

ATHLETIC/ACTIVITIES HANDBOOK

**CHICKASHA PUBLIC SCHOOLS
2024-2025**



PHILOSOPHY

A. Introduction

Revisions will be made periodically or whenever the need may arise. These policies and procedures were written and compiled by the Director of Activities for the guidance and assistance of all who are connected with athletics (Manual 2022).

The policies and procedures for the athletic programs of the Chickasha School District are listed on the following pages. Information was obtained from the athletic council and athletic director of Chickasha and will be reviewed and updated regularly.

Every stakeholder involved with Chickasha Public School activities will treat game officials with the respect due to them. We will avoid arguments with officials. Players showing disrespect to officials may be dismissed from the team for the rest of the season.

SECTION 1: GENERAL POLICIES AND PROCEDURES

A. Oklahoma Secondary Schools Activity Association (OSSAA)

1. Chickasha High School is a member in good standing with the Oklahoma Secondary Schools Activities Association, which serves as the authorized representative of the Department of Education supervision and control of the interscholastic athletic activities of all schools in the state.
2. The purpose of this organization is to promote, develop, direct, protect and regulate amateur interscholastic athletic relationships between member schools and to stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools and communities throughout the state.
3. As a member of OSSAA, Chickasha High School agrees to abide by all of the state bylaws, rules and regulations with special emphasis placed on those governing eligibility, age limitation, enrollment and attendance, scholarship, residence, transfers, recruiting, amateurism, and the conduct, character and discipline of athletes.
4. The official publication of the OSSAA shall be the Annual Yearbook which shall serve as the instrument for periodic communication between the state association and its member schools.

B. Oklahoma High School Athletic Association Rules and Regulations

1. Rules and regulations of this association will be strictly adhered to by all concerned in the athletic program.
2. Interpretations which are questioned or perhaps not covered in these rules and regulations may receive clarification by contact with the state office through the Directors of Athletics.

C. **Changing Sports in Mid-Season**

1. Any student desiring to quit a sport must do so within two weeks after the first game of the sport's season. If a student quits after the two weeks period, he/she **will not be allowed to begin a new sport until the entire season of the sport he/she quits is complete.** A student who begins a sport late because of participation in another sport, late enrollment, etc. will have two weeks after the beginning of participation date or two weeks after their first game of that sport's season, whichever is longer, to quit and join another sport. A student participating in two sports at the same time may quit one of the sports without affecting the other sport. However, the student may not begin a new sport unless the above-mentioned conditions are met.

D. **Eligibility**

1. Regular standards of eligibility will be governed by rules of the OSSAA.
 - o http://www.ossaa.com/manual_rules.aspx
2. Eligibility regulations other than those established by the OSSAA shall be determined by the Director of Activities and the building Principal.
3. Problems of inter school eligibility will be decided by the Principal and the Activities Coordinator.
4. In all cases, the Director of Activities and the Principal are directly responsible for eligibility matters.
5. A weekly grade check will be conducted by the Registrar for all athletes that are on the eligibility lists.
6. It is mandatory to have a uniform method of securing information from teachers regarding eligibility questions.
7. In order to participate in authorized school activities other than regular meetings and practices, a student must meet the guidelines prescribed by Student Eligibility during a semester and semester grades.
8. Scholastic Eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. This grade is cumulative based on grades for the entire semester, not nine weeks period. If weather is a factor that does not allow weekly eligibility, the previous week's eligibility will carry over for the following week.
 - A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in, at the end of a week, they will be placed on probation and the student is eligible to participate in their school activity. If a student is not passing subjects at the end of this probationary period, he/she is ineligible to participate until passing all subjects. When a student is passing all subjects, he/she will become eligible at the beginning of the following eligibility week. The ineligibility period will begin on a Monday and end on a Sunday. The last day in the school week is the designated day of the eligibility checks. Any work turned in after that designated time will not be counted for eligibility for the following week.
 - It is the responsibility of the coach or sponsor to check the ineligibility list each week to make certain that ineligible students do not participate. The coach or sponsor will notify a student who is on probation or ineligible.
 - A sponsor or director of an activity, or a coach of a sport will not be permitted to question any teacher about an ineligible or probationary student. It is the student's responsibility to

confer with his/her teacher if there is a question about eligibility status. If the question cannot be resolved, the matter may be referred to the principal, athletic director, or principal's designee.

