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## **Preface**

This handbook is designed to help guide all Coweta Public School coaches and sponsors in administering the athletic programs in the district. The purpose of this handbook is to provide consistency for the various athletic programs of the Coweta Public School District. By using good judgment, and using the information provided here, wise decisions can be made to bring about positive solutions to many questions. This handbook does not have all the answers to the questions faced in athletics, but by being familiar with the policies of the school and the athletic handbook, one can make decisions that will be in line with the philosophy of education at Coweta Public Schools.

## **Athletic Department Philosophy**

The Coweta Public Schools Athletic Department has dedicated itself to the development of the total student athlete. Both the physical and psychological growth of each person is conscientiously considered when planning and implementing our program.

The athletic program addresses the individual needs of the student/athlete as well as the social implications by being a contributing member of a team. Participants will be given

the opportunity through extensive training, safe equipment, and solid teaching, to reach their maximum potential emotionally, physically, mentally, and socially.

Our goal is to produce young men and women who have the capacity to be successful citizens in our highly competitive society. The staff at Coweta is committed to achieve this goal. We want graduates who say they are proud to have been a Tiger or Lady Tiger in the classroom and on the playing field.

### **OSSAA COACHES EDUCATION PROGRAM**

Beginning with the 2010-2011 school year, the OSSAA Board of Directors authorized the implementation of a Coaches Education Program. All first year coaches, their first year in the coaching profession, and any coach considered to be adjunct personnel, first year or long term at your school, will be required to complete the NFHS Fundamentals of Coaching Course prior to their participation as a coach in any OSSAA regular season contest. Coaches of non-athletic activities are not required to take these courses.

All Cheer coaches for grades 7-12 will be required to complete the AACCA Safety course rather than the Fundamentals course. AACCA certification must be current for any coach in charge of a squad for students in grades 7-12. Schools that have cheer coaches who have not completed this course will not be allowed to participate in the OSSAA Regional or State Cheer Competition. Squads also will not be allowed to stunt while participating in sideline cheer for their respective schools.

In addition, any coach who has been ejected from an OSSAA contest will be required to Complete the NFHS Teaching and Modeling Behavior course. The course must be completed by the coach that was ejected within (7) days after the ejection occurs. The coach may be reinstated after verification of his/her completion of the course and any sit-out time that is required by OSSAA rule has been satisfied.

All of these courses are available on-line at [www.nfhslearn.com](http://www.nfhslearn.com) and the AACCA course is also available on the website [www.aacca.org](http://www.aacca.org). Upon completion of the course a certificate can be printed to verify completion of each respective course taken. Details regarding the specific site locations and instructions for taking the course will be posted on the OSSAA website.

Each coach is responsible for the cost of the courses required. The athletic department will not cover the cost of any of the education programs.

## **OSSAA COACHES' ETHICS AND PROFESSIONAL STANDARDS**

- A. Exemplify the highest degree of moral character, behavior, and leadership**
- B. Respect the integrity and personality of the individual athlete.**
- C. Abide by the rules of the game in letter and in spirit, regardless of the consequences.**
- D. Respect the integrity and judgment of sports officials, never baiting or taunting officials in any way, or seeking out an official during half time or at the conclusion of a contest.**
- E. Demonstrate a mastery of and continuing interest in, coaching principles and techniques through professional improvement.**
- F. Encourage and respect for all athletes and their values.**
- G. Display modesty in victory and graciousness in defeat.**
- H. Promote ethical relations among coaches.**
- I. Fulfill the responsibilities to provide emergency health procedures and ensure an environment free of obvious safety hazards.**
- J. Encourage the highest standards of conduct and scholastic achievement among all athletes.**
- K. Seek to instill good health habits, including the establishment of sound training rules.**
- L. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.**
- M. Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.**

**It is the responsibility of each coach of the Coweta Public Schools to become familiar with and abide in total with the rules and regulations of the Oklahoma Secondary School Activities Association. These rules and regulations can be found in the O.S.S.A.A. Administrators Handbook. Any questions concerning these rules and regulations should be directed to the athletic director.**

**COWETA PUBLIC SCHOOLS  
Job Description**

<b>Job Title:</b>	<b>Athletic Coach</b>
<b>Credentials:</b>	<b>Current Oklahoma Certificate</b>
<b>Additional Requirements:</b>	<b>College credit for one course of "Care and Prevention of Athletic Injuries"</b>
<b>Experience:</b>	<b>High school experience in sports preferred. College level experience in sports preferred. Successful coaching experience preferred.</b>
<b>Specialized Skills:</b>	<b>Possesses a high level of skill in coaching the appropriate sport.</b>
<b>Reports to:</b>	<b>Site principal where sport is offered along with the district athletic director.</b>
<b>Supervises:</b>	<b>Assistant coaches and student athletes</b>
<b>Job Goals:</b>	<b>To assist each individual student under your tutelage to achieve his/her highest level of skill in the sport; to create a positive self-image and a clear self-concept for student-athletes; to develop model a positive sense of sportsmanship; to develop an appreciation of the positive effects of discipline; to help the student athlete appreciate the effects of teamwork towards reaching a common goal.</b>

**Performance Responsibilities:**

- 1. Performs all applicable job functions of the classroom teacher.**
- 2. Educates individual participants in the skills necessary to attain excellence in the sport.**
- 3. Plans and organizes practice routine.**
- 4. Plans and organizes an appropriate practice schedule during the season.**
- 5. Maintains written records of attendance throughout the entire semester.**
- 6. Maintains responsibility for the students throughout the entire semester.**
- 7. Orders appropriate equipment, supplies, and uniforms as needed within budgetary limits. Maintains accurate inventory of equipment and uniforms.**
- 8. Notifies local school personnel well in advance if taking students out of class for an athletic event.**
- 9. Checks eligibility lists and confirms the eligibility of all participants weekly. Notifies ineligible student-athletes of their eligibility status.**

10. Oversees the safety conditions of the facility or area in which the assigned sport is conducted at all times when student-athletes are present.
11. Establishes performance criteria for participation in the sport.
12. Meet timelines and deadlines for turning in required or requested lists, information, and schedules to appropriate site personnel and district athletic director.
13. Enforces appropriate discipline and good sportsmanship behavior at all times.

To the Parent:

The Coweta Public Schools Athletic Department knows activity programs are a major part of the educational process. Athletics helps to mold one's perspective on life. We believe your son/daughter will gain many benefits from being involved in the athletic and co-curricular activities offered at Coweta. The fields, courts, mats, track, and gymnasium are classrooms where lifelong lessons are learned.

