

COLLINSVILLE
CARDINALS



IT'S GOOD TO
BE A CARDINAL

COLLINSVILLE PUBLIC SCHOOLS

Coaches Handbook

**Collinsville Public Schools
Athletic Department
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Introduction

In the following pages you will find the framework within which the Athletic Department of Collinsville Public Schools operate. While this handbook addresses many items specific to athletics, our department also operates under the Policies and Procedures of the Collinsville Public Schools Board of Education, the laws of the State of Oklahoma, the rules of the Oklahoma Secondary School Activities Association and many other regulations in addition to good judgment and common sense.

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

Important Phone Numbers:

Director of Athletics (918) 371-0277

Collinsville High School Principal's Office (918) 371-3382

Collinsville Junior High Principal's Office (918) 371-2541

For more information regarding the Collinsville Public Schools Athletic Department visit our website www.collinsville.k12.ok.us

COLLINSVILLE PUBLIC SCHOOLS

1.0 ATHLETIC DEPARTMENT MISSION STATEMENT

It is the mission of the Collinsville Public Schools' Athletic Department to help all student athletes to become stronger academically, athletically and socially for the betterment of our community. The athletic faculty will be committed to working with athletes to help them better understand the importance of dedication, work ethic and cooperation. We will always strive for a family atmosphere that embraces diversity. It is the desire of our faculty to always provide a safe and competitive environment. The Collinsville Athletic Department's goal is that all athletes become great citizens while learning to compete at the highest level.

2.0 INTERSCHOLASTIC ATHLETIC GOALS AND OBJECTIVES

2.1 GOALS

- To provide the educational benefits available through interscholastic competition to a maximum number of participants.
- To provide the best facility and qualified staff possible.
- To provide a variety of sports activities according to the interests of boys and girls.
- 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 a faith in the democratic processes.
13. The opportunity to develop the value of striving for and reaching group ideas.
14. The opportunity to develop and improve motor skills.
15. The opportunity to develop skills, interests and knowledge that will make life now and as an adult more enjoyable.

3.0 DEPARTMENT STAFF EXPECTATIONS

3.1 COACHES' RESPONSIBILITIES/EXPECTATIONS

In these days of larger numbers of well-trained applicants and of 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 just exactly what is expected of our coaches. Several performance categories are listed in the subsections that follow.

3.2 PROFESSIONAL AND PERSONAL RELATIONSHIPS

In the area of professional and personal relationships it 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, the student body, the members of the professional staffs involved (grounds, medicine, 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" so important.

3.5 LEADERSHIP

Leadership comprises 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 motional displays will not be tolerated by Collinsville 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. The quality of leadership 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 fuller performance. Keeping abreast of current literature in professional journals, newspapers, and magazines and utilizing enrichment material available in other media forms is also expected.

3.7 COACHING AND TECHNIQUES

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

1. Uses sound and acceptable teaching practices.
2. Runs well-organized practice sessions.
3. Completes pre-season planning well in advance of starting turnout 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 athlete, 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 stays 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 to recommend 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 and principal feel 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 in writing as soon as possible after the completion of the sport.

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 of any type in order to play on the school team.

3.9 REGULATIONS FOR ALL COACHES

Any coach in charge of athletics at any level and in any sport is expected to maintain a high degree of integrity in carrying out his/her duties and responsibilities. Listed below are some of those most often encountered:

A. Coaches' Duties:

1. Assign managers the duties and responsibilities each manager is expected to perform.
2. All coaches will be responsible for athletic facilities throughout the district. Be first to arrive and make sure that you are the last to leave. Check to be sure all facilities are secure.
3. Be certain that each participant has a medical examination (physical) prior to any workout.
4. Be sure that each player has a parental permission slip on file. (Consent to treat injuries-Authorization for Emergency Care to Minor).
5. Check all players for their eligibility.
6. Prepare a complete roster of players and necessary information so that certified lists of eligibility may be sent to the OSSAA.
7. Have first aid equipment available at all times.
8. Insure that athletes are properly equipped for practice and competition.
9. Communication between coach and player regarding any change in status on the team is essential.
10. All discipline problems must be dealt with firmly and consistently.
11. Head coaches should see all sub varsity games if possible.

