

SECTION 700
STUDENTS:
ATHLETICS AND ACTIVITIES

Attendance Requirements

1. The Board of Education recognizes the importance of activities in the education program. Nevertheless, the Board considers regular class attendance to be a priority so that students may achieve the maximum educational experience.
2. Students may not miss a class more than ten (10) times in a school year for excused school-sponsored activities unless approved by the Activities Review Committee (ARC).
 - a. The ARC will be comprised of administrators and certified staff members designated each year by the superintendent.
 - b. The ARC shall be responsible for reviewing requests for attendance requirement exceptions and for recommending to the Board of Education any deviation from or amendment to the activities policy.

Exceptions

1. State and nationally sponsored activities. The guidelines set forth by the Oklahoma Secondary Activities Association and the State Department of Vocational Education will determine what constitutes a state and/or national activity.
2. School assemblies.
3. College visits and try-outs for college events. These will be counted as regular school-day excused absences.

Procedures for Requesting Additional Activity Absences

1. The activity sponsor for a student wishing to be absent for an activity after having ten (10) excused activity absences must submit a written request to the ARC for each additional absence.
2. The request shall explain the reason(s) why the sponsor feels that a student has earned the right to attend the activity.
3. The ARC will evaluate the request, along with the student's overall attendance record, grades in each class, disciplinary history and any other matters deemed relevant to the request.
4. After review, the ARC will determine if the student should be allowed to participate in the activity and will notify the activity sponsor of its decision.

Scholastic Eligibility Requirement

A student must be passing at least three regular classes on a week-to-week basis in order to be eligible for athletic and/or non-athletic school-sponsored functions, activities and events. Students must be in compliance with these requirements at the time they represent the school in an activity or an event. This requirement does not apply to group or organizational fund-raising activities.

General Provisions

1. The District believes that individual students can benefit physically and intellectually through their experiences in self-discipline and their contributions to team effort made possible through competitive sports activities.
2. It is the Board's policy to provide students with the opportunity for interscholastic athletic competition in a variety of sports and to provide qualified personnel for coaching and supervising individual sports.
3. The purpose of athletics is both educational and recreational. The athletic program encourages participation by as many students as possible and shall be carried on with the best interests of the participants as the first consideration. This shall be done without reasonable interference with other obligations in the school community.
4. It is recognized that a well-organized and well-conducted athletic program is a potent factor in the morale of a secondary school student body, and an important phase of good community-school relations.
5. However, the Board also believes that athletic education is an adjunct to the regular curriculum and that certain criteria must be met by each participant to ensure that no undue emphasis is placed in any one area. Students will be made aware of any and all participation requirements. No student will be permitted to participate in athletics unless such minimum criteria are met.

Governing Body

The school district is a member of the Oklahoma Secondary Schools Activities Association (OSSAA), and in all athletic matters will adhere firmly to the rules and regulations of that body and to the philosophy of sports it encourages. The eligibility of students to participate in the athletic program is determined in accordance with OSSAA regulations.

Administrative Oversight

1. The athletic program is an integral part of the curriculum and comes under the authority of the principal to the same degree as do all other phases of the curriculum.
2. Those teachers having direct responsibility for the conduct of the athletic program of the school must conform with the guidelines of the general education program as laid down by the board and administration, including such matters as schedules, financial expenditures, relationships with other schools, and health and safety regulations.

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3. Expenditures for the athletic program are largely from the school activity fund. Coaches of each sport shall submit their budgetary needs to the athletic director for the next school year, and the latter will present the total athletic budget request to the Superintendent for board approval and inclusion in the budget.

Safety Standards

1. No student may start practice for any athletic team until he/she has been examined and approved by a medical doctor and until written consent has been obtained from the parent.
2. The provision of insurance against accident or injury for students engaging in interscholastic athletics is solely the responsibility of parents/guardians of the students.