9. A student shall not be absent for activities from any one period more than ten times in one year. Excluded from this number are state and national levels of school-sponsored contests. To qualify for such an exemption, the activity sponsor must recommend the criteria by which the students earn the right to compete to the board of education for approval.
 - Excluded from consideration by the board as activities falling under this policy are as follows: School approved field trips, interscholastic meets, serving as a page in the State Legislature, school assemblies or Special Education. Any absence from class for a school activity in excess of ten days and not approved by the local board of education shall be treated as an unexcused absence.
10. Chickasha Schools requires a student to be in school the day he/she participates in order to be eligible (1/2 day). There are few exceptions to this rule and these exceptions must be an extreme emergency only. These exceptions will be made by the Athletic Director and Principal. These excused or unexcused absences are to be on an obvious emergency (i.e. death in the family). The athlete must be in attendance 1/2 of the school day to participate in that day's activity.
11. OSSAA requires an athlete and coach who is disqualified from a game by an official because of unsportsmanlike conduct or flagrant foul, to be eligible for the following event and complete the OSSAA suggested teaching and modeling behavior course online. All such disqualifications must be brought to the attention of the Director of Activities within 24 hours after the incident. The athlete or coach will not be reinstated from participation until a conference with the Principal and Director of Activities has been held and a written report of the details and action taken has been filed with the OSSAA. The maximum penalty for the coach will be suspension of the following event. It is the Principals' and Activity Coordinator's decision whether to suspend the athlete from the next contest.
12. **Eligibility Policy**
If a student-athlete is on the probation/ineligible list for [3] consecutive weeks anytime during the season after the first contest the student-athlete will be removed from that sport and placed in study hall until that sport is finished. Coaches must make contact with a guardian at least [1] week prior to the removal of the student-athlete. A week must be at least a 2-day school week to qualify.
13. **Attendance Policy- 3 strike policy**
 - 1st- No call or no show to a team function the head coach will decide the punishment.
 - 2nd- No call or no show the student athlete will sit the next sporting event.
 - 3rd- No call or no show the student-athlete will be removed from that sport and be placed in study hall until that sport is finished.

E. Participation in Athletics:

1. To be considered as having participated, a student must have taken part in a regularly scheduled event with an opposing school (this includes scrimmages).
2. Residence and Migration: The OSSAA rules governing residence and migration will be applicable at Chickasha Schools.

NOTE: The above state rules will be applicable for all school activities governed by OSSAA and/or CPS.

F. Beginning and Ending of a Sports Seasons:

1. All regulations as outlined by the OSSAA pertaining to the beginning and the ending of sport seasons are to be observed.
2. All seasons will end with the last scheduled game or when the team is eliminated from the state level tournament competition.

G. Participation on Teams Other Than School Teams:

1. All State Association rules will be followed by Chickasha Public Schools.
2. Coaches must know the current rules and keep their players informed.
3. Coaches will not require students to participate in summer programs of any type in order to play on the school team.

H. Athletic Scholarships:

1. NCAA rules and regulations concerning recruiting of high school athletes will be adhered to.

SECTION 2: ACTIVITIES POLICY

A. Activity Eligibility:

The principal will determine the academic eligibility of the student. The director of activities will determine all other eligibility using the requirements set forth in the OSSAA manual.

B. Specific Policies:

1. All athletes will be encouraged to participate in all sports in which they show an interest. They will not be restricted in any way for any one sport by a coach.
2. Equipment is not to be used by outside groups, unless approved by the Director of Activities.
3. Everyone will treat game officials with the respect due to them. We will avoid arguments with officials. Players showing disrespect to officials may be dismissed from the team for the rest of the season.
4. Always keep a good relationship with opposing coaches and players.
5. If a student loses his/her equipment, he/she must pay for it.
6. Coaches must advise athletes of all rules and regulations.
7. Students in our schools do have a right to try out for our athletic teams. Coaches will not tell a student they cannot try out for the school team of their choice. If an athlete and coach have a problem one year, that problem is not to be carried over to the next year.
8. Sixth graders may participate in all Jr. High programs when it is feasible and numbers permit.

9. The head high school coach of each sport is responsible for his/her program from the 6th grade up.
10. A school official/employee must be present when students or adults are using any facility OR someone who has been approved by the Director of Activities.
11. All coaches must have Care and Prevention training as well as yearly renewal of Sudden Cardiac Arrest, Concession in Sports and Heat Illness Prevention Training.
NOTE: It is not to be construed that there is a policy for everything. Circumstances and situations will arise where decisions will have to be made familiar with this handbook to help you make sound educational decisions.

