

TULSA LEGACY CHARTER SCHOOL



ATHLETICS HANDBOOK

2026-2027 SCHOOL YEAR



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2026 - 2027 TLCS Athletic Handbook

INTRODUCTION

Thank you for choosing to C.R.E.A.T.E. your legacy through athletics at Tulsa Legacy Charter School (TLCS)! As a Legacy Family, you are now part of a school community that believes the lessons learned on the court, field, or track are just as important as those in the classroom. We know that sports can build confidence, leadership, discipline, and teamwork—and we are committed to providing scholar-athletes with a high-quality, equitable athletic experience that supports their growth as both competitors and people of character.

This **Athletics Handbook** is designed to set your scholar-athlete up for success by clearly outlining our athletic program expectations, policies, and resources. Whether this is your scholar's first season or one of many, this guide will help your family understand the responsibilities and requirements that support both academic and athletic excellence.

Organized into five key sections, this handbook covers:

- **Athletic Eligibility** – academic, behavior, and attendance and grade checks.
- **Program Expectations** – Commitment to practice, behavior standards, and scholar-athlete conduct.
- **Health and Safety** – Physical exam requirements, injury protocols, and safety measures during practice and competition.
- **Family Partnerships** – Communication protocols, transportation expectations, and ways families can support our teams.
- **Athletics Operations** – Uniform policies, schedules, tryout procedures, coaching requirements, and participation fees (if applicable).

HOW TO USE THIS HANDBOOK

We encourage families to review this handbook thoroughly and refer back to it as questions arise throughout the season. Use the table of contents or Ctrl+F to quickly find specific topics. If you need additional support, reach out to your scholar's coach or the Athletics Coordinator.

POLICY REVISIONS AND UPDATES

This handbook reflects the policies and practices in place at the start of the school year or athletic season. TLCS may revise or update policies as needed to align with district procedures, governing bodies, or safety standards. Families will be notified of any updates through official school communication channels.

Please note that this handbook does not replace legal documents, health plans, or academic accommodations. It serves as a practical guide to navigating athletics at TLCS and ensuring that all scholar-athletes can grow, compete, and lead with excellence.

WELCOME

Dear Families,

We're thrilled to welcome your scholar to the Tulsa Legacy Charter School (TLCS) Athletics Program! Joining a team at TLCS is more than just playing a sport—it's an opportunity to grow as a leader, a teammate, and a Legacy Scholar. Through structured coaching, intentional mentorship, and competitive play, our athletics program helps scholars develop not only their physical skills, but also their character, discipline, and resilience.

As a program, we strive to challenge and support our scholar-athletes as they push beyond their comfort zones, celebrate their progress, and learn from setbacks. Participation in athletics is a privilege that comes with clear responsibilities. Athletes are expected to embody our C.R.E.A.T.E. values—**Commitment, Rigor, Excellence, Achievement, and Empathy**—both on and off the field. Whether learning new techniques, collaborating with teammates, or facing tough competition, our ultimate goal is for every scholar to give their best effort, represent our school with pride, and grow through the experience.

To ensure all scholars and families are aligned with our expectations, this handbook outlines the key rules, commitments, and responsibilities required to maintain team membership. After reading the handbook together, please sign and return the acknowledgment form to your scholar's coach **prior to the first official practice**. Athletes will not be allowed to participate in practices or competitions until this form is submitted.

We want every scholar-athlete to have a positive and memorable experience—one that builds confidence, school spirit, and a lifelong love of growth through sport. If you have any questions about the TLCS Athletics Handbook or your scholar's role, don't hesitate to reach out via ParentSquare or email.

We're excited to have your family as part of our athletics community. Here's to a season of hard work, strong character, and undeniable Legacy pride!

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THE TULSA LEGACY WAY

MISSION

WHY DO WE EXIST?

Tulsa Legacy Charter School exists to provide a safe, inclusive environment with equal access to high-quality education, fostering academic excellence, curiosity, and choice-filled lives for every scholar and family.

VISION

WHAT DO WE ASPIRE TO BE?

Tulsa Legacy Charter School (TLCS) aims to fundamentally change public education by setting a standard of instructional excellence in the Tulsa community, transforming educational outcomes and becoming a beacon of holistic development for every scholar and family we serve.

OUR C.R.E.A.T.E. VALUES

Value	Scholars	Legacy Builders
C Commitment	I show commitment by sticking to it until I deliver.	We provide every scholar equal access to opportunity, uphold professionalism and foster personal growth.
R Rigor	I show rigor by facing and solving big challenges.	We believe scholar growth and success are maximized through high-quality instructional experience, development, and accelerated practices that foster rigorous academic growth.
E Excellence	I show excellence in everything I do because it's my habit.	We model excellence through high expectations and professionalism, maintaining our standards off and on campus.
A Achievement	I show achievement by doing my best on each and every test.	We strive to be Tulsa's highest-performing institution by empowering our community with the knowledge, skills, and opportunities needed to make informed choices, reach ambitions, and live choice-filled lives.
T Team Work	I show teamwork by helping my team and family and asking for help when I need it.	We believe it is our collective responsibility to foster collaboration, support each other, and hold each other accountable in all we do.

E Empathy	I show empathy by putting myself in other people's shoes and being kind.	We believe in understanding and addressing the needs and growth of all stakeholders, ensuring our interactions are caring and committed to positive outcomes.
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OUR CHARTER SCHOOL STATUS

Charter schools are public schools designed to complement traditional public schools. They exist to serve students who, for various reasons, are not thriving in a one-size-fits-all traditional public school.

Charters are free and open to all, offering every child an opportunity for a great education. They are given the flexibility to develop teaching approaches that work best for their students. In exchange for this flexibility, charter schools are held to increased accountability and transparency standards. Periodically, charter schools must submit applications for renewal to their authorizing Local Education Agency (LEA), which authorizes their existence for a renewed period.