Head Injury and Concussion Prevention and Management

Pursuant to 70 O.S. Section 24-155, and in an effort to maximize student safety with respect to head injuries and concussions which can occur as a result of athletic participation, schools will work in conjunction with the OSSAA to educate coaches, students and parents/guardians about head injuries and concussions, the risks therefor, and about continuing to play after a head injury or concussion, as follows:

1. Each year prior to participation in any athletic practice or competition, students and parents/guardians shall be required to complete and sign a concussion and head injury information sheet and acknowledgment form which will be kept on file in the district. The school district will utilize and distribute the sheets and forms developed by the OSSAA, copies of which may be obtained through the school administration office or on the OSSAA website: www.ossaa.com.
2. Each year, head injury and concussion fact sheets shall be provided to all coaches and trainers within the district. In addition, all coaches and trainers shall annually review relevant information and materials relating to the prevention, identification and management of head injuries and concussions.
3. Any athlete suspected of receiving a head injury or concussion during a practice or game shall be promptly removed from participation at that time.
4. An athlete who has been removed from participation in a practice or game upon suspicion of head injury or concussion shall not be allowed to return for participation in any athletic practice or game until the following three conditions have been met:
 - a. The athlete has been evaluated by a licensed health care provider who has been trained to evaluate and manage head injuries and concussions; and

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- b. Said health care provider issues a written clearance for the student to return to participation; and
 - c. The written clearance is on file with the District.
 5. In order to facilitate communication between administrators and coaches of all school sports with respect to students with head injuries or concussions who might participate in multiple sports within the district, the district athletic director shall compile and distribute to all administrators and coaches a master list containing the following information about any individuals who have been removed from athletic participation due to a suspected head injury or concussion:
 - a. The athlete's name;
 - b. The date the suspected head injury or concussion occurred;
 - c. The sport in which the athlete was participating at the time of injury; and
 - d. Any other sports in which the student participates or may be participating within the District in the given school year; and
 - e. Date of return to athletic participation, along with confirmation that all three conditions listed in 4, *above*, were met.

Behavioral Standards and Consequences for Violation

Coaches have the responsibility of providing an atmosphere that is conducive to coaching their athletes. Therefore, athletes who become disruptive to the program shall be dealt with in a firm, but also fair and consistent, manner. The coach will first try to resolve any such situation, if circumstances permit, before dismissing any athlete.

1. Behavioral/Participation Standards
 - a. Athletes who quit or are dismissed from a sport will not be allowed to practice another sport until the current sport is over. The only exception to this rule is by mutual consent of the coaches involved in both sports. This rule applies to the current school year and current sports season.
 - b. School athletic equipment will not be given out to be used during the summer without the approval of the Athletic Director.
 - c. Game officials shall be treated with respect and participants will refrain from arguments with officials. Players showing disrespect to officials may be dismissed from the team for the rest of the season.
 - d. Participants must exhibit good sportsmanship with opposing coaches and players.
 - e. The use of profanity shall not be tolerated.
 - f. If a student loses his/her equipment he/she must reimburse the school for it.
2. Conduct Which May Warrant Dismissal From a Sport/Program/Team
 - a. Violation of any school rules, regulations or policies.
 - b. Conduct which jeopardizes the safety of others which includes:

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- i. Inappropriate behavior toward one's own, or opposing, team members and/or coaches.
 - ii. Showing disrespect to an official.
 - c. Habitual unexcused absences from practices, team meetings or events/games.
 - d. Membership by athletes in secret clubs, fraternities/sororities or other secret organizations.
 - e. Hazing.
 - f. Any other action or inaction the coach determines is severe enough to warrant removal from the sport, program or team.
 4. Appeal Rights Upon Dismissal from a Team
 - a. Appeal to Superintendent of Schools
 - i. Any athlete who has been dismissed from a team will have the right of appeal by making a written request specifying the reasons for the appeal to the Superintendent within three days from the date of the athlete's dismissal from his/her team(s).
 - ii. The Superintendent may uphold the original decision or reverse the decision, or may impose a different decision.
 - b. Appeal to Board of Education
 - i. If the athlete desires to make further appeal, and only after having appealed to the Superintendent, the athlete will have the right to make a written request within five days from the date of receiving a decision on the previous appeal requesting a hearing before the Board of Education.
 - ii. After hearing the appeal, the board shall issue a decision. The decision of the Board of Education shall be final.

