

Cleveland Public School



ATHLETIC/ ACTIVITIES

HANDBOOK

2015-16

Athletic Department Handbook

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Introduction

Welcome to Tiger Athletics!

In the following pages you will find the framework in which the Athletic Department of Cleveland Public Schools operate. While the handbook addresses many items specific to athletics, the department also operates under the policies and procedures of the local Board of Education, the laws of the State of Oklahoma and the rules of the Oklahoma Secondary School Activities Association.

If you have any questions regarding the handbook, please direct them to the Athletic Office.

Important Phone Numbers:

Athletic Director- 918-358-2210 ext 502

Cleveland Administration Building- 918-358-2210 ext 200

Cleveland High School Principal's Office- 918-358-2210 ext 500

Cleveland Middle School Principal's Office- 918-358-2210 ext 400

Cleveland Public School Transportation Department- 918-358-2612

For more information regarding the Cleveland Public School Athletic Department visit the website at: www.clevelandtigers.com

LEGAL NOTICE

The Cleveland Public Schools is responsible for compliance with a variety of federal laws which cover school districts. These laws include, among others, *Title IX of the Education Amendments*, *Title VI of the Civil Rights Act*, *SS 504 of the Rehabilitation Act*, and the *General Education Provisions Act*.

Cleveland Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the Cleveland Public Schools' non-discrimination policies, Aaron Espolt District Coordinator, Cleveland Public School's, 600 North Gilbert, Cleveland, OK 74020. The Superintendent's office may also be contacted by telephone at 918-358-2210 ext. 200.

1.0 ATHLETIC DEPARTMENT MISSION STATEMENT

It is the mission of the Cleveland Public Schools' Athletic Department to help all student-athletes become stronger academically, athletically, and socially for the betterment of our community. The athletic faculty wants to see the development of perseverance, sportsmanship, endurance, strength, coordination, self-confidence, work ethic, dedication, cooperation, and teamwork, as well as creating a winning attitude and an appreciation of recreational habits that will last a lifetime. The Cleveland Athletic Department also wants to nurture spiritual growth and development as well as creating positive role models on and off the field/court/track. The athletic faculty will encourage a family atmosphere that embraces diversity. It is the desire of the athletic faculty to always provide a safe and competitive environment. The Cleveland Athletic Department goal is that all athletes become productive citizens while learning to compete at the highest level.

2.0 INTERSCHOLASTIC ATHLETIC GOALS AND OBJECTIVES

2.1 GOALS

- To provide educational benefits for all participants through interscholastic competition to a maximum number of participants.
- To provide the best facilities and qualified staff as possible
- To provide a variety of sports or activities according to the interest of both girls and boys
- To provide a program that is supplementary rather than a substitute for basic physical education classes or intramurals
- To provide a program in which the physical welfare and safety of all participants and spectators are of prime concern

2.2 OBJECTIVES

To provide through coaching methods

1. An understanding and knowledge of the value of athletics
2. An understanding of why the school has athletics
3. Better health and fitness
4. A desire to succeed and excel
5. The opportunity to develop self-discipline and emotional maturity
6. The opportunity to develop social competence, through the team concept
7. The opportunity to develop and understand why rules are necessary.
8. The opportunity to develop respect for the rights of others.
9. The opportunity to develop respect for authority.
10. The opportunity to develop a sense of fair play and sportsmanship.
11. The opportunity to think both as a member of a group and an individual.
12. The opportunity to develop an understanding of the democratic processes.
13. The opportunity to develop the value of striving for and reaching group goals.
14. The opportunity to develop and improve motor skills.
15. The opportunity to develop skills, interests and knowledge that will aid in quality of life and lifetime fitness.

3.0 DEPARTMENT STAFF EXPECTATIONS

3.1 COACHES' EXPECTATIONS

With the development of well-trained applicants and a stronger emphasis on credibility and accountability, the need for precise job description specifications has become obvious. At this time, there is also a need for precise criteria against which accomplishment can be measured. Thus, it becomes expedient to consider what is expected of our coaches. Several performance categories are listed in the subsections that follow.

3.2 PROFESSIONAL AND PERSONAL RELATIONSHIPS

The area of professional and personal relationships consists of person-to-person oriented activities. These might well be considered as four basic concepts: rapport, cooperation, leadership, and improvement.

3.3 RAPPORT

A coach must early on develop a good rapport with any number of the following individuals and groups: team personnel, student body, the members of the professional staffs involved (maintenance, medical, police, etc.), the community as a whole, the spectator and support constituents, the corresponding coaches of the league and district of which the school is a part. Proper public relations are essential within the community.

3.4 COOPERATION

In regard to cooperation, it is expected that professionalism will produce an amount of give-and-take between individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with the Athletic Director, the building Principal, and other members of the school's coaching staff. Limited budgets, expanded activity program schedules, and heavy demands on overtaxed facilities make cooperation highly important.

3.5 LEADERSHIP

Leadership is comprised of many characteristics. A coach should possess and exhibit diligence, enthusiasm and enjoyment that comprise professional and personal pride. A coach should be under control at all times. Inappropriate language, intimidation, and emotional displays will not be tolerated by Cleveland Public Schools. Integrity, graciousness, dignity, and respect are to be cultivated for players, officials, opponents, colleagues and the game itself, whether competing or practicing.

A coach is responsible for every facet of discipline. Individually the coach becomes a model of all that the program represents – observation of school policies, rules, regulations and codes, training rules, rules of the game, ideals of good sportsmanship; and behavior of participants throughout the season. Sportsmanship should always be exhibited and reinforced. Coaches are expected to give their time, energy and spirit as the season demands. The quality of leadership often makes the difference and typically defines the success of a program.

3.6 IMPROVEMENT

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance and participation at district meetings, rules clinics, clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and improved performance. Keeping abreast of current literature in professional journals, newspapers, and magazines and utilizing enrichment material available in other media forms is also expected. *Coaches must attend two out of three region meetings for the district to pay for their OCA Membership.*

3.7 COACHING AND TECHNIQUES

Included are the following specific criteria with respect to coaching and techniques:

1. Use sound and acceptable teaching practices.
2. Runs well-organized practice sessions.

3. Complete preseason planning well in advance of starting dates.
4. Adheres to a highly efficient and technically sound program of injury prevention. When Injuries occur; the coach follows a prescribed routine and maintains good communication with the athlete, doctor and/or athletic trainer, parents, and school administration.
5. Manages unanticipated circumstances effectively.
6. Develops and maintains a system for equipment accountability, including seasonal inventory, repair, reconditioning, and replacement; all purchasing should be accomplished within the bounds of the regular school purchasing procedures; and stay within the allocated budget.
7. Keeps assistant coaches, student managers, and statisticians well-informed about what is expected; maintains a professional relationship with maintenance staff, transportation, and others involved in the overall program.

All coaches are expected to respond with the same degree of professionalism, cooperation and leadership. Each coach will follow these policies.

3.8 PRINCIPLES OF PROFESSIONAL RELATIONSHIPS WITH STAFF

To implement smooth and forthright working relationships within the athletic department, the following guidelines will be implemented:

1. Every coach performs under the supervision of the Athletic Director and Building Principal.
2. The head coach should have in writing definite assignment instructions and outlines of general responsibilities for their assistants to follow. Those responsibilities should also be kept on file with the Athletic Director. Minor details and other instructions may then be covered verbally as needed.
3. Always keep a good relationship with opposing coaches and players.
4. Head coaches should immediately discuss misunderstandings or failure to follow instructions with the assistant(s) in a professional manner.
5. Head coaches should inform the Athletic Director about unsatisfactory services of an assistant or his/her failure to carry out assignments by the middle of the sport season. An informal conference will be held between the Athletic Director, the head coach, and the assistant to discuss the problem(s). An assistant may also request a conference with the Athletic Director regarding problems that he/she may be having in his/her coaching assignment.
6. Head coaches desiring changes among assistants should notify the Athletic Director no later than two weeks following the close of the sport season.
7. Before any decision is made regarding any assistant, a conference will be held between the Athletic Director, head coach, and assistant involved to discuss the manner in which assigned responsibilities have been carried out.
8. Assistant coaches will be notified in writing if their services are to be terminated before the conclusion of their contract.
9. Similar practices will be followed if the Athletic Director, Principal or Superintendent feels that a head coach's services have not been satisfactory.
10. Coaches desiring to terminate their services in any sport must notify the Athletic Director as soon as possible. Such notification should be in writing and preferably after the completion of the season.

11. All Athletes will be encouraged to participate in all sports in which they show any interest. They will not be restricted in any way to any one sport by a coach.

12. Coaches will not require students to participate in summer programs in order to play on the school's team.

3.9 REGULATIONS FOR ALL COACHES

Coaches in charge of a sport are expected to maintain a high degree of integrity while performing their duties and responsibilities. Some common duties and responsibilities are as follows:

A. Coaches' Duties:

1. Assign managers the duties and responsibilities that they are expected to perform.
2. All coaches will be responsible for athletic facilities throughout the district. Be first to arrive and make sure you are the last to leave. Check to be sure all facilities are secure.
3. Ensure that each participant has received a medical examination (physical) prior to any workout. A copy of the medical examination (physical) should be on file in the athletic office.
4. Ensure that each player has a signed parental medical consent form, insurance liability form, concussion form, and drug testing consent form.
5. Watch the videos, "Concussion in Sports", "Heat Illness Prevention" and "Sudden Cardiac Arrest" beginning of each school year. The videos are available at www.nfhslearn.com
6. Check all players' eligibility.
7. Prepare a complete roster of players and necessary information so that certified lists of eligibility may be sent to the OSSAA.
8. Have first aid equipment available at all times.
9. Insure that athletes are properly equipped for practice and competition.
10. Communication between coach and player regarding any change in status on the team is essential.
11. All discipline problems must be dealt with firmly, fairly and consistently.
12. Head coaches should see all sub-varsity games if possible.

B. Coaches' Dress:

Coaches should dress appropriately for all contests and trips.

C. Coaches' Responsibilities on Trips:

1. Head coaches must submit to the office a list of students who will miss school and verify their eligibility two days in advance of travel.
2. Hold group meeting before each departure to provide general instructions. Have each player check his/her equipment and assume responsibility for it throughout the trip.
3. Prepare a checklist of equipment required for the event so that the managers leave nothing behind.
4. When players arrive back at school, the coach must be sure that each individual has transportation home. Any injured players must be personally referred to a physician or trainer or released to their parents.
5. Encourage students not to bring valuables.
6. The coach or a designated assistant should check the dressing rooms, hotel rooms, restaurant and bus as soon as the athletes have left the facility. This effort will help prevent the loss of clothing and equipment and give the coach information as to the condition of the property upon his/her departure.
7. Impress upon the students that inappropriate behavior and the use of obscene language will not be tolerated. Set the standards of behavior for all to emulate.
8. Inform the athletes of the type of clothing to wear the address of the hotel or motel where the team is to stay including the phone number, exact time of departure from home, and approximate time of arrival home. Encourage the students to inform their parents of these facts in case of emergencies.

D. Bus Conduct

1. Managers and athletes must see that the bus is clean at the end of the trip. Do not allow students to use tobacco or sunflower seeds on the bus.
2. Do not tolerate horseplay, loud talking, or athletes shouting out the windows.
3. Advise athletes that the bus is unsecured and all loose articles should be taken with them.

E. Use of Opponents' Dressing Facilities

Coaches should discuss with the team members the appropriate conduct when using the dressing facilities of the opponents. Note the general condition of the dressing room both upon arrival and departure to deter vandalism. It may be necessary at times

to hold a bag inspection after returning from a trip to check against souvenirs taken by the athletes. Coaches should ask to have their dressing room locked during their team's absence. Carrying out these procedures may save the school and the district some unfavorable publicity.

F. Supervision of the Athletes at Game Site

After arrival at the game site, DO NOT allow students to leave the stadium, gym, or field without proper supervision. Parents are not responsible for student safety and should not be allowed to assume responsibility for students other than their own child.

G. Practice – Days and Times

1. Communication between coaches, student-athletes and parents regarding practice times and duration are essential.

2. All practices are to be supervised by certified coaches or representatives of the school district at all times. If a coach is unable to be present, the practice will not be held.

H. Attendance at OSSAA Rules Meeting

When rules meetings are held for specific sports, all coaches in that sport are encouraged to attend the meetings. The head coach of each sport at each level is required to attend or do the online meeting for their sport.

I. Rules

1. Coaches should know the rules of the OSSAA as they pertain to their sport (number of games, events, etc.). These are available from the Athletic Director's office and on the OSSAA website.