Parents are a part of the success of our athletic programs. Lending support and encouragement is paramount in helping to build each individual athlete and team. You as a parent have every right to expect the following from the Coweta Coaches:

1. All players should be treated fairly and consistently.
2. The coach has to have expertise in his or her sport to provide sound instruction.
3. A positive approach in coaching should be used whenever possible.
4. The coach should be a positive role model for young people.
5. The coach should be passionate about his sport, having continuing enthusiasm and a desire to be with young people.

In maintaining a positive working relationship with you the parent, it is imperative the following be strictly the responsibility of the coaches:

1. The selection of the squad, the position each athlete plays, and how long they play is determined by the coaching staff.
2. The determination of the offensive and defensive philosophy.
3. The teaching and instruction at all practice sessions.
4. The establishment of team rules (within the framework of the school's code of conduct).
5. Setting the day, start and finish times of all practice sessions.

We are thankful your son/daughter is taking part in the athletic program at Coweta. By working together we know it will be a memorable experience for all involved.

### **Coweta Tiger Parent Guidelines**

If the player or parent has a concern to discuss with a coach, the procedure you should follow is below:

#### Athletic Chain of Command

- Player talks to his/her position coach
- Player talks to the head coach
- Parent/Player may talk to the head coach
- Parent may contact the athletic director

A parent who contacts a school administrator who has not followed this procedure is referred to the policy and then sent back to the coach.

1. Call the Coach directly to set up an appointment to address your concerns.
2. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature usually do not promote positive resolutions.
3. Please do not attempt to contact Superintendent or members of the Board until the coach has been contacted.
  - These steps are put into place to allow each party to perform their duties.
  - The practice of skipping a step in this process is not fair to the coach or the program they represent.

#### The Next Step

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Fill out a Formal Grievance Procedure Form that can be obtained in the Athletic Director's office or district website.

2. After the Formal Grievance Procedure Form is returned to the Athletic Director, a meeting with the parent, the coach, and the Athletic Director will be scheduled.
3. At this meeting, the appropriate next step can be determined.

### **Parent Code of Conduct**

1. Make sure your child understands that win or lose, you love him or her.
2. Be realistic about your child's physical ability.
3. Help your child set realistic goals.
4. Emphasize "improved" performance, not winning.
5. Provide a safe environment for training and competition.
6. Don't relive your own athletic past through your child.
7. Control your emotions at games and events. Let the coach do the coaching.
8. Be a "cheerleader" for your child and children on the team.
9. Respect your child's coaches. Communicate with them in a positive way. Encourage others to do the same.
10. Be a positive role model.

Be sensible, responsible and keep your priorities in order. Remain respectful to the officials even when you don't agree with them. You, as well as your child, are a reflection of what the Coweta Tigers stand for. There is a lot more at stake than a winning record. Spectators and Parents may be removed from the sporting event if these rules are not followed. Repeated offenses may result in spectators and parents not being able to attend school events.

### **Parent Coach Relationship**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to children. As parents, when your children become involved in our program, you have the right to understand what expectations are placed on your child.



This begins with clear communication from the coach of your child's program.

Communications you should expect from your child's coach

1. Philosophy of the coach.
2. Expectations and goals the coach has for your child as well as for the team/season.
3. Team requirements, special equipment, strength and conditioning programs.
4. Procedure if your child is injured during participation.
5. Team rules, guidelines and consequences for infractions.

### **Communication coaches expect from athletes/parents**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts in advance.
3. Notification of illness or injury as soon as possible.

As your child becomes involved in the programs at Coweta Public Schools, he or she will experience some of the most rewarding moments of his or her life. It is important to understand that there also may be times when things do not go the way you and your child wish. At these times, discussion with the coach is encouraged. It is the first and most integral step to understanding and resolution.

### **Appropriate concerns to discuss with coaches:**

1. The treatment of your child. (lack of playing time is not considered mistreatment)
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you hope. Coaches are professionals. They make decisions based on what they believe to be the best for all student athletes involved. As you have seen from the list on the preceding page, certain things can be and should be discussed with your child's coach.

Other things, such as those listed below, will not be discussed:

1. Playing time.
2. Team strategy
3. Play calling.
4. Other student athletes.

There are situations that may require a conference between the coach and player, or coach and parent. These conferences are encouraged. It is important that all parties involved have a clear understanding of the other persons' position. When a conference is necessary, the procedure listed at the beginning of this form should be used to help resolve any concerns.

### **Playing Time Policy**

The following is our policy regarding playing time:

Playing time is based on many factors and is part of the coach's responsibility. There is little doubt that as a parent, you love your child and want the best for him or her. However, the amount of playing time he or she receives in a game is not an issue you should be involved with. If a student athlete is unhappy with the amount of playing time he/she is receiving it is recommended that the athlete request a private meeting with the coach to address the situation. Meeting with a coach can be the first real life opportunity a player has to discuss something on their own that is a priority and that they are passionate about.

There are many different head coaches within our district. This leads to many different philosophies concerning playing time for their respective programs. In addition, when there is a coaching change, the policy of the new staff may not be in-line with that of the former staff. This can lead to a different role for an athlete.

#### **Athletic Chain of Command**

- Player talks to his/her position coach
- Player talks to the head coach
- Parent/Player may talk to the head coach
- Parent may contact the athletic director

A parent who contacts a school administrator who has not followed this procedure is referred to the policy and then sent back to the coach.

#### **Expressing Concerns**

When expressing an occasional concern with a coach, please refer to and use the following guidelines:

1. Never approach a coach immediately after a contest. This is not the proper time or place for a discussion concerning your child or the team.
2. Call the following day and make an appointment, which is convenient for both you and the athletic director and coach to meet. Prior to this meeting please inform us of what issues you want to discuss. We exclude the matters of playing time and strategies.
3. Raise your concerns in a calm and civil manner.

4. Once you have stated your question or concern, listen to the explanation. Often a parent may be blinded by emotion and this overrides logic and reason. Listening receptively may really help you to understand any explanation which is given.
5. Remember you are there concerning your child. Your child will be included in this meeting. We will not discuss another student-athlete's ability with the coach
6. Letters or e-mails must have a return address with a name or a subject line on the envelope. Without such identification, the contents will be disposed of or deleted. We do not deal with nor give credence to anonymous letters.

We appreciate your support!  
I have read these Guidelines and understand appropriate conduct for a Coweta Tiger parent.

Parent or Guardian  
Signature: \_\_\_\_\_  
\_\_\_\_\_

Parent or Guardian  
Signature: \_\_\_\_\_  
\_\_\_\_\_

Athlete's  
Name: \_\_\_\_\_  
\_\_\_\_\_

**COWETA ATHLETIC DEPARTMENT FORMAL GRIEVANCE  
PROCEDURE FORM FOR PARENT OF RECORD**

Type or print in ink:

It is assumed in most cases the student and/or parent has previously met with the Head Coach to resolve the issue.

