

# **Bridge Creek Public Schools**

# **Extracurricular Activity Handbook**



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# **Bridge Creek Public Schools Extracurricular Activity Handbook**

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## Mission Statement

The mission of Bridge Creek Athletics is to provide a competitive and successful athletic environment while promoting and embodying the ideas to teamwork, sportsmanship, hard-work, and self-discipline in an academic setting. Bridge Creek Public Schools has established and supports a broad based athletic program. Equal emphasis is given to all sports, and the quality of competition is similar for all. Bridge Creek Public Schools supports student-athletes in the effort to attain high levels of competitive performance and excellence in the class room as well as on the athletic fields by providing student-athletes with competent coaching, excellent facilities, and proper/safe equipment.

## Philosophy of Athletics

Bridge Creek Public Schools sees athletics as an integral part of the total educational experience and will continuously strive to maintain a competitive, well-balanced athletic program. For those who desire to be a part of the program, stringent rules involving hard work, discipline, and academic achievement are invoked. Bridge Creek Athletics is a dynamic program that fosters the total growth of the young persons who choose to participate. It is set up to teach student-athletes about winning effort, loyalty, and character. The life lessons that can be developed as a part of an athletic program are invaluable and can contribute to the student-athlete's overall development physically, mentally, emotionally, and socially.

Every student will be given the opportunity to participate in a highly competitive interscholastic atmosphere where athletics is viewed as a "*privilege*", not a right and therefore carries with it the responsibility for the student-athlete to represent himself/herself, the student body, team, school, and community in a positive manner *at all times*.

## Sportsmanship

The athletic program at Bridge Creek Public Schools provides a source of pride for our community and pulls patrons together to share common interests. Therefore, unsportsmanlike behaviors by student-athletes, students, and fans alike have no

place at these events. Good sportsmanship is essential and a quality to be admired. Bridge Creek Public School and the Oklahoma Secondary Schools Athletic Association "O.S.S.A.A." encourage positive support of our teams and will not tolerate acts which diminish that sense of positive community pride.

Unsportsmanlike conduct can be a cause for a player or coach to be ejected from a contest and miss the next competition. In addition, a spectator can be ejected from a game or tournament by a game official or contest manager. School districts have the right to deny admission to fans that have been unruly in the past. Fans removed from a game or fans who berate officials or coaches shall be called in for a conference with the Athletic Director and/or other school administrators and may be required to view the presentation presented by the National Federation of High School entitled "The Role of the Parent in Sports" before being allowed to return. If problems persist Bridge Creek Public Schools may revoke the spectator's privileges for six months.

If this level of authority seems excessive for an official or contest manager, please remember that these individuals are charged with the responsibility to ensure that our contests are conducted in accordance with the highest level of educational and safety standards. Please join us in implementing appropriate behavior standards during competition.

### **Athlete Code of Conduct**

Every athlete and parent must understand that athletics fall under the umbrella of the Bridge Creek Public School district and the rules of the O.S.S.A.A. All school rules that are in the Student Handbook will apply to athletics as well. Since participation is a "**privilege**" and not required for graduation; coaches, the athletic director, and/or principal may find it necessary to remove students from athletic program if there are disciplinary violations that warrant such removal.

Possible disciplinary sanctions include:

- Temporary disciplinary action from head coach of the sport.
- Temporary suspension from the sport.
- Contract for improvement with student/athlete and parent.
- Suspension from sport for the remainder of the season.
- Suspension from athletics for the year.

Each disciplinary situation will be dealt with on an individual basis.

Bridge Creek athletes are held to a high standard of conduct and will be reminded to "do the right thing" in the classroom, in the athletic arena and in the community. They must understand that they will have to accept the responsibility for the choices they make. As a member of Bridge Creek Athletics you are making a commitment to yourself, your team, your school and your community. The following guidelines from the National Federation of High Schools will serve as the example of expectations set for a Bridge Creek student/athlete.