5. Homecoming

Homecoming court nominations will take place at least 3 (three) weeks in advance to the Homecoming date. The Student Council Advisor or other named advisor will be responsible for requesting a list of all team players for both the HS boys and HS girls team. The advisor will then compile a list of all players from each team, in order to hand out nominations forms. All players, from Freshman to Senior Class, regardless of eligibility will be allowed to be nominated for Homecoming Court and be allowed to take part in the voting process. There will be 4 (four) homecoming court candidates from each team. When it is time to vote for the homecoming court, the boys team will vote for the girls and the girls will vote for the boys. The ballots will be collected, votes will be tallied, and the 4 (four) that receive the most votes will make up the court for both teams. In the event that there is a tie to get the 4th (fourth) person for the court, there will be a re-vote between only those tied individuals. Once the court has been decided, the advisor will make a new ballot with only the 4 (four) court members listed. This ballot is to decide the King and Queen and the vote will take place sometime during the week of homecoming. Again, the boys will vote for the winner of the girls and the girls will vote for the winner of the boys. The individual from each team's court, receiving the most votes, will win king and queen. In the event of a tie for king or queen, a revote will take place with a new ballot containing only the individuals that tied. If you are academically ineligible the week of homecoming you will automatically forfeit your opportunity to be crowned as king or queen even if you have won by votes. The individual to receive the 2nd (second) highest votes being academically eligible will be crowned. If there was a tie for 2nd (second) place a re-vote would take place to determine a winner. Beginning in the school year of 2016-2017, once a student has been crowned King or Queen, that student will no longer be eligible to be nominated as part of the Homecoming Court in years to come. One of the responsibilities of the King and Queen will be to attend the next years Homecoming ceremonies in order to crown the new King and Queen. All Kindergarten students will be eligible to be nominated to be the junior court. A ballot with all female kindergarten students will be given to the girl's team to vote on the female attendant and a ballot with all male kindergarten students will be given to the boy's team to vote on the male attendant. In the event of a tie there will be a re-vote to determine a winner. In the event that a parent or guardian declines for their child to participate then the child with the 2nd (second) highest votes will win. This will take place at least 3 (three) weeks in advance to the Homecoming date when voting on the homecoming court.

Pursuant to the provisions of 70 O.S. Section 24-105, the District shall notify parents each year about clubs and organizations sponsored by or under the direction of the school.

Scope of Policy

This policy applies only to clubs and organizations that are extracurricular and shall not apply to participation in clubs and organizations that are necessary for a required class of instruction.

Any club or organization shall not be prohibited or prevented from meeting, or forced to end or cancel any function when a student who is not authorized to participate or be in attendance is present.

Clubs and Organizations Defined

“Clubs and organizations” means a club or organization comprised of students that is organized and meets for common goals, objectives, or purposes, and that is directly under the sponsorship, direction and control of the school.

Notification Provisions

1. Notification shall be made as follows:
 - a. Inclusion in the student handbook; and
 - b. Posting on the school’s website, if such a website exists.
 - i. In the event the district does not have a school website, notification shall be made in an alternative fashion to be determined by the administration.
2. Notification shall contain the following information:
 - a. Name of the club/organization;
 - b. Mission/purpose of the club/organization; and
 - c. Name of the faculty advisor, if known.
3. In the event any club or organization is formed after annual notification has been distributed, the district shall notify parents of any such additional clubs or organizations through the same means as the annual notification.