Date Filed \_\_\_\_\_

Date of Conference with Coach \_\_\_\_\_

Parent Name \_\_\_\_\_

Sport \_\_\_\_\_

High School Head Coach \_\_\_\_\_

Statement of Grievance:

Statement of desired outcome

The player and coach relationship is vital to having a positive experience in extra-curricular activities.

Signature of Grievant/Date

\_\_\_\_\_

Signature of Athletic Director/ Date

\_\_\_\_\_

## **COWETA PUBLIC SCHOOLS SCHOLASTIC ELIGIBILITY**

**All activities sponsored by the Coweta Public schools are governed by the Oklahoma Secondary School Activities Association. This includes, but is not limited to athletics. The building site principal is responsible for the procedure by which the eligibility is checked according to policy.**

### **SCHOLASTIC ELIGIBILITY REQUIREMENTS FOR ACTIVITIES**

#### **I. Academic Requirements (Grades 7-12)**

**These requirements shall apply to those students who desire to participate in any activity which is sanctioned by the Oklahoma Secondary School Activities Association.**

##### **A. SEMESTER GRADES**

- 1. A student must have received a passing grade (A,B,C,D,S) in any five subjects to be counted for graduation that he/she was enrolled in fifteen or more days during the last semester.**
- 2. If a student does not meet the above minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.**
- 3. A student who does not meet the above CPS minimum scholastic standard may regain his/her eligibility by achieving passing grades at the end of a six week period in all subjects in which he/she is enrolled.**
- 4. Students enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding semester should be obtained from the records in the school last attended. NOTE: The Board of the OSSAA may make exceptions to non-traditional block structures.**

##### **B. STUDENT ELIGIBILITY DURING A SEMESTER**

- 1. Scholastic eligibility for students will be checked at the end of the third week of a new semester and each succeeding week thereafter.**

2. A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in which he/she is enrolled at the end of a week, he/she will be placed on probation during the next one week-period.
3. A student who has been placed on the one-week probationary period must be passing all subjects at the end of the one-week probationary week in order to retain eligibility.
4. If, after a one-week probationary period, a student is not passing in all subjects in which he/she is enrolled, he/she will be ineligible to participate during the next one-week period. (Ineligible period- Monday thru Sunday.)
5. A student who has lost eligibility under this provision must be passing in all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one-week period. (Monday thru Sunday)

#### **C. SPECIAL EDUCATION STUDENTS**

Students who are enrolled in special education classes, have an I.E.P. and have been certified by the principal as doing a quality of work may, with the approval of the Board of OSSAA, be accepted under this rule.

#### **AGE**

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 a regular three-year junior high school. 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.

#### **PHYSICAL EXAMINATION**

- A. No student will be allowed to practice or participate without a physical and parent permission form on file with the Athletic Director.

- B. Physical examinations must be yearly. 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.**
- C. The physical will be valid from the date of the physical given until the next required physical.**
- D. No student is to ever participate in any form or fashion at any time without an official physical on file with the site athletic trainer or other appropriate personnel.**

### **INSURANCE**

**Students (7-12) enrolled in athletics must be adequately covered by accident and hospitalization insurance. The CHS Board of Education, CHS Athletic Department, or coach is NOT responsible for the cost of any accident occurring to an athlete while participating in a sport of the school.**

### **ATTENDANCE – DAY OF CONTEST**

- A. The policy of the Coweta Public Schools on attendance in school by an athlete on the day of a contest requires the student to attend at least one-half of his/her classes to be able to dress for or compete that day. Exceptions may be made only with the Principal's approval.**
- B. A student who has been suspended (in-school or home) may not practice or compete on that day or those days.**

### **TEN-DAY RULE – ABSENCES FOR ACTIVITIES**

**A student shall not be absent from any one class period more than ten times for activities during the school year. State and National levels of school contest are excluded from this policy.**

## **EARLY RELEASE ON DAYS OF COMPETITION**

At no time are student-athletes to be released by a coach early without prior permission from the principal.

## **ACTIVITY EXCUSED LIST**

It is imperative that an excused list with the names and grades of those students participating in the activity be left with the school principal or vice principal as early as possible prior to the day of competition. The names of all individuals involved should be listed on the excused list. Please include the names of players, trainers, statisticians, and anyone else that may be taking part in the activity. Should the activity be an overnight trip, please leave an itinerary with the name and number of the motel and your estimated time of arrival. Leave this information with the athletic office and the front office. Also, it is a good idea to send this information home so that the parents may be informed.

## **SNOW DAYS**

A snow day cancellation for school also applies to all activities. Any exception to this rule would require the permission of the superintendent, principal, and athletic director.

## **GAME SCHEDULE CHANGES**

The most likely reason for a change or cancellation of a game is our Oklahoma weather. Parents always want to know if and when changes occur. They will usually call the school or the athletic director. A game change or cancellation always involves several phone calls for various reasons. Should you be informed of a change contact the athletic director first. Please make every effort to inform your site secretary with as much information as you can when changes occur. Their job is much easier if they can let parents know what is happening. Also inform the transportation department of any changes that may affect the use of the buses.

Coaches should always call your opponent to confirm all game information ahead of time.

## **INCLEMENT WEATHER AND LIGHTNING**

Monitor weather conditions. When thunder or lightning is observed, suspend activities with a flash to bang count of 30 seconds or less (when the storm is 6 miles away.)



To use the Flash-to-Bang count, count the seconds from the time lightning is sighted to when the clap of thunder is heard. Divide this number by five(5) to obtain how far away (in miles) the lightning is occurring. (Example 20 second count= 4 mile distance, 25 second count=5 mile distance, etc.)

Leave the athletic fields and seek SAFE shelter areas- IMMEDIATELY!

SAFE shelter areas:

- enclosed buildings
- fully enclosed metal vehicles with windows up (team bus, cars)
- low ground areas (bottom of hill near softball field) as a last resort

UNSAFE shelter areas:

- metal bleachers
- open fields
- golf carts/gators
- fences
- umbrellas, light poles, flag poles
- tall trees
- pools of standing water

AVOID the following activities:

- showering
- use of telephones (except cellular)
- use of electrical outlets/machines (hairdryers, computers TV/VCR, fax)

If one's hair is standing on end, and/or "cracking noises" are heard they are in lightning's electric field. IMMEDIATELY assume a crouched position: arms around knees, head tucked, and only the balls of your feet touching the ground.

### CONDUCT

- A. Student/Parent handbook will be followed.
- B. Disciplinary actions may carry over into successive semesters.
- C. If an athlete exhibits behavior determined by the administration to be improper, the athlete will face penalties or lose the right to represent the school.