2. Coaches will know and keep up with all rules and rule changes of their sport.

3. Coaches should advise athletes of all rules.

4. High school coaches are responsible for their athletes during 1st, 4th, and 7th period and for the entire semester. They are not to be released unless they are going to another sport. Any exception must be approved by the Athletic Director or High School Principal.

5. Planning periods are to be used to prepare for one's classes or the upcoming game or practice session.

6. School equipment should not be taken home for personal use.

7. Never give out keys to the school or athletic facilities.

8. Coaches will not use tobacco, drugs, or alcohol on the practice field, during a contest, in the presence of athletes, or on school grounds or while driving school vehicles.
9. Salesmen will not be permitted to speak to our athletes about buying their products, without prior approval from the Athletic Director.
10. Head Coaches will verify approval of any volunteers through the Athletic Director prior to their contact with students. All volunteers will be required to complete the Volunteer Coaches Application and have a background check verified by the central office.

3.10 JOB DESCRIPTION FOR ASSISTANT COACHES

Primary Responsibilities

A. Year-round

1. Have an understanding and knowledge of rules and regulations regarding their sport as presented in the Oklahoma Secondary School Activities Association Handbook or on the OSSAA website. www.ossaa.com
2. Keep current regarding all rules and rule changes for their sport(s). You must attend the rules meeting for your sport or take the test online. If not you will be suspended until completed.
3. Keep abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops, and reading material in their particular field.
4. Assist the head coach in carrying out other assigned responsibilities.

B. Seasonal

1. Before the Season:
 - Assist the head coach in proper registration of all athletes.
 - Assist the head coach in making systematic issuance of equipment.
 - Assist the head coach in providing accurate information needed to compile eligibility lists and other reports.
 - Meet with squad to discuss all policies, rules, regulations and codes with specific emphasis on the Athletic Code.

2. During the Season:

- Assist in implementing athletic objectives outlined in the Cleveland Public Schools Department of Athletics Policies and Procedures Manual.
- Assume responsibility for constant care and preventative maintenance of equipment and facilities.
- Assume supervisory control over athletes and teams assigned and over all athletes when such control is needed.
- Be in regular attendance at all contests and practice sessions.
- Apply discipline in a firm, positive and consistent manner.
- Emphasize safety precautions; be aware of the best training procedures and injury prevention.
- Conduct self and team in an ethical manner during contests and practice.
- Instruct players in rules of the game, rules changes, strategy, new developments, and innovative ideas.

Implement all “Regulations for all Coaches” as described in this manual

3. End of Season:

- Assist in return, storage, and inventory of school equipment.
- Leave your dressing facilities free of debris (shoes, clothing, etc.).
- Recommend to the head coach athletes for awards.
- Recommend to the head coach facility maintenance and improvements needed.
- Recommend to the head coach equipment to be purchased.
- Recommend to the head coach improvements or modifications in the playing schedule.
- Complete reports as requested by the head coach and/or the Athletic Director.

C. Additional Responsibilities:

- Scouting opponents
- Team trainer

- Equipment supervisor
- Publicity reports
- Filming
- And other duties as assigned

4.0 STUDENT ELIGIBILITY REGULATIONS

4.1 OKLAHOMA HIGH SCHOOL ATHLETIC ASSOCIATION RULES AND REGULATIONS

1. The senior and junior high schools in the Cleveland School District are members of the Oklahoma Secondary School Activities Association (OSSAA).
2. Anyone connected or concerned with the athletic program will strictly adhere to rules and regulations of this association.
3. Interpretations that are questioned or perhaps not covered in these rules and regulations may receive clarification by contact with the OSSAA. This contact will come only through the Athletic Director.

4.2 ATTENDANCE

4.2.1 DAY OF CONTEST

The Oklahoma Secondary School Activities Association is silent on the policy of school attendance by an athlete on the day of a contest. However, it is the policy of the Cleveland School District to carefully evaluate attendance patterns and declare ineligible those students with excessive absences on the day of contests. **To participate in a contest, High School students must be in attendance for FOUR PERIODS of the school day on the day of the contest unless cleared by the Principal and/or Athletic Director.**

For Junior High to participate in a contest, students must be present four periods of the school day on the day of the contest unless cleared by the Principal and/or Athletic Director.

4.2.2 DAY AFTER CONTEST

Athletes who are absent or tardy the day after a contest can expect an unexcused absence for classes missed or tardy. It is not acceptable to miss classes because of getting back late from an athletic event.

4.2.3 ABSENCES AND COURSE CREDIT

In order to receive credit for a course in grades nine through twelve or to be promoted to the next grade level in grades one through eight, a student must be in attendance at school a minimum of 90% of the time each semester. This amounts to a maximum of ten (10) absences each eighteen-week grading period. All absences, whether excused or unexcused, are counted in computing minimum attendance. Participation in school-sponsored activities during the regular school day will not be calculated as an absence for the purpose of this policy. Any student who misses ten (10) consecutive days without excuse will be placed “off roll” beginning the 11th day. Upon returning to school, the pupil will be returned to “on roll” status.

4.2.4 CPS ACTIVITY ABSENCE POLICY

As required by the **Oklahoma State Department of Education**, students are allowed 10 activity absences per class period each academic year. State and national levels of school-sponsored contests **DO NOT** count toward the 10 days. To be eligible for an absence extension of an additional 5 days, students must be passing all of their classes and complete the CPS Secondary Application for Activity Absence Extension Form and turn it into their building principal. This form will be reviewed by the CPS Internal Review Board. Students will not be allowed to exceed 15 activity absences for one school year. Each student is

ultimately responsible for tracking the number of activity absences that they have incurred in a given class period.

4.3 SCHOLASTIC ELIGIBILITY

1. Regular standards of eligibility will be governed by rules of the Oklahoma Secondary School Activities Association.
2. The Athletic Director and the building principal shall determine eligibility rules and regulations other than those established by the Oklahoma Secondary School Activities Association.
3. The principal and Athletic Director will decide issues of interschool eligibility.
4. In all cases, the Athletic Director and the building Principal are directly responsible for eligibility matters.
5. Coaches are responsible to see that all new students are completely eligible before they are allowed to participate in any workout, practice or contest. All new students and their parent/guardians must be informed of the applicable athletic policies, rules, regulations and codes. New students must be cleared by the Athletic Director before participation may occur.
6. Eligibility checks for the High School will be conducted after three weeks (during the fourth week) of each semester and each succeeding week and for the Junior High the eligibility checks will be conducted after three weeks (during the fourth week) of each semester and each succeeding week. Coaches/Sponsors are responsible for informing the student about their failing grade and eligibility status.
7. 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. 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.
8. It is mandatory to have a uniform method for securing information from teachers regarding eligibility questions. Eligibility forms run at noon on Fridays or the last school day of each week.
8. If any student is ineligible for 3 consecutive weeks they can be removed from athletic participation. Academic Eligibility must be regained in order for a student to re-enroll in athletics for the next trimester, semester or school year.

4.4 INELIGIBLE PLAYER STATUS (ACADEMIC)

1. An ineligible player may practice with the varsity, junior varsity, and ninth, eighth or seventh grade team.
2. He/She must have completed all pre-participation paperwork. Including the availability of supplemental insurance

3.If the Principal, Athletic Director or coach determines that an individual should not be practicing or traveling with the team because of citizenship, attitude, or scholastic work, he/she may be denied this privilege.

4.5 ENDING DATE FOR SEASON

1. The final game or event scheduled for any interscholastic team will terminate that particular squad's season. No practice, official or unofficial, will be held after the last contest in any sport other than the final event in sports having state supported eliminations. This would mean that elimination from the tournament would end that particular season.
2. The purpose of this policy is to allow individuals to start participation in other sports which are about to begin, or which may be already underway, rather than continue to practice in a sport when that season is actually completed. This policy shall not pertain to practice that is allowed by the Oklahoma Secondary School Activities Association.
3. Students who are suspended out of school will not participate in interscholastic athletics until reinstatement in school has occurred and notification is given to the head coach in that sport.
4. Students in the In School Suspension (ISS) program will not be allowed to practice or compete until their release.
5. Further or continued suspension from athletics may occur if the severity of the offense is warranted. The high school/junior high Principal and the Athletic Director together shall make this determination.

4.6 ACADEMIC ACHIEVEMENT AWARDS

4.6.1 (Please refer to the OSSAA Manual or OSSAA website)

5.0 STUDENT PARTICIPATION REGULATIONS

5.1 TRYOUTS

Students in our schools may try out for our athletic teams. Except as set forth in this policy, our coaches will not tell a student that they cannot try out for the school team of their choice. If an athlete and coach have a problem during a particular year, that problem is not to be carried over to the next year. Exceptions to this policy are: (1) extended suspension out of school; (2) use of alcohol, including low-point (3.2) beer, tobacco, or drugs; and (3) stealing. If the coach uses one of these reasons for not allowing an athlete to participate on the school team, the reason must be submitted to the Athletic Director in writing.

5.1.1 PARTICIPATION

All Athletes will be encouraged to participate in all sports in which they show any interest. They will not be restricted in any way to any one sport by a coach. Students must notify coaches if they are going to miss practice or game as soon as possible. Students should not enroll in athletics if they cannot attend all of the practice times allocated for their activity. This includes the off-season period as well. Practice times can be before school, during school as well as after school. If an athlete continues to miss practice they can be removed from the activity or receive an "F" during that grading period.

5.2 CHANGING SPORTS IN MID-SEASON

From the time a person's name appears on the official eligibility list for an interscholastic sport, he/she may not join another team or compete in another interscholastic sport until after the end of the first sport season. Mid-season change of teams may be permitted under one of the following conditions:

1. The student/athlete presents to both coaches involved a doctor's certificate recommending he/she drop the sport for reasons of health and permitting participation in the second sport.

2. Both coaches involved and the Athletic Director agree that a mid-season change of sport would be beneficial to the student athlete without being unfair to the individual or either team.

5.3 CARE OF THE STUDENT ATHLETE

The coaches and trainers must always bear in mind they are not physicians and shall not try to diagnose a condition that appears serious in nature or a condition that does not respond to early treatment. If a coach/trainer suspects a medical condition is serious, the athlete should be referred to a physician immediately. No risks should be taken. All physical problems will be given immediate attention. At no time will an athlete be placed back into practice or competition until the condition will no longer prevent that student/athlete from performing up to his/her usual capabilities. Student/athletes have an obligation to inform the coaching staff and/or trainer if they have sought the care of a physician. When a coach becomes aware that the student/athlete has sought care of a physician, that physician must provide a written release prior to the student/athlete returning to practice or competition.

5.3.1 Basic Care Guidelines

1. An ambulance will be available or on call for all senior high football games.
2. In as many cases as possible, physicians and/or certified athletic trainers will be at senior high home football games.
3. No athlete whose physical condition is questionable, in the opinion of the coach, shall re-enter an athletic contest. He/She will be seen by a physician or sent to the emergency room at the hospital if the situation dictates.
4. If a student is involved in an accident in an athletic contest, and the nature and the extent of the condition cannot be determined, that student should not be moved except by the ambulance crew or after a physician has seen the student-athlete.

5.3.2 Specific Emergency Procedures

In case of an accident at practice or in an athletic contest, the following procedure will be followed:

1. Be alert to recognize the condition as quickly as possible.
2. Do not move the athlete if there is a continued chance of harm.
3. Call for a doctor if available or call 911 at once to help determine the nature of the condition.
4. If necessary, call an ambulance for transportation to the hospital.
5. The parents will be contacted and made aware of the condition and the action that will be taken.
6. A coach or a school representative will travel to the hospital with the athlete and will remain until the physician and/or parents arrive.
7. A Medical Consent Form for all students must be taken to all events.
8. Take a few minutes that evening to check on the condition of the athlete.
9. Complete an CPS Accident Report Form, sign it and have signed by administrator. A copy must be filed in the athletic office.

5.3.3 Insurance Procedure

All Students out for secondary school athletics must be insured by the Student Accident Insurance Policy and be listed on the insurance coverage list or present a signed waiver to the coach indicating other insurance coverage is in effect.

Student/athletes are protected by liability coverage at all school sponsored events or when transported in a school-owned vehicle. Student/athletes are not covered for routine medical issues including non-catastrophic injuries suffered during practice or competition.

Information regarding supplemental student insurance policies will be available at the time of the school physical.

5.4 STUDENT ATHLETE CONDUCT RULES

5.4.1 Statement of privilege

Since athletic/activity participation is a privilege, it is not protected by due process procedures applicable to regular public education.

5.4.2 Head coach's Responsibility for enforcement

The head coaches are responsible for seeing that all rules are enforced. Coaches should be as consistent as possible when enforcing the athletic policies, rules, regulations and codes.