#### ATHLETES' CHARACTER CODE

<b>MORAL VALUE</b>	<b>ACTIONS IN LIFE</b>	<b>ACTIONS IN SPORT</b>
RESPECT	Be respectful of other people.  Be respectful of other's property. Be respectful your environment. Be respectful of yourself.	Be respectful of the game and to its rules and regulations.  Be respectful of your opponent. Be respectful to the officials. Be respectful of victory and defeat.
RESPONSIBILITY	Fulfill your obligations.  Be dependable. Be in control of yourself. Be persistent.	Prepare yourself to do your best.  Be punctual for games and practices. Be self-disciplined. Be cooperative with your teammates.
CARING	Be compassionate and have empathy  Be forgiving. Be generous and kind.  Avoid being selfish and mean.	Help your teammates play better.  Support teammates in trouble. Be generous with praise; stingy with criticism.  Play for the team; not for yourself.
HONESTY	Be truthful and forthright.  Act with integrity. Be trustworthy. Be courageous and do the right thing.	Play by the spirit of the rules.  Be loyal to the team. Play drug, alcohol, and tobacco free. Admit to your own mistakes.
FAIRNESS	Follow the Golden Rule.  Be tolerant of others. Be willing to share. Avoid taking advantage of others.	Treat others as you wish to be treated.  Be fair to all players. Give other players an opportunity. Play within the rules.

<b>GOOD CITIZENSHIP</b>	Obey the laws and rules. Be educated and stay informed. Contribute to the community. Protect others.	Be a good role model. Strive for excellence. Give back to the sport. Encourage teammates to be good citizens.
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## **Parent/Coach Relationship**

Parenting and coaching are both extremely difficult vocations. By establishing an understanding of each position we are better able to accept the actions of the other and provide a greater benefit to student/athletes. As parents, when your child is involved in our program, you have the right to understand what expectations are placed on him/her.

### **Communications you can expect from the Coach:**

- Philosophy of the coach.
- Expectations and goals for the individual, team, and season.
- Locations and times of all practices and contests.
- Team requirements, special equipment, strength and conditioning program.
- Team rules, guidelines and consequences for infractions.

### **Communications Coaches expect from athletes and parents:**

- Comments expressed directly to the coach.
- Notification of any schedule conflicts in advance.
- Notification of illness or injury as soon as possible.

As a student/athlete at Bridge Creek Public Schools, your child may experience some of the most rewarding moments of his/her life. It is also important to understand that things may not always go as your child expects. At these times, discussion with the coach by the student/athlete is encouraged. This is the first step in a mutual understanding.

**Appropriate concerns to discuss with coaches:**

- The treatment of your child.
- Ways to help your child improve.
- Concerns about your child's behavior.

The primary role of every Bridge Creek coach is that of an educator. Coaches make decisions on what is in the best interest of all student/athletes in their programs based upon a large number of factors. Certain concerns such as those previously listed are appropriate to discuss with your child's coach.

**Items left to the Coach's discretion:**

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

There are situations that may require a conference between the coach and player or coach and parent. It is important that all involved have a clear understanding of the other person's position. When a conference is necessary, the following procedure will be used to resolve any concerns.

- Student-athlete/Coach - open door policy for all coaches.
- Parent/Coach - done by appointment.

Conferences are generally best resolved at the lowest level, that between the player and the coach. Such conferences are encouraged.

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

- The student/athlete should first approach the coach to discuss the concern.
- If the issue is not settled at this point, then the parent should contact the coach to set up an appointment. If you cannot reach the coach call the athletic director for assistance in scheduling a meeting. You may also access the coach through email.

- Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature usually do not promote positive resolutions. It is the policy of the Bridge Creek Athletic Department not to schedule an appointment within the 24 hour period after initial contact unless a meeting is imperative. Failure to comply with the 24 hour rule may result in the parent/guardian being suspended for a minimum of one game up to six months. All Bridge Creek coaches are happy to set up a meeting at the earliest convenient time.

#### **The next step:**

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

- Call and schedule a meeting with the Athletic Director. If the issue is not resolved, then the Athletic Director, Administration, the coach, and the parent will set an appropriate time to meet. The student/athlete may be asked to be present during the meeting as well.
- At this meeting the appropriate next step can be determined (if necessary).

#### **Parent Code of Conduct**

- Help your child set realistic goals.
- Encourage your child at home and in the stands by emphasizing improved performance, not winning.
- Respect your child's coaches, communicate with them in a positive way and encourage others to do the same.
- Be a positive role model.
- Be responsible, sensible, and maintain your priorities.