### 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, athletics team, grade level, activity or organization. Hazing includes but is not limited to:

- Any activity involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and 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 and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, or intimidating environment.
- Any activity involving any violation of federal, state, or local law or any violation of school district policies and regulations.

The practice and use of hazing for initiation or for any purpose is strictly forbidden at Coweta High School and may result in disciplinary action, including suspension from school.

### TRANSPORTATION GUIDELINES

It is the responsibility of the head coach to procure the proper paperwork in establishing transportation for all athletic events. Please make certain that you meet all deadlines in a timely manner. Any coach who is scheduled to travel to an athletic event should call and confirm the transportation arrangements the day before.

The director of transportation and his staff cannot work miracles. There will always be a limited number of buses and vans available for the many activities in our school system. The first priority will continue to be available transportation between home and school for the students of the Coweta Public Schools. We must always be sensitive to the normal route times during a regular school day. Every coach is strongly encouraged to become a licensed bus driver. You will significantly reduce the possibility of a problem with available transportation if you can drive a bus. Our transportation department is eager and happy to assist you in obtaining the CDL by providing most of the training right here in Coweta with our own equipment.

The most important transportation issue must be the safety of our students. You must never exceed the capacity limits of the vehicle and all passengers must use a seat belt if the vehicle is so equipped. Students must also be required to return home with the team unless they choose to ride with their own parent or guardian. It is imperative for the coach to have a personal conversation with the parent or guardian to confirm these arrangements and/or a signed note.

It is also the responsibility of the appropriate coach to see that the bus or van is cleaned out upon your return from the event. Check very carefully for your athletic equipment in addition to removing any and all trash that has

accumulated during your trip. It would be reasonable to have the students assist with this effort before they are allowed to leave.

The State Board of Education is requiring bus evacuation drills to be held on activity trips. The bus driver can give directions on proper procedure. The first away game for each sport will be our designated time to hold our evacuation drill.

### **MULTIPLE SPORT ATHLETES**

It is imperative that every coach in this school district do everything in his/her power to encourage our young people to participate in more than one sport when the student indicates an interest. You must not say or do anything that could be interpreted as influencing a student to concentrate on your sport only. Competition in another sport will continue to help any athlete achieve those goals that you try to accomplish in an off-season program. It is the responsibility of every coach to be sensitive to this issue.

It is the responsibility of the head coach in each sport to coordinate an athlete going from one sport to another. It is important that both coaches are aware of the change. Before an athlete is cleared to go to another sport, he/she must turn in all equipment or pay for all equipment lost or stolen. We must be responsible for every student enrolled in athletics everyday until the school day is over or practice is complete.

### **COMMUNICATION**

#### **Parent Communication**

It is the responsibility of every head coach to establish appropriate communication procedures for the purpose of allowing parents to address any questions or concerns. Experience has shown that open communication lines provide for a more positive attitude from a concerned parent about an issue involving their child. If a coach has indicated to members of the team that they are to discourage their parents from any communication with the staff, a perception is established that there is something to hide about the program. Every coach will find that an honest response to a parent concern will help to create an atmosphere of acceptance of the total program on the part of the parents. A positive atmosphere surrounding your program makes life more pleasant for coaches, players, and parents. **Please return phone messages!!!**

#### **Media Communication**

It is the responsibility of the head coach to call in and report game results to the local media, win or lose. Coweta American: 486-4444 Tulsa World: 581-8355  
1-800-944-PLAY

Any and all comments made should be positive in nature. This is a great opportunity to showcase our athletes and programs and it is one that does not take great time or effort.

### **Student Communication**

The spoken word is very powerful. Know that a coach's word can carry a lot of weight in forming an athlete's self-image. Discipline and reproach should be done in a positive manner. The use of profanity by players or coaches is inconsistent with Coweta's Athletic Philosophy and will not be tolerated.

### **ROSTERS**

It is the responsibility of the head coach to submit a complete roster to the athletic director's office prior to the first athletic contest. Rosters should include athlete's name, number, position, grade, and any other information that may be helpful to submit to the media and opposing teams game programs. Please check and double check to make sure no one is left off.

### **RECRUITING**

All coaches should be very careful about talking with a family that might be considering a move to our school district. We need to avoid the perception of recruiting and these conversations by phone or in person can certainly be perceived as such. Every coach is advised to direct any inquiries about the Coweta Public Schools and their athletic programs to the office of the district athletic director. It is important to have a district administrator respond to these questions from parents considering a move.

### **PRACTICE TIME CONSISTENCY**

It is important for coaches to be sensitive to those families who must provide transportation for their student each day. Every student athlete does not have the luxury of his/her own vehicle and must depend on someone else for a ride home each day. It is also possible that a given family may have more than one child to be picked up each day at different locations. It is the responsibility of all coaches to establish some consistency throughout the season for the length of your practices. It becomes very difficult for families to adjust to a routine that changes almost every day. This is certainly one area where consistent communication with students and parents is critical. Always make absolutely

**certain that every student is taken care of before the last coach leaves for the day.**

### **PURCHASING EQUIPMENT & SUPPLIES**

- 1. No equipment or supplies will be purchased without the approval of the Athletic Director and a purchase order! Bills received by the Athletic Department for which there is no approved purchase order will not be paid by the Athletic Department, but by the individual coach.**
- 2. All orders must be specific in brand name description, color, quantity, and sizes. A coach is expected to look for the best prices for quality.**
- 3. Upon receiving equipment, the invoice must be checked by the head coach to determine if the order is complete. The Athletic Director must be notified if an order is not complete.**

### **District Policy Regarding Activity Funds and Purchasing Procedures**

- Activity fund deposits must be made daily. Daily deposit time is: 8:30 to 2:00 p.m. If the cumulative deposits total less than \$100, deposits must be made not less than once per week.
- A receipt must be issued each time money is received from a student, parent, or patron.
- A deposit sheet and a deposit slip must be filled out each time an activity account deposit is made. The activity sponsor must sign the deposit slip.
- The account name and account number must be written on the deposit sheet.
- The amount and source of revenue must be included for each deposit. If there is more than one source of revenue, write down the deposit amount for each source and then total the amounts of each source.
- The deposit is to be broken down by the total amount of cash, coins, and checks. Add these totals. This amount should equal your source amount and your deposit slip.
- All receipts must be turned in to the A.D.'s secretary, who will then verify the amount and issue a receipt.
- Purchase orders (P.O.s) must be approved and dated prior to the invoice date.
- P.O.s must be completed by the activity sponsor and include a description of the purchase, amount to be ordered, price per unit, shipping and handling (if applicable) and the total amount.
- P.O.s must be submitted to the A.D. for initial approval.
- P.O.s must be approved by the superintendent prior to obtaining a P.O. number and before making a purchase.