5.4.3 Student/Athlete's Responsibility to know and understand rules

Athletes should be aware of all policies, rules, regulations and codes. If any question regarding a rule of conduct arises, it should be addressed to the head coach or Athletic Director prior to any violations.

5.4.4 Student Conduct Expectations for athletes

The following are acts which may cause an athlete to be dismissed from the athletic program:

- Immorality, profanity, obscenity, or stealing.
- Consistent violation of written school rules, regulations, or policies.

- Possession, threat, or use of a dangerous weapon.
- Assault and battery and destruction of property.
- Possession or uses of any illicit drug, tobacco (in any form) or alcohol, etc.
- Conduct, which jeopardizes the safety of others, which includes showing disrespect to an official.
- Habitual absence.

5.4.4B HAZING/HARASSMENT

The Cleveland Athletic Department supports only those activities that are constructive, educational and inspirational, and that contribute to the intellectual and physical personal development of students. The department unequivocally prohibits any situation resulting in mental or physical discomfort, embarrassment, harassment or ridicule. Cleveland School district is committed to maintaining an environment that is free from any form of harassment. In keeping with this commitment, we do not tolerate sexual harassment by anyone, including students, faculty, staff or vendors of the District.

The Office of Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX of the Education Amendments of 1972 as consisting of “verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or 19 conditions the provision of aid, benefits, services, or treatment protected under Title IX.”

Cleveland Public School interprets hazing as any act, whether physical, mental, emotional or psychological, that subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate the person. In addition, any requirements by a team member that compel another team member to participate in any activity that is against school district policy or state/federal law will be defined as hazing. Actions and activities that are prohibited include, but are not limited to, the following:

- any type of initiation or other activity in which there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade or abuse them, regardless of the person’s willingness to participate
- forcing, requiring or pressuring an individual to consume alcohol or any other substance
- forcing, requiring or pressuring an individual to shave any part of the body, including hair on the head
- any requirement or pressure put on an individual to participate in any activity that is illegal, perverse, publicly indecent or contrary to genuine morals and/or beliefs (e.g., public profanity, indecent or lewd conduct or sexual gestures in public)
- required eating of anything an individual would not eat otherwise
- any activity or action that creates a perceived or actual risk to the health, safety or property of the Cleveland Public School District or any member of its community
- forcing or requiring calisthenics, such as push-ups, sit-ups and runs
- assigning or endorsing pranks, such as stealing or harassment of another organization
- awakening or disturbing individuals during normal sleeping hours
- expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate
- physical abuse of any kind

- forcing, encouraging or pressuring someone to wear in public apparel that is conspicuous and not within the norm of what is considered to be in good taste
- engaging in public stunts and buffoonery
- nudity at any time or forced reading of pornographic material
- paddling, beating or otherwise permitting a member to hit other members
- having substances such as eggs, mud, paint and honey thrown at, poured on, or otherwise applied to the body of a member
- morally degrading/humiliating games or other activities that make a member the object of amusement, ridicule or intimidation
- subjecting a member to cruel and unusual psychological conditions

If a student has experienced or witnessed sexual harassment in any context the student should report the incident.

5.4.4C STUDENT BULLYING

Statement of Purpose

This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq. (“Act”). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district’s policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms

A. Statutory definition of terms:

“Bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the

communication is specifically directed at students or school personnel and concerns bullying at school.

“At school” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

C. Types of Bullying

- “Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- “Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.
- “Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.
- “Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

Understanding and Preventing Bullying

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district’s website along with an annual notice of the availability of the policy. The policy will be included in all district handbooks and written notice of the policy will be posted at various places in all district school sites.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and administrators and/or counselors will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

B. Safe School Committees

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety.

With respect to student bullying, each Committee shall assist the board in promoting a positive school climate through planning, implementing and evaluating effective prevention, readiness and response strategies.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student a bullying report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

The principal or designee will investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's

website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by the Assistant Superintendent for Student Services, who provides oversight for the bullying coordinator, the District Student Assistance Program Coordinator.

Investigating Bullying Reports

When specific allegations of harassment of a sexual, racial, or religious nature, or due to a disability are filed, the Office of Human Resources will conduct a thorough investigation. For other alleged incidents of bullying reported to school officials, the principal or designee will investigate the alleged incident(s) and determine whether bullying occurred, the severity of the incident(s), and the potential for future violence.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with 4 outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of any applicable

state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The principal or designee will notify the parents of a target within one school day that a bullying report has been received. Within one school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one school day of the conclusion of the investigation, the principal or designee will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the 5 program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Student Transfers

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy

5.4.5 Student Handbook

Athletes are required to meet and abide by the policies, rules and regulations of the district as described in the CPS Student Handbook that was received at the beginning of the school year.

5.4.6 Co-Curricular Student Parent Contract

Athletes must have on file a signed copy of the Co-Curricular Activities Student-Parent Contract. A copy of the contract may be found in the appendix of this handbook.

5.4.7 Field/Activity Trip/Contest Permission Form, Medical/Early Release Form

Athletes must have on file a signed copy of the Field Trip/Activity Trip/Contest Permission Form/Medical Consent Form/Early Release Form. Copies are found in the appendix.

5.4.8 Violation of Federal, State or Local Law/Ordinance

Student/Athletes are not to violate any Federal, State or Local Law/Ordinance including felony or misdemeanor acts other than minor traffic violations. Conviction of said offenses is not necessary to establish a violation of the Athletic Handbook, which will be determined through an independent investigation. Such offenses, when witnessed by a teacher, administrator, other responsible adult(s) or when substantiated by other reliable evidence may constitute a violation of this handbook. A conference will be scheduled within a reasonable time after the infraction has been noted. The conference will include the coach, student, student's parents/guardians and the Athletic Director. The purpose of the conference will be to gather information and determine the appropriate penalties, if necessary. Depending on the severity of the incident, penalties may range from restitution, suspension from athletic competition or dismissal from the team.

Appeal Process: The parents/guardians have the right to appeal the decision from this conference. The appeal must be submitted in writing by the parent/guardian within two school days to the building Principal. The decision by the Athletic Director will remain in place during the appeal process.

5.5 STUDENT ACTIVITY DRUG TESTING PROGRAM

Any student in Cleveland High School who participates in extra-curricular programs in grades 9-12 will be required to participate in the drug testing program. A copy of this policy may be found in the appendix to this handbook.

5.6 TRANSGENDER PARTICIPATION POLICY

The Cleveland Public School district will use the OSSAA policy on which a transgender student is permitted to participate:

- A Female-to-male student who is not taking testosterone may choose to participate on either boys or girls teams. Once that choice is made, the student must consistently participate as that gender in any athletic activities at the secondary school level.
- A female-to-male student taking testosterone may only compete on boys teams.
- A male-to-female student who is not taking hormone therapy, or who has been taking hormone therapy for less than one year, may only participate on boy's teams.
- A male-to-female student who has completed one year or more of hormone therapy may participate on girl's teams.
- A transgender student seeking to participate on a school team for the gender with which the student identifies must submit documentation to Cleveland Schools demonstrating that the student is under the care of a licensed physician. If the student is taking hormone or testosterone therapy, then documentation must be submitted to Cleveland Schools demonstrating that therapy has been prescribed by the student's licensed physician, and how long the prescribed therapy has been administered. Cleveland Public Schools will consider any other relevant information submitted in support of the request. Cleveland Public Schools will then determine, pursuant to the

guidelines and requirements above, whether the student should be permitted to participate as requested.

- The member school should notify OSSAA when the school determines that a transgender student will be permitted to participate on a school team for the gender with which the student identifies. In the interest of preserving the student's privacy, the member school should not disclose the identity of the student, or any of the other information relating to the request, to OSSAA.
- If a member school decides not to permit a transgender student to participate as requested, that decision may be appealed to OSSAA's Board of Directors. The identity of the transgender student, and all discussions and written documentation submitted concerning the transgender athlete, will be maintained as confidential by OSSAA unless the information already has been publicly disclosed or the student has consented to disclosure.

5.7 GROOMING STANDARD

The grooming standards for athletes are:

- The appearance should be socially and morally accepted by the community.

- Standards should be realistic and consistent.
- Athletes are to be as neat and clean as possible.
- Coaches are to stress and instill in our athletes pride in their appearance as they are representing themselves and their school.

5.8 LETTERING REQUIREMENTS

There are general and specific standards to be met for an athlete to earn a letter from Cleveland Public Schools.

1. General Standards: (must be met by all athletes)
 - The participant must maintain sportsmanship, training methods, and regular attendance at practice sessions.
 - Athletes must remain on the team for the entire season unless excused by the coach.
 - Athletes must meet school and state requirements in academic work and school attendance.
2. Specific Standards: (may be determined by the head coach of each sport)

NOTE: Each head coach should have his/her lettering requirements in writing and have a copy on file in the athletic office.

6.0 STAFF PROCEDURES

6.1 PUBLIC RELATIONS

6.1.1 Publicity

1. Publicity is the responsibility of the head coach and director of athletics and activities.
2. Results of all contests should be reported to the Tulsa, Oklahoma City and Cleveland newspapers for senior high sports and the Cleveland paper for junior high sports.
3. The student body should be well informed of all athletic events.
4. The building Principal or Athletic Director may make special publicity releases.

6.1.2 Announcements

Announcements regarding athletic events, ticket sales, team excusals, results of games, etc, will be made at school sites with the principal's approval.

6.1.3 Special Problems

Questions, concerns, and/or criticisms being directed towards specific athletic personnel and/or athletic policy by parent groups, community patrons, or other special interest groups, shall be reported to and dealt with as soon as possible by the head coach of that particular athletic activity. Individuals critical of personnel or policy should be invited to visit specifically with the coach responsible for that particular school athletic activity. If problems persist, or if the responsible personnel feel the need for additional assistance, said problem should be related to the building principal. The Principal in consultation with the Athletic Director and appropriate coaching personnel will review specific complaints.

6.1.4 End of Season Summary

1. Each head coach shall make an annual end of season report for his/her particular team or group.
2. These reports should be given to the Athletic Director immediately after the conclusion of the season. The director of athletics and activities will compile reports.
3. Any group that has a separate schedule, including junior varsity basketball, football, baseball, and wrestling, will be included in these reports.
4. The following form shall be followed in interscholastic reports:

6.1.5 Interscholastic Report

In making out the annual report for the various activities in our athletic program, the following format is strongly recommended. At the top put your school, sport, your name, year, then include the following information:

- Schedule played and a result of games, meets, or matches.
- Indicate new records set for a season, as to individual names of squad members, indicate letter winners.
- Performance, team scoring, etc., if known.
- Special honors received by team members, if any.

6.2 ATHLETIC SCHOLARSHIPS

1. No person in the athletic department should, in any way, attempt to direct Cleveland School District athletes to a particular college or university.
2. Upon request for help by the athlete's parents or by the athlete, the coach may attempt to aid the student to enter the college or university of choice.

3. Visiting college coaches shall not talk to athletes during school hours when it would interfere with their normal school day or athletic practice.
4. NCAA rules and regulations concerning recruiting of high school athletes will be followed.

6.3 TRANSPORTATION

1. The activities buses will be assigned by the Transportation Director.
2. Bus requests are the responsibility of each head coach for each team in his/her respective sport. Requests for bus transportation must be submitted at least two (2) weeks in advance of the date of event per Cleveland Public Schools Policy.
3. Interior of buses and/or suburbans should be cleaned by the coach in charge upon arrival back at the school or bus garage.
4. If transportation problems arise, contact the Director of Transportation. If problems occur with a school-owned vehicle please alert school officials as soon as possible.
5. Report any bus or vehicle damage to the Director of Transportation or school officials immediately.
6. Weather – Questions that arise concerning safety of travel because of inclement weather will be dealt with by the building principal in consultation with the Athletic Director. Decisions will be made as early in the day as possible, and all parties involved will be alerted by these administrators or their designees.
7. Team members will go to events on school-provided transportation. Athletes may return home with their parents when the parent personally asks the coach to let his/her child ride home with them and then signs the proper paperwork.
8. Head coaches must go and return with their team on the bus. The Athletic Director must approve exceptions.
9. There will be no gambling, use or possession of tobacco, drugs, or alcoholic beverages including low-point (3.2) beer, on any school trip.
10. It is recommended that teams travel as neatly dressed as possible.
11. Coaches must see that their teams return to Cleveland as soon as possible after a game, especially on school nights. Parents should be told when to expect the team home.
12. When possible, the bus and driver will stay with the team for the athletic event as directed by the coach.

13. Parents wishing to have their child ride home with someone other than the team must present a note with signature, phone number, date, time and location to the coach 2 days prior to the trip. The note is valid for one trip only and is not permanent.

