

# **Bartlesville Public Schools**



## **Student Athlete / Parent Handbook**

## ATHLETIC PROGRAMS / TEAMS

Bartlesville Public schools competes in fourteen sports which consists of thirty-nine individual teams. Sports offered by season are:

Fall Season:	Football, Softball, Cross Country, and Volleyball
Winter Season:	Swimming, Basketball, and Wrestling
Spring Season:	Soccer, Track, Tennis, Golf, and Baseball
All Seasons:	Cheerleading, Pom Pon, and Athletic Training

Athletes in grades 9-12 are limited to participating in one sport per season but are encouraged to participate in more than one sport.

## STATE AND CONFERENCE AFFILIATIONS

Bartlesville Public Schools athletic programs operate under the guidelines established by the Oklahoma Secondary Schools Activities Association (OSSAA), the Bartlesville Board of Education, the Frontier Conference and the Ark Valley Conference.

The Frontier Conference is a premier varsity conference in the state and consists of the following schools; Bartlesville, Owasso, Broken Arrow, Union, Jenks, Sapulpa, Sand Springs, Stillwater and Ponca City. The Ark Valley conference is the established conference for grades 7<sup>th</sup> through 9<sup>th</sup> and consists of either the Junior High Schools or Middle Schools of the Frontier Conference members.

## SPORTSMANSHIP

Practicing good Sportsmanship is a responsibility for everyone that is associated with an athletic event. Listed below are examples of acceptable and unacceptable behavior.

Violation of these guideline will result in the following consequences:

- a. Immediate removal from the contest or activity
- b. Upon investigation by the administration of the schools involved violator(s) may be suspended from activities for a period from one week to indefinitely depending upon the severity of the infraction and previous violations.

### Acceptable Behavior

- Applause during introduction of athletes, coaches and officials
- Athletes and coaches shaking hand with opponents at the end of the contest regardless of the outcome
- Accept all decisions of officials
- Cheerleaders lead fans in positive yells in positive manner
- Treat competition as a game not a war
- Applause at the end of the contest for

### Unacceptable Behavior

- Disrespectful or derogatory yells, chants, songs or gestures
- Turning backs or holding up newspapers while teams are being introduced, or when teams, cheerleaders or dance teams are performing
- Booing or heckling an official's decision
- Yells that antagonize opponents
- Refusing to shake hands or give recognition for good performances
- Blaming loss of game on officials, coaches or

- performances of all participants
- Everyone showing concern for an injured athlete, regardless of team
- Encourage surrounding people to only display sportsmanlike conduct
- athletes
- Laughing or name-calling to distract an opponent
- Doing own yells instead of following the lead of cheerleaders
- Use of profanity

## **RULES AND REGULATIONS**

### **AGE**

#### **Rule 1 Section 1. (OSSAA)**

Any student who reaches his/her nineteenth birthday before Sept. 1 will not be eligible for athletic competition. Any student who reaches his/her sixteenth birthday before Sept. 1 will not be eligible if enrolled in a regular three-year junior high school. Any student who reaches his/her fifteenth birthday before Sept. 1 will not be eligible for the eighth grade or below. Any student who reaches his/her fourteenth birthday before Sept. 1 will not be eligible for the seventh grade or below.

### **PHYSICAL EXAMINATIONS**

#### **RULE 1 Section 2. (OSSAA)**

No student shall be eligible to represent his/her school in athletics until there is on file with the principal a physical examination and parental consent certificate. A qualified physician, physician's assistant, or an advanced practice nurse covered by professional liability insurance shall give the physical examinations. Physical examinations are required for students each year. All physicals given for OSSAA participation must be given no earlier than May 1 of the preceding year in which the students are to participate and before the first day of practice in that student's particular sport. The physical will be valid from the date of the physical given until the next required physical. Parent(s) or guardian(s) must sign the parental consent form each year before the pupil participates in any organized athletic practice session including contest participation.

\*\* Physical examinations are conducted during the first week in May each year by Jane Phillips Hospital. Parents can elect to either attend these physical examinations or use their personal physician.

### **ATTENDANCE**

#### **RULE 2 - (OSSAA)**

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

#### **FMR (Board of Education)**

Students must be in attendance in all classes on the day of an activity when that activity takes place outside of the regular school day. Any exceptions must have the approval of the principal or the principal's designee. Students will not be allowed to miss classes in

which they are receiving failing grades to participate in regularly scheduled activities, excluding tournaments, play-offs, and schedule changes due to "Acts of God".

## **SCHOLASTIC ELIGIBILITY**

### **RULE 3 - Section 1. SEMESTER GRADES (OSSAA)**

- a. A student must have received a passing grade in any five of six enrolled subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be six school subjects for the 7th and 8th grade students.)
- b. 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 semester they attend.
- c. 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.
- d. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

### **RULE 3 - Section 2. STUDENT ELIGIBILITY DURING A SEMESTER (OSSAA)**

- a. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. School may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

### **RULE 3 - Section 3. SPECIAL PROVISIONS**

- a. A senior student may maintain eligibility if he/she is passing (weekly check) the classes required for graduation. The number of classes which a student is enrolled can be no less than four. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed for eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education.
- b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her

- eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period.
- c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) A maximum of two weeks is allowed for make-up work at the end of the semester.
  - d. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a for the end of spring semester.

