regular school accident insurance. As a convenience to parents, football accident insurance coverage is made available each year. It is strongly suggested that each individual have insurance through their family or take out a football insurance policy. If a parent chooses not to have insurance coverage on their athlete, he/she must indicate so on the Insurance Release.

CONCUSSION SYMPTOM CHECK LIST

1. Loss of Consciousness ... for ANY length of time
2. Severe Headache
3. Balance Problems/Dizziness
4. Memory Loss ... either short or long term
5. Nausea or Vomiting
6. Vision Problems
7. Confusion
8. Inappropriate Emotions
9. Drowsiness
10. Feeling “dazed” or “in a fog”

Parents CANNOT authorize a return to activity. An athlete can resume participation ONLY when the “Return to Activity” form is completed and signed by either an “MD or DO”.

Responding to a Suspected Concussion

If you are aware of a blow to the head and **ANY** of the symptoms on the reverse side of this card are present, **SUSPECT A CONCUSSION**

PROCEDURE

1. Remove the Athlete from Participation
2. Use the symptom list to assess the athlete’s status
3. Assign a person to stay with the athlete
4. Check the athlete’s condition every 10 minutes
 - A. Any Loss of Consciousness disqualifies the athlete
 - B. Loss of Consciousness longer than 30 seconds– transport to medical facility
 - C. If any other symptoms get worse– transport to medical facility
5. After the contest or practice, contact the parents and inform them of the injury
 - A. Do not allow the athlete to drive
6. Release the athletes to their parents, if parents are not available get verbal authorization to release to another parent
7. Use the Athletic Department form to inform the Athletic Trainer of the injury as soon as possible. No later than 9:00am the next morning

The Athlete cannot return to any activity until you are notified by the Athletic Trainer in writing.

MEDICAL CLEARANCE TO RETURN TO ATHLETIC PARTICPATION

Please print the following information:

**Name of M.D. or D.O.
trained in the evaluation
and management of
concussions:** _____

Address: _____

Phone Number: _____

Student Athlete's Name _____

**Date(s) of Evaluation
for suspected
concussion** _____

I have evaluated the student named above on the date(s) listed above. In my opinion as a M.D. or D.O. trained in the evaluation and management of concussions, the student named above is cleared to return to athletic practice and competition. Any limitations to this release are noted below.

Limitations (if any): _____

M.D. or D.O.'s signature: _____

Printed name of M.D. or D.O.

Date: _____

ATHLETE / PARENT COMPLIANCE FORM

We have read and discussed the athlete/parent handbook and understand the expectations, rules, regulations, policies and procedures of the Bartlesville Athletic Department. We understand the commitment we are making and we agree to abide by the expectations, rules, regulations, policies, and procedures set forth in this document.

Athlete's Signature

Date

Parent/Guardians Signature

Date