## General Rules for Student/Athletes

### **Practice and Game Attendance:**

It is the obligation and responsibility of team members to attend all scheduled practices, meeting and games regularly and on time. Practice times will be scheduled and announced. All absences from practices and/or games will be made up in the ensuing practices through conditioning, technique, etc. at the coach's discretion to ensure that the student/athlete does not miss out on the opportunity to improve himself/herself. Habitual absences may result in dismissal from the team. Coaches will provide a visual schedule of practices scheduled outside the usual practice times.

Student/athletes must tell a coach before a practice or a game if he/she is going to be absent from any team function. The same process applies if the student/athlete is going to be late as well. Any team member who arrives late or leaves early is disruptive to the team's improvement and game plan. Make-ups will be determined by the coach of that particular sport.

### **School Attendance:**

The student is allowed a maximum of ten absences per semester. **This is a total of 10, whether it be excused or unexcused.** A student who exceeds this number of absences may lose class credits and become academically ineligible.

A student/athlete may miss classes as part of the extracurricular activities in which he/she participates. However, a student/athlete shall not be permitted to miss one class period more than ten times **per school year** due to participation in extracurricular activities. It is the responsibility of the Athletic Director to monitor student/athletes who participate in a number of activities and apply for exemptions for those student/athlete who will exceed the ten.

However a student/athlete will only be considered for exemption if:

- Maintains a minimum 2.0 or higher GPA.
- Must have used all 10 activity absences.

The local school boards will have the final say in all exemptions.

A student/athlete must attend 4 out of the 7 class hours of the day to be able to participate in his/her extracurricular event on that day. Unless extenuating circumstances apply.

**Academic Eligibility:**

All athletes are subject to the eligibility requirements of the Bridge Creek Public Schools first and foremost and secondly to the Oklahoma Secondary Schools Activities Association (O.S.S.A.A.). In addition to O.S.S.A.A. standards, Bridge Creek Public Schools requires that students involved in extracurricular pass all classes with a minimum of a 60% to be considered eligible. Scholastic eligibility for student/athletes will be checked on a weekly basis after the third week of the semester.

If a student/athlete is not passing all subjects on the day of the grade check, he/she will be placed on probation for a one week period. The probation period will begin on Monday and end on Sunday. **At no point may students miss any course(s) to attend an extracurricular activity if they are at the time of the activity absence failing any class. This does not affect the the ineligibility or probation rules listed above. The building principal will have discretion in situations where extenuating circumstances arise.**

If, after that one week period the student if failing any class he/she will be placed on the ineligible list for a period of one week. The ineligible period will begin on Monday and end on Sunday.

A student may regain eligibility by passing all classes. Eligibility will be reinstated on Monday.

**Academically Ineligible Athletes:**

If the coach, principal or athletic director thinks that an individual should not be practicing or traveling with the team due to poor scholastic work the athlete shall be denied that privilege.

Three consecutive weeks on the ineligible list may result in dismissal from the team.

It is important to know that eligibility does not start over at the end of the 1st or 3rd nine week period. Eligibility runs from the beginning of the 1st nine weeks through the end of the second nine weeks then begins anew the 3rd nine weeks and runs through the end of the 4th nine weeks.

O.S.S.A.A. states that a student/athlete must be passing 5 classes to be eligible. If a student is failing two or more classes at the semester break he/she will be ineligible for a period of six weeks. If the student/athlete fails 2 or more classes at the end of the spring semester the ineligibility will be served the following fall.

### **Quitting an Athletic Team:**

Athletics at Bridge Creek Public Schools is a class and part of the school day. Any athlete who quits a sport needs to understand that he/she may be given no credit for the athletics but may be given a physical education grade for the off-season program.

Bridge Creek Public Schools wants athletes to experience all sports that they wish to be a part. Student/athletes will have up to the first athletic competition in a sport to determine their level of commitment.

- Any student/athlete who quits a sport after the first athletic competition will not be allowed to move to another sport until the previous sport has ended.
- Any student/athlete who quits a sport is not going to another sport will be required to participate in a off-season program.
- Any student that chooses to return to the classroom after quitting a sport will not be allowed back into athletics for that school year. The student must be in good standing with the school and athletic department.
- The athlete may return the following year as long as the athlete is in good standing with the school and the athletic department which will include completion of our summer pride program.
- Any student who quits any sport/sports three times may not be allowed to enroll in athletics the following year.