## EQUIPMENT

1. Each head coach is to inventory his/her equipment, supplies, and uniforms and turn in to Athletic Director no later than two weeks after the close of regular season.
2. Each head coach is responsible for developing and supervising sound policies for issuing, care and maintenance, and storage of equipment and supplies. Before the final check-out (end of school year) all inventories must be turned in.
3. Athletes are responsible for equipment checked out to them. Coaches must inform athletes that they will have to pay for lost equipment at replacement cost.
4. Disposal of obsolete equipment and supplies:
  - a. Items of equipment that are obsolete and need to be disposed of should be assessed by the Athletic Director.
  - b. Items of supplies are expected to wear out and are not as valuable as item of equipment. Items of supplies may be disposed of by the coach if they can no longer be used.
  - c. Items that are of no further value to athletics should not be disposed of until it is determined if they might be of value to some other organization in the school community.

## MAINTENANCE

The head coach is responsible for his/her facilities, together with the cooperation of the custodial staff, coaches, the Athletic Director, and the School District.

### Areas of responsibility:

1. Cleanliness of the facility.
2. Secure equipment and ensure the safety of the athletes.
3. Instill pride in his/her athletes to take care of facility.
4. Do not allow anyone to abuse facilities.
5. Report to the Athletic Director's office of any work orders that need to be done.

6. **Summer work orders for improvements or maintenance to our facilities should be turned in to the Athletic Director at the end of the school year.**

### **KEYS**

**Keys to athletic facilities are not to be given to students or unauthorized personnel. At no time are keys to be duplicated. Should you need a specific key, check with the building principal.**

### **CONFLICTS BETWEEN ACTIVITIES**

**Students participating in two or more school-sponsored O.S.S.A.A. sanctioned activities will have conflicts from time to time with contests scheduled at the same time. We will follow the following policies to settle those conflicts:**

- a. **Conference, district, or state contests will prevail in all conflicts and the two sponsors shall get together to work this out.**
- b. **If there is a conflict in the above policy, the Athletic Director, the Principal, and the student will try to come to an agreement (that would be in the best interest of the student involved) acceptable to all. If an agreement cannot be reached, the student must make the decision and the student must not be penalized in any manner for the choice made.**
- c. **A contest shall always take precedence over a practice, performance, or meeting.**
- d. **Please check the school calendar to avoid conflicts and make sure you turn your schedule in to the Athletic Director as soon as anything is scheduled.**

### **HEALTH & SAFETY PROVISIONS**

1. **No student shall be eligible to represent his/her school until they have on file with the school a physical examination and parental consent certificate.**
2. **All athletes must either take out school insurance or have an insurance release form signed by their parents stating that they have other insurance. The policy number and company name must be on the form.**

- 3. In the event of a serious injury to a player, it is the responsibility of the coach to report such an injury to the parents of that player and to check on the player as long as he or she is injured.**
- 4. The coach will fill out an accident report on all injuries and keep on file for one year in the Athletic Director's office.**
- 5. Coaches will stress to athletes the importance of safety and the potential injuries if techniques, skills, etc. are not performed properly.**
- 6. Coaches will supervise dressing and shower facilities to prevent unnecessary injury due to horse-playing, etc.**
- 7. Coaches will not give permission to athletes to use facilities without supervision.**

### **INJURIES**

- 1. Coaches look at every injury, no matter how slight.**
- 2. Check with the head coach before sending an athlete to the doctor unless it is an emergency. Do not send an athlete to the hospital or doctor without having permission from the athlete's parent/guardian.**
- 3. When possible, require injured athletes to watch practice.**
- 4. Head coach should fill out an injury report on any injured athlete and keep on file for the entire season. Send one copy to the Athletic Director.**
- 5. Be prepared for hot weather practice. It is recommended that each hot or humid practice take as many water breaks as needed.**
- 6. Be sure to have emergency release card available at all times for emergency situations.**
- 7. Any athlete who has been held out of practice or play by a doctor must give a dated release signed by the doctor to the head coach before he/she will be allowed to practice or play. Parental permission is not adequate in this instance.**



## Concussion Legislation & Information Sheet

### Oklahoma Statute 24-155 of Title 70

July 1, 2010 the Oklahoma Legislature enacted new concussion legislation that affects all student athletes .

THIS IS STATE LAW -please make sure you understand your responsibilities.

- All CPS student-athletes must complete, and have on file, a “Concussion Information Sheet.”
- These “Concussion Information Sheets” must be completed annually, along with the physical
- The CPS Athletic Director will maintain a copy and record of each student athlete with respect to their concussion status
- If a copy is not on file, the student athlete is not eligible to participate
- If an athlete is removed from a game or practice due to a head injury, they must receive written clearance from a “licensed health care provider” **before** they can participate again.
- Student-athletes with a record of previous concussions will not be allowed to participate until cleared by a “licensed health care provider.”

- According to CPS, a “licensed health care provider” is identified as a M.D. or D.O.
- The Athletic Director will maintain a copy and record of each student athlete with respect to there concussion status.
- Please notify the Athletic Office of any head injury so it can be documented.

If a Certified Trainer makes the recommendation that an athlete **NOT RETURN** to participation, then the athlete **MUST** get writing clearance from a M.D. or D.O. before they can participate again. No one (coach, parent/guardian) can override the recommendation of medical personnel to re-enter an injured athlete.

## Concussion and Head Injury Acknowledgement Sheet

In compliance with Oklahoma Statue Section 24-155 of Title 70, this acknowledgement form is to confirm that you have read and understand the Concussion Fact Sheet provided to you by the school district related to potential concussions and head injuries occurring during participation in athletics.

I, \_\_\_\_\_ (please print student's name) as a student-athlete who participates in athletics and I, \_\_\_\_\_ (please print parent/guardians name) as the parent/legal guardian have read the information material provided to us by the school district related to concussions and head injuries occurring during participation in athletics programs and understand the content and warnings.

Please indicate if you have been diagnosed with a concussion or head injury, or withheld from any type of athletic participation over the last three years due to a head injury.

\_\_\_\_\_ No, I have not had a concussion over the past three years

\_\_\_\_\_ Yes, I have had one or more concussions in the past three years

If yes, please indicate date, or dates, of each concussion from the last 3 years:

Were you cleared by a doctor to resume participation?

An athlete who has been removed from participation may not participate until they have been evaluated by a licensed health care provider (M.D. or D.O.) trained in the evaluation and management of concussion and receives written clearance to return to participation from that health care provider.