Every student deserves the chance to receive a public education at a school that prioritizes their needs, regardless of zip code, income, or ability level. By delivering for students from diverse backgrounds and teaching them in ways that they learn best, public charter schools like Tulsa Legacy Charter School (TLCS) are preparing the workforce of tomorrow and the future of Oklahoma.

OUR GOVERNANCE STRUCTURE

Tulsa Legacy is managed by its own Board of Directors, which include representatives from influential companies and industries across the city of Tulsa. This group of seasoned professional who have dedicated their careers to challenge the status quo and are dedicated to continuous improvement and strategic innovation at all levels:

TLCS LOCATION

Grades Served: PreK through 8th
6001 North Peoria Avenue Tulsa, Oklahoma 74126

ATHLETE ELIGIBILITY

SCHOLAR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Participation in extracurricular programs—whether academic, athletic, or artistic—is a privilege, not a right. These activities are integral to building a strong, positive school culture and reinforcing the values of teamwork, leadership, and perseverance. Scholars who participate are viewed as ambassadors of Tulsa Legacy Charter School and are expected to uphold the highest standards of conduct, both on and off campus.

Participation requires more than just showing up. Scholars must demonstrate consistent commitment, personal responsibility, and a willingness to contribute positively to their team, club, or organization. This includes, but is not limited to:

- Maintaining academic eligibility and meeting behavioral expectations
- Demonstrating respect toward peers, staff, and opponents
- Exhibiting maturity, energy, and a growth mindset in practices, meetings, and performances
- Following all rules and expectations outlined in the TLCS Scholar Handbook and Program Code of Conduct
- Being a positive role model in and outside of the school community

Scholars who fail to meet academic or behavioral expectations may face suspension or removal from extracurricular participation at the discretion of the school. The goal is not exclusion, but growth—restorative conversations and support may be provided when appropriate to help scholars return to good standing.

Academic Eligibility

At TLCS, academics come first. Scholar-athletes must maintain passing grades in all subjects to remain eligible for participation in athletics and spirit programs. Academic eligibility is reviewed monthly by the Athletic Director in partnership with campus leadership.

If a scholar is failing one or more classes during a monthly grade check, they will be placed on academic probation and become ineligible for competition for a period of three weeks. During this time, the scholar may continue to attend practices but may not participate in games, performances, or competitions. At the end of the probation period, the Athletic Director will recheck the scholar's grades. If the scholar is passing all classes, eligibility will be reinstated. If not, the scholar may be removed from the team.

Scholars failing a course at the time of tryouts may still try out, but they will not be allowed to compete until a monthly check shows passing grades in all subjects.

This system ensures that participation in athletics supports, rather than distracts from, academic success.

Behavioral Eligibility

Scholar-athletes are expected to model leadership, sportsmanship, and discipline at all times—on the field, in the classroom, and throughout the community. Participation in TLCS athletics is a privilege that requires consistent positive behavior and adherence to school-wide expectations.

Scholars who demonstrate ongoing disruptive behavior or violations of the TLCS Code of Conduct may be placed on probation or suspended from competition. In cases of serious misconduct, a scholar may be removed from the team entirely. Behavior during travel, at events, and on campus reflects on the scholar, the team, and the school. All scholar-athletes are expected to conduct themselves with professionalism, follow coach expectations, and abide by all TLCS policies.

Any scholar who receives an in-school or out-of-school suspension will be ineligible to practice, compete, or attend any team function until fully reinstated and present for a complete day of classes.

Any scholar found to be in possession of drugs, alcohol, tobacco products, or a weapon—at school or at any school-affiliated event will be immediately removed from the team. Such behavior is not only illegal but fundamentally incompatible with the values of the TLCS athletic program.

School Attendance Eligibility

Strong attendance is essential for scholar-athletes to remain in good standing with the TLCS athletic program. All scholar-athletes must maintain an average attendance rate of 95% or higher throughout the season in order to be eligible for participation.

In addition, scholars must be present for the entire school day on the day of a scheduled game or competition, with the exception of no more than 74 minutes missed due to an excused reason. This rule also applies to Friday attendance for weekend events. If a scholar misses more than 74 minutes of the school day—without prior, school-approved documentation—they will not be allowed to compete in that day's or weekend's event.

Frequent tardiness, early checkouts, or unexcused absences may also impact team standing or eligibility at the discretion of the Athletic Director and school leadership.

PROGRAM EXPECTATIONS

ATTENDANCE FOR PRACTICES, GAMES, AND EVENTS

Attendance is a foundational expectation for all TLCS scholar-athletes. Participation in practices, games, performances, and program-related appearances is not optional—it is a commitment to the team and a reflection of the scholar's dedication to their role.

Scholar-athletes are required to attend all scheduled events, including but not limited to practices, games, performances, pep assemblies, fundraisers, competitions, and community service activities. Each scholar-athlete is granted **three excused absence per season**, which may be used for any reason but **must be pre-approved by the coach**. Unapproved use of the free absence will result in it being marked as unexcused. Coaches have full discretion to approve or deny requests based on timing, impact, and team needs.

In the event of any absence, the parent or guardian must notify the coach in advance via phone, email, or ParentSquare. Failure to communicate will result in the absence being automatically recorded as unexcused. Repeated unexcused absences may result in disciplinary action, including removal from performances or competition eligibility.

Scholars who miss mandatory team activities without approval may also lose leadership roles, team privileges, or eligibility for end-of-season recognition. Attendance expectations are enforced to ensure accountability, fairness, and respect for team members and coaches.

BEHAVIOR AT PRACTICES, GAMES, AND EVENTS

Scholar-athletes are expected to represent TLCS with integrity, discipline, and professionalism at all times—on the field, in the gym, in the stands, and within the broader community. Participation in athletics is a public-facing role, and behavior during practices, games, and events reflects directly on the individual, the team, and the school.

