



LAWTON PUBLIC SCHOOLS
ATHLETIC DEPARTMENT

P. O. Box 1005 • 7521 on 5th boulevard • Lawton, Oklahoma 73509-1009
Phone: (580) 357-5900

MISSION STATEMENT

The Lawton Public School District strives to provide students with an athletic program that will promote the proper growth and development of young minds and bodies, generate a sense of pride in one's self and create a sense of belonging to school and community. We believe that through participation in athletics, students develop important personal attributes such as initiative, responsibility and work ethic. We further believe that throughout life people is part of various teams, and that as a result of participation in team sports students learn cooperative skills and the importance of working together toward a common goal.

SPORTS OFFERED BY LAWTON PUBLIC SCHOOLS

High School Teams

Middle School Teams

Fall	Football Girls' Softball Girls' Volleyball Boys' & Girls' Cross Country (Combined)	Football Girls' Softball Girls' Volleyball
Winter	Boys' & Girls' Basketball Boys' Wrestling Boys' & Girls' Swimming (Combined)	Boys' & Girls' Basketball Boys' Wrestling
Spring	Baseball Boys' & Girls' Track Boys' & Girls' Tennis Boys' & Girls' Golf Boys' & Girls' Soccer	Baseball Boys' & Girls' Track Boys' & Girls' Tennis Boys' & Girls' Golf

ATHLETE PHYSICAL EXAMINATIONS

All students who participate in public school athletics are required to have a physical examination by a doctor. Physicals are provided by the school district to all high school and middle school athletes if they attend a district sponsored exam. The cost of a physical exam is \$10. If a student is on the LPS free/reduced lunch list the cost is \$5.

The district provides the opportunity for physical examinations on the first and second Saturday of May each school year. Times and location will be posted at the schools and in the local media prior to the physical dates.

The following forms must be filled out and signed by parents or guardian **before the doctor's and nurses will administer a physical examination.**

1. Physical Examination Form (Parent's signature)
2. Insurance Waiver Form (Parent's signature)

In addition, the following forms must be filled out and returned to the coach before an athlete will be permitted to practice and travel with a school team.

3. Permission for Medical Treatment (Parent's signature)
4. Permission to Travel Form (Parent's signature)
5. Student Travel Agreement (Student's signature)

Students can obtain these forms from the school office or their coach.

COACHES

The school district employs coaches in all school sponsored sports. The district's practice is to employ certified teachers to fill coaching positions. Occasionally, a non-certified adjunct coach will be employed but only if circumstances warrant. All coaches, certified or non certified, **MUST** have credit for the class "Care and Prevention of Athletic Injuries".

Persons interested in applying for a coaching position can contact the Office of Human Services at 357-6900, or the Athletic Director at ext. 2092, for details on requirements and openings.

TITLE IX, 1972, EDUCATION AMENDMENTS

Title IX requires schools that offer athletic programs to effectively accommodate the interests and abilities of both sexes and to the extent necessary provide equal opportunities in the selection of sports and levels of competition. The Title IX Act reads as follows: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

LPS PROCEDURES FOR APPLYING TITLE IX REQUIREMENTS

On October 4, 1998 the Lawton Board of Education approved the “Procedures for Applying Title IX Requirements.” These procedures are not board policies but provide specific directions to coaches and school administrators. They have been added to the athletic department manual and distributed to coaches and administrators. Copies of the “Procedures for Applying Title IX Requirements” are available upon request in the district athletic director’s office at Shoemaker Center.

TITLE IX COORDINATOR

The district designates the following employee to coordinate its efforts to comply with the Title IX of the Education Amendments of 1972:

Athletic Compliance: Steve Cothren
District Athletic Director
Telephone: 357-6900, ext. 280

GRIEVANCE PROCEDURE

The Lawton Public Schools has set forth the following procedure for the resolution of student complaints alleging sex discrimination in violation of Title IX of the Education Amendments of 1972. The purpose of this procedure is to secure at the first possible level prompt and equitable resolution of a student complaint alleging sex discrimination, other than sexual harassment, in violation of Title IX of the Education Amendments of 1972. In this procedure, “days” means calendar days. Complaints shall be processed in accordance with the following procedures:

INFORMAL COMPLAINT

1. Complaints will be presented orally to the student’s teacher, coach, or principal within 14 days of the time when the student first knew, or should have known, of the situation causing the complaint. The teacher, coach, or principal and the student will attempt to resolve the matter informally. A student may be represented by parents or others during all levels of this procedure.