C. **Games/Practices on Sundays, Wednesdays and Holidays:**

1. There will be no games on Sundays or holidays unless provided for by OSSAA rules and special approval by the Director of Activities and the Superintendent of Schools.
2. There should be **no mandatory practice on Sunday's unless specifically approved by Administration for a unique situation.** This does not prohibit voluntary practices.
3. Practices held on Wednesdays should be completed by normal end times as all other practices during a week/season. **Note: All other options must be exhausted BEFORE asking for permission with the Activities Director to schedule a special event/game on a Wednesday night.**

D. **Doctors and Medical Attention:**

1. The Activity Coordinator will make arrangements for a trainer to be present at such events in the district. A trainer will be in attendance at all high school football games and home basketball and wrestling events and will be available for treatment of spring sports.

E. **Physical Examination:**

1. Students will NOT be allowed to participate in practice or in games without having had a physical examination and a parent participation card on file in the office of the person responsible for eligibility or the Activity Coordinator's office.
2. Students are responsible for obtaining their own physical. The Director of Activities office and each site's front office have the proper forms. Attempts will be made for a free physical date to be set up by the Director of Activities. OSSAA Physical forms only will be accepted.

F. **Insurance:**

1. Chickasha Public Schools does not offer 3rd party insurance options to any student-athletes.

G. **Injuries:**

1. It is the responsibility of the head coach to see that injuries are properly supervised. The trainer will assume this responsibility in cases of high school football as per OSSAA guidelines.
2. In the event that an individual must be taken to the hospital, the individual must be accompanied by a coach or an authorized adult. The parents should be notified of this immediately.
3. Coaches will follow doctor's instructions as to further treatment for injured athletes, and for permission to use this player in practice and game situations.

H. **Postponements:**

1. Because of the vastness of our spring interscholastic athletic program, the problem of postponements becomes great. Since the weather is a big factor with spring athletic events, and postponements become fairly common, the head coaches for each sport, along with the Director of Activities, are responsible for rescheduling and postponing their games and final approval must be made by the Director of Activities.
2. Coaches may reschedule postponed games with the other school, but should advise the building Principal and the Director of Activities of these changes as soon as they are made. Since the postponements can involve bus transportation, re-assigning umpires, work on the tracks and fields, etc. it is most important they contact the Director of Activities concerning this as soon as the decision is made not to play the game.

I. Team Travel:

1. Transportation to out-of-town games will be provided by the school.
2. Team members will go to events in school provided transportation. Athletes may return home with their parents if parents are present and notify the coach. Athletes can only ride home with another athlete's parents if the athlete's parent gives written permission to the coach allowing his/her child to ride home with the other's parents.
3. There will be no gambling, use of tobacco, use of drugs or alcoholic beverages on any school trip.
4. State law places the responsibility of the safety of individuals on the bus driver. The coach will be held responsible for the conduct of his/her athletes while in a school vehicle.
5. It is recommended that teams travel as neatly as possible in travel gear or dressed up.
6. Coaches must see that our teams return as soon as possible after a game- especially on school nights. **Parents should be told when to expect the team to be home after any event.**
7. To ensure that we do not have any problems with the athletic facilities of schools we visit, please adhere to the following suggestions: When you are ready to leave for home, check the bench area, dressing room and shower areas to be sure everything is picked up. Check for trash (paper, etc.), liquid containers, tape, mud, or anything not there upon arrival. We expect the facilities you use to be as close to their original shape as possible.
8. When possible, only travel two per seat on buses.
9. Activity Bus (Coach Bus) Procedures
 - a. Activity buses will be assigned on a first come first serve basis.
 - b. All high school and junior high activity trips (athletics, band and vocal music) requesting the bus for their trip should send their request through the Activity Coordinator's office for approval. The Director of Activities will forward all requests to the transportation office indicating if a bus is requested.

J. Equipment:

1. Athletes are responsible for equipment checked out to them. Coaches must inform students that they will have to pay for lost equipment.