At all official activities, scholar-athletes must:

- Remain focused, attentive, and respectful during practices and competitions.
- Avoid excessive talking, horseplay, or other distractions that interfere with instruction or team cohesion.
- Sit or stand with their team during games unless otherwise directed by the coach.
- Refrain from eating, chewing gum, or drinking during events without explicit permission from the coach.
- Avoid the use of profanity, negative body language, or any form of unsportsmanlike conduct.

- Never boo, mock, or make derogatory comments toward other teams, spirit squads, referees, fans, or teammates.
- Absolutely refrain from engaging in confrontations—verbal or physical—with spectators, officials, opponents, or other teams.

Any scholar-athlete who fails to meet these behavioral expectations may face consequences, including loss of playing time, temporary removal from the team, or—in cases of serious or repeated misconduct—dismissal from the program.

GAME DAY, PRACTICE, AND EVENT EXPECTATIONS

Scholar-athletes are expected to uphold the highest standards of appearance, preparation, and conduct during all athletic functions. This includes games, practices, performances, competitions, and all other events where they represent Tulsa Legacy Charter School.

Appearance and Attire

On game days, scholar-athletes must wear the full team uniform or any designated attire communicated by the coach or Athletic Director. This includes warm-ups, jerseys, or team-issued gear. When a game day uniform is not assigned, scholar-athletes are expected to wear either their complete school uniform or professional attire during the school day.

Failure to meet appearance expectations may result in being benched or removed from competition.

For practices, proper athletic attire is required. Athletes not in appropriate practice gear may not be permitted to participate.

Preparation and Punctuality

All scholar-athletes must:

- Arrive on time and fully prepared with all required equipment, uniforms, and materials.
- Complete required warm-ups and stretching before physical activity begins.
- Remain in the designated team or event area unless given direct permission by the coach to leave.
- Demonstrate positive body language and school pride throughout the day.

Tardiness and unpreparedness negatively affect team performance and may result in disciplinary action at the coach's discretion.

Injury and Participation Status

- If a scholar-athlete is injured but present at a practice, game, or event, a **parent note** must be provided excusing physical participation.
- For prolonged injuries, a **doctor's note** must specify the diagnosis, restrictions, and return-to-play timeline. No scholar-athlete may return to participation until they are cleared by a licensed medical provider.

Scholar Conduct

Scholar-athletes are expected to demonstrate discipline, sportsmanship, and maturity at all times. During games, practices, and events:

- Disruptive behavior, excessive talking, or horseplay is not permitted.
- Food, gum, and drinks are not allowed unless approved by the coach.
- Scholars must remain with the team and follow all seating or sideline expectations.
- Profanity, taunting, or confrontational behavior toward teammates, opponents, or fans will result in disciplinary action.

Athletes represent TLCS at every function and are expected to model respect and leadership on and off the field.

SCHOOL SPIRIT AND COMMUNITY REPRESENTATION

Scholar-athletes at TLCS are expected to represent the school with pride, not only during games, but throughout the broader school and community. Participation may be required at events such as pep rallies, family nights, community parades, recruitment events, and volunteer opportunities that promote TLCS spirit and visibility. These events are an extension of the athletic program and contribute to a strong, unified school culture. Scholar-athletes are expected to show up with the same level of commitment, discipline, and sportsmanship they demonstrate in competition.

TARDINESS TO PRACTICES, GAMES, AND EVENTS

Punctuality is a critical component of team discipline and scholar-athlete accountability. Being on time to all practices, games, events, and required appearances is expected and enforced. Tardiness disrupts the team, delays instruction, and compromises safety and preparation.

Forgotten items, late rides, or misreading the schedule are not considered excused tardies. Scholar-athletes are responsible for planning ahead, arriving early, and coming fully prepared. Repeated tardiness may result in consequences such as loss of playing time, additional conditioning, or ineligibility to participate in the day's event—at the discretion of the coach.

All team members are expected to demonstrate personal responsibility and time management. Coaches may set additional expectations or consequences regarding tardiness based on the needs and culture of their team.

HEALTH AND SAFETY

SAFETY GUIDELINES

The safety of our scholar-athletes is a top priority at Tulsa Legacy Charter School. All athletic activities must be conducted in a manner that protects scholar well-being and aligns with the school's expectations for adult supervision, risk prevention, and physical preparation.

A coach must be present and actively supervising anytime scholar-athletes are engaged in physical activity—whether during practice, conditioning, or warm-ups. Under no circumstances may scholars practice independently or use facilities without approved adult supervision.

Before any athletic activity begins, coaches are responsible for leading appropriate warm-ups and stretches to prevent injury. Coaches must assess the skill level and physical readiness of their athletes and design practices that provide both a safe challenge and a reasonable path to success.

For activities that include stunting, tumbling, or other elevated risks (e.g., cheer, spirit squads), coaches and scholars must be properly trained in spotting techniques and safety protocols. These techniques must be reinforced regularly throughout the season.

All coaches are expected to follow TLCS safety policies, use appropriate equipment, and model safe behavior in every aspect of athletic programming.

EMERGENCY ACTION PROTOCOLS

TLCS athletic personnel must follow all procedures outlined in the district's approved emergency plans. These include the Emergency Operations Plan (EOP), Riley Rule Protocols, Chase Morris Site Plan for Sudden Cardiac Arrest, and the Concussion Management Plan. All athletic staff are trained on these protocols annually and are responsible for immediate and accurate execution during emergencies.

In any medical or health-related emergency, coaches must:

- Call 911 when a scholar is unresponsive or presents a life-threatening condition.
- Administer appropriate first aid and remain with the scholar until emergency personnel arrive.

- Notify the parent or guardian as soon as possible.
- Submit a Scholar Accident and Injury Report through The Lion's Den within 24 hours.
- Ensure the incident is documented in the scholar's PowerSchool health file.