- Any student participating in two sports simultaneously is subject to the same sport specific regulations if he/she quits either sport.
- Any student/athlete that participates in off-season the entire year will not be allowed into athletics next year. Unless the student athlete is cleared by a coach and Athletic Director and is in good standing with the school and athletic department.

The only condition under which a student/athlete may change sports in midseason is health reasons. A doctor's letter recommending that the athlete drop the sport for reasons of health and stating that participation in the second sport will not aggravate the injury/illness will be acceptable.

#### **Off-Season Workout:**

Student/athletes not participating in an in-season sport during the athletic period are **required** to participate in an off-season program. Physical, mental, emotional, and psychological conditioning is necessary to become a better athlete. Off-season programs will include weight training, agility, quickness drills, sport specific fundamentals, and various activities designed to improve the intangibles.

#### **Amateurism:**

Students participating in athletics may not accept award other than a trophy, medal or plaque for their participation in an athletic event.

#### **Forms to be turned in to Bridge Creek Public Schools:**

The student/athlete must go on Rank One Sport website ([www.rankonesport.com](http://www.rankonesport.com)) and create a new account by pressing start on-line forms. After creating a new account, fill out all of the forms on-line for Bridge Creek Public Schools which will be saved on the new account. The student/athlete will also have to print off the O.S.S.A.A. Physical Examination and Parental Consent Form to be turned into a coach or Athletic Director's Office. All the forms must be filled out and submitted to the website or Athletic Director's Office before being allowed to participate:

- O.S.S.A.A. Physical Examination and Parental Consent Form
- Drug Testing Consent Form
- Information & Consent for Emergency Treatment Form
- Concussion Acknowledgement Form
- Sudden Cardiac Arrest Acknowledgement Form
- O.S.S.A.A. Eligibility Form
- Extracurricular Activity Handbook Acknowledgement Form
- O.S.S.A.A. Recruiting Form

#### **O.S.S.A.A. Physical Examination and Parental Consent Form:**

All student/athletes must have a signed physical form on file with the school district before being allowed to participate in extracurricular activities. The proper form to have filled out by a physician is the "O.S.S.A.A. Physical Examination and Consent Form." This form is provided to everyone on the Rank One Sport website ([www.rankonesport.com](http://www.rankonesport.com)). The school will generally have a scheduled day for physicals sometime in May. There is a minimal charge for these physicals and all proceeds go to the Athletic Department. The physical is valid for one year from the date taken. The signed physical form provided by the O.S.S.A.A. also acts as a permission form allowing student/athletes to participate in athletics and will be kept on file in the office of the athletic director.

#### **Drug Testing Consent Form:**

All student/athletes must have a signed drug testing consent form on file with the school district before being allowed to participate in extracurricular activities. This form is provided to everyone on the Rank One Sport website, the signed form is valid for one year and will be kept on file by Bridge Creek Public Schools and Rank One Sport. All of the student drug testing policy for Bridge Creek Public Schools can be found starting on page 17 of the Bridge Creek Public Schools Extracurricular Activity Handbook.

#### **Information & Consent for Emergency Treatment Form:**

All student/athletes must have a signed and filled out information & consent for emergency treatment form on file with the school district before being allowed to participate in extracurricular activities. This form is provided to everyone on the

Rank One Sport website, the signed form is valid for one year and will be kept on file by Bridge Creek Public Schools and Rank One Sport.

**Concussion Acknowledgement Sheet:**

All student/athletes must have a signed concussion acknowledgement form on file with the school district before being allowed to participate in extracurricular activities. This form is provided to everyone on the Rank One Sport website, the signed form is valid for one year and will be kept on file by Bridge Creek Public Schools and Rank One Sport.

**Sudden Cardiac Arrest Acknowledgement Form:**

All student/athletes must have a signed sudden cardiac arrest acknowledgement form on file with the school district before being allowed to participate in extracurricular activities. This form is provided to everyone on the Rank One Sport website, the signed form is valid for one year and will be kept on file by Bridge Creek Public Schools and Rank One Sport will be kept on file.

**O.S.S.A.A. Eligibility Form:**

All student/athletes must have a signed and filled out O.S.S.A.A. eligibility form on file with the school district before being allowed to participate in extracurricular activities. This form is provided to everyone on the Rank One Sport website, the signed form is valid for one year and will be kept on file by Bridge Creek Public Schools and Rank One Sport.