Parental Restriction of Student Participation

1. Parents may restrict children from participation in one or more student clubs or organizations. The procedure for parents wishing to withhold permission for their child/children to participate in one or more clubs or organizations is as follows:

- a. The parent shall notify the Superintendent in writing no later than ten (10) days after annual notification of clubs or organizations has been made, and no later than ten (10) days after notification of additional clubs or organizations has been made.
 - b. The notification shall contain:
 - i. The name of the student(s) being restricted;
 - ii. The grade level of the student(s) being restricted; and
 - iii. The club(s) or organization(s) the student shall not be allowed to attend.
 - c. Notification of club or organization restriction is effective only for the current school year, and shall be required to be renewed by the parent for any subsequent school year where permission to participate in a club or organization is to be restricted.
2. In the event a parent has restricted a child/children for participation in one or more clubs or organizations, the parent shall be responsible for the following:
- a. Preventing the child/children from participating in the club or organization;
 - b. Retrieving the child/children from attendance at a club or organization function where permission to participate has been withheld; and
 - c. Providing written notice to the Superintendent each school year of any clubs or organizations from which permission to participate has been withheld.

Tryout Procedures for Junior High and High School

1. Tryouts are held in the spring of the prior year.
2. Candidates must be in good academic standing (i.e., meeting the scholastic eligibility requirement for activities and athletics as set forth in district policy) in order to try out.
3. Teachers will fill out an evaluation of the candidates prior to tryouts.
4. Cheerleader candidates must attend all scheduled practice sessions in order to try out. Exceptions to the above may only be made upon extenuating circumstances, and at the discretion of the administration.
5. Two out-of-district judges will evaluate and score the performance of each candidate at tryouts.
6. Tryouts will be conducted in a closed room with only the sponsors, judges and contestant in attendance.
7. The point where a natural break in scores occurs between candidates will determine number of cheerleaders selected for that year's squad.

The Board believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills.

The Board believes that school citizenship, as reflected in student activities, is a measure of achievement of important school goals.

The Board recognizes that the greatest value to be derived from both curricular and extracurricular student school activities occurs when such activities are developed and encouraged through participation among, or the knowledge of, the student body, interested members in the community, and school staff.

The Board further believes that any program of student activities should:

1. Require all student participation to be on a voluntary basis.
2. Require that student activity funds should be used for purposes which benefit the student body of the school.
3. Permit the formation approved of student clubs and other student groups organized to promote or pursue specialized athletic, social service, or social activities.

The board of education recognizes that certain organizations within the school must raise funds in order to carry on their activities and to serve the purposes for which they were organized. In conducting fund-raising operations, all school-sponsored organizations must use the activity fund for audit purposes. The superintendent must approve all fund-raisers prior to their occurrence.

Any school organization wishing to have a fund-raiser must fill out the correct form and submit it to that organization's building principal during the first two weeks of the semester. Then building principal will then submit the request to the superintendent for review and approval.

The following types of fund-raising will be acceptable for review by the board:

1. School-sponsored.
2. Class-sponsored.
3. Organization- or club-sponsored.
4. FFA-sponsored.
5. Cheerleading.
6. Athletic.

Procedures for Fund-Raisers:

1. Prepare a budget of needs and secure approval, making suggestions as to what methods will be used to meet the needs of the budget.
2. Selling activities must be kept at a minimum.
3. Fund-raisers must not place the school, the class or organization into competition with commercial institutions who must sell their merchandise in the District to make a living.
4. Under no circumstances will the school name be allowed for use in selling articles for non-school activities, such as camps, benefits for deprived families, etc.
5. Public sales are prohibited and activities are not to be expanded into surrounding communities.
6. Students will not be excused from class to engage in fund-raising projects or activities.
7. Unauthorized fund-raising activities—those not class activities or school sponsored—are strictly prohibited and the district will not assume any responsibility for any such activities.
8. In times of extreme hardship, the building principal, at his/her discretion, may accept a fund-raising proposal outside the specified time-limits and present such proposal to the superintendent for review.