HYDRATION AND HEAT ILLNESS PREVENTION

In accordance with recognized Heat Illness Prevention in Sports guidelines, TLCS requires all athletic personnel to ensure scholar-athletes are hydrated and protected during all physical activity—especially in hot weather. Required precautions include:

- Regular water breaks during all outdoor practices and games.
- Modified or shortened practice sessions during high-heat index days.
- Immediate removal of any scholar showing signs of heat illness (dizziness, nausea, confusion, cramps) for rest and evaluation.
- Access to shade or cool areas when possible, with cold water and/or ice towels available during high-heat conditions.

Coaches must monitor weather advisories and follow district guidance on heat index thresholds for outdoor activity modifications or cancellations.

INJURY REPORTING AND RETURN TO PLAY

All athletic injuries must be documented and managed in accordance with TLCS policy. If a scholar is injured during a practice, game, or event:

- The coach must ensure the scholar is evaluated immediately.
- A Scholar Accident and Injury Report must be completed and submitted in The Lion's Den within 24 hours.
- Parents/guardians must be notified the same day of the injury.
- The injury must be logged in PowerSchool by the school nurse or designated personnel.

Any scholar who is removed from play due to injury—including suspected concussion, sprain, fracture, or significant strain—may not return until they have been cleared in writing by a licensed medical provider. Return-to-play procedures for head injuries must follow the TLCS Concussion Management Plan.

MEDICATION AND HEALTH CONDITIONS

All medical conditions requiring accommodations during athletic activities must be documented through the school's official Medical Policy. Scholars may not self-carry or self-administer medication (including inhalers or EpiPens) without written authorization from both a parent/guardian and a physician.

If a scholar requires medication during practices, games, or travel, the following must occur:

- A health plan must be on file with the school nurse.
- A trained staff member must be present who is authorized to administer the medication.
- Emergency medications (e.g., epinephrine, glucagon) must be accessible at all times.

Staff must follow all procedures from the Medical Policy and Seizure/Diabetes Management Plans, and medication must be transported and stored according to protocol during field trips or away games.

WEATHER-RELATED CANCELLATIONS AND SAFETY

Weather-related safety is governed by TLCS's Inclement Weather Procedures (Policy 7.104). If schools are closed due to inclement weather, all athletic practices and competitions are canceled unless specifically approved by the Executive Director. Coaches may not proceed with team activities during closures unless granted written permission.

During practices or games:

- Lightning, tornado warnings, or severe weather require immediate sheltering of all participants.
- Transportation-related decisions are coordinated with the Director of Campus Operations.
- Outdoor activities may be modified or canceled due to heat index, wind chill, or air quality alerts.

For the safety of scholar-athletes, outdoor athletic activities must follow the same environmental thresholds used for school recess:

- If the wind chill or temperature is 39°F or below, outdoor practices must be moved indoors or canceled.
- If the heat index reaches 95°F or above, outdoor practices must be moved indoors, shortened, or canceled.
- Administrative discretion applies in borderline or rapidly changing conditions; safety must always be prioritized.

All weather-related changes will be communicated through ParentSquare and by the Athletic Director or designee. Coaches are expected to monitor forecasts in advance and prepare scholars accordingly with hydration, layered clothing, or changes in practice plans.

FAMILY PARTNERSHIPS

Parental support plays a vital role in the success of TLCS athletic programs. Parents and guardians are valued partners in building a positive experience for scholar-athletes and are expected to support team goals, reinforce scholar accountability, and uphold the values of TLCS both on and off the field.

Unsolicited communication with district leadership or board members—without first contacting the coach—is strongly discouraged and may result in delays or miscommunication. Families are asked to follow the chain of command to ensure timely and appropriate resolution of concerns.

COMMUNICATION PROTOCOL

At Tulsa Legacy Charter School, we believe that strong, respectful communication between families and school staff is essential to a successful scholar-athlete experience. From logistics and scheduling to academic concerns and team culture, families play an important role in maintaining a positive flow of information. This section outlines how communication is structured within the athletics program, which channels are considered official, and the expectations surrounding communication with and about scholar-athletes.

Chain of Communication

When concerns or questions arise, TLCS asks that families follow a clear and respectful chain of communication. This structure ensures that issues are addressed at the appropriate level and that scholar-athletes, families, and staff are given the opportunity to resolve matters productively and efficiently. Starting with the coach honors the relationship closest to the scholar-athlete and avoids unnecessary confusion or delays.

The established chain of communication is as follows:

Coach



Athletic Director



Principal



Executive Director

The coach is the primary point of contact for matters such as practice schedules, athlete performance, uniforms, expectations, and day-to-day logistics. Concerns that are not resolved at the coach level may be respectfully elevated through the chain of command. Please note that

unsolicited communication with district leadership or board members—without first engaging the coach—is strongly discouraged and may result in delayed or misdirected responses.

Official Communication Platforms

To ensure accuracy and accountability, TLCS athletics staff use only approved platforms to communicate with families. These tools allow us to maintain clear records, send real-time updates, and ensure messages are accessible to both guardians and administrators.

Official communication channels include:

- ParentSquare – for mass updates, announcements, and two-way messaging.
- Email – for formal correspondence and follow-ups.
- Phone – for urgent communication initiated by TLCS staff.

Please do not rely on word of mouth, scholar reports, third-party social media posts, or group chats for official information. Only the platforms listed above should be considered valid sources of team updates, changes, or expectations.

Student Communication Boundaries

All TLCS employees are expected to model safe, professional communication with scholars—particularly when digital tools are used. In accordance with Oklahoma State Law (Title 70, Section 1210.213) and TLCS Board Policy, staff are prohibited from engaging in private or informal communication with scholars via personal channels (e.g., Snapchat, Instagram DMs, private texting apps, etc.).