6.4 PURCHASING PROCEDURES AND CARE OF EQUIPMENT

6.4.1 Budgets

1. The Cleveland Athletics should operate on a planned budget.
2. Copies of the budget should be made available to the head coach connected with the program.
3. At the high school and junior high school, the director of athletics will establish the budgets.
4. The athletic department will not provide money for entertainment, such as movies, etc.
5. High School head coaches should provide resources to address the needs of the junior high program.

6.4.2 Purchasing

1. The director of athletics will supervise the process of purchasing equipment.
2. Schools should be certain to stay within the budgets allotted for each sport.
3. Requisitions and purchase orders must be approved when buying athletic equipment prior to the actual purchase agreement. They need to be filled out in full detail as well and signed by the director of athletics before being sent to the superintendent's office.

6.4.3 Bills and Payment

1. Processing of bills is the responsibility of the director of athletics. Purchase orders should accompany each payment. A coach receiving an invoice should immediately turn it in to the superintendent's office for payment.
2. Head coaches should submit a requisition (RQ), reflecting the desired items and cost, to the Athletic Director. Once the RQ is approved, they can take it to the superintendent's office and a purchase order (PO) number is assigned and the items may be ordered. Nothing may be ordered without a PO number.
3. Coaches are not to charge any item to the school without approval from the Athletic Director.
4. Coaches are not to sell athletes anything unless money is deposited in the school's activity fund, and they have Athletic Director, school principal, and School Boards' approval.

6.4.4 Equipment

1. The care of equipment, issuance, and collecting of the same is the responsibility of the head coach.
2. If a student loses his/her equipment, he/she must pay for it.
3. Cleaning, repairs, and reconditioning of team equipment are the responsibility of the head coach. Such expenditures should be approved by the director of athletics and activities and figured into one's budget.
4. The head coach should make inventory reports on all equipment every year.
5. School athletic equipment will not be loaned out so it can be used during the summer without approval of director of athletics and activities. Equipment is not to be used by outside groups without approval from the Athletic Director.

6.4.5 Facility Repairs

All repairs will be dealt with according to priority. Field markings and maintenance must be requested in advance by completing maintenance forms with specific

information listed for jobs to be completed and turned into the Athletic Director's office.

7.0 FUNDRAISING

1. Fundraising by individual groups including teams must have approval of the Superintendent and Athletic Director well in advance and must be ratified by the Board of Education.
2. Cooperation between the senior and junior high school in fundraising projects is most important.
3. All fundraising must be requested and approved through the fundraising process.
4. All money collected must be turned into the site finance office and a receipt must be obtained.

8.0 BOOSTER CLUBS

1. The purpose of CHS booster clubs is to "raise support for durable goods and activities that promote Tiger pride for the Cleveland Public Schools sports programs."
2. Support athletic teams at Cleveland High School.
3. Encourage good sportsmanship toward officials, the opposing team, and out-of-town visitors.
4. Aid in projects presented by the coaches, and school administration that will make for a better athletic program.
5. Head Coaches must attend all booster club meetings.
6. All booster clubs must be sanctioned through the school board on a yearly basis.

9.0 CPS MEDICAL REGULATIONS AND RECOMMENDATIONS

HIV AND HEPATITIS B RELATED TO SPORTS

Blood-Borne Pathogens

Blood-borne pathogens such as Hepatitis B and HIV are serious infectious diseases that are present in blood as well as other bodily fluids such as semen, vaginal secretions and breast milk. While there are a number of other such blood-borne diseases, Hepatitis B and HIV are the most commonly known.

Hepatitis B is a virus, which results in a dangerous inflammation of the liver. Its victims can suffer long-term consequences and re-occurrences, and the disease can be deadly if not treated. Although no transmission of Hepatitis B has ever been documented at a sporting event, it is recommended that anyone who anticipates direct or indirect blood contact or other bodily fluid should be immunized with the Hepatitis B vaccine.

HIV is the virus that causes Acquired Immunodeficiency Syndrome (AIDS), which weakens the immune system, thus making a person susceptible to infections their immune systems would normally fight off. At this time AIDS is incurable and may be life threatening. The precise risk of HIV transmission during exposure of open wounds or mucous membranes such as the eyes, ears, nose, and mouth to contaminated blood is not known. Though the possibility of contracting HIV in this manner is generally considered to be less than the possibility of contracting Hepatitis B and other blood-borne viral infections it is a serious threat.

Student/Athletes, coaches and officials must understand that while it is possible for HIV to be transmitted by blood from one individual to another through an open wound or a mucous membrane, the probability is very low. However, since the chance of this occurring does exist, the appropriate precautions should be taken to ensure no transmission can occur and to be aware of the possible consequences.

Precautions Against Risk of Contamination

The proper handling of body fluid spills should be a concern of teachers, coaches, officials and student/athletes. All concerned individuals must be aware that any time there is blood and/or body fluids present, there is the possibility of an infectious disease being transmitted. However, this possibility can be reduced if a few common sense precautions are observed.

Specific Precautions for Sports

While the risk of one athlete infecting another with HIV/AIDS during competition is close to nonexistent, there is a risk that other blood-borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Precautions for reducing the potential for transmission of these infectious agents should include, but are not limited to the following:

1. Educational information including activities that place individuals at high risk because of lifestyle, geographic location, or a specific sport should be made available to participants and those deemed at risk associated with the athlete/athletic event (manager, coaches).
2. Disposable latex-free gloves will be worn when contact with blood or other body fluid is anticipated. Disposable latex-free gloves should also be worn for touching mucous membranes or non-intact skin (e.g., abrasions, dermatitis) of all athletes and for handling items or surfaces soiled with blood or other body fluids. Disposable latex-free gloves should be changed after contact with each athlete.
3. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should also be washed after disposable latex-free gloves are removed. Athletes should shower immediately after competition.
4. Surfaces contaminated with blood or other body fluids should be cleaned with a tuberculocidal disinfectant after each match or more often as needed. Blood spill clean-up kits are available in each coach's box.
5. To minimize contact, emergency mouth-to-mouth face shields are available in each coach's box.
6. Soiled linen, towels, uniforms, etc., should be placed in red biohazard bags at the site and transported to the laundry area. When possible, disposable towels should be used and disposed of in a red biohazard bag. See Contaminated Laundry below.

a. Contaminated Laundry – On Site Washing

- Wear disposable latex-free gloves and other appropriate personal protective equipment.
 - Contaminated laundry will be washed according to the recommendations of the Centers for Disease Control: Wash with detergent and water at 160 degrees for 25 minutes; Bleach – If material is able to be bleached, add ½ cup chlorine bleach to the wash cycle; if material is not able to be bleached, add ½ cup non-chlorine bleach to the wash cycle.
 - Remove gloves.
 - Dispose of used gloves in designated waste container lined with red biohazard bag.
 - Discard red biohazard bag in designated waste container lined with red biohazard bag.
 - Wash hands thoroughly.
 - PLEASE NOTE: If gloves become contaminated at any point in the above procedures, change them.
7. All athletes in greatest risk sports should be required to wear mouthpieces, and it should be strongly recommended for athletes competing in moderate risk sports.
 8. Spittoons or similar receptacles, for bloody sputum or saliva, should contain a tuberculocidal disinfectant.
 9. Matches should be interrupted when an athlete has a wound where a large amount of exposed blood is present to allow the blood flow to be stopped, the area cleaned, and the athletes cleaned.
 10. Athletes who have an open lesion, wound, dermatitis, etc. should cover them with a dressing that will prevent contamination from other sources.
 11. Where possible, athletes and officials in the greatest risk sports should wear

protective eyewear to reduce the possibility of blood or other body fluids from entering the eyes.

12. Review athletes' medical history to make sure that all routine vaccinations including tetanus, and MMR (Measles, Mumps, and Rubella), Hepatitis B and Hepatitis A are current.

General Procedures for Activities

1. Whenever a participant suffers a laceration or wound where oozing or bleeding occurs, the practice or game should be stopped at the earliest possible time and the player should be escorted from the playing area for the appropriate treatment. The student/athlete should not return to the practice or game until the bleeding has been stopped and the open wound properly covered.
2. During a game or practice, if a uniform or other clothing becomes saturated with blood or other body fluids containing visible blood to the extent that the blood could be transferred from one person to another by touch, that part of the uniform should be changed and the skin cleaned with soap and water.
3. All athletes must cover any open wound.

Disinfection of Surfaces and Equipment

1. During practice and competition, surfaces and equipment may become contaminated with blood and other body fluids. Because potentially dangerous microorganisms can survive on the contaminated surfaces for various periods of time, it is necessary to clean with a tuberculocidal disinfectant.
2. Solution of 5/25 percent sodium hypochlorite (household bleach) at a 1:10 dilution is recommended but not required as the agent of choice for cleaning hard surfaces after all spills of blood or other body fluids. These solutions should be prepared fresh and should not be used if older than 24 hours. It is not recommended to use sodium hypochlorite solutions on carpets or rugs; however, sanitary absorbent cleaners may be used on these items. Agents labeled as tuberculocidal disinfectants are also acceptable cleaning agents and will eliminate HIV and HBV. Common agents that eradicate HIV and HBV include, but are not limited to Lysol, Hydrogen Peroxide, Beta dine, Glutaraldehyde, Isopropyl Alcohol, and NP-40 Detergent. Chemical germicides registered with the Environmental Protection Agency (EPA) as sterilants are recommended for high-level disinfection.

Clean-up Procedures – Hard Surfaces

1. Isolate the contaminated area and notify custodian/coach immediately.
2. Custodian/Coach will clean/disinfect immediately when notified.
3. Wear disposable latex-free gloves.
4. Sprinkle absorbent over the body fluid spillage. Allow a few minutes to absorb the spillage.
5. Sweep, scoop, or wipe up (with paper towel) the absorbent.
6. Dispose of material in a lined waste container.
7. Disinfect area by wiping or mopping with the following:
 - Freshly prepared (within 24 hours) bleach solution; 1 part chlorine bleach to 10 parts water.
 - Commercially prepared tuberculocidal disinfectant.
8. After the disinfectant is applied, allow the disinfectant to sit for 10 minutes or air dry (whichever is longer).

9. Rinse/Clean mop heads, brooms, brushes, dust pans, etc. before disinfecting. Soak mop heads in bleach solution and soak/spray brooms, brushes, and dust pans in/with approved disinfectant and let set for at least 10 minutes.
10. Remove gloves.
11. Dispose of used gloves in the lined waste container.
12. Draw the plastic liner out of the waste container. Tie and immediately dispose of the liner in a red biohazard bag.
13. Tie and immediately dispose of red biohazard bag in dumpster.
14. Wash hands thoroughly.
15. Bathrooms will be cleaned:
 - Immediately whenever obvious blood or body fluids are present.
 - Immediately whenever there is odor and body fluids are present.
 - Daily.
16. PLEASE NOTE:
 - If gloves become contaminated at any point in the above procedures, change them.
 - If waste container liner or red biohazard bag becomes contaminated, place in non-contaminated red biohazard bag.
 - Any liquid disinfectant used in cleaning floors, equipment, or materials should be discarded in a suitable and appropriate sewage drain (toilet or sink).
 - When mop heads become excessively soiled/stained, discard.

RECOGNIZING AND AVOIDING HEAT DISORDERS

When exercise is performed in the summer months, athletes are exposed to environmental heat stress. In the past it was felt that ambient temperature was the most important factor in the development of heat injury. Three factors play an important role in environmental heat stress: humidity, wind velocity and radiant heat. Heat syndrome can be grouped into four general categories: heat cramps, heat syncope, heat exhaustion, and heat stroke.

Heat cramps are due simply to water and sodium loss. They are painful twitching or spasms of voluntary muscles. The skin is moist and cool and the athlete is alert. Treatment involves getting the athlete into a cool environment and replacing sodium and fluids. Generally fluid replacement can be by mouth and on rare occasions intravenous fluids may be necessary.

Heat syncope, again, is caused by inadequate fluid, loss of sodium, and the lack of acclimation. The athlete participating in a hot, humid environment becomes light headed and may faint. Fainting is generally due to vaso-dilation, or opening of the vessels in the skin, to help cool the body. Vasodilation results in a decrease in the amount of blood circulating and results in fainting. Treatment involves the athlete being placed in a cool environment on his or her back with feet up and cool liquids being administered by mouth.

Heat exhaustion is a systemic reaction to prolonged exposure to the heat and absence of water replacement. This is a relatively serious condition and must be recognized. The athlete may be disoriented, irritable, fatigued, and delirious and may lack muscle coordination. The condition is much more serious to those who are not acclimatized to the heat. Nausea and vomiting, pale skin, and high pulse rate may be present. Treatment consists of placing the athlete in a cool environment with adequate replacement of sodium. This generally requires the use of intravenous fluids. Call 911.