B. Coaches' Dress:

Coaches should dress appropriately for all contests and trips. Coaches should be sure that managers/trainers are properly dressed in Khaki Shorts/Slacks and Collinsville Cardinal t-shirt/polo.

C. Coaches' Responsibilities on Trips:

1. Head coaches must submit to the attendance 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. A coach must remain with the players until every child has been picked up by a parent/guardian.
5. Any injured players must be personally referred to a physician, trainer, or released to their parents.
6. Encourage students not to bring valuables.
7. 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.
8. 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.
9. 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.
10. Opposite sex managers will not be permitted to attend overnight events unless accompanied by a chaperone of the same sex.

D. Bus Conduct

1. Coaches, managers, and athletes must see that the bus is clean at the end of the trip.
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 is required to attend the 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 internet.
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 the block for the entire term or terms. 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, including low-point (3.2) beer, on the practice field, during a contest, in the presence of athletes, in school vehicles, or on school grounds.
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.
2. Keep current regarding all rules and rule changes for their sport(s).
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 Collinsville 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 and positive manner as needed.
- Emphasize safety precautions; be aware of the best training procedures and injury prevention action.
- Conduct self and team in an ethical manner during contests and in practice.
- Instruct players in rules of the game, rules changes, 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

Additional responsibilities occurring during the season may be assigned:

- 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 Collinsville School District are members of the Oklahoma Secondary School Activities Association (OSSAA).
2. All concerned in the athletic program will strictly adhere to rules and regulations of this association.
3. Interpretations, which 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 attendance in school by an athlete on the day of a contest. However, it is the policy of the Collinsville School District to carefully evaluate attendance patterns and declare ineligible those students with excessive absences on the day of contests.

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 a minimum of 90% of the time each semester. This amounts to a maximum of five (5) absences each nine-weeks grading period and ten (10) absences per semester. 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.

4.3 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 contest. All new students must be informed of the applicable athletic policies, rules, regulations and codes.
6. At the high school, eligibility checks will be conducted after two weeks (during third week) of the first and third terms and each succeeding week thereafter and at the end of the first week of the second and fourth blocks and each succeeding week thereafter. Coaches/Sponsors are responsible for giving the student their failing letter.

4.4 INELIGIBLE PLAYER STATUS

1. An ineligible player may practice with the varsity, junior varsity, and ninth or eighth grade team.
2. He or she must have completed all pre-participation paperwork prior to beginning sports practices.
3. If the principal, Athletic Director or coach thinks 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 entered into the In-School 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 warrants. The high school/junior high principal and the Athletic Director shall meet to determine this.

4.6 ACADEMIC ACHIEVEMENT AWARDS (from the OSSAA Administrative Manual)

4.6.1 Academic Achievement Awards

- A. Teams must meet all qualifications required of the respective activity in order to qualify.
- B. Entries that are mailed must be postmarked by the entry deadline in order to be considered. Entries that are faxed must be received in the OSSAA office the day following the entry deadline in order to be considered. Incorrect information submitted on the entry form will void the entry. Please report any corrections or changes on your academic application to the OSSAA office. The OSSAA will confirm finalists for the state championship award.

- C. The academic G.P.A. will be based on the 4.0 point system and computed to the nearest one-hundredth percentile: A=4.0; B=3.0; C=2.0; D=1.0. If you have a weighted grading system it must be converted to a 4.0-point system in computing the team G.P.A.
- D. All classes that count toward graduation shall be used in determining each individual student's G.P.A.
- E. Teams will be eligible to receive one award each year in each activity. The award will be for the highest level of achievement.
- F. Music and Speech activities will be eligible for academic achievement certificates and the distinguished academic plaques.