Any communication with scholar-athletes must be:

- Professional
- Transparent
- Accessible to parents/guardians and administrators

Staff should copy a parent/guardian or use an approved platform when communicating directly with scholars. Likewise, scholars are expected to use respectful and appropriate language in all communications with TLCS staff.

Violations of this communication standard—by staff or students—will be taken seriously and may result in administrative investigation and disciplinary action.

DRESS CODE FOR GAMES AND PRACTICES

Families are expected to support the coach in upholding dress and uniform expectations.

Parents should be aware of the required attire for practices, competitions/games, and events, and help ensure their scholars arrive appropriately dressed.

FUNDRAISING SUPPORT

Parents will be notified in advance of all fundraising events or efforts connected to the athletic program. Those interested in volunteering or supporting fundraising efforts should coordinate directly with the coach or sponsor. Fundraising participation does not impact scholar eligibility but is critical to reducing program costs for all athletes.

PARENT MEETING AND FORMS COMPLIANCE

Families are required to attend the athletics parent meeting for their scholar's team prior to the start of the season. All required forms, including the Parent Code of Conduct, physical documentation, and state-mandated acknowledgments (e.g., concussion, sudden cardiac arrest, biological sex affidavit), must be completed and submitted before participation begins. Parents should also review the full tryout packet and season expectations with their scholar.

PARENT PARTICIPATION AT TRYOUTS, PRACTICES, AND GAMES

Parental presence at TLCS athletic functions is welcomed when it supports scholar success and reinforces the values of sportsmanship and respect. To protect the integrity of the team environment and ensure a focused atmosphere for all scholar-athletes, the following expectations apply:

Tryouts

Parents are encouraged to attend the athletics parent meeting associated with tryouts and review the full tryout packet with their scholar. However, observers are not permitted during actual tryout activities unless explicitly invited by the coach. This ensures a fair, distraction-free environment for all participants.

Practices

Practices are considered closed to spectators unless otherwise communicated by the coach. Parents should not attend or intervene in practices, coaching instruction, or discipline unless specifically asked to volunteer in a defined support role. Scholars must be picked up promptly at the end of practice.

Games and Events

Parents are encouraged to attend games and events in support of their scholar. During competitions, families are expected to model respectful sportsmanship toward referees,

coaches, athletes, and opposing teams. Behavior that disrupts the event or reflects poorly on TLCS may result in removal from the venue or loss of attendance privileges at future events.

TRANSPORTATION

Parents and guardians are responsible for ensuring timely pickup of their scholar following practices, games, or events. Repeated late pickups may impact a scholar's standing with the team or eligibility to participate in after-school activities.

ATHLETICS OPERATIONS

ATHLETIC DIRECTOR: ROLE, EXPECTATIONS, and RESPONSIBILITIES

The Athletic Director (AD) at Tulsa Legacy Charter School provides leadership, oversight, and coordination for the school's athletic program. Working under the supervision of the campus principal, the AD ensures that athletics at TLCS reflect our school's values of commitment, discipline, and excellence. The AD is responsible for maintaining program integrity, supporting coaches, and ensuring that all athletic events and scholar participation comply with district and state expectations.

Program Operations

The AD is responsible for the overall coordination of the athletic program, including scheduling practices, approving events, and managing facilities. All games, competitions, tournaments, and athletic-related school events must be submitted through the district's event approval process to be recognized as official TLCS activities. While coaches may assist with event recommendations, the AD oversees final scheduling and ensures compliance with district guidelines.

The AD organizes and supports key program-wide events such as Homecoming, pep rallies, and the end-of-year sports banquet.

Eligibility and Compliance

The AD works with the campus principal, Dean of Culture, and school counselor to monitor scholar-athlete eligibility. Scholars must meet academic, attendance, and behavioral requirements to participate. Eligibility is reviewed regularly, and coaches are informed of any changes.

The AD is also responsible for ensuring that all participation, documentation, and athletic events meet the standards set by TLCS, state law, and athletic league authorities. This includes physicals, waivers, and roster submissions.

Coach Oversight and Certification

The AD supervises all TLCS coaches and ensures that every coach has completed required state trainings and certifications prior to beginning their coaching duties. These may include CPR/First Aid, concussion protocols, and other mandated safety trainings. The AD is expected to maintain their own compliance and model the professionalism expected from all coaching staff.

The AD provides coaches with program updates, policy guidance, and logistical support throughout the season.

Communication and Program Culture

The AD is responsible for district-level communication, coordination with league officials, and internal support of the TLCS athletic program. They uphold and reinforce the school's cultural expectations for athletics and ensure that all teams present themselves with pride, professionalism, and alignment to TLCS values during practices, games, and events.

Uniforms and Equipment

The AD ensures that all teams are equipped with the necessary uniforms and gear and maintains an up-to-date inventory of all athletic items. This includes overseeing ordering, tracking, and storage of equipment across all sports and ensuring that inventory remains in good condition and ready for use.

Budget and Purchasing

The AD works in partnership with the campus principal to create and manage the athletics budget. This includes costs for uniforms, camps, competitions, banquets, and equipment. All purchases must follow TLCS procurement policy and receive principal approval. Athletic fundraisers must be submitted and approved through the school's official fundraising process before any activities can begin.

COACHES RESPONSIBILITY

At TLCS, coaches play a critical role in shaping the character, discipline, and athletic development of our scholar-athletes. Beyond teaching skills and strategy, coaches are entrusted with modeling professionalism, fostering teamwork, and creating a safe, competitive environment that reflects the values of our school. Every coach is expected to lead with integrity, hold high expectations, and prioritize the holistic growth of scholars—on the field and in life.