Heat stroke is a life threatening condition that requires immediate attention. Symptoms include hot, dry skin, and very high body temperature. The athlete may be delirious, disoriented and may faint. Treatment consists of the rapid reduction of body temperature and immediate transport to the hospital. Call 911. The majority of the above disorders may be prevented. Acclimatization, clothing, and hydration all play an important role.

**CLEVELAND PUBLIC SCHOOLS
HEAT RELATED ILLNESS**

Prevention

Provide plenty of cool water.

One cup of water before, after, and every 30 minutes during athletic practices/competitions/physical activity.

Red Flag Alerts

- 80 degrees and 80% humidity (or higher).
- Students on medications such as antihistamines, diuretics, etc.

Heat Stroke – (Always Life-Threatening)

Signals:	First Aid:	Dry,
hot, red skin	Call 911	
High body temperature	Put in cool place	
Progressive loss of consciousness	Immerse in cool bath or wrap in wet sheets	
Fast, weak pulse	Offer cool water, if conscious	

Heat Exhaustion

Signals:	First Aid:
•Cool, moist, pale, or red skin	Put in cool place
• Heavy sweating	Place on back, with feet up
• Dilated pupils	Loosen or remove victim’s clothing
• Headache -	Apply wet towels or cold packs (put cloth between pack and skin)
•Nausea	Offer water, if conscious
•Dizziness and weakness	If no improvement, call 911
• Exhaustion	

Heat Cramps

Signals:	First Aid:
•Muscular pains and spasms	Put in cool place
•High body temperature	Offer cool water
	Stretch muscle and massage area

Acclimatization involves gradually increasing the duration and intensity of exercise in the warmer part of the day. This acclimatizes the athlete’s body to the heat stress.

Acclimatization lowers the sweating threshold; the athlete sweats faster and has increased evaporation from the skin. Importantly, water consumption should increase to accommodate for the increased sweating. Clothing should be lightweight, preferably shorts, a sleeveless shirt and short socks.

Fluids are important and should be taken before, during and after participation in sporting events. The athlete should be fully hydrated prior to the activity and consume one cup of water every 30 minutes during exercise.

It is also extremely important for the athlete to notify the coach, trainer or nurse of any medication being taken, as many medications predispose athletes to heat stress. All athletes are encouraged to become aware of the various heat disorders and learn how to prevent them. The athlete should be encouraged to begin their workouts in the warmer part of the day at least four (4) weeks prior to competition to help prevent heat disorders during competition. If during competition an athlete develops any of the above symptoms, his/her coach, trainer, or physician should be notified.

Concussion

At the beginning of each school year all coaches must view the video, “Concussion in Sports: What You Will Need to Know.” The video is available at www.nfhslearn.com. This is a free

video with powerful information concerning concussions. The video also has links to more information regarding concussion education and management.

A “Concussion and Head Injury Acknowledgement Form” must be signed by the student and parent/guardian and kept on file in the athletic office. This form is required before participation may occur. **This is required by Oklahoma law.**

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” or “getting your bell rung” or what seems to be a mild bump or blow to the head can be serious. You cannot see a concussion. Signs and symptoms of a concussion can show up right after the injury or may not appear to be noticed until days or weeks after the injury. If an athlete reports any symptoms of a concussion or if you notice any signs or symptoms yourself, seek medical attention right away.

WHAT ARE THE SYMPTOMS REPORTED BY ATHLETES?

- Headache or “pressure” in head
- Nausea or vomiting
- Blurred vision
- Balance problems or dizziness
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion or slow thought process
- Does not “feel right”
- Lack of energy, fatigue

WHAT ARE THE SIGNS OBSERVED BY ATHLETIC STAFF?

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score or opponent
- Moves clumsily (dizziness)
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Cannot recall events prior to hit or fall
- Cannot recall events after hit or fall

A coach that has observed **one or more** of the above signs or symptoms in an athlete should:

- In compliance with Oklahoma Statute 24-155 of Title 70, “Any player who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health-care professional.”
- Oklahoma Statute 24-155 of Title 70 further states that after the player has been removed from participation, the player “may not participate until the athlete is

evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to participation from that health care provider.”

• **Oklahoma law requires written clearance.**

The decision for the athlete to re-enter the contest and the “written clearance” (documentation for return to play) is the responsibility of the licensed health care provider and the acting head coach.

The CDC (Centers for Disease Control & Prevention) recommends the 4 step action plan if a concussion is suspected.

1. **Remove the athlete from play.** Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, keep the athlete out of play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
 - Cause of the injury and force of the hit or blow to the head or body
 - Any loss of consciousness (passed out/knocked out) and if so, for how long
 - Any memory loss immediately following the injury
 - Any seizures immediately following the injury
 - Number of previous concussions (*if any*)
3. **Inform the athlete’s parents/guardians about the possible concussion and give them the fact sheet on concussion.** Make sure they know that the athlete should be seen by a health care professional experienced in evaluating for concussion.
4. **Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says they are symptom-free and it’s OK to return to play.** A repeat concussion that occurs before the brain recovers from the first, usually within a short period of time (hours, days, or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.

For more information concerning head injuries visit:

www.cdc.gov/TraumaticBraininjury

www.oata.net

www.nfhslearn.com

www.ossaa.com

CLEVELAND ACTIVITIES CODE OF CONDUCT

Players will:

1. Show respect for teammates, coach, opponents and officials
2. Use no foul language, trash talk, negative gestures or actions to provoke a negative response or fighting.
3. Be in attendance at school a minimum of (3) class periods before being allowed to practice or play on a given day.
4. Have a minimum of a 2.0 GPA and passing 4 classes in according to school policy
5. Sign a contract agreeing to the above expectations

Coaches will:

1. Be consistent, attempt to instruct in a positive manner and uses appropriate language at all times.
2. Not tolerate unsportsmanlike behavior or actions by players, assistants, or volunteer coaches.
3. Place the safety and welfare of players as their highest priority.
4. Allow no student to practice or play in competition without completed eligibility and permission forms.
5. Not blame the loss on an official, coach, or participant.
6. Not use profanity or derogatory language.

Spectators will:

1. Show cordial courtesy to visiting teams and officials.
2. Emphasize the proper ideas of sportsmanship and conduct.
3. Not be disrespectful or yell derogatory, chants, songs, or gestures.
4. Not antagonize opponents (ex. "Go start the bus").
5. Refrain from booing or heckling an official's decision.

Unsportsmanlike Actions:

Unsportsmanlike conduct will be dealt with by reprimand and counseling by the coach or appropriate other school officials. Actions of this nature may lead to benching or suspension or withdrawal of athletic privileges and school disciplinary intervention if the rules/policies are violated.

Ejection Policy for players and coaches:

At the time of the ejection, the coach must leave the field of play and assume a position that will not enable him or her to see the game or be seen. During the suspension of the next regular scheduled contest, the coach is permitted to watch the contest but may not have any contact with the players or coaches (3) hours preceding the contest, at half time, and through the conclusion of the contest.

Inappropriate Behavior:

Certain behaviors are considered inappropriate and unacceptable. The school and athletic department reserve the right to refuse admission or remove persons, including adults, who exhibit such behaviors including, but not limited to:

1. Repeated berating, humiliating or taunting of our coaches, players or spectators.
2. Repeated berating, humiliating or taunting of our opponents coaches, players or spectators.
3. Repeated berating or harassment of game officials.
4. Racist, sexist or profane remarks directed at any team, coach, player, official or spectator.

Officials:

Officials should be treated with respect during and after contests, even if there is disagreement with their calls. Any physical confrontation of an official by an athlete maybe considered an assault. The athlete may lose athletic eligibility for their entire high school career.

Fan Code of Conduct—Cleveland Public Schools

Cleveland Public Schools, in association with the Oklahoma Secondary School Athletic Association promotes interscholastic events and sportsmanship. Sportsmanship is an essential part of any athletic competition and is expected from, athletes, coaches, officials and fans. As a fan/spectator (student or adult) of Cleveland Public Schools we want you to be an example of positive encouragement while supporting our athletes, coaches and officials. Our behavior should be positive, respectful and encouraging of the athletes, coaches, officials and the game.

Failure to be an example of these athletic practices and/or ejection from an athletic contest will result in the following procedures to be taken:

First Offense- The spectator will schedule a meeting with the athletic director with resulting action that will include removal from the next two athletic contests. The spectator will also have to pay for the NFHS teaching and Modeling Behavior course (or other course approved by the Athletic Director) before they are allowed back to another sporting event. A letter will be sent by the athletic director to the spectator in question notifying them of the ejection and the dates of ejection.

Second Offense-The spectator will be removed from all athletic contest and other school events and activities for the remainder of the school year of infraction (minimum of three months of the school calendar from the time of ejection). A letter of ejection will be sent from the office of the Athletic Director notifying the spectator of the remainder of the school year ejection. Upon return, the offending spectator will be placed on a Contract of Expected Behavior as a condition of reinstating spectator privileges and must become an official of the sport they were ejected from through the OSSAA.

Third Offense- The spectator will be removed from all Cleveland Public School District athletic contests and other school events and activities for a two year period. A letter of ejection will be sent from the office of the Athletic Director notifying the spectator of the ejection. Upon return, the offending spectator will be placed on a Contract of Expected Behavior as a condition of reinstating spectator privileges.

ANY Physical Contact with any athletic official or sports official- will result in an automatic ejection, police will be contacted to determine if a crime has been committed, suspension of spectator privileges for the rest of the year, with a return time that will be determined by the administration of Cleveland Public Schools at their discretion. This sanction will be in effect for all Cleveland Public Schools athletic contest and other school events and activities. Upon return, the offending spectator will be placed

on a Contract of Expected Behavior as a condition of reinstating spectator privileges.

Any athletic official, including but not limited to, contest officials, athletic director, principal, assistant principals, game site supervisors and anyone else in an administrative role on the site, may uphold enforcement of an ejection.

Appeals- The spectator will submit in writing, a written request to appeal the offense. This written appeal request must be submitted to the Athletic Director within ten (10) days of the incident. The Athletic Director will conduct a discovery conference with the spectator individually to discuss the facts of incident. The Athletic Director will then submit the spectator's information to the appeals committee within ten (10) after meeting with the spectator. The appeals committee which consists of the Athletic Director, Assistant Superintendent, and coach(s) of the sport where the offense occurred will convene and make a decision within ten (10) days after receiving the appeal request from the Athletic Director. The Athletic Director will inform the spectator of the appeals committee final decision within ten (10) days after the appeal committee meeting.

While the Fan Code of Conduct encompasses behavior expectations and consequences for both student and adult fans, Cleveland Public School administrators may apply further consequences to a student ejected from a contest due to the student violating the Student Handbook.

The logo features the words "RESPECT THE GAME" in a bold, hand-drawn, black font. The text is arranged in three lines: "RESPECT" on the top line, "THE" in the middle, and "GAME" on the bottom line. The letters have a slightly distressed, ink-like texture.

TIGER PARENT GUIDELINES

If you have a concern to discuss with a coach, the procedure you should follow is below:

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.

The Next Step:

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

1. Call the Athletic Director and set up an appointment with him to discuss your concerns.
2. The Athletic Director will then schedule a meeting with the parent and coach.
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 Cleveland Tigers stand for. There is a lot more at stake than 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 communications 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 program.
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. Notifications of illness or injury as soon as possible.

As your child becomes involved in the programs at Cleveland 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.
- 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, must be left to the discretion of the coach:

- 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 person’s position. When a conference is necessary, the procedure listed at the beginning of this form should be used to help resolve any concerns.

We appreciate you support!!!!

I have read these Guidelines and understand appropriate conduct for a Tiger parent.

Parent or Guardian Signature: _____

Parent or Guardian Signature: _____

Student Signature: _____

Athlete’s Name (Print): _____

CLEVELAND PUBLIC SCHOOLS

ATHLETIC DEPARTMENT

Pre-Participation Physical and Consent Packet



Dale Anderson
Athletic Director
600 North Gilbert
Cleveland, Okla. 74020

Telephone (918) 358-2210 ext. 502
Cell Phone (405) 740-8322
Fax (918) 358-3071
E-mail: rodgeranderson@clevelandtigers.com

Student-Athlete Pre-Participation Checklist

- _____ Student Athlete's Participation Contract
- _____ Parent Release Audio and Video tape
- _____ Over-the-Counter Medication Permission Form
- _____ Student-Athlete Medical Release
- _____ Insurance Release
- _____ Concussion and Head Injury Acknowledgement
- _____ Heads Up Concussion in High School Sports: Parent Fact Sheet
- _____ Heads Up Concussion in High School Sports: Student Fact Sheet
- _____ Heat Illness Symptoms and Treatment
- _____ Transcript Release Form
- _____ Student Travel Agreement
- _____ Permission Slip To Take Alternative Transportation
- _____ Drug Testing Policy
- _____ Parental Consent Form for Driving
- _____ Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet
- _____ Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs Signature Sheet
- _____ Athlete Health Acknowledgement

PLEASE NOTE: All Forms must be completed and returned to Athletic Department or Head Coach before a student-athlete will be able to participate in any form of practice or competition.