4.6.2 Three Levels of Competition for Academic Awards

- G. Academic achievement certificate. Teams must have a minimum 3.25 G.P.A. and rank in the upper 1/3 of their classification to qualify.
- H. Distinguished academic plaque. Teams must have a minimum 3.50 G.P.A. and rank in the upper 10% of their classification.
- I. State Academic Champion: The highest girls team GPA and the highest boys team GPA will be declared the state academic champion for their respective class.

4.6.3 Awards Presentation

- J. Certificates and plaques will be mailed to the winning schools following the state championship event.
- K. The state championship trophy will be presented to the winning team at the state championship event.

4.6.4 Teams Qualifications

- L. **Football** – The roster of academic achievement participants will consist of all team members who were participating in football at the conclusion of the final regular season game. This will include any team member who did not suit up for the final regular season game, but is participating in football. The G.P.A. shall be based on the grades from the preceding semester.
- M. **Basketball** – 15 players (include all players if number is less than 15) suiting up for the first play-off game. The G.P.A. shall be based on grades from the preceding semester.
- N. **Wrestling** – 14 wrestlers who wrestle in the regional tournament. If a team enters less than fourteen wrestlers in the regional tournament, it must have a minimum of eleven wrestlers to qualify for an award. The G.P.A. shall be based on the grades from the preceding semester.
- O. **Baseball** – Spring baseball teams will be eligible for an academic achievement award. The 22 players in 6A-5A-4A-3A-2A-A-B (include all players suiting up if the number is less than 22) who suit up for the first district/regional tournament game will be eligible. The G.P.A. shall be based on the grades from the preceding semester.
- P. **Fast-pitch Softball** – The roster of academic achievement participants will consist of the 22 team members or lesser number suited up for classes B-A-2A-3A-4A district tournament play and classes 5A-6A regional tournament play. The G.P.A. shall be based on the grades from the preceding semester.

- Q. **Track** – A-2A - 10 athletes; 3A-4A –12 athletes; 5A-6A 14 athletes (all participants competing in the regional track meet should be included) based on grades from the preceding semester. State Champion based on highest team G.P.A. (Application can be found in track manual).
- R. **Soccer** – 22 players or the lesser number suiting up for the last district soccer game. The G.P.A. shall be based on grades from the preceding semester. (Applications can be found in soccer manual).
- S. **Golf** – A full team of 5 players that compete in the qualifying tournament. The state champion will be determined by the best G.P.A. The G.P.A. shall be based on grades from the preceding semester.
- T. **Tennis** – The roster of academic achievement participants will consist of the six team members competing in regional tournament competition. Six participants will be the minimum number in order to enter the academic competition. The G.P.A. shall be based on grades from the preceding semester.
- U. **Cross Country** – A full team of seven participants that compete in regional meet. The G.P.A. shall be based on grades from the preceding semester. The state champion shall be determined on best team G.P.A.
- V. **Volleyball** – 15 players or a minimum of nine suiting up for regional tournament. The G.P.A. shall be based on grades from the preceding semester.
- W. **Cheerleading** – The academic award shall be based upon the entire competitive squad up to the maximum of 20. GPA shall be based on grades from the preceding semester. To be eligible for academic awards cheer squads must enter and compete in the OSSAA competitive cheerleading competition.
- X. **Music** – 85% of all members of High School instrumental, vocal or orchestral music departments entered in High School OSSAA competition (see music regulations for details and exceptions).
- Y. **Speech** – 85% of the total participants on the speech squad that entered the OSSAA regional tournament must be counted in the G.P.A. The G.P.A. is based on the grades from the preceding semester, and a minimum of (8) eight students must be counted in 1A-2A and a minimum of (10) ten students must be counted in 3A-4A.