Activities and Events Oversight

Coaches are responsible for the full coordination and support of all program-related activities, including games, practices, pep rallies, assemblies, competitions, and other scheduled performances. This responsibility includes:

- Sharing official league-provided game schedules with families and ensuring scholar-athletes are aware of dates, times, and expectations
- Creating and maintaining a predictable and consistent practice schedule that balances rigor with scholar wellness
- Preparing and distributing calendars and event details that include attire, responsibilities, and other logistics
- Communicating proactively and consistently with scholar-athletes and families regarding schedule changes, requirements, and program updates
- Ensuring all activities align with TLCS expectations, including academic and behavioral eligibility requirements
- Understanding and implementing the official rules, procedures, and safety guidelines of the sport or activity being coached

Coaches are expected to model professionalism and reliability, using each event to reinforce discipline, preparation, and pride in representing TLCS.

Scholar Supervision

Coaches are directly responsible for the active supervision of all scholar-athletes before, during, and after practices, games, events, and travel. At no time should scholars be left unattended or under the sole supervision of a parent, volunteer, or another scholar. This responsibility includes:

- Maintaining a visible, attentive presence during all scheduled athletic activities
- Ensuring proper supervision is in place until every scholar has been picked up—no early departures
- Managing transitions (arrival, warm-ups, breaks, dismissal) with clear direction and oversight
- Taking immediate action in any instance of unsafe behavior or potential risk
- Never delegating supervision to parents or volunteers unless they are pre-approved, background-checked, and officially authorized by TLCS
- Upholding all district safety guidelines and duty-of-care expectations as defined by TLCS policies and relevant athletic associations

Supervision is a non-negotiable duty rooted in scholar safety, legal accountability, and the overall integrity of the athletic program. Coaches who fail to maintain proper supervision may be

subject to disciplinary action, including removal from their coaching assignment and forfeiture of their coaching stipend.

Communication and Program Culture

Coaches are the primary point of contact for all team-specific communication with scholar-athletes and families. This includes distributing practice schedules, game details, changes to events, and reminders about scholar responsibilities. Communication should be proactive, consistent, and clear. Parents and guardians should be informed as often as necessary, particularly regarding schedule updates, eligibility concerns, and scholar conduct.

Parent engagement is encouraged, and many families may be eager to support the program. Coaches may involve parents in organizing events, distributing materials, or assisting with fundraising efforts, provided those roles are supportive and do not replace the responsibilities of staff. All TLCS athletic activities must be planned and led by TLCS employees. While parents may serve on committees or assist with logistics, they may not serve in coaching or supervisory roles.

Coaches are also responsible for reinforcing the culture of TLCS Athletics. This includes modeling sportsmanship, addressing conduct issues, and promoting a team environment grounded in accountability, respect, and pride. Coaches are expected to be visible leaders in upholding the values and expectations of the school both during athletic events and within the broader school community.

Tryouts

Tryouts for TLCS athletic teams must be publicized across all campuses to ensure equal access and visibility for all eligible scholars. Coaches are responsible for communicating tryout dates, times, and locations in a clear and timely manner. An informational meeting will be held in advance for interested scholar-athletes and their guardians. While not mandatory, guardian attendance is strongly encouraged to ensure clarity around expectations, scheduling, and scholar commitments.

A tryout information packet must be provided to all prospective participants and must include:

- Organization policies and procedures
- Estimated extracurricular activity costs (e.g., uniforms, accessories, instruments)
- Fundraising responsibilities and expectations
- A current physical examination is required for all participants prior to engaging in tryout activities
- State-required health and safety forms, including:
 - *Sudden Cardiac Arrest Acknowledgment Form (SB 239)*

- *Concussion and Head Injury Acknowledgment Form (SB 1700)*
- *Annual Biological Sex Affidavit (SB 2)*, verifying the scholar's biological sex for the purposes of athletic participation
- Commitment and schedule expectations
- Parental Code of Conduct
- Athletics dress code
- Transportation expectations
- Judging criteria and, if applicable, teacher recommendation forms

Before any scholar may participate in a tryout or clinic, the coach must verify that all required documentation has been submitted. Coaches are also responsible for ensuring guardians have received all relevant health, safety, and program-related information prior to tryout participation.

Tryouts must be conducted in a safe and appropriate facility, with active supervision at all times. Coaches are responsible for securing the space and maintaining scholar safety throughout the process. Final team selections must be communicated in a respectful, private, and professional manner in alignment with TLCS standards.

Uniforms and Equipment

Coaches are responsible for the distribution and collection of uniforms and equipment issued to their team. This includes maintaining accurate records of which scholars have been assigned items and ensuring those items are returned promptly at the end of each game and season.

Uniforms must be treated with respect, and any loss or damage should be reported immediately to the Athletic Director. Coaches are expected to communicate care expectations to scholars and ensure that uniforms are returned in good condition.

COMPETITIONS

TLCS athletic teams and extracurricular organizations may participate in competitions with prior approval from the Executive Director. While participation in competitive events is encouraged as part of scholar development, local competitions are preferred in order to minimize travel and reduce costs for families. All expenses associated with competition—including registration fees, travel, lodging, and materials—must be covered through fundraising efforts. No scholar may be excluded from participation due to financial constraints, and coaches are expected to work closely with the Athletic Director to plan equitable and compliant fundraising strategies.

DEFINITION OF A FULL SEASON

To ensure consistency, scholar experience, and funding fairness across all TLCS teams, a **standardized definition of a “full season”** is now in effect for all athletic and extracurricular

sports programs. This definition also directly informs stipend eligibility for coaches and ensures equitable resource distribution across all teams.

A full season must include, at minimum:

- **A consistent, published practice schedule**, with practices occurring at least weekly throughout the season. Cancellations are permitted only in cases of inclement weather or emergency school closures.
- Participation in **a minimum of three (3) competitive games or events**, unless the sport's governing league offers fewer.
- At least **ONE external-facing event that promotes TLCS to the broader community**, such as a local parade, recruitment event, elementary school visit, or community service project where athletes represent the school.
- At least **ONE internal ambassador event**, where scholar-athletes support a campus-based initiative such as a family night, pep rally, or school service project.