Student-Athlete Athletic Contract

Between: _____ and Cleveland Public Schools; Grade: _____
(Student Name)

Purpose:

Participation in extra-curricular activities in Cleveland Public Schools is a privilege, not a right. The athlete must earn this privilege through dedication, desire, and discipline. Without the pursuit of those, the athlete can in no way do justice to himself/herself or the school. The athlete must discipline him or herself to be a good citizen and student in order to achieve athletic excellence. The athletic department believes that tradition of winning is established and maintained upon these principles. In order for a determined course of addiction, for pursuit of athletic achievement and the character of training of young persons, the following "Athletic policies" must be understood and agreed to between the school, the student athlete and the parents.

Attendance:

All team members of each sport will attend all scheduled practices and meetings. No practices can be missed. If circumstances arise whereby the student athlete cannot attend practice or meeting, the coach must be notified prior to the practice or meeting missed by personal contact, phone call, or written statement from parent or guardian. Any athlete, who cuts practice, fails to appear for a game, fails to make a scheduled team or individual meeting, or fails to attend school on game day or practice days may not be allowed to suit up for any game or games for a period of time to be determined by the coach and athletic director. Excessive absences from team practices, games, or meetings may be cause for removal from the team and their athletic period. All athletes are required to attend class regularly. Athletes delinquent in class attendance are subject to disciplinary action. Student athletes receiving out of school suspension are automatically suspended from team participation in any form and will remain so until the head coach and the athletic director review his or her case. The student athlete could be dismissed from the team and removed from their athletic period. The Oklahoma Secondary School Activities Association rules indicate that a student must be in attendance a minimum of 90% of the time during the trimester or semester to maintain eligibility. Attendance on the day of a school activity is mandatory to be able to participate in the activity. Therefore, any student participating in a school activity on a school day may not be absent from school for more than half a day in order to participate in the school activity. It is understood that extenuating circumstances may occur. In those cases, the principal, and/or athletic director must be notified and they will determine eligibility for that day accordingly.

Eligibility:

To be eligible for athletics, the student athlete must be in compliance with the Cleveland Public School District policies concerning correct and legal enrollment and the rules of the OSSAA, each student athlete is subject to weekly eligibility that demands that he or she is passing in all classes. The student athlete is allowed a grace period for one week (probation) if he or she is failing. However, no student athlete can be on probation for two consecutive weeks. Each eligibility check applies to the next week (Monday-Sunday) of competition.

Sports Change:

It is recommended that all athletes participate in as many sports as they are capable. Once an athlete begins the in-season training period of a sport, he or she should not quit while that sport is in season. Any athlete who quits a sport to participate in another sport shall be subject to be withheld from participation, including practice, until the season of the sport dropped by the athlete is over. It shall be prerogative of the coach of the in-season sport and athletic director to release the athlete to another sport. No student athlete can participate in another sport until he or she has been cleared from the previous sport by obtaining a written release. When an athlete is released, that athlete shall be free to participate in their next sport of his or her choice.

Jobs:

The athlete shall not obligate him or her self to a job that in any way interferes with practice time or regular competition time.

Personal Appearance:

Because an athlete is constantly in the eyes of the public, he or she becomes a representative of the school and is considered to be in a position of leadership. Therefore, the athlete's personal appearance not only

reflects his or her attitude but those whom he or she represents. His or her hygiene must be such that it is not harmful to the athlete's well being while participating in athletic competition. Athletes will be required to adhere to the following:

1. Hair: the athlete's shall be groomed in such a way as not to interfere with the athlete's performance. (follow the guideline of the sport you are participating in)
2. Dress Attire: Athletes are expected to dress appropriately at all times during school hours and when attending school sponsored activities. Athletes shall follow the guidelines of the "Student handbook" in regards to the dress code, and adhere to specific rules of the sport in which you are participating in. No earrings should be worn while practicing or weight training.

Lack of adherence to the above rules may result in the student athlete being held out of practice and/or games. Failure to comply after further notifications may result in suspension from the team and/or removal from athletics.

Personal Health Practices:

Due to harmful upon the health of the individual, all athletes will refrain from the use of tobacco in any form and alcoholic beverages or abuse of drugs of any kind. Also, athletes must maintain a proper diet and rest. Verification of abuse of tobacco, alcohol, or drugs by the student athlete will result in immediate dismissal from the team and their athletic period.

Equipment, Fees, and Physical Examination:

All athletes will be required to pay an athletic fee, high School \$15, middle School \$10. All athletes will be required to replace lost gear by payment of the price equivalent to its replacement. All athletes will be required to have a signed physician's examination, a medical consent form, an insurance waiver, and this athletic contract on file before athletic competition may begin. Cleveland Public School Athletic Department assumes no financial responsibility for injuries occurring to athletes.

School Decorum:

An athlete is expected to govern his or her conduct in accordance with the rules and regulations of the "Student Handbook" and violations of the student's obligations under that handbook may result in removal from the team and their athletic period.

Lettering:

The provisions of criteria for earning a letter will be furnished to the athlete by the coach in that sport prior to the beginning of the season.

Specific Sports Rules and Regulations:

Each head coach will provide a copy of his or her specific rules, regulations, and guidelines and this athletic contract, which have been approved by the Athletic Department. Both documents require the careful reading, understanding, and signature of the student athlete and his or her parent or legal guardian.

Drugs and Alcohol:

Cleveland Public Schools is committed to providing a safe and drug-free learning environment. The purpose of this policy is to provide a clear message to students, parents, and citizens of the community that possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low point beer (as defined by Oklahoma Law, i.e., 3.2 beer), illegal or illicit drugs, or look-alike drugs will not be tolerated on school property or going to or from or attending school events. All student athletes grade 7-12 will be tested. The test subjects will be selected randomly and tests will be done on a weekly basis. The penalties for failure are listed in the Athletic Drug Policy in this packet.

I understand that if I do not keep my agreement to fulfill the above obligation, I can be removed from athletics.

Students Signature

Date

Parent's/ or Legal Guardians Signature

Date

Parental Release

For audio taping, and broadcasting school activities, news activity programs and performances

I understand my child may be audio taped and/or videotaped for school activities, news activity programs and performances during this school year. I give my permission for my child to be audio taped and/or videotaped, and hereby assign and authorize the producer all rights in and to such audiotape and/ or videotape. I also authorize the producer, without limitations, the right to reproduce, copy, exhibit, publish, broadcast, or distribute any such audiotape and/ or videotape, and expressly waive any rights or claim I may have against all broadcasting entities, including Cleveland Public Schools or any of its affiliates, subsidiaries, or assignees, or the Cleveland School Board of Education and all of its employees except as outlined in this release. I further understand that by granting permission for my child to be audio taped and/ or videotaped, I relinquish all control over reproduction, exhibition, publication, and distribution of the audio taped and/ or videotaped material. I also give permission for coaches to interact with my child through school appropriate video editing software, in order to watch game and practice film.

Student/ Athlete Signature _____

Date _____

Parent/ Legal Guardian Signature _____

Date _____

Over-the-counter Medication Permission Form

I _____ being the parent/ or legal guardian of _____, student athlete, hereby give permission to the coaches, training staff, team physician, and/or medical professionals of Cleveland Public Schools to administer over-the-counter medications such as ibuprofen, acetaminophen, antacids, anti-diareahals, etc. These medications will only be given out when deemed necessary by the people listed above. Please be aware all manufactures' directions will be followed.

Signature of Parent/ or Legal Guardian

Date

Concussion and Head Injury Acknowledgement

In compliance with Oklahoma Statute 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 Cleveland Public School related to potential concussions and head injuries occurring during participation in athletic programs.

I, _____ as a student-athlete who
(Please Print Athlete's Name)

participates in _____ within Cleveland Public School
(please print sport / sports)

Athletics during the 2015-2016 school year and I as the parent/ or legal guardian

_____ of _____
(Parent / Legal Guardian) (Student Athlete Name)

have read the information material provided to us by the Cleveland Athletic Department of Cleveland Public School related to concussions and head injuries occurring during participation in athletic programs and understand its contents and warnings.

Signature of Student-Athlete

Date

Signature of Parent / Legal Guardian

Date

Given a copy of:

Heads Up: Concussion in High School Sports, A Fact Sheet for Parents and Guardians
Heads Up: Concussion in High School Sports, A Fact Sheet for Athletes.

For more information on concussions and traumatic brain injury, visit:

www.cdc.gov/TraumaticBrainInjury/

www.oata.net

www.ossaa.com

www.nfhslearn.com

HEADS UP CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR PARENTS

What is a concussion?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

What are the signs and symptoms of a concussion?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

SYMPTOMS REPORTED BY ATHLETE	SIGNS OBSERVED BY PARENTS/GUARDIANS
Headache or “pressure” in head	Appears dazed or stunned
Nausea or vomiting	Is Confused about assignment or position
Balance problems or dizziness	Forgets an instruction
Double or blurry vision	Is unsure of game, score, or opponent
Sensitivity to light	Moves clumsily
Sensitivity to noise	Answers questions slowly
Feeling sluggish, hazy, foggy, or groggy Concentration or memory problems, Confusion	Loses consciousness (even briefly)
Just “not feeling right” or “feeling down”	Shows mood, behavior, or personality changes

How can you help your child prevent a concussion or other serious brain injury?

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.

– However, helmets are not designed to prevent concussions. There is no “concussion-proof” helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

What should you do if you think your child has a concussion?

- **SEEK MEDICAL ATTENTION RIGHT AWAY.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.
- **KEEP YOUR CHILD OUT OF PLAY.** Concussions take time to heal. Don’t let your child return to play the day of the injury and until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a repeat concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
- **TELL YOUR CHILD’S COACH ABOUT ANY PREVIOUS CONCUSSION.** Coaches should know if your child had a previous concussion. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

If you think your teen has a concussion: Don’t assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

It’s better to miss one game than the whole season.

For more information, visit www.cdc.gov/Concussion.

HEADS UP

CONCUSSION IN HIGH SCHOOL SPORTS

A fact sheet for Student-Athletes

Concussion facts:

- A concussion is a brain injury that affects how your brain works.
- A concussion is caused by a bump, blow, or jolt to the head or body.
- A concussion can happen even if you haven't been knocked out.
- If you think you have a concussion, you should not return to play on the day of the injury and not until a health care professional says you are OK to return to play.

What are the symptoms of a concussion?

Concussion symptoms differ with each person and with each injury, and they may not be noticeable for hours or days. Common symptoms include:

- Headache
- Confusion
- Difficulty remembering or paying attention
- Balance problems or dizziness
- Feeling sluggish, hazy, foggy, or groggy
- Feeling irritable, more emotional, or "down"
- Nausea or vomiting
- Bothered by light or noise
- Double or blurry vision
- Slowed reaction time
- Sleep problems
- Loss of consciousness

During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.

What should I do if I think I have a concussion?

- **DON'T HIDE IT. REPORT IT.** Ignoring your symptoms and trying to "tough it out" often makes symptoms worse. Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. Don't let anyone pressure you into continuing to practice or play with a concussion.
- **GET CHECKED OUT.** Only a health care professional can tell if you have a concussion and when it's OK to return to play. Sports have injury timeouts and player substitutions so that you can get checked out and the team can perform at its best. The sooner you get checked out, the sooner you may be able to safely return to play.
- **TAKE CARE OF YOUR BRAIN.** A concussion can affect your ability to do schoolwork and other activities. Most athletes with a concussion get better and return to sports, but it is important to rest and give your brain time to heal. A repeat concussion that occurs while your brain is still healing can cause long-term problems that may change your life forever.

How can I help prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

If you think you have a concussion:

Don't hide it. Report it. Take time to recover.

It's better to miss one game than the whole season.

For more information, visit www.cdc.gov/Concussion.