## **GENERAL INFORMATION**

### **ATHLETIC INFORMATION**

- a. Schedules and Addresses  
[WWW.Bartlesville.K12.OK.US/BHS](http://WWW.Bartlesville.K12.OK.US/BHS)
- b. Schedules only  
[www.highschoolsports.net](http://www.highschoolsports.net)

### **TRANSPORTATION**

- a. Athletes are expected ride to and from an event with their team. Students may travel home from an out of town event with either their parents or another adult. If an athlete is returning home with their parents, parents are to make contact with the coach before releasing the athlete. If an athlete is returning home with another adult, that athlete's parents must have a transportation release request on file in the Athletic Office at least two days prior to the event. This release must specify the adult with whom the athlete can travel.
- b. If circumstances warrant, athletes may be transported to a scheduled event by their parents or an adult designated by their parents. Prior to the event a written explanation seeking such an exemption must be on file and approved by the Athletic Director.

### **CHANGING OF SPORTS**

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

## STUDENT ATHLETES

### CONDUCT

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

#### **RULE 4 - Section 1 (OSSAA)**

- a. A student who is under discipline or who is suspended from school or an activity shall be ineligible until reinstated by the school principal.
- b. A student who is disqualified during a game or contest because of a flagrant or unsportsmanlike conduct shall be ineligible until reinstated by the principal. It is recommended that a disqualified student forfeit the right to participate in at least one contest before he/she is reinstated by the principal. A student whose flagrant or unsportsmanlike conduct consists of fighting, cursing or using foul language toward a game official will be automatically suspended from participating in a minimum of the next two regularly scheduled games or contests on the same level of competition that his/her team plays. The celebration by fans, players, or coaches acting in an unsportsmanlike manner (example: pouring water on the coach) after a contest will result in possible penalties imposed against the school.
- c. School administrators should be aware that if their student body and fans come onto the playing area after a contest, penalties may be imposed. Any substitute or team member who leaves the team bench and enters the playing area during a fight or any other serious unsportsmanlike act, shall be ejected. Those players or team members identified by game officials, school administrators, or videotape will be suspended a minimum of one game if they were not involved in the altercation and a minimum of two games if they were involved in the altercation.
- d. This rule applies to both regular season and play-off games. Any additional penalties by the National Federation Rule Book and the OSSAA Rules and Regulations Handbook would also apply. The rule would apply to all OSSAA sponsored activities. Any student involved directly or indirectly for fighting or any other serious unsportsmanlike act a second time during the season shall be suspended for the remainder of the season.
- e. Students ineligible under (a) or (b) are not eligible until reinstated by the principal after the minimum penalty is enforced.
- f. A disqualified student shall be ineligible until reinstated by the principal and a written report of details of the incident and action taken has been filed with the Executive Secretary for review with the OSSAA Board of Directors.
- g. If a student who is ineligible under (a) or (b) transfers, the principal shall notify the principal of the receiving school (School Law, Section 488.3). The receiving school

must require an OSSAA New Student Form (OSSAA Rule 9) to ensure compliance with this section.

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

#### **RULE 4 - Section 3 (OSSAA)**

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

### **SCHOOL REGULATIONS AND POLICIES**

Athletes are subject to school district regulations and the authority of school district officials at school-sponsored activities occurring both on and off campus. In addition to school district regulations, each coach has specific regulations for his/her sport. The athlete is responsible for learning and following these rules.

### **EQUIPMENT**

Athletes are responsible for all equipment and or uniforms that have been issued to them by the school district. School equipment is not to be used for non-school purposes. Athletes and their parent/guardian will be held financially responsible for equipment that has been lost or damaged (beyond what is considered normal wear and tear). Athletes with lost or damaged equipment will have a hold placed on their grades and student records, and will not be permitted on another school team until the hold is cleared.

### **TRYOUTS**

Coaches are given the objective to create a competitive team that is well instructed and cohesive. Therefore they must, in some circumstances, reduce the number of participants on their team. If a reduction is warranted, tryouts will be held prior to the start of the season. Coaches will make every effort to provide a fair and open process. If a student is currently involved in a sport the coach holding the tryout will work with the athlete's current coach to determine when the athlete can tryout.

- a. Prior to the tryout a Coach will:
  - Notify all athletes that are eligible for participation on their team as to the dates and times of the tryouts.
  - Hold a meeting of athletes and parents to inform them of the composition of the team(s) and the tryout process.
- b. At the conclusion of the tryouts a Coach will:
  - Inform each athlete individually as to whether or not they made the team.
  - Encourage those students, who are underclassmen, that did not make the team to work on their skills and try again next year.

## THE ROLE OF PARENTS IN INTERSCHOLASTIC ATHLETICS

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

## COMMUNICATING WITH THE COACH

### A. Communication You Should Expect From Your Child's Coach

- Philosophy of the coach
- Expectations the coach has for your child as well as all players on the squad
- Locations and times of all practices and contests
- Team requirements (fees, special equipment, off-season conditioning)
- Procedure should your child be injured

### B. Communication Coaches Expect From Parents

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance

### C. Appropriate Concerns to Discuss With Coaches

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

### D. Issues Not Appropriate To Discuss With Coaches

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

### E. Appropriate Procedure for Discussing Concerns

1. If a parent has a problem, question or concern with an athletic program or policy, the following procedure is to be used.
  - a. If the concern or question is about a coaches rules or actions the parent should:
    - Set up a meeting with the coach
    - If no resolution is reached, contact the Athletic Director and a meeting will be set up with the coach, parent and the Athletic Director.

**Do not confront a coach before or after a contest or practice**

***(these can be emotional times for all parties involved and do not promote resolution)***

- b. If the concern or question is about an athletic department rule or actions the parent should:
  - Set up a meeting with the Athletic Director
  - If no resolution is reached, contact the Director Secondary Education and a meeting will be set up with the Athletic Director, parent and the Director of Secondary Education..

## ATHLETE / PARENT COMPLIANCE FORM

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

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Athlete's Signature

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Date

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Parent/Guardians Signature

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Date

**This form must be signed and returned to the Athletic Office. Athletes that do not have this form on file will not be allowed to compete.**