Coaches are responsible for planning and delivering the full season experience as defined above. Coaches must also submit a season calendar to the Athletic Director prior to the start of the season for approval.

Coaching stipends are based on the execution of a complete season. Failure to meet these expectations—without documented and approved justification—may result in a reduction or withholding of the final stipend payment. These guidelines are in place to protect the integrity of scholar programming and ensure fairness across all TLCS athletic offerings.

PROGRAM COSTS AND FUNDRAISING POLICY

TLCS is committed to equitable access to extracurricular activities for all scholars. Coaches and sponsors are expected to minimize non-essential purchases that may create financial barriers to participation. While some expenses—such as uniforms, gear, or camp fees—may be necessary, teams are encouraged to fundraise as much of the cost as possible to reduce direct financial impact on families.

The maximum approved expenditure per scholar is \$400, which includes all costs related to participation, including camps, apparel, and competition expenses. This cap applies to both direct payments by families and any amount fundraised on their behalf. No scholar may be excluded from participation due to inability to pay.

All anticipated costs must be clearly communicated to families before tryouts or the start of the season. Fundraising program requests must be submitted through the official Fundraiser Portal and are subject to review and approval. A fundraising event or initiative is not considered district-approved until it is officially sanctioned by the Director of District Operations (DOD).

TLCS employees are prohibited from using GoFundMe or any similar third-party crowdfunding platform that references the school, its name, or its scholars in order to solicit funds.

All purchases tied to athletic programs must follow TLCS procurement procedures and be approved by the Athletic Director and campus principal.

PRACTICE, GAME, AND EVENT SCHEDULING

Each TLCS athletic team will operate on a defined season schedule that includes practices, games, competitions, and required events such as pep rallies, team meetings, or community appearances. The Athletic Director is responsible for coordinating and approving each team's practice calendar, ensuring it aligns with facility availability and broader district programming. Coaches may request specific practice times or changes, but final scheduling authority rests with the Athletic Director.

Coaches are responsible for communicating all team-specific schedules—including practices, games, and special events—to scholar-athletes and families. Schedules must be shared in advance, using official TLCS communication platforms, and should remain as consistent as possible to support family planning and scholar-athlete accountability.

Events outside of regular games and practices (e.g., fundraisers, community service, banquets, pep rallies, etc.) must be approved and submitted through the District Events Process to be sanctioned as official athletic program events. Only approved events will receive facility support and be considered valid under program participation requirements.

If weather, league changes, or school-wide conflicts require last-minute adjustments, coaches must notify families as early as possible through approved platforms. It is the responsibility of the coaching staff to ensure families receive timely updates and scholar-athletes remain informed of all scheduling expectations.

REQUIRED TRAININGS FOR ATHLETIC PERSONNEL

All TLCS athletic personnel—including coaches, assistant coaches, and contracted trainers—must complete and maintain current certification in all district- and state-mandated trainings prior to beginning any scholar-facing athletic duties, including practices, games, team events, or clinics. These trainings are critical to ensuring scholar safety, legal compliance, and the professional standards of the TLCS athletics program.

Required Trainings

The following trainings are mandatory for all athletic personnel:

- First Aid, Health, and Safety for Coaches - This training is valid for life. A college-level course titled *Care and Prevention of Athletic Injuries* may be submitted as a substitute.

The following trainings are required annually, regardless of past completion:

- CPR and AED Certification - Must be current. Expired certifications are not accepted.
- First Aid Annual Training - Separate from the lifetime First Aid course above; this annual update is required each school year.
- Concussion in Sports - Must be completed yearly and followed in accordance with TLCS's Concussion Management Plan.
- Sudden Cardiac Arrest (SCA) - Annual certification required; aligns with the Chase Morris Site-Based Protocol.
- Heat Illness Prevention - Required annually to ensure safe practice and hydration procedures in hot weather.
- Medical Administration Training (If Applicable) - Any coach assigned to a scholar-athlete with documented medical needs (e.g., diabetes, severe allergies, asthma) must complete this training before supervising that athlete. Coaches must demonstrate proficiency in administration and documentation procedures in alignment with TLCS's Medical Policy.
- CPR and Heimlich Training (AD Only) - annual certification

Emergency Action Plan Readiness

All coaches must also be familiar with TLCS's Emergency Action Plans. These plans are reviewed annually and guide appropriate responses to medical emergencies, safety concerns, and unexpected incidents:

1. Emergency Management Plan - Governs school-wide emergencies, including severe weather and lockdowns
2. Riley Rule: Emergency Operations Plan - Guides medical responses to serious health events
3. Chase Morris Site-Based Plan for Sudden Cardiac Arrest - Addresses Sudden Cardiac Arrest incidents.
4. Concussion Management Plan - Details immediate and follow-up actions after head injury

Athletic personnel must know the locations of emergency equipment (AEDs, first aid kits), review procedures annually, and be able to implement emergency protocols without delay.

Noncompliance with any required training or failure to demonstrate familiarity with TLCS safety protocols may delay the start of a team's season, result in temporary removal from coaching duties, or impact stipend eligibility. All trainings must be documented and approved by the Athletic Director prior to coach participation.

APPENDIX A: CODES OF CONDUCT

COACH'S CODE OF CONDUCT

As a coach at Tulsa Legacy Charter School, I understand that I am not only an instructor of the game, but also a leader, mentor, and role model. I recognize that school athletics serve as an extension of the classroom and a platform for character-building. Through my words, decisions, and actions, I will model the values of **Commitment, Rigor, Excellence, Achievement, and Empathy**.

I understand that my position carries the weight of influence. I will cultivate a team culture rooted in integrity, respect, and discipline—where scholar-athletes are challenged to grow, work hard, and lead with purpose. I commit to upholding TLCS's mission through every interaction with players, families, officials, and the broader community.