\_\_\_\_\_  
**Signature of Student-Athlete**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent/Legal Guardian**

\_\_\_\_\_  
**Date**

# CONCUSSION/HEAD INJURY FACT SHEET STUDENT-ATHLETES

## WHAT IS A CONCUSSION?

- A concussion is a brain injury
- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practice or games in any sport
- Can happen even if you have not been knocked out
- Can be serious even if you have just been “dinged”

## WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

## WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- Tell your coaches or parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates may have a concussion.
- Get a medical checkup. A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Additional concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

## HOW CAN I PREVENT A CONCUSSION?

- Follow your coach’s rules for safety and the rules of the sport.
- Practice good sportsmanship
- Use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards --- IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play.)

## FOR MORE INFORMATION VISIT:

- [www.cdc.gov/TraumaticBraininjury/](http://www.cdc.gov/TraumaticBraininjury/)
- [www.oata.net](http://www.oata.net)
- [www.ossaa.com](http://www.ossaa.com)
- [www.nfhslearn.com](http://www.nfhslearn.com)

## **ATHLETIC TRAINER**

The physician is responsible for injury diagnosis and may be assisted by the athletic trainer's evaluation of the athletic injury. The athletic trainer cares for the athlete throughout the period of rehabilitation from the time of the initial injury until the athlete's complete, unrestricted return to practice or competition. The athletic trainer is most directly responsible for all phases of health care in an athletic environment, including preventing injuries from occurring, providing initial first aid and injury management, evaluating injuries, and designing and supervising a timely and effective program of rehabilitation that can facilitate the safe and prompt return of the athlete to activity.

## **RULES FOR ATHLETIC TRAINING ROOM**

1. No athletic equipment in the Athletic Training Room.
2. Do not use vulgar language.
3. The Athletic Training Room is Co-ed: Dress Appropriately, Shirts/Shoes.
4. Do not treat yourself except under the Staff Trainer's direction.
5. Permission to return to full activity can only be done with a signed doctor's release.
6. No interviews with media personnel will be allowed in the athletic training room. This is out of respect for the privacy of the other athletes involved in therapy.

## **ACCIDENT/ ILLNESS/EMERGENCY ACTION PLAN**

### **DEFINITION**

An unexpected serious occurrence demanding immediate action to aid the injured/ill person(s).

### **STEPS OF ACTION**

1. The situation should be assessed for personal risk factors prior to assistance/intervention.
2. Gloves must be worn if blood is present.
3. Do not move or allow movement of injured person.
4. In case of serious injury/illness notify appropriate supervisor.

## **PERSONAL ROLES**

**Head Coach**            **Coordinate appropriate services.**  
**Assistant Coach**      **Contact emergency services and parents/guardian.**  
**Assistant Coach**      **Contact appropriate supervisor.**

## **INSTRUCTIONS FOR CARE**

**Bleeding**    1. Apply pressure over the wound.  
                  2. Elevate bleeding part, if feasible, until help arrives.

**Seizure**      1. Keep calm. You cannot stop a seizure once it has started.  
                  2. Do not restrain movements.  
                  3. Do not try to place anything between teeth.  
                  4. Protect from injury. 5. Remove objects nearby.

**Choking**        Heimlich Maneuver- Requires training.

**Heart Attack**   CPR- Requires training.

**Not Breathing**    Rescue breathing- requires training

**Asthma**        1. Asthmatic children should be identified as having a medical condition.  
                  2. Reassure-Make comfortable sitting or reclining.  
                  3. Give warm water to drink.  
                  4. Remove allergens, if known.  
                  5. Notify parents and arrange for medical care.

**Emergency Medical**    **Call 911.**

## **HEAT ILLNESS**

**Dehydration Symptoms:** thirst-fatigue-irritability-loss of performance- muscle cramps-nausea-vomiting

**Do this:**

- Rehydrate
- Stop activity and massage cramped muscles if necessary

**Heat Exhaustion Symptoms:** dizziness-rapid pulse- head ache-weakness-cold clammy skin-nausea-vomiting

**Do this:**

replace fluids, rehydration is critical. Rest in a cool, shaded area until all symptoms have passed

If dizziness continues, lie down with your legs elevated to promote circulation and seek appropriate medical attention.

**Heat Stroke Symptoms:** dangerously high temperature-confused or disoriented-irrational behavior-drowsiness-hot dry skin-nausea

**Do this:**

Get out of the heat and seek immediate medical treatment. Heat stroke is an emergency that calls for fast cooling with ice baths or any other means available.

The above symptoms of dehydration, heat exhaustion, and heat stroke are not additive, which means an athlete could experience heat stroke in the absence of other symptoms. Seek immediate medical assistance at the first signs of serious or unusual symptoms.

## **SPORTS BANQUETS**

**Sports banquets are organized through the head coach and the booster club involved. Awards paid for by the Athletic Department will be determined by budget considerations. See the Athletic Director for details.**

## **FUND RAISERS**

**Fund raising activities for any class or organization will be kept to a minimum. Request for fund raising activities will be made to the principal or athletic director. The request will include the fund raising activity, reason for the fund raising, and the amount needed for the class or organization for the school year. Fund-raisers will be included on the activity budget for the particular sport and then will require approval by the Board of Education.**

**State auditing laws and procedures require that all monies of school sponsored activities be designated and deposited in specific activity accounts. All monies received must be receipted by individual receipts and all monies expended provide a clear auditing track. Under no circumstances can money be expended if there is not adequate funds in a specific activity account.**

**Coaches are not to sell athletes anything unless money is deposited in the school's activity fund with approval of the Athletic Director. Give receipts for any and all money received.**

## **NCAA CLEARINGHOUSE PROCESS**

**Coweta High School has counselors who are familiar with the process of submitting the appropriate information to the NCAA on a prospective division I athlete. Head coaches should become familiar with this person at your site and the procedure for assisting the family of this athlete. This process is critical and we are in the business of helping our students in any way we can.**



## COLLEGE REQUIREMENTS

**NCAA – Before an athlete can play a sport or receive an athletic scholarship at a Division I or II college, he must meet specific academic criteria as set forth by the NCAA. A student must have at least a 2.0 GPA (based on a 4.0 scale) in 13 core courses and the required SAT or ACT score. ACT/SAT requirements for Division I eligibility are based on a sliding scale. The higher the GPA, the lower the test score required. For example, a student with a core GPA of 2.5 or higher needs an ACT score of 68 (sum of the 4 scores) or a combined score of 820 on the SAT. A student with a 2.0 core GPA needs an 86 on the ACT or a 1010 on the SAT.**