5.0 STUDENT PARTICIPATION REGULATIONS

5.1 FRESHMAN PARTICIPATION ON VARSITY LEVEL TEAMS

The two main considerations in regard to freshman participation on the varsity level include the student and program in question. The main emphasis of Collinsville Public Schools athletics is to provide a program that meets the needs of students while playing on a competitive level. As a result, the first concern is to meet the educational, physical, social, and psychological growth of student participants in the various programs of competition. Therefore, the following provisions will serve as the regulations for freshmen competing on the varsity level:

1. A primary consideration for varsity level request to participate is whether a competitive program is sponsored by the Collinsville Public Schools.
2. The head coach and Athletic Director must determine that the participation will benefit the student as well as the program. The student must have approval from the Athletic Director prior to any practice with the team.
3. The status of the participation and the offering of a program on their own level in most instances will determine whether a student will be allowed to move up to varsity level competition.
4. Through competition, student/athletes must be a contributing factor on the varsity team.
5. The student/athletes must understand that the intensity and level of competitiveness will be more demanding and time consuming.
6. The parents of the student/athlete must understand that the level of competition will be much more intense and that the psychological and sociological environment will be more accelerated as the student participates with and against upper level students.
7. Junior high students moving up would practice after the 6th hour at the junior high. Exceptions will only be approved by the junior high principal.
8. Students may not exceed the number of contests they are allowed to participate in as set by the OSSAA. If you are not aware of the number of contests you are allowed to participate in your sport, contact the Athletic Director.
9. A freshman may move up to the high school after the completion of his/her season if he/she is invited to do so by the high school coach. These students are not to bump or replace another student who has participated on the high school team during the season. He or she can fill voids in positions, events, and weights; he/she will not exceed the number of contests mentioned in item #8.

The procedures to procure permission to participate on the varsity level must be initiated through the student and the respective head coach of the sport in question. After the initial conference with the student, the coach and building principal will hold a conference with the parents and discuss the feasibility of the request. After reviewing the merits of the petition to compete on the varsity level and favorable recommendation is made by the coach and principal, then the Athletic Director will review the status of the student involved in regard to the program in question. The Athletic Director will approve or disapprove the request. The decision of the Athletic Director is final and non-appealable.

5.2 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 one 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.

5.3 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.

5.4 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 at once. No risks should be taken. **Each coach will be responsible for completing an on-line course on concussion management, and subsequently, each player will need to take the same concussion management course and present completion certificates to the Athletic Director. This course needs to be completed by each coach and player prior to the beginning of their respective sport.**

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.

5.4.1 Basic Care Guidelines

1. Collinsville has a full-time Athletic Trainer who will be available at most athletic events and throughout the day for basic medical treatment.
2. An ambulance will be available or on call for all senior high football games.
3. No athlete, whose physical condition is questionable, in the opinion of the coach, shall re-enter an athletic contest. He or 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.

5.4.2 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. An Authorization for Emergency Care to Minor permission form to allow a student to receive treatment at a hospital will accompany all teams to their events.
8. Take a few minutes that evening to check on the condition of the athlete.
9. Complete CPS Accident Report Form, sign, have signed by administrator and send copy to Superintendent of CPS.

5.4.3 Insurance Procedure

Student Insurance is not available for purchase through Collinsville Public Schools.

5.5 STUDENT ATHLETE CONDUCT RULES

5.5.1 Statement of privilege

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

5.5.2 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.

5.5.3 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.

5.5.4 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.

5.5.5 Student Handbook

Athletes are required to meet and abide by the policies, rules and regulations of the school district as described in the Discipline Procedures Handbook of the Collinsville Board of Education and outlined in the student handbook that each student receives at the beginning of the year.

5.5.6 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 to this handbook.

5.5.7 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.

5.6 STUDENT ACTIVITY DRUG TESTING PROGRAM

Any student in Collinsville Public Schools who participates in extra-curricular competitive 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.

5.7 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 Collinsville 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: (to 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.

5.9 LETTERING AWARDS

The following awards are provided to our athletes:

1. High School

- Varsity Letter “C” - A letter “C” letter will be awarded to senior athletes who letter on any Varsity Team.
- Certificates – Athletes will receive a certificate each year they letter.
- Special Awards – Each sport and the Athletic Department will provide special awards for outstanding performance.