As a TLCS coach, I commit to the following:

- **I will create a positive, inclusive, and developmentally appropriate environment for my team.** I will ensure that sports remain fun, challenging, and growth-oriented for all scholar-athletes.
- **I will prioritize scholar safety and well-being at all times.** I will supervise with diligence and never leave scholars unattended or in the care of unauthorized individuals.
- **I will model and teach good sportsmanship.** This includes demonstrating respect for referees, opponents, fellow coaches, and all team participants—on and off the field.
- **I will learn and uphold the rules and standards of the sport I coach.** I will stay current on all TLCS expectations, league requirements, and compliance protocols.
- **I will communicate respectfully with officials and accept their decisions with professionalism.**
- **I will maintain a visible, present, and fully engaged posture during all practices, games, and events.**
- **I will conduct parent and spectator conversations before or after practice unless an urgent matter arises.**

- **I will collaborate with families, school personnel, and the Athletic Director in a spirit of transparency and shared purpose.**
- **I will model humility in victory and composure in defeat.**
- **I will refrain from any conduct—on social media, in public spaces, or at school events—that conflicts with the mission and values of TLCS.**

By signing this Coach's Code of Conduct, I affirm my commitment to the professional standards and ethical responsibilities required of a TLCS coach. I understand that failure to uphold this code may result in disciplinary action, including removal from coaching duties.

PARENT/GUARDIAN CODE OF CONDUCT

As a parent, I acknowledge that I am a role model. I will remember that school athletics is an extension of the classroom, offering learning experiences for the students. I must show respect for all players, coaches, spectators, and support groups. I will participate in cheers that support, encourage, and uplift the teams involved. I understand the spirit of fair play and the good sportsmanship expected by our school. I will model the school values—**Commitment, Teamwork, Creativity, Rigor, and Family**—in all of my interactions with players, parents, opposing teams, and coaches. I hereby accept my responsibility to be a model of good sportsmanship that comes with being the parent of a student-athlete.

As part of the TLCS Athletics Program, I commit to the following:

- **I will let the coaches coach.** I understand that decisions about strategy, lineups, and playing time rest with the coaching staff and will support their leadership.
- **I will support the program.** I will encourage a culture of positivity, volunteer when possible, and help build a sense of pride in the team.
- **I will be my child's biggest fan.** My words will uplift, not pressure. My presence will encourage, not distract.
- **I will encourage my child to engage respectfully with teammates, coaches, and opponents.**
- **I will model good sportsmanship.** This includes refraining from negative comments, taunts, booing, or disruptive behavior during events.

- **I will keep the sport in its proper perspective.** Athletics are a vehicle for character development, not a source of conflict or competition with others.
- **I will never physically or verbally confront another parent, scholar, coach, or official.** Any concerns I have will be addressed through the proper communication channels, beginning with the coach.
- **I will not interfere with practices or games.** I understand that observing is welcome, but interactions should occur before or after, unless requested by a coach.
- **I will ensure my child is picked up promptly after practices or events.** I respect that staff are not responsible for supervision beyond the scheduled end time.
- **I will help my child manage their priorities.** Athletics should never interfere with academic responsibilities or family commitments.

By signing this Parent Code of Conduct, I am committing to follow Tulsa Legacy Charter School's extracurricular and sporting expectations. As a parent, I know that I will be held responsible for this code of conduct. I understand that if I breach the code of conduct, I may be asked to refrain from attending sporting events and/or practice.

SCHOLAR ATHLETE CODE OF CONDUCT

As a scholar-athlete at Tulsa Legacy Charter School, I understand that my words and actions carry weight on and off the field. I am a role model in the classroom, on the court, and in the community. I recognize that representing TLCS in athletics is both a **privilege and a responsibility**, and I commit to upholding the highest standards of conduct, effort, and sportsmanship.

I understand the spirit of fair play and will strive to play hard while honoring my opponents, teammates, and coaches. I will refrain from any form of disrespectful behavior—whether verbal, physical, or digital—and will work to be a positive influence on those around me.

As a TLCS scholar-athlete, I commit to the following:

- **I will be respectful in my words and actions.** I will use appropriate language and avoid any behavior that disrespects myself, others, or the game.
- **I will treat everyone fairly and with dignity.** This includes teammates, coaches, referees, opponents, and spectators.
- **I will arrive on time and prepared for all practices, meetings, and competitions.**

- **I will follow all rules—both on and off the field.** I understand that good sportsmanship means following the rules of the game and encouraging others to do the same.
- **I will carry myself with self-control and pride in representing TLCS.**
- **I will comply with all school and team rules, including academic, attendance, and behavioral expectations.**
- **I will communicate concerns directly to my coach or another trusted adult.**
- **I will listen to my coaches and follow their guidance with effort and respect.**
- **I will attend all scheduled practices unless excused.**
- **I will treat school property, athletic gear, and facilities with care and responsibility.**

I understand that failure to meet these expectations may result in disciplinary action, including removal from the team. I commit to living out the TLCS values of **Commitment, Rigor, Excellence, Achievement, and Empathy**—not just when I play, but in how I lead, serve, and represent my school.

By signing this Scholar-Athlete Code of Conduct, I am committing to follow Tulsa Legacy Charter School's extracurricular and athletic expectations. I understand that my actions reflect on more than just myself—they reflect on my team, my school, and my community.

APPENDIX B: REQUIRED TRAININGS FOR ATHLETIC PERSONNEL

Training Name	Frequency	Notes
First Aid, Health & Safety for Coaches	Once (Good for Life)	May be substituted with college credit in <i>Care and Prevention of Athletic Injuries</i> .
CPR & AED Certification	Annually	Must be current for the entire season.
CPR & Heimlich	Annually	Must be current for the entire season, AD only
First Aid Annual Training	Annually	Does not replace CPR/AED or the good for life first