K. Conflict Between Activities:

1. Students participating in two or more school sponsored activities will have conflicts from time to time with contests scheduled at the same time. We will observe the following policies to settle those conflicts:

- a. Conference, district, and state contests will prevail in all conflicts and the two sponsors shall get together to work this out.
- b. If there is a conflict in the above policy the Director of Activities, the principal and the student will try to come to an agreement (that would be in the best interest of the student involved) acceptable to all. If an agreement cannot be reached, the student must make the decision and the student may not be penalized in any manner for the choice made.

L. Training Rules:

1. The head coaches are responsible for seeing that all rules are enforced. Our coaches should be as consistent as possible when enforcing the athletic rules. Athletes should be made aware of all rules and regulations.
2. The following are acts which may cause an athlete to be dismissed from the athletic program for the remainder of that year:
 - a. Possession, threat or use of a dangerous weapon.
 - b. Assault and battery and destruction of property.
 - c. Possession or use of steroids, narcotic drugs, tobacco (in any form), alcohol, etc.
 - d. Conduct which jeopardizes the safety of others, which includes showing disrespect to an official.
 - e. Habitual absence.
 - f. Membership or participation by athletes in secret clubs or organizations.

M. Grooming Standard:

1. The grooming standards for athletes are as follows:
 - a. The appearance should be socially and morally acceptable by our community.
 - b. Standards should be safe, realistic, healthful, and consistent.
 - c. Consistent with OSSAA rules in regards to grooming and clothing (example- no jewelry to be worn during an athletic contest).
 - d. Athletes are to be as neat and clean as possible.
 - e. Coaches are to stress and instill in our athletes' pride in their appearance as they are representing themselves, their families, their community, and their school.

N. Dismissal from a Team:

1. Coaches have the responsibility of providing an atmosphere that is conducive to coaching his/her athletes. Therefore, athletes that may become disruptive to the program should be dealt with in a firm, fair, and consistent manner. The coach will try to resolve any situation before dismissing an athlete.
2. Any student athlete that is under investigation or has been charged with a felony will not be able to participate in any extracurricular school activities until all charges have been dismissed.

O. Health and Safety Provisions and OSHA Requirements:

1. No student shall be eligible to represent his/her school until they have on file at the school a physical examination approved by the State Association.
2. All athletes must either take out school insurance or have an insurance release form signed by their parent/guardian stating that they have other insurance.
3. In the event of a serious injury to a player, it is the responsibility of the trainer or coach to report such an injury to the parent/guardian of that player and to check on the player as long as he/she is injured.

4. The coach or trainer will fill out an accident report on all injuries and keep on file for one year.
5. Coaches will stress to their athletes the importance of safety and the potential of injuries if techniques, skills, etc. are not performed properly.
6. Coaches will not teach or encourage the use of unsafe skills or techniques.
7. Coaches are responsible to see that each athlete in his/her program is physically developed through our strength program and physically fit before he/she is to take part in a school sponsored event.
8. Coaches will supervise dressing and shower facilities to prevent unnecessary injuries to horseplay, hazing, etc.
9. **Coaches will not give permission to athletes to use facilities without supervision.**

P. Injuries:

1. Coaches or trainers will look at all injuries, no matter how slight.
2. Check with the head coach or trainer before returning to play.
3. When possible, require injured athletes to watch practice.
4. Head coach or trainer should fill out an injury report on any injured athlete and keep it on file for one year. Send a copy to the Director of Activities.
5. Be prepared for hot weather practice. It is required to have sufficient water breaks at each hot or humid practice.
6. Be sure to have forms for admittance into emergency or hospital available for emergency situations- if required.

Q. Lettering Requirements:

These are the standards to be met for an athlete to earn a letter from Chickasha Schools:

1. The participant must earn and maintain a spot on a high school level.
2. The athlete must participate for the entire season.
3. A student not able to continue playing because of an injury (to be determined by a doctor/trainer) may still letter provided the student continues to meet practice, game, schedules, and teach functions just as uninjured team members would be required.
4. The athlete must meet school and state requirements in academic work and school attendance.

R. Senior Night:

1. Senior Night dates and times will be set by the Head Coach and Director of Activities and denoted on the individual sport schedule.
2. Individual sports and coaches will be responsible to help during Senior Night activities.
3. An agenda must be submitted to the Principal and the Director of Activities for approval. The Director of Activities' office will not aid in the Senior Night Organizations: parents, and sports clubs may help.

4. Costs incurred will be charged to individual budgets if products are purchased through the Activities department. Purchases that go through the Director of Activities' office must go through the approval procedure.
5. All purchases must be pre-approved before they are purchased.