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 South County Leader newspapers for senior high sports and the South County Leader paper for junior high sports.
3. The student body should be well informed of all athletic events.
4. The building principal or director of athletics and activities 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 director of athletics and activities 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, follow this form as much as possible. At the top put your school, sport, your name, year, then use the following form:

- 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 Collinsville 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 adhered to.

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 Collinsville Public Schools Policy.
3. Interior of buses and/or vans 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 school-owned vehicles, 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.
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 Collinsville 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. The school will hire all drivers for the athletic trips.
14. Parents wishing to have their child ride home with someone other than the team or the parent must complete the CPS Activity Transportation Release form and present it to the coach with signatures from the parent and Athletic Director prior to departure.

6.4 PURCHASING PROCEDURES AND CARE OF EQUIPMENT

6.4.1 Budgets

1. The secondary schools 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 senior high school and the junior high school, the director of athletics and activities will establish the budgets.

4. The athletic department will not provide money for entertainment, such as movies.
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 and activities will supervise the process of purchasing equipment.
2. Schools should be certain to stay within the budgets allotted for each sport.
3. Purchase orders must be approved when buying athletic equipment prior to the actual purchase agreement.

6.4.3 Bills and Payment

1. Processing of bills is the responsibility of the director of athletics and activities. Purchase orders are needed to accompany each payment.
2. Coaches are not to charge any item to the school without approval from the director of athletics and activities.
3. Coaches are not to sell athletes anything unless money is deposited in the school's activity fund, and they have Athletic Director's, school Principal's, and School Board's 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 or 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. Fund raising by individual groups including teams must have approval of the Superintendent, building principal 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 fund raising projects is most important.
3. All fund raising 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 SPORTS BOOSTER CLUBS

1. The purpose of the Collinsville Booster Club is to “Raise support for durable goods and activities that promote Cardinal Pride for Collinsville secondary school’s sports programs.”
2. Support all athletic teams in the Collinsville Public Schools.
3. Encourage good sportsmanship toward officials, the opposing team, and out-of-town visitors.
4. Aid in projects presented by the Club, coaches, and school administration that will make for a better athletic program.
5. Coaches should not go directly to the Booster Club. They should work through the Athletic Director for requests.

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 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 (i.e., manager, coaches).
2. Disposable latex-free gloves will be worn when contact with blood or other body fluids are 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 where bloody sputum or saliva may be spit, 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, 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, Betadine, 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. Vaso-dilation 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.

COLLINSVILLE 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)
- Dizziness and weakness (Offer water, if conscious)
- Exhaustion (In no improvement, call 911)

Heat Cramps

Signals: (First Aid):

- Muscular pains and spasms (Stretch muscle and massage area)
- High body temperature (Offer cool water and put in cool place)

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.

APPENDIX

**COLLINSVILLE PUBLIC SCHOOL
CO-CURRICULAR ACTIVITIES STUDENT-PARENT CONTRACT**

PARTICIPANT'S NAME _____

GRADE (Next School Year) _____

CO-CURRICULAR ACTIVITY

1. _____ 2. _____

3. _____ 4. _____

Participation in co-curricular activities at Collinsville Public Schools is a privilege not a right. In order for the student to retain this privilege, the policies and procedures contained in this contract must be followed. Students must exhibit discipline and dedication to the overall goals and objectives of our co-curricular programs.

The policies and enforcement procedures are relative to the co-curricular activities program and will be administered accordingly. Policies which are relative to the general student population will supersede the co-curricular activities policies when the student is participating in the education process as a student. Policies governing the general student body can be found in the Collinsville District Policy Manual, and/or Collinsville Student Handbook.