**Athletes should meet with their counselors as early as possible to discuss NCAA requirements and to make sure that they are taking the right courses. In the spring of their junior year, athletes should take the ACT and the SAT. They should also pick up a NCAA Clearinghouse Student Release Form from their guidance office. This form should be submitted after completion of their junior year.**

**NAIA (over 300 member colleges) – NAIA colleges can award full or partial scholarships. To play a sport or receive an athletic scholarship, an athlete must have 2 of the following 3 NAIA requirements: 1) an ACT composite score of 18 or an 860 on the SAT, 2) an overall 2.0 GPA, 3) graduate in the top half of his/her class.**

**NJCAA (500 junior colleges) – NJCAA Division I and II colleges can offer scholarships. There are no academic eligibility requirements for athletes entering junior colleges.**

## DISQUALIFICATION OF A COACH OR PLAYER

**Disqualification of a coach or player must not happen. It is the responsibility of the head coach to see that all coaches and players act in an appropriate manner during an athletic contest. Coaches and players are to concentrate on performing their individual responsibilities during the contest and allowing the officials to do their job. Officials, coaches, and players are all human and mistakes do happen. If you allow yourself or your players to become overly concerned about decisions beyond your control, you will soon discover that no one is taking care of those things that you can control and the problems continue to mount.**

**All disqualifications as a result of unsportsmanlike conduct are to be reported to the district athletic director within 24 hours following the contest. The athletic director along with the building principal will determine the appropriate disciplinary action to be taken for the coach and/or the player.**

**In addition, any coach who has been ejected from an OSSAA contest will be required to complete the NFHS Teaching and Modeling Behavior course. The course must be completed by the coach that was ejected within (7) days after the ejection occurs. The course is available on-line at [www.nfhslearn.com](http://www.nfhslearn.com). The coach may be reinstated after verification of his/her completion of the course and any sit-out time that is required by OSSAA rule has been satisfied.**

### **Ineligible players**

**The most common reason for a student to be ineligible is an academic grade. It is the responsibility of the head coach to make certain that an ineligible player is never allowed to participate in any form or fashion. Any questions concerning an ineligible student should be directed to the appropriate school personnel at your site. Never hesitate to call the district athletic director if there is confusion about an eligibility issue.**

### **New students to Coweta**

**Never assume that a new student is eligible to participate. You must follow the OSSAA guidelines to the letter as we determine the eligibility of a new student. Involve the site coordinator and/or the district athletic director immediately.**

## **COACHES GUIDELINE FOR GAME MANAGEMENT**

- 1. Know that the fans will react to a coach's actions in a second. Coaches must exercise emotional control under stress. It is important we set a positive example at all times.**
- 2. Know that a coach's words can carry a lot of weight. Anytime we make comments to our parents, media, or whoever else, make sure that they are positive comments directed toward our team, not things that are negative about the other team.**
- 3. Make sure the athletes know the rules governing those on the field and on the bench. An athlete has no reason to be on the playing field, court, or mat without the coach's permission or knowledge.**
- 4. Know that the coach is usually a stabilizing factor in an emotionally charged situation.**
- 5. Should a fight break out, each staff member should follow these guidelines:**
  - A. The head coach only will be allowed on the field when motioned on by the head official. (Common sense should be used in a real emergency)**
  - B. Assistant coaches will turn and maintain the bench. Assistant coaches can enter the field of play when motioned on by the official or head coach.**
  - C. Captains and team leaders on the field should bring the team together away from the fight.**
  - D. At no time is a coach to touch any player from the opposing school.**

- E. The head coach is to instruct any and all helpers (statisticians, trainers, managers, etc.) that they are not to enter the field of play at any time.
  - F. The game manager will instruct game workers that at no time are they to get involved in controlling the management of a game by entering the field of play.
6. The OSSAA can emphasize sportsmanship in writing and rules, but it is a battle that can only be won by us by being prepared and knowing what is expected. Maintaining game management is worth the effort to avoid negative public relations, an ugly scene, and to keep people coming back to support our school.

### **MEDICINE AND/OR PERFORMANCE SUPPLEMENTS**

School personnel and coaches should not dispense any drug, medication or food supplement.

Use of any drug, medication or food supplement in a way not prescribed by the manufacturer should not be authorized or encouraged by school personnel and coaches. Even natural substances in unnatural amounts may have short-term negative health effects.

In order to minimize health and safety risks to student-athletes, maintain ethical standards, and reduce liability risks, school personnel and coaches should never supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. No one will be permitted to speak to any athlete to entice the athlete to buy a product. We will not be a market-place for products.

### **REIMBURSEMENTS**

Reimbursement for any items bought with personal money must be cleared with the principal or athletic director prior to the purchase being made. Receipts must be received within two weeks from the date of purchase. Reimbursement cannot be made without a receipt.

### **ENTRY FEE, MEAL MONEY, HOTEL STAY**

When issued a school check for entry fee into a tournament, you must bring back a signed check stub with the name of the individual who received the check upon your return from the event.

When receiving a check for meal money, receipts totaling the amount of the check issued, must be turned in. Receipts and any unused portion of the meal money must be turned in. When taking a team for a meal, use common sense and discretion in choosing the eating establishment. Keep in mind that we, at all times, are representing Coweta Public Schools (ex: Hooters *–not a good choice*). Also, we need to take careful and responsible consideration for how the meal money is utilized (ex: a moderate buffet would be preferable to a steak dinner).

When overnight lodging is necessary, the athletic department will be responsible for Regional and State competition only. Should the coach wish to stay on a regular season tournament or game, the booster club will be responsible for expenses. Coaches or sponsors will need their own separate room and at no time can they stay with a student or students. Any exception must be cleared through the building principal or A.D. Make sure you take with you a copy, or copies, of the tax exempt letter as the school is not to be charged tax on any purchases made.

### **NINTH GRADE STUDENT PARTICIPATION IN VARSITY ATHLETICS**

It is believed that it is in the best interest of the students to participate in the athletic program at the student's own grade level along with his/her peers. However, it is recognized that there may be individual circumstances in which the varsity program could benefit by participation of under classmen and situations in which the student's athletic abilities far exceed those of his/her peers. These cases should be rare and exceptional in nature.

In the event that a coach encounters a situation that he/she recognizes as meeting the above guidelines and feels it is in the best interest of the school and the student to participate at the varsity level, the following procedure should be followed.

1. The coach should discuss the situation with the athletic director and the principals involved.
2. The coach should discuss the situation with the parents of the athlete.
3. The decisions made regarding the athlete should be made so that it is in the best interest of the individual and team involved.

# **Use of internet and Social Networking**

## **General Guidelines**

Consult School District's policy on Internet safety and appropriate use, as well as the employee manual and/or parent and student handbook. Be aware that all existing policies and behavior guidelines extend to school-related activities in the online environment as well as on school premises.