Heat Illness Symptoms and Treatments

(As stated by the National Athletic Trainers Association, July 1999)

	Symptoms	Treatments
Heat Cramps	<ul style="list-style-type: none"> *Muscle Spasms caused by an imbalance of water and electrolytes in muscle *Usually affects the legs and abdominal muscles 	<ul style="list-style-type: none"> *Rest in a cool place *Drink plenty of fluids, proper stretching and massaging *Application of ice in some cases
Heat Exhaustion	<ul style="list-style-type: none"> *Can be a precursor to heat stroke *Normally to high temperature *Heavy sweating *Skin is flushed or cool and pale *Headache and dizziness *Rapid pulse, nausea, and weakness *Physical collapse may occur *Can occur without prior symptoms, such as cramps 	<ul style="list-style-type: none"> *Get to a cool place immediately and out the heat *Drink plenty of fluids *Remove excess clothing *In some cases, immerse body in cool water
Heat Stroke	<ul style="list-style-type: none"> *Body's cooling system shuts down *Increased core temperature of 104 F or greater *If untreated it can cause damage to internal organs and even death *Sweating stops *Shallow breathing and rapid pulse *possible disorientation or loss of consciousness *Possible irregular heartbeat and cardiac arrest 	<ul style="list-style-type: none"> *Call 911 immediately *Cool bath with ice packs near large arteries, such as neck, armpits, and groin *replenish fluids by drinking or intravenously, if needed

Fluid Replacement

Weight Loss During Workout

2 pounds
4 pounds
6 pounds

Fluid Amount Needed to Refuel

32 oz. (4 cups or 1 sports bottle)
64 oz. (8 cups or 2 sports bottles)
96 oz. (12 cups or 3 sports bottles)

Guidelines for Hydrating During Exercise

1. Drink 16-24 oz. of fluid 1 to 2 hours before the workout or competition
2. Drink 8-10 oz. of water or sports drink during every 20 minutes of exercise
3. Drink before you feel thirsty. When you feel thirsty, you have already lost needed fluids.

Signature of Student Athlete

Signature of Parent/ Guardian

Transcript Release Form

I am requesting that my academic record (transcript) be released to colleges and universities that request it in regards to the recruiting process. Cleveland Public Schools may release my transcript to a college coach who requests it. I am willing for this information to be released.

Parent/ Legal Guardian Signature

Student Signature

Student Signature if over 18 years of age

Student Name when enrolled (if different from above): _____

Number of copies needed: _____

Mailing address where transcript is to be sent: _____

Whose attention does it need to be addressed to: _____

What sport is the transcript needed for: _____

Student Travel Agreement

I SHALL:

- Obey the student code of conduct in addition to any campus rules of discipline.
- Not possess or use tobacco, illegal drugs or alcohol
- Remain at all times with sponsor/ coach or assigned chaperone
- Not change buses without permission of the sponsor/ coach
- Secure transportation home upon my return
- Not use swimming pools or water parks or be involved in any type of recreational water activity unless prior approval has been granted by coach/ sponsor

IF TRIP IS OVERNIGHT, I SHALL ALSO:

- Not leave the lodging area unless accompanied by the coach/ sponsor or assigned chaperone
- Keep 11:00 p.m. curfew or as set by coach/ sponsor
- Be allowed to socialize in rooms provided the following guidelines are observed and permission is granted by coach/ sponsor
 - Doors will remain open.
 - Noise level will remain low so that other guests are not disturbed.
 - Students will return to their designated rooms at curfew.
 - Students will **not** have guest of the opposite sex in their rooms at any time.

Signing below indicates reading, understanding and agreeing to follow the above-mentioned rules and accepting the consequences for violations.

Student Name (please print)

Student Signature

Date

Parent/ Legal Guardian Signature

Date

CLEVELAND PUBLIC SCHOOLS ACTIVITY STUDENT DRUG TESTING POLICY

The Cleveland Board of Education in an effort to protect the health and safety of its extra-curricular activities students from illegal drug use and abuse, thereby setting an example for all other students of the Cleveland Public School District, proposes to adopt the following policy for drug testing of activity students.

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in the Cleveland Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal drugs is limited. Therefore, this policy governs only illegal drug use by students participating in certain extra-curricular activities. The sanctions imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations of the Cleveland Public School District regarding possession or use of illegal drugs. Participation in school-sponsored interscholastic extra-curricular activities at the Cleveland Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

Illegal drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities which involve competition and upon the positive image these students project to other students and to the community on behalf of the Cleveland Public School District. For the safety, health and well-being of students in extra-curricular activities the Cleveland Public School District has adopted this policy for use by all participants in interscholastic extra-curricular activities which involve competition in grades 7-12.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal drug use.

5. To offer students practices, competition and school activities free of the effects of illegal drug use.

The administration may adopt regulations to implement this policy.

I. Definitions

"Activity Student" means a member of any middle school or high school Cleveland Public School District sponsored extra-curricular organization, which participates in interscholastic competition. This includes any student that represents Cleveland Schools in any extra-curricular activity in interscholastic competition, such as, but not limited to, FFA, Academic Team, Band, Vocal, Cheerleader, and Athletics.

"Drug use test" means a scientifically substantiated method to test for the presence of illegal drugs or the metabolites thereof in a person's urine. "Random Selection Basis" means a mechanism for selecting activity students for drug testing that:

A. results in an equal probability that any activity student from a group of grade level activity students subject to the selection mechanism will be selected, and

B. does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

"Illegal drugs" means any substance, which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include, but is not limited to, alcohol and anabolic steroids.

"Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

"Reasonable suspicion" means a suspicion of illegal drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal drug use by an activity student supplied to school officials by other students, staff members, or patrons.

Students in attendance at school and/or school sponsored event(s) and under the influence of illegal drugs as determined by school personnel and/or in possession of an illegal drug(s) and/or paraphernalia are subject to Cleveland Public Schools Board Policy and are subject to suspension from school.

II. Procedures

Each activity student shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any

extra-curricular activities. The consent requires the activity student to provide a urine sample when the activity student is selected by the random selection basis to provide a urine sample and at any time when there is reasonable suspicion to test for illegal drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."

Each year an orientation session will be held with each Activity Student to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process. In addition, each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach, sponsor or other designated school official shall be responsible for explaining the Policy to all prospective students.

All Activity Students will be required to sign a "Student Drug Testing Consent Form" before the student may participate in an extra-curricular activity covered under this policy. A student who moves into the district after the school year begins will be required to sign a "Student Drug Testing Consent Form" before they will be eligible for participation.

Drug use testing for Activity Students will be chosen on a random selection basis from a list of all Activity Students who are involved in off-season and in-season activities. The Cleveland Public School District will determine a monthly number of student names to be drawn at random from each grade level to provide a urine sample for drug use testing for illegal drugs.

In addition to the random drug test required above, any Activity Student may be required at any time to submit to a test for illegal drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Cleveland Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The professional testing company shall provide an employee of the same sex as the student to accompany the student to the restroom. All drug testing employees will be required to have a criminal background and sex offender registry check conducted by the OSBI and on file with the school district. If in the opinion of the drug testing company the urine specimen contains an adulterant or has been tampered with, the specimen will be treated as positive and policy consequences will be in effect. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor

may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of one year.

Positive student records will be kept on file for five years. Requests for additional testing will be at the expense of the parent/guardian.

III. Confidentiality

The laboratory will notify the building principal or designee of any positive test or adulterated/tampered specimen. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The Cleveland Public School District will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug. Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities. The Board of Education will be presented a summary report at the conclusion of each nine weeks period of school. This report shall include the number of students tested by grade level, the number of positive tests, and the types of illegal substances.

IV. Appeal

An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable. The Superintendent shall report to the Board of Education all appeals and the Superintendent's decision.

V. Consequences

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions:

A. For the First Offense:

The parent/guardian will be contacted and a private conference will be scheduled with the student, parent/guardian, athletic director/designee, director of student assistance programs, and/or principal/designee to discuss the positive test result.

The student will be suspended from participation in all activities covered under this policy for ten (10) school days. After this ten day period the student may resume participation once they have provided proof to the school that they have completed a drug and alcohol assessment with a licensed drug and alcohol counselor and has completed four (4) hours of substance abuse education/counseling from a qualified drug treatment program or counseling entity the cost of which will be paid for by the parent/guardian.

Additionally, the student will be tested for the remainder of the school year. The time and date will be unknown to the student and determined by school personnel.

These requirements and restrictions shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

B. For the Second Offense (in the same school year):

Complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year, or eighty-eight school days (1 semester) whichever is the longer.

VI. Refusal to Submit to Drug Use Test

A participating student who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year or eighty-eight school days whichever is the longer. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

* * * * *

Cleveland Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Cleveland Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

**Cleveland Public School District
Student Drug Testing Consent Form**

Statement of Purpose and Intent

Participation in school sponsored extra-curricular activities at the Cleveland School District is a privilege. Activity Students carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.

Drug use of any kind is incompatible with participation in extra-curricular activities on behalf of the Cleveland Public School District. For the safety, health, and well-being of the student of the Cleveland Public School District, the Cleveland Public School District has adopted the attached Activity Student Drug Testing Policy and the Student Drug Testing Consent for use by all participating students at the middle school and high school levels.

Participation in Extra-Curricular Activities

Each Activity Student shall be provided with a copy of the Activity Student Drug Testing Policy and Student Drug Testing Consent which shall be read, signed and dated by the student, parent or custodial guardian, and coach/sponsor before such student shall be eligible to practice or participate in any interscholastic activities. The consent shall be to provide a urine sample when chosen by the random selection basis and at any time requested based on reasonable suspicion to be tested for illegal drugs. No student shall be allowed to practice or participate in any activity governed by the policy unless the student has returned the properly signed Student Drug Testing Consent.

Student's Last Name	First Name	MI	Student ID#
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I understand after having read the "Student Activity Drug Testing Policy" and "Student Drug Testing Consent," that, out of care for my safety and health, the Cleveland Public School District enforces the rules applying to the consumption or possession of illegal drugs. As a member of a Cleveland extra-curricular interscholastic activity, I realize that the personal decision that I make daily in regard to the consumption or possession of drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use or possession of illegal drugs any time while I am involved in in-season or off-season activities, I understand upon determination of that violation I will be subject to the restrictions on my participation as outlined in the Policy.

Signature of Student	Date
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We have read and understood the Cleveland Public School District "Activity Student Drug Testing Policy" and "Student Drug Testing Consent." We desire that the student named above participates in the extra-curricular interscholastic programs of the Cleveland Public School District and we hereby voluntarily agree to be subject to its terms. We accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects of the program. We further agree and consent to the disclosure of the sampling, testing and results as provided in this program.

Signature of Parent or Custodial Guardian	Date
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Signature of Coach/Sponsor/Designee	Team
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Parent Consent Form Transportation

I understand that my child, _____ may miss some classes on game/ match day and I take the responsibility for transporting my student to and from the bus loading area or give permission for my student to ride in a private car.

Because of the distance that must be traveled, I hereby give my permission for my child, _____ to ride in a private car or school bus to practice and athletic events and activities.

I give permission for my child, _____ to transport students to athletic practice or an athletic event in his/ her private vehicle.

Signature of Parent or Legal Guardian

Date

Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet and Acknowledgement of Receipt and Review Form

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA doesn't just happen to adults; it takes the lives of students, too. However, the causes of sudden cardiac arrest in students and adults can be different. A student's SCA will likely result from an inherited condition, while an adult's SCA may be caused by either inherited or lifestyle issues.

SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

How common is sudden cardiac arrest in the United States?

While studies have shown sudden cardiac death among young athletes is very uncommon, SCA is the #1 cause of death for student athletes.

Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- fainting or seizures during exercise;
- unexplained shortness of breath;
- a racing heart;
- dizziness;
- chest pains; or
- extreme fatigue.

These symptoms can be unclear in athletes, since people often confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

What are the risks of practicing or playing after experiencing these symptoms?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA die from it.

OK State Department of Health and OK State Department of Education: Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet and Acknowledgement of Receipt and Review Form. 7/1/2015

Can you screen for cardiac abnormalities?

The annual sports pre-participation physical examination includes a personal and family health history to screen for symptoms or warning signs of SCA.

An electrocardiogram (ECG) and echocardiogram (ECHO) are noninvasive and painless options. However, these procedures may be expensive and are not currently advised by the American Academy of Pediatrics and the American College of Cardiology unless the pre-participation examination reveals an indication for these tests.

Senate Bill 239 – The Chase Morris Sudden Cardiac Arrest Prevention Act (the Act)

The Act is intended to address any sport sanctioned and offered in grades 7 through 12 by a school district in order to keep student-athletes safe while practicing or playing. The requirements of the act are:

- All student-athletes and their parents or guardians must read and sign this form. It must be returned to the school before participation in any athletic activity. A new form must be signed and returned each school year.
- Schools may also hold informational meetings. The meetings can occur before each athletic season. Meetings may include student-athletes, parents, coaches and school officials. Schools may also want to include doctors, pediatric cardiologists and athletic trainers.
- In order to coach an athletic activity, coaches are required once each year to complete an approved SCA training course offered by a provider approved by the Oklahoma State Department of Health.