The rules are as follows:

1. **ELIGIBILITY:** A student must be passing, on a weekly basis, all subjects in which the student is enrolled. If the student fails to meet the minimum requirement he/she will be placed on probation for one week. At the end of the one-week probation, if the student fails to meet the minimum requirement, he/she will be ruled ineligible until he/she is passing all subjects in which he/she is enrolled. At the conclusion of the eighteen (18) week grading period, the student must pass/earn five (5) credits counted toward graduation during that eighteen (18) week grading period. If the student fails to pass/earn five (5) credits, the student will be ruled ineligible for a period of six (6) weeks. This ruling is set forth by the Oklahoma Secondary Schools Activities Association (O.S.S.A.A.). Exceptions and or interpretations will be made by the Director of Athletics/Activities and/or Principal.

2. **ATTENDANCE:** The Oklahoma Secondary Schools Activities Association rules indicate that a student must be in attendance a minimum of 90% during the semester to maintain eligibility.

3. **EQUIPMENT, FEES, PHYSICALS, AND INSURANCE:** (If applicable). All student/athletes will be required to pay the replacement cost of lost equipment. The O.S.S.A.A. requires that all athletes have a current physical examination on file in the Athletic Department each school year. The cost of this physical will be the responsibility of the athlete and/or the parent's or legal guardian. The Collinsville School

District will not assume the financial responsibility for injuries which occur during participation, nor will the district assume responsibility for ambulance and consulting medical fees or bills

CONDUCT: Students participating in co-curricular activities are expected to follow the rules and regulations which are found in the student handbook and the athletic department handbook. Violation of these rules and regulations will result in the removal from activity/team for the length of time as specified in the handbook. All rules, regulations and policies of the O.S.S.A.A. will apply to students. Additionally, Student Athletes are not to violate any Federal, State or Local Law/Ordinance including felony or misdemeanor acts other than minor traffic violations (Athletic Department Handbook 5.5.7). The staff will be consistent when enforcing either general student regulations or policies as contained in this contract.

4. DRUGS AND ALCOHOL: Collinsville 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 or being under the influence of alcoholic beverages, illegal drugs, or look-alike drugs will not be tolerated on school property or at school sponsored events. Drug testing and potential consequences are covered in the Collinsville District Policy Manual in section 4.33.

I understand and agree to abide by all provisions of the Collinsville Public School Co- Curricular Activities Student-Parent Contract:

Date: _____ Student's Signature _____

I understand and agree to abide by all provisions of the Collinsville Public School Co- Curricular Activities Student-Parent Contract. I further stipulate that I will assist the Collinsville Public School District in the monitoring and enforcement of this Contract.

Date: _____ Parent/Legal Guardian's Signature _____

Accepted by Collinsville JR/Senior High School:

Date: _____ Coach: _____

Date: _____ Sponsor: _____

Date: _____ Director of Athletics/Activities: _____

ACTIVITY STUDENT DRUG TESTING POLICY

The Collinsville Board of Education in an effort to protect the health and safety of its extracurricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Collinsville Public Schools, 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 Collinsville Public Schools refrain from using or possessing illegal drugs, District officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this Policy governs only performance-enhancing and illegal drug use by students participating in certain extracurricular 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 extracurricular 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 Collinsville Public Schools regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extracurricular activities at the Collinsville Public Schools 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 extracurricular 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.

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 illegal and performance-enhancing drugs.
4. To prevent injury, illness and harm for students that may arise as a result from illegal and performance-enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities and upon the positive image these students project to other students and to the community on behalf of the Collinsville Public Schools. For the safety, health and well-being of students in extracurricular activities the Collinsville Public Schools has adopted

this Policy for use by all participants in interscholastic extracurricular activities in grades 7-12.

The administration may adopt regulations to implement this Policy.

I. Definitions

"Activity Student" means a member of any middle school or high school Collinsville Public Schools sponsored extracurricular organization which participates in interscholastic competition. This includes any student that represents Collinsville Public Schools in any extracurricular activity in interscholastic competition, such as FFA, Academic Team, Band, Vocal, Cheerleading and Athletics.

"Drug Use Test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing 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 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 alcohol.

"Performance-Enhancing Drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

"Positive" when referring to a drug use test administered under this Policy means a toxicological test results which is considered to demonstrate the presence of an illegal or a performance-enhancing 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 or performance-enhancing 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 or performance-enhancing drug use by an activity student supplied to school officials by other students, staff member, or patrons.