**Extracurricular Activity Handbook Acknowledgement Form:**

All student/athletes must have a signed extracurricular activity handbook acknowledgement form on file with the school district before being allowed to participate in extracurricular activities. This form is to be signed after reviewing the board approved extracurricular activity handbook and agreeing to all of the policies. This form is provided to everyone on the Rank One Sport website along with a copy of the handbook to review. The extracurricular activity handbook acknowledgement form is valid for one year, and will be kept on file by Bridge Creek Public Schools and Rank One Sport.

### **O.S.S.A.A. Recruiting Form:**

All student/athletes must have a signed and filled out O.S.S.A.A. recruiting form on file with the school district before being allowed to participate in extracurricular activities. This form is provided to everyone on the Rank One Sport website, the signed form is valid for one year and will be kept on file by Bridge Creek Public Schools and Rank One Sport.

### **Eligibility for New Students:**

The O.S.S.A.A. mandates eligibility for students new to the Bridge Creek School District. Upon enrollment in the district, the new student must fill out a "New Student Form" plus other pre-participation paperwork and return it to the athletic director. From these questions it will be determined if the new student is immediately eligible in accordance with O.S.S.A.A. rules, if the student/athlete will have to sit out for one year, or if there is a sufficient criteria for a hardship waiver to be requested. The athletic director will determine if a hardship is a viable alternative for the student/athlete in question.

If the new student/athlete is granted eligibility, he/she must sit 15 calendar days before participating in a contest. He/she may practice immediately upon enrollment.

If there is a need for further paperwork, the process may take longer. However the student/athlete may participate at the sub-varsity level after 15 calendar days.

If a student/athlete is denied eligibility he/she may participate at the sub-varsity level after 15 calendar days. This student/athlete will not be eligible for varsity level competition for one calendar year from date of enrollment.

### **Discipline:**

A student/athlete will be held accountable for his/her actions and may be suspended or removed from a team for actions detrimental to the team. Discipline will be dealt with on an individual basis by the coach, athletic director,

and/or principal. What is best for the team will be considered first and foremost, and then what is best for the individual student/athlete will be addressed.

Student/athletes who are sent to in-school suspension are eligible to participate in all activities after school. Student/athletes who are sent home for out-of-school suspension are not eligible to participate in either practices or contests until which time the student/athlete is back in good standing with Bridge Creek Public Schools.

#### **Possession of Illegal Contraband:**

Any coach who has reasonable cause to suspect that a student/athlete may be under the influence of or said student/athlete has in his/her possession:

- Alcoholic beverages
- Controlled dangerous substances (CDS)
- Weapons
- Tobacco/Vaping contraband (Including device or liquid)
- Missing or stolen property if defined by state law
- Intoxicating beverages

Shall immediately notify the athletic director and principal. The athletic director and principal will investigate and decide if further action needs to be taken. Any student/athlete found in the possession of or under the influence of any of the items listed, shall be subject to discipline.

#### **Social Networking Policy for Student/Athlete:**

Bridge Creek Schools supports and encourages its student/athletes' rights to freedom of speech, expression, and association including the use of social networks. Nevertheless, as representatives of the school, student/athletes are held in high regard and are seen as role models in the community. Playing and competing for Bridge Creek Public Schools is a privilege not a right. As leaders we have the responsibility to portray our team, our school and ourselves in a positive manner at all times. Therefore, our student/athletes are under the same guidelines that are found in our acceptable use policy.

Acceptable Use: Student/Athletes agree to access material in furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student/athlete may make an electronic or digital communication which disrupts the education environment; even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications which can disrupt the educational environment include but not limited to:

- Sexting
- Harassing, intimidation, threatening or bullying posts, tweets, blogs, images, texts, and etc.
- Distributing pictures, recordings or information which is harmful or embarrassing

Student/athletes who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension from athletics. Depending on the nature of the electronic or digital communication, student/athletes may be subject to civil and criminal penalties.

Student/athletes will be held responsible for their actions. Ignorance of these regulations and policies does not excuse student/athletes from adhering to them.

Student/athletes may not be aware that third parties including the media, faculty, potential employers, college administrators, OSSAA & NCAA officials, law enforcement officials, can easily access their profiles and view all personal information. This includes all pictures, videos, comments, and posters.