Removal from play/return to play

- Any student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- Any student who is removed or prevented from participating in an athletic activity shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider. Health care provider is defined as a person who is licensed, certified, or otherwise authorized by the laws of this state to practice a health care or healing arts profession or who administers health care in the ordinary course of business (such as a physician, physician assistant, advanced practice nurse, or cardiologist).

**CLEVELAND PUBLIC SCHOOLS
Head Coach Evaluation Form**

NAME: _____ DATE: _____
 POSITION: _____
 LEVEL: _____
 YEAR: _____

RATING DESCRIPTION: 4- EXCEEDS EXPECTATIONS 3- MEETS EXPECTATION
 2- NEEDS IMPROVEMENT 1- DOES NOT MEET EXPECTATIONS N/A- NOT APPLICABLE

RATING OF A 1 WILL RESULT IN PLAN OF IMPROVEMENT

PROFESSIONAL AND PERSONAL RELATIONSHIPS

COOPERATION AND COMMUNICATION WITH THE AD AND BUILDING PRINCIPAL	4	3	2	1	N/A
DEVELOPS POSITIVE RELATIONSHIPS WITH FELLOW COACHES AND TEACHERS	4	3	2	1	N/A
DEVELOPS APPROPRIATE RELATIONSHIPS WITH PLAYERS AND PARENTS	4	3	2	1	N/A
DISPLAYS ENTHUSIASM AND VITALITY REGARDING COACHING ASSIGNMENT	4	3	2	1	N/A
SETS A PERSONAL EXAMPLE FOR PLAYERS VALUES AND CONDUCT	4	3	2	1	N/A

STRENGTHS, COMMENTS, RECOMMENDATIONS:

PRESEASON DUTY PERFORMANCE

UNDERSTANDS GUIDELINES AND POLICIES OUTLINED IN THE ATHLETIC HANDBOOK	4	3	2	1	N/A
COMPLETES ALL REQUIREMENTS SET FORTH BY OSSAA, HFHS, AND CPS	4	3	2	1	N/A
SUBMITS AND COMPLETES ALL PAPERWORK REQUIRED REGARDING STUDENT PARTICIPATION	4	3	2	1	N/A
MEETS OR CONTACTS PARENTS TO OUTLINE PROGRAM GOALS AND EXPECTATIONS	4	3	2	1	N/A
UNDERSTANDS AND ADHERES TO THE PURCHASING AND MONEY HANDLING PROCEDURES	4	3	2	1	N/A
PARTICIPATES IN FUNDRAISING TO HELP SUPPORT THE ATHLETIC DEPARTMENT AND THE NEEDS OF YOUR PROGRAM	4	3	2	1	N/A
ALL FUNDRAISERS BOE APPROVED	4	3	2	1	N/A
COMPLETES ALL EQUIPMENT INVENTORY AND PLACES ORDERS PROMPTLY	4	3	2	1	N/A
DEMONSTRATES PROGRAM PLANNING THROUGH LEADERSHIP AND ORGANIZATION	4	3	2	1	N/A
INFORMS ASSISTANTS OF DUTIES AND EXPECTATIONS FOR THE UPCOMING SEASON	4	3	2	1	N/A
COMMUNICATES FACILITY NEEDS WITH ADMINISTRATION AND SUPPORT STAFF	4	3	2	1	N/A

STRENGTHS, COMMENTS RECOMMENDATIONS:

INSEASON COACHING PERFORMANCE

COMMUNICATES PROGRAM GOALS WITH ALL STAKEHOLDERS	4	3	2	1	N/A
MONITORS STUDENT ELGIBILITY LIST AND PROMOTES POSITIVE STUDENT CLASSROOM BEHAVIOR/ ACHIEVEMENT	4	3	2	1	N/A
ATTENDS BOOSTER MEETINGS AND GUIDES THE BOOSTER CLUB	4	3	2	1	N/A
DEMONSTRATES CONSISTENT DISCIPLINE, ORGANIZATION AND TEAM MANAGEMENT	4	3	2	1	N/A
DEMONSTRATES KNOWLEDGE OF STRATEGY, RULES AND INNOVATIVE COACHING TECHNIQUES	4	3	2	1	N/A
COMPLETES DAILY REQUIEMENTS REGARDING CLASSROOM DUTIES (ROLL, GRADES, ETC)	4	3	2	1	N/A
ORGANIZES PRACTICES AND GAME SITUATIONS	4	3	2	1	N/A
PROMOTES STUDENT PARTICIPATION AND MAINTAINS PARTICIPANTS MOTIVATES PLAYERS IN A POSITIVE MANNER	4	3	2	1	N/A
USES APPROPRIATE LANGUAGE CORRECTLY AND EFFECTIVELY	4	3	2	1	N/A
DISPLAYS THE APPROPRIATE ATTITUDE AND DEMEANOR TOWARDS OFFICIALS	4	3	2	1	N/A
PROPERLY MANAGES AND CARES FOR FACILITIES, LOCKER ROOMS, AND EQUIPMENT	4	3	2	1	N/A
USES VARIOUS COACHING AIDS (FILM, SCOUTING, ETC)	4	3	2	1	N/A
COMMUNICATES WITH LOCAL MEDIA, STUDENT BODY, PEERS AND PARENTS IN A POSITIVE AND TIMELY MANNER	4	3	2	1	N/A

STRENGTHS, COMMENTS, RECOMMENDATIONS:

POSTSEASON/ OFFSEASON DUTY PERFORMANCE

COMPLETES AND SUBMITS A DETAILED INVENTORY OF ALL EQUIPMENT AND UNIFORMS ASSOCIATED WITH ASSIGNED SPORT	4	3	2	1	N/A
COMMUNICATES WITH OTHER COACHES REGARDING STUDENT TRANSITIONS FROM ONE SPORT TO ANOTHER	4	3	2	1	N/A
COMPLETES AND SUBMITS DISTRICT ASSISTANT COACH EVALUATIONS FORMS	4	3	2	1	N/A
WORKS WITH OTHER COACHES TO SUPERVISE, ORGANIZE AND RUN AN EFFECTIVE OFFSEASON PROGRAM	4	3	2	1	N/A
DEMONSTRATES KNOWLEDGE AND UNDERSTANDING OF PROPER TECHNIQUES USED IN OFFSEASON TRAINING	4	3	2	1	N/A
TEACHES SAFETY AND PROPER TECHNIQUE WHEN SUPERVISING STUDENTS IN THE WEIGHT ROOM	4	3	2	1	N/A
ATTENDS CLINICS AND USES OTHER PROFESSIONAL DEVELOPMENT TO DEVELOP COACHING PHILOSOPHIES AND TECHNIQUES IN ALL AREAS	4	3	2	1	N/A

STRENGTHS, COMMENTS, RECOMMENDATIONS

PERSONAL

SUPPORTS OTHER SCHOOL PERSONNEL AND SCHOOL PROGRAMS	4	3	2	1	N/A
SETS A POSITIVE EXAMPLE FOR PLAYERS	4	3	2	1	N/A
REACTS PROFESSIONALLY TO CRITICISM	4	3	2	1	N/A
RESPONDS IN A POSITIVE MANNER TO ADVICE AND SUGGESTIONS	4	3	2	1	N/A
APPROPRIATELY DRESSED FOR PRACTICE AND GAMES	4	3	2	1	N/A

STRENGTHS, COMMENTS, RECOMMENDATIONS:

ATHLETIC DIRECTOR AND BUILDING PRINCIPAL'S CONCLUSIONS AND RECOMMENDATIONS

EXTRA DUTY CONTRACT RECOMMENDATION: _____ RENEW _____ DO NOT RENEW

ATHLETIC DIRECTOR SIGNATURE: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

****SIGNATURE DOES NOT NECESSARILY INDICATE AGREEMENT, ONLY THAT THE EVALUATION HAS BEEN DISCUSSED.***

CLEVELAND PUBLIC SCHOOLS
Assistant Coach Evaluation Form

NAME: _____
 POSITION: _____
 LEVEL: _____
 YEAR: _____

DATE: _____

RATING DESCRIPTION: 4- EXCEEDS EXPECTATIONS 3- MEETS EXPECTATION
 2- NEEDS IMPROVEMENT 1- DOES NOT MEET EXPECTATIONS N/A- NOT APPLICABLE

RATING OF A 1 WILL RESULT IN PLAN OF IMPROVEMENT

PROFESSIONAL AND PERSONAL RELATIONSHIPS

COOPERATION AND COMMUNICATION WITH THE HEAD COACH AND ATHLETIC DIRECTOR	4 3 2 1 N/A
DEVELOPS POSITIVE RELATIONSHIPS WITH FELLOW COACHES, TEACHERS, AND PARENTS	4 3 2 1 N/A
DEVELOPS APPROPRIATE RELATIONSHIPS WITH STUDENT-ATHLETES	4 3 2 1 N/A
DISPLAYS ENTHUSIASM AND VITALITY REGARDING COACHING ASSIGNMENT	4 3 2 1 N/A
SETS A PERSONAL EXAMPLE FOR STUDENT-ATHLETE'S VALUES AND CONDUCT	4 3 2 1 N/A

STRENGTHS, COMMENTS, RECOMMENDATIONS:

COACHING PERFORMANCE

UNDERSTANDS GUIDELINES AND POLICIES OUTLINED IN THE ATHLETIC HANDBOOK	4 3 2 1 N/A
COMPLETES ALL REQUIREMENTS SET FORTH BY THE OSSAA, NFHS, CPS	4 3 2 1 N/A
ATTENDS ALL REQUIRED PROFESSIONAL MEETINGS	4 3 2 1 N/A
COMMUNICATES WITH HEAD COACH AND UNDERSTANDS THEIR EXPECTATIONS	4 3 2 1 N/A
ADHERES TO THE PHILOSOPHIES, POLICIES, AND SCHEMES AND FUNDAMENTALS OF THE SPORT	4 3 2 1 N/A
DEMONSTRATES THE ABILITY TO TEACH THE SCHEMES AND FUNDAMENTALS OF THE SPORT	4 3 2 1 N/A
COMPLETES ALL DUTIES ASSIGNED BY THE HEAD COACH	4 3 2 1 N/A
IS PROMPT TO ALL MEETINGS, PRACTICES AND GAMES	4 3 2 1 N/A
WORKS COOPERATIVELY WITH OTHER ASSISTANT COACHES	4 3 2 1 N/A
PROVIDES PROPER SUPERVISION OF ATHLETES AT PRACTICE, IN THE LOCKER ROOM, ON THE BUS AND AFTER COMPETITIONS	4 3 2 1 N/A
MAINTAINS CONSISTENT DISCIPLINE WITH STUDENT-ATHLETES	4 3 2 1 N/A
USES TECHNOLOGY IN A COMPETENT MANNER	4 3 2 1 N/A
CONTINUES TO DEVELOP KNOWLEDGE AND UNDERSTANDING OF SPORT IN THE OFF-SEASON	4 3 2 1 N/A

PROPERLY MANAGES AND CARES FOR FACILITIES, LOCKER ROOMS, AND EQUIPMENT 4 3 2 1 N/A

WORKS WITH OTHER COACHES TO SUPERVISE AND PROVIDE PROPER INSTRUCTION DURING OFFSEASON TRAINING 4 3 2 1 N/A

STRENGTHS, COMMENTS, RECOMMENDATIONS:

PERSONAL

SUPPORTS OTHER SCHOOL PERSONNEL AND SCHOOL PROGRAMS 4 3 2 1 N/A

SETS A POSITIVE EXAMPLE FOR PLAYERS 4 3 2 1 N/A

REACTS PROFESSIONALLY TO CRITICISM 4 3 2 1 N/A

RESPONDS IN A POSITIVE MANNER TO ADVICE AND SUGGESTIONS 4 3 2 1 N/A

APPROPRIATELY DRESSED FOR PRACTICE AND GAMES 4 3 2 1 N/A

STRENGTHS, COMMENTS, RECOMMENDATIONS:

HEAD COACH AND ATHLETIC DIRECTOR'S SUGGESTIONS, CONCLUSIONS AND RECOMMENDATIONS

EXTRA DUTY CONTRACT RECOMMENDATION: _____ RENEW _____ DO NOT RENEW

ATHLETIC DIRECTOR SIGNATURE: _____ DATE: _____

HEAD COACH SIGNATURE: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

****SIGNATURE DOES NOT NECESSARILY INDICATE AGREEMENT, ONLY THAT THE EVALUATION HAS BEEN DISCUSSED.***