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 extracurricular activities. The consent requires the activity student to provide a urine sample: (a) as part of the student's annual physical or for eligibility for participation; (b) when the activity student is selected by the random selection basis to provide a urine sample; and (c) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form".

Prior to the commencement of drug testing 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.

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

All Activity Students will be required to provide a urine sample before the student may participate in an extracurricular activity covered under this Policy. A student who moves into the District after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for Activity Students will also be chosen on a random selection basis monthly from a list of all Activity Students who are involved in off-season or in-season activities. The Collinsville Public Schools will determine a monthly number of student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs.

In addition to the drug tests required above, any Activity Student may be required at any time to submit to a test for illegal or performance-enhancing 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 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 principal/athletic director shall designate a coach, sponsor, or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedures 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. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty

(30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

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 six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

III. Confidentiality

The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor, 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 District will rely on the opinion of the laboratory which 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.

IV. Appeal

An Activity Student who has been determined by the principal/athletic director to be in violation of this Policy shall have a right to appeal the decision to the Superintendent or

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 extracurricular activities until the review is completed. The Superintendent or designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his or 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.

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 immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director, and principal concerning the positive drug test. In order to continue participation in the activity the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with the testing provisions of this Policy.

If parent/guardian and student agree to these provisions, the student will continue to participate in the activity. 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:

Suspension from participation in all activities covered under this Policy for fourteen (14) calendar days, and successful completion of four (4) hours of substance abuse education/counseling provided by the school. The student may not participate in any meetings, practices, scrimmages, or competitions during this period. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this Policy. Such student will, however, be considered to have committed his or her first offense under the Policy, and will be required to re-test as would a student who has tested positive.

C. For the Third Offense (in the same school year):

Complete suspension from participation in all extracurricular 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, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

Collinsville Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Collinsville 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.

ACTIVITY STUDENT DRUG TESTING CONSENT FORM

Statement of Purpose and Intent

Participation in school-sponsored extracurricular activities at the Collinsville 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 extracurricular activities on behalf of the Collinsville Public School District. For the safety, health, and well-being of the students of the Collinsville Public School District, the district has adopted the attached Activity Student Drug Testing Policy and the Activity Student Drug Testing Consent for use by all participating students at the junior high 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 Activity Student Drug Testing Consent, which shall be read, signed, and dated, by the student, parent or custodial guardian, and coach before such student shall be eligible to practice or participate in any activities. The consent shall be to provide a mouth swab sample: (a) as chosen by the random selection basis; or (b) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing 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 Activity Student Drug Testing Consent. My signature below indicated that I understand and agree with the above statements concerning participation in extracurricular activities.

Student's Last Name _____ First Name _____ Middle Initial _____

I further understand after having read the "Student Activity Drug Testing Policy" and "Activity Student Drug Testing Consent," that, out of care for my safety and health, the Collinsville Public School District enforces the rules applying to the consumption or possession of illegal and performance-enhancing drugs. As a member of a Collinsville extracurricular activity, I realize that the personal decision that I make daily in regard to the consumption or possession of illegal or performance-enhancing 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 or performance enhancing 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 this policy.

Signature of Student _____ Date _____

We have read and understand the Collinsville Public School District “Activity Student Drug Testing Policy” and “Activity Student Drug Testing Consent.” We desire that the student named above participate in the extracurricular programs of the Collinsville Public School District and we hereby voluntarily agree to be subject to its terms. We accept the method of obtaining mouth swab 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. We agree to assume financial responsibility for any follow-up drug testing if a positive result occurs.

Signature of Parent/Custodial Guardian_____Date _____

Signature of Coach/Sponsor

Activity/Team/Organization

Signature of Coach/Sponsor

Activity/Team/Organization

Signature of Coach/Sponsor

Activity/Team/Organization

Signature of Coach/Sponsor

Activity/Team/Organization