Top Sales/Prize Winners Policy

In order for a sponsor of an activity account to award a prize or incentive to an individual student(s), the following procedures must take place before any competition or selling can begin.

1. The sponsor must obtain permission for any prize/incentive competition by administration before commencing the activity.
2. The sponsor must clearly state the purpose of the competition.
3. A beginning/end date must be set and announced to all students participating for prize/incentive.
4. The amount of the prize/award must be set before the beginning of the competition and must not exceed \$600.
5. The prize/award must be given in the form of a check made out to the individual student.
6. The sponsor must provide documentation with student names that illustrates the results of the competition.

Senior Activity Account Policy

The remaining balance in the Senior Activity Account after money has been set aside for "incidentals" (\$100.00) will be distributed equally among members of the senior class that have graduated during the current school year. The amount that will be distributed will be calculated after all bills are paid and all checks have cleared. The distributed amount will be given in the form of a check made out to the individual student. The checks will be ready for distribution by the end of the fiscal year (June 30th of current school year).

SENIOR TRIPS

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School-sponsored senior trips are limited to in-state activities only. Preparation for the senior trip, including fundraising activities, planning, scheduling, etc. is to involve the high school principal, senior class sponsors and officers of the senior class. A sufficient number of certified sponsors to provide maximum protection to the seniors and to the district are to accompany the seniors on the senior trip.

Superintendent/board approval is required prior to scheduling of any senior trip. The superintendent/board shall have final right of refusal of any proposed senior trip.

Regular school rules (as outlined in the student handbook) shall be applicable to any senior trips taken.

CO-CURRICULAR MEAL & LODGING EXPENSES

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1. The Board of Education may elect to reimburse part of all of the cost of the necessary meal and lodging expenses of school district students and sponsors involved in authorized school-sponsored co-curricular activities. Any such reimbursement shall be made at the sole discretion of the Board.
2. The Board must approve the function and the cost to be reimbursed prior to the activity. Application for reimbursement approval shall be in writing, containing an explanation of the event, date(s), time(s) and place(s) of the event and names of all sponsors and students involved in the event. A cost estimate shall also be included with the application.
3. If reimbursement of meal and lodging expenses for any co-curricular activity have been approved, a final accounting of actual expenses incurred shall be made to the Board of Education not later than one week after the activity has ended. Copies of all receipts shall be included with the accounting in order for it to be considered. Under no circumstances will the board reimburse any meals or lodging expenses without proper receipt documentation. The Board, upon receipt of required documentation, shall reimburse either the actual amount incurred, or the amount approved prior to the activity, whichever is less.
4. If the Board elects to reimburse part or all of the cost of the necessary meal and lodging expenses of an authorized school-sponsored co-curricular activity, such reimbursement shall be made from the General Fund, unless the Board specifies otherwise.

**STUDENT ACTIVITIES
EXPENSE REIMBURSEMENT**

It is the policy of the Cimarron Board of Education to reimburse pre-approved itemized and necessary meal and lodging expenses incurred by school district students and sponsors involved in authorized school-sponsored cocurricular activities.

Requests and arrangements for student travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented lodging and meal expenses.

Claim forms for travel expenses are available in the building administrator's office. The forms will be completed and approved in the respective building and hand-delivered to the business office for payment.

The board of education will determine if reimbursement will be made from the general funds of the school district or from the school activity funds.

REFERENCE: 70 O.S. §5117

CROSS-REFERENCE: Policy CNA, School Bus: Extracurricular Use of
 Policy CNAB, Transportation Management
 Policy CNC, Transportation to School-sponsored Activities
 Policy DEE, Expense Reimbursement
 Policy FM, Student Activities, Scholastic Eligibility
 Policy FMA-R1, Extracurricular Activities, Regulation

THIS POLICY REQUIRED BY LAW.