S. Communication:

6. It is strongly recommended that personal cell phone numbers should not be exchanged between coaches and athletes only. If a coach shares a cell phone number it must include parents of athletes.
7. Communication options between coaches, athletes, and parents could be one of the following options:
 - a. Remind 101 (app) or the Google Suite of applications (i.e. - email). Each of these two options are board approved.
 - b. Communication should be open for parents to participate or review between coaches and athletes.
 - c. **NOTE: ANY AND ALL MATTERS SHARED WITH ANY CPS STAFF MEMBER THAT INVOLVES POTENTIAL ABUSE OF A MINOR MUST BE REPORTED TO LOCAL LAW ENFORCEMENT AND THE OKLAHOMA DEPARTMENT OF HUMAN SERVICES AS PER OKLAHOMA STATE LAW.**
8. Social media:
 - a. Is to be used as a means to post information about program events and games.
 - b. Should not be used as a means of personal communication between coaches, athletes, or parents.
 - c. Students should not be requested to sell or promote items on social media. This is a matter of making sure they are kept safe. Coaches and parents may use social media as a manner to promote fundraisers.
 - d. Any use of social media by athletes, in regards to the program or team they are a member of (in/out of season) should be positive, productive, and of a good nature. The student handbook regarding student conduct will be in place and expected to be followed at all times.

Section 3: Fundraising

A. Fundraising Guidelines:

1. All booster club programs need to be approved through the sanctioning process working with the director of activities.
2. Programs are responsible to offset any additional needs that are not provided by the district allocation.

3. Parents and guardians must be given an option of making a financial donation or contribution to the program that is equivalent to the proposed fundraiser that would be in place of their student athlete participation in said fundraiser.

Section 4: TITLE IX REGULATIONS

Title IX - Non-Discrimination

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Questions regarding gender discrimination or sexual misconduct should be directed to the assistant superintendent of Chickasha Public School Jennifer Stegman.

jstegman@chickasha.k12.ok.us

- [The U.S. Department of Education Title IX Guiding Principles](#)

Section 5: Handling/Reporting of Concerns

It is understandable that concerns will arise periodically involving student athletes, parents, and coaches. In the event that a concern arises, the following protocols should be followed.

1. The first discussion should be with the coach that the concern is in regards to. This includes head and assistant coaches. If it is a high school athlete, they should be encouraged to speak with their coach first.
2. Should a parent or guardian have a concern with a coach or program then their first conversation should be with the head coach of the team. The goal of this conversation should be to talk through concerns and come to an agreement on how to handle it mutually.
3. Following a meeting with the coach and parent or guardian, a meeting can be requested with the Activities/Athletic Director. This meeting will be held in person with the coach, parent/guardian, student athlete, and the Activities/Athletic Director. The goal of this meeting will be to hear any and all concerns and work towards a mutual outcome for all involved parties.
4. Should the meeting with the Activities/Athletics Director not produce a mutual agreement, then a meeting with the Superintendent may be requested.

This process should be followed for each concern related to a coach or program. At no point will retaliation be allowed or tolerated by any involved party.

Section 6: Hazing

Board Policy EI Student Code of Conduct

Hazing is an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation of admission into or affiliation with any organization sanctioned or authorized by the Board of Education. Hazing is prohibited by Oklahoma law.

Hazing, Prohibited

1. "Hazing" means any activity that recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical elements, forced consumption of food, alcohol, drugs, or other substances, and activities prolonged isolation, and conduct which could cause extreme embarrassment, humiliation, or loss of dignity.
2. No organization having student members which is sponsored by the School District or which is permitted to hold meetings or other events on School District property (a "Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.
3. Students violating the prohibition in this policy shall be subject to necessary disciplinary actions determined to be appropriate by school authorities which, in addition to non-participation in extra-curricular activities for a determined period of time, may also include suspension and/or referral to local law enforcement authorities for possible prosecution. Employees/Sponsors violating or allowing violation by students sponsored of the prohibitions of this policy may also be subject to termination of employment.
4. Student Organizations which violate the prohibition in this policy shall forfeit all rights, privileges, and recognition from the School District for up to a time period determined appropriate by school authorities, and may also be referred to local law enforcement authorities for prosecution.
5. This policy shall be considered to be a part of the by-laws or other organizational rules of all School District-sponsored Student Organizations.