Inappropriate material found by third parties affects the perception of the student/athletes, the student/athlete's family, the athletic department, and the district. Bridge Creek student/athletes are expected to post only information and images that appropriately represent themselves, their families, the district, and the community of Bridge Creek.

The following are the guidelines the student/athletes are expected to follow:

- You should not post any information, photos, comments, videos or other items online that would embarrass or reflect negatively on you, your family, your team, or Bridge Creek Public Schools.

- For your safety and privacy, you should not post your home address, local address, phone number(s), date of birth, team travel arrangements, team hotels and restaurants, or other personal information including whereabouts at any given time or place. This will minimize the potential of being stalked, assaulted, or the victim of other criminal activity.
- What you post may affect your future. Many employers and college admissions officers review social media networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posters).
- Be mindful that internet postings that show images or language reflecting sexual misconduct, underage drinking, violence, hazing, use of illegal drugs or controlled substances may affect your status as an athlete representing Bridge Creek Public Schools.
- Be aware that the athletic department may monitor the internet sites for the sole purpose of determining whether you are in compliance.
- Derogatory language or remarks about teammates, coaches, or teaches from Bridge Creek Public School or any other school is unacceptable and will not be tolerated.
- Demeaning statements or physical/emotional threats to another person is unacceptable behavior. (This is known as cyber-bullying and is against the law).

Violations For The Stated Guidelines and Expectations Could Result Though Not Limited To The Following:

- Meeting with student/athlete, parents, coach, athletic director, and maybe the principle.
- Loss of athletic privileges or games suspensions as deemed appropriate.
- Dismissed from the team.
- Complete removal from athletics altogether.

For your safety, please remember to keep the following recommendations in mind as you participate in social networking websites:

- Set your security settings so that only your friends can view your profile.

- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site - many people are looking to take advantage of student/athletes or to seek connection with student/athletes.
- Consider how the above behaviors can be reflected in all Facebook applications.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the athletic departments and that of Bridge Creek Public Schools. Remember, always present a positive image and don't do anything to embarrass yourself, the team, your family, or the school.

### **Hazing:**

No student/athlete at any time will humiliate any fellow student/athlete by means of hazing. Hazing is defined as a activity which recklessly or intentionally endangers the mental, physical health, or safety of a student/athlete for the purpose of initiation or admission into any organization operating under the permission of Bridge Creek Public Schools. Student/athletes found guilty of hazing will be disciplined according to policies set forth by Bridge Creek Public Schools and reported to local law enforcement officials.

### **Team Travel:**

The school will provide transportation for away contests. Team members, managers, statisticians, and coaches will ride to and from contests on transportation provided by the school unless prior arrangements have been made with the athletic department.

Exceptions may be made only if the following procedures are followed:

- A student/athlete may be released to his/her parent/guardian with signed notification from parent/guardian that is received before the bus leaves.

- If there is a "permanent" car pool arrangement between two or more parents, then written notification from all parties must be on file within the athletic director's office.

Student/athletes are to be on time and be appropriately dressed for travel to contests. No metal spikes are to be worn on buses. Please help us keep the buses clean by picking up any trash brought created during the trip.

### **Equipment and Facilities:**

- Student/athletes are responsible for all school equipment checked out to them and will need to pay for lost or damaged equipment or uniforms.
- Clothing, personal items and equipment should be kept in a locked locker or not left unattended. Bridge Creek Public Schools is not liable for items taken from the premises.

### **Media Coverage:**

It is important to remember that the school or coach cannot control the content of sport stories and photos. The press does not guarantee accuracy in quoting or equal coverage.

### **Lettering:**

#### **General requirements:**

- A student/athlete must be in good standing with Bridge Creek Public Schools in addition to the coach's discretion.
- Student/athletes are required to start and finish the season with the exception of overlapping seasons, late enrollments, sickness or injury.
- Athletes injured prior to or during a season will be given a letter provided that they remain as part of the team within their physical capabilities.
- Every student who meets the requirements for lettering may purchase a letter jacket at his/her discretion.

### **Athletic Scholarships:**

It is not the responsibility of the coach to obtain an athletic scholarship for a student/athlete. Upon request for help by the student/athlete's or the student/athlete, the coach may attempt to aid the student/athlete to enter the college or university of their choice through a variety of means such as: letters of recommendation, game film, or phone calls.