Use good judgment. Think about the type of image you want to convey on behalf of the district when you are posting to social networks and social media sites. Remember that what you post will be viewed and permanently archived. Social media websites and blogs are not private. Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied, and archival systems save information even if a post is deleted.

Remember professional communications are available to school administrators. The District considers an employee's use of any electronic media for the purpose of communicating with a student or a parent to be an extension of the employee's workplace responsibilities. Accordingly, the board expects school personnel to use professional judgment and appropriate decorum when using any social media in this fashion. Coweta School District administrators may require an employee to provide access to any websites used by him or her for communication with students or parents and to produce copies of any electronic communication with students or parents, including text messages, web page posts, etc. This policy does not authorize an administrator to inspect an employee's personal equipment without the employee's express consent.

## **Social Networking Websites**

Many social networking websites are not accessible on the School District's network because they have been blocked. If school personnel, including teachers, would like to request that a website be made accessible to use for teaching and learning, that person shall submit a written request to the IT Director for review, identifying the online tools to be used and the instructional purpose in using them.

While on school property, neither school personnel nor students may use an outside, proprietary network to access websites that are blocked on the district's network.

Personnel shall abide by the following requirements regarding use of social networking websites, even when done in their personal time, using personal property.

1. Fraternalization with students using social networking websites on the Internet:
  - a. School personnel may not list students as "friends" on networking sites, unless the parent (if the student is under 18) or the student (if the student is 18 or over) has provided the student's building administrator with written permission to do so;
  - b. All e-contacts with students shall be made through the District's computer/email and telephone system;
  - c. All e-contact by sponsors with student organization members shall be sent to all team members;

- d. Inappropriate contact with students or parents via e-mail, phone, or other devices is prohibited.
2. Employees may not post items on social networking websites with sexual content if they are identifying themselves as an employee of the District;
3. Employees may not post items exhibiting or advocating use of drugs or alcohol if they are identifying themselves as an employee of the District;
4. Employees may not post pictures, video, or audio of students unless the student's parent (if the student is under 18) or the student (if the student is 18 or over) has provided the student's building administrator with written permission to do so.

Note that when using a School District e-mail address and/or equipment to participate in any social media or professional social networking activity, the communications are public, and employees are responsible for the content in the communication.

#### Copyright and Fair Use Guidelines

District personnel and students must respect copyright and fair use guidelines when posting material on social network sites, even those websites used and accessed for educational and classroom purposes. See [www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html).

Hyperlinking to outside sources is recommended. Do not plagiarize. Give credit, where credit is due, to the sources of material. When hyperlinking to other sites and media, be sure that the hyperlinked content is appropriate and consistent with these guidelines. Be aware that photographs taken by professional photographers cannot be scanned and used on the Internet without the photographer's permission, even if they are photos purchased from the photographer.

#### Text and Instant Messaging

District personnel shall not text or instant message any student individually. All text and instant messages to students shall be sent to the school, class, team, club or organization. Employees shall not send messages that are personal in nature and not related to the business of the school or that contain confidential information to persons not authorized to receive that information.

#### Use of Social Media

The Superintendent shall designate those employees who have management or administrator access to the District's social media, including, but not limited to the ability to remove content from the school's social media if determined to be inappropriate. Only content that is allowable on the District's website is allowable on the District's social media pages unless otherwise authorized by the Superintendent.

## Penalties

Both District personnel and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by District policies when accessing and using social media.

## **Quitting/Being Dismissed from a Sport**

It is the mission of the Coweta Athletic Department to provide our student athletes with a positive experience while being involved in our various programs. However, sometimes situations arise in which a student chooses to quit a sport or a coach has to dismiss a player for a violation of team rules.

In the event of the student athlete no longer participating in the sport, the following guidelines will be used to determine student placement:

1. Students who quit or are dismissed from a sport before the first 10 days of official practice may move to another sport.
2. If a student quits or is dismissed after the first 10 days of official practice they will be removed from that athletic period and placed into an Academic Achievement class.
3. Students may move onto their next sport only after the conclusion of the team's season.
4. If a student does not have another sport to go to at the beginning of the second semester they will be placed in a regular academic class during the athletic period.

# Helpful Information and Forms

## Emergency and Helpful Contact Numbers

During any type of emergency situation, a chain of command should be established to facilitate coordination and ensure adequate communication. Decisions that affect the district will be made by the Superintendent of Schools. In the absence of the superintendent, one of the administrators also listed below shall be contacted for decision making purposes:

### Administrators

Jeff Holmes, Superintendent	486-6506 / 200-5362
Max Myers, Asst. Superintendent	486-6506 / 948-3063
Brad Tackett, C.F.O.	486-6506 / 237-9770

### Crisis Lines

Child Abuse	1-800-522-3511
OSBI	1-800-522-8017
Poison Control	1-800-764-7661
Runaway Hotline	1-800-448-4663
SAFECALL	1-877-723-3225 ext. 651
Toxic Spills	1-800-424-8802

### Hospitals / Medical Centers

Hillcrest Hospital	579-1000
OSU Medical Center	599-1000
Saint Francis Hospital	494-2200
Saint Francis Hospital South	307-6000
Saint John Medical Center	744-2345

### Local Emergencies

Ambulance	911
(Non-emergency)	486-2121
Fire	911
(Non-emergency)	486-2222
Police	911
(Non-emergency)	486-2121
Sheriff	485-3124



## Utilities

Coweta City Hall (water, sewer, trash)	486-2189
Electric (AEP/PSO)	599-2000
Natural Gas (ONG)	592-5553
Telephone (Windstream)	1-877-520-5220

## ONLINE FORMS

[www.ossaa.com](http://www.ossaa.com)

You can find the following forms, as well as others, at this site.

\*Application for Sanction of Summer Athletic Camps\*

\*OSSAA Eligibility Record Form for New Students in Grades 7-12\*

\*OSSAA Physical Examination and Parental Consent Form\*

(This form is also found @ [www.cowetaps.com](http://www.cowetaps.com) in the sports section)

\*Insurance Release and Agreement Form\*

[www.cowetaps.com](http://www.cowetaps.com)

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# **Accident Report**

Date\_\_\_\_\_

Student's Name\_\_\_\_\_

Where Accident Occurred\_\_\_\_\_

Describe Accident\_\_\_\_\_

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What Action Was Taken\_\_\_\_\_

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Was Parent / Guardian Contacted?\_\_\_\_\_ If So Whom?\_\_\_\_\_

Teacher or Administrator In Charge\_\_\_\_\_

Student's Insurance Company\_\_\_\_\_