2. The informal decision rendered by the teacher, coach, or principal shall be deemed to be accepted by the student unless the student files a formal complaint in accordance with the requirements of Level One.

FORMAL COMPLAINT

LEVEL ONE

1. If the student is not satisfied with the action taken at the informal level, the student shall file a complaint in writing with the principal within 14 days after the informal meeting. The written complaint shall contain:
 - a. A detailed statement of the complaint and evidence in its support, as applicable.
 - b. The specific district policy or administrative regulation involved in the complaint, if any.
 - c. The specific remedy sought by the student.
 - d. The signature of the student.
2. Within seven days after receipt of the written complaint the principal shall notify the student in writing of the date and time of a hearing. The principal shall hold the hearing and render a decision in writing to the student within 14 days after receipt of the written complaint.

LEVEL TWO

1. If the student is not satisfied with the written decision rendered by the principal, the student shall file a notice of appeal in writing within 14 days with the district athletic compliance officer or the district compliance officer if the complaint is not related to athletics.
2. The appropriate compliance officer shall schedule a hearing within ten days after receipt of the notice of appeal. Within seven days after receipt of the notice of appeal, the appropriate compliance officer shall notify the student in writing of the date and time of the hearing.
3. The written complaint filed by the student at Level One shall form the basis of the appeal before the appropriate compliance officer. The compliance officer will receive a copy of the written complaint and the principal's written decision no later than seven days prior to the date scheduled for the hearing. A record shall be made of the Level Two appeal hearing.

4. The failure of the student to attend in person the hearing before the appropriate compliance officer shall be deemed as an acceptance by the student of the written decision rendered by the principal at Level One.
5. The appropriate compliance officer shall render a decision in writing to the student within 14 days after the hearing.
6. The written decision rendered by the appropriate compliance officer shall be deemed to be accepted by the student unless the student requests a hearing before the Title IX Compliance Committee in accordance with the requirements of Level Three.

LEVEL THREE

1. If the student is not satisfied with the written decision rendered by the appropriate compliance officer, the student shall within 14 days file in writing with the district athletic compliance officer a notice of appeal to the Title IX Compliance Committee.
2. Within seven days after receipt of the notice of appeal to the Title IX Committee, the district athletic compliance officer shall notify the student in writing, of the date and time of a hearing before the Title IX Compliance Committee.
3. The written complaint filed by the student at Level Two and the tape(s) or transcript(s) of the Level Two hearing shall form the basis of the appeal before the Title IX Committee. All parties in the case will receive copies of the tape recording(s) or transcripts at least three days prior to the hearing. Title IX members will review the recording(s) or transcript(s) prior to the convening of the hearing.
4. The hearing before the Title IX Committee shall be based on the tape(s) or transcript(s) of the Level Two hearing and no new evidence shall be presented. Each side shall be entitled to make an oral argument based on the tape(s) or transcript(s) within time restrictions set by the Title IX Committee.
5. The Title IX Committee shall submit a recommendation in writing to the superintendent within 7 days after the hearing.
6. The superintendent will issue a decision in writing within 7 days after receiving the recommendation.

RESIDENCY AND TRANSFER REQUIREMENTS FOR ATHLETIC PARTICIPATION

Below is a synopsis of the Lawton Public Schools policies concerning residency and transfer for athletic participation:

1. Attendance areas have been established for all middle and high schools. Students must attend the school, which serves the attendance area of their parent's residence. (LPS policies FE-R1 and FDA-R1)
2. High school athletic eligibility is established when a student attends their first day of class at a high school or their first day of class in the seventh grade at a middle school. (LPS policy FMFD)
3. When a student changes from one Lawton middle or high school to another Lawton middle or high school that student can not participate in athletics for a period of one year from the day they first attend the new school. (LPS policies FMFD, FE-R1 and FDA-R1)
4. If an athlete establishes attendance and athletic eligibility at a middle or high school and their parents move to another high schools attendance area, they may choose to stay at the school they have been attending until graduation from that high school or move to the new school which serves the attendance area of their parent's new residence. (LPS policies FMFD, FE-R1 and FDA-R1)
5. If the athlete stays at the school they have been attending they may continue to participate in athletics.

If the athlete chooses to attend the new school they can not participate in athletics at the new school for one calendar year from the day they first attend the new school.

6. The election to transfer or remain at the current school must be exercised by the beginning of the school year following the year in which the parents move from the school attendance area. A student who elects to transfer to the school in the new attendance area and who attends the first class at the new school, is no longer eligible for attendance or athletic participation at the former school unless another bona fide move occurs and is not eligible for a period of one year from the date of first attendance at the new school. (LPS policies FMFD, FE-R1 and FDA-R1)
7. A student that moves out of the Lawton school district and attends one day, or more, of school at a non Lawton school and then moves back into the Lawton school district is only eligible to participate in athletics at the Lawton school he/she left for a period of one year from the date of first attendance at the non Lawton school. (LPS policies FMFD, FE-R1 and FDA-R1)

8. Superintendants Exception to transfer rule for middle school students:

If the principal of the receiving middle school believes there is a reason for a student to be given an exception to the transfer policy they can write a letter to the Superintendent explaining the reasons an exception should be given. If the Superintendent believes the reasons are valid an exception can be given. (LPS policies FMFD, FE-R1 and FDA-R1)

QUESTIONABLE MOVES

Occasionally, questions will arise as to whether a student's parents have made a legitimate move or if they are claiming a move to skirt the residency requirement. If a principal suspects this and would like to question the eligibility of the student, the school board policy requires the following steps:

1. The sending principal should call the receiving principal when eligibility of a student transferring in district is in question.
The athlete in question may practice but cannot participate in contests or scrimmages until eligibility is granted.
2. Within three days of the phone call, the sending principal will submit in writing to the district athletic director a complaint regarding the questioned eligibility.
3. If the district athletic director feels the sending principal's written complaint contains substantial proof, the district athletic director will authorize convening the in-district eligibility committee and act as chairperson.
4. The committee will consist of the (a) district athletic coordinator (chairperson), (b) executive director of secondary education, (c) executive director of student services and (d) three junior high or high school principals or assistant principals.
5. The complaint will be investigated, and the committee will report its findings to both principals.

The parents of the student in question will be notified of the committee's findings by the director of student services.

REQUIREMENTS FOR THE COLLEGE BOUND ATHLETE

All NCAA Division I and Division II student-athletes must register with and be qualified by the NCAA Initial-Eligibility Clearinghouse before they will be allowed to compete at an NCAA school. This includes both those athletes seeking scholarships and those athletes who are walking-on. Athletes who are qualified by the Clearinghouse can practice, compete and receive institutional athletic scholarship as a freshmen. Qualified athletes are given four seasons of competition. Athletes who are partial qualifiers can practice, and receive institutional athletic scholarship but are not allowed to compete as freshmen. Non-qualified athletes can not practice, receive institutional athletic scholarships or compete as freshmen. There are other restrictions on partial and non-qualified athletes.

After athletes have completed their junior year of high school they must complete a student release form. The original must be sent to the Clearinghouse with their fee payment or waiver. Athletes can get student release forms from their high school counselor.

Copies of the form must given to their high school counselor. The form authorizes your school to send your academic transcript, test scores, proof of graduation and other academic information directly to the Clearinghouse. The Clearinghouse can not begin to process applications until they receive a transcript showing grades for six completed semesters.

The requirements for eligibility to participate in NCAA Division I, NCAA Division II, NAIA and junior colleges differ. College bound athletes should contact their high school counselor for academic requirements and other pertinent information concerning the NCAA Clearinghouse.