### **College Signings:**

When a student/athlete accepts a college scholarship and wishes to sign his/her letter of intent it is up to the student and/or parents to notify the Athletic Director and coaches. Bridge Creek Public Schools will provide a site in which to host the signing and aid the student in selecting an appropriate date. The student/athlete is responsible for contacting the collegiate coach, any other individuals invited and may choose to provide refreshments for the occasion.

### **Student/Athlete and the N.C.A.A.:**

It is important that student/athletes who wish to continue participating in athletics at the collegiate level and their parents acquaint themselves with the N.C.A.A. Rules and Regulation through the N.C.A.A. Clearinghouse at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). The high school counselor will aid you in this process. It is highly recommended to go to the above links and take some time to get familiar with these links. Student/athletes and parents can download "Guide for the College-Bound Student Athlete." This guide is very thorough and will help high school athletes prepare for meeting the requirements to play at the N.C.A.A. Division I and II schools. Also included within in the guide are worksheets that will help you compute and plan your high school schedule to meet the core requirements to play in the N.C.A.A.

9th - 11th grades: This is where the worksheets come into importance. The most important thing you will do your freshman year is to begin a course of study that will enable you to meet the N.C.A.A. core requirements. Two other important things to keep in mind are your GPA and planning to take the ACT or SAT. Do not wait until your senior year to begin taking the ACT/SAT. We recommend that you take the ACT early and often.

11th grade: After the completion of your junior year go online and register with N.C.A.A. Clearinghouse at the site listed above. Student/athletes will be assigned a PIN number once you have registered and the school will be asked to send official transcripts at different times so they can determine if you are on course for qualifying. The high school counselor can aid you in this.

12th grade: Make sure that you have registered with the clearinghouse and send in your transcripts as requested. Keep tracking your Core Course requirements, GPA, and make sure your ACT score is in the acceptable range by taking it as many times as needed.

It is important to note that any course taken at the middle school for high school credit WILL NOT count toward N.C.A.A. eligibility requirements.

**Student/Athlete and the N.A.I.A.:**

The N.A.I.A. Eligibility Center - [www.PlayNAIA.org](http://www.PlayNAIA.org) - will start registering high school students for N.A.I.A. Eligibility. To play sports every student must be registered with the N.A.I.A. Eligibility Center.

**Bridge Creek Public Schools Student Drug Testing Policy:**

The Bridge Creek 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 Bridge Creek Public School District, has adopted 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 Bridge Creek Public School District 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 all 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 Bridge Creek Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extracurricular activities at the Bridge Creek Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in 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 Bridge Creek Public School District. For the safety, health and well being of students in extracurricular activities the Bridge Creek Public School District has adopted this policy for use by all participants in interscholastic extracurricular activities in grades 7-12. The administration may adopt additional regulations to implement this policy.

## I. Definitions

"Activity Student" means a member of any middle school and high school Bridge Creek Public School District sponsored extracurricular organization which participates in interscholastic competition. This includes any student the represents Bridge Creek Public Schools in any extracurricular activity in interscholastic competition, including but not limited to Academic Team, Art Club, Athletics, Band, Chorus, FCCLA, and Yearbook.

"Drug use test" means a scientifically substantiated method to test 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.
- C. Students of Bridge Creek Public Schools (grades 7-12) participating in any/or all extracurricular activities will be subject to be tested for any/or all of the substances listed below at any time during the school year.

"Illegal drugs" means any student 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 result 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 student, staff members, 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) 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 harmful consequences of drug and alcohol use and abuse.

Drug use testing for Activity Students will be chosen on a random selection basis periodically from a list of all Activity Students who are involved in off-season or in-season activities. The Bridge Creek Public School District will determine a 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 Bridge Creek Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The 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 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 procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. 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 the 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 Bridge Creek Public School 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 the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice

of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The

Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment of the Superintendent which shall be final and non-appealable.

#### **IV. 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 (at the students expense) 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 at the students expense. The student may not participate in any meetings, practices, scrimmages or competitions during this period. The student will be randomly tested 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 files following receipt of a positive test. Provided, however, a student who on his or her own volition forms (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/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 or drive a vehicle to school or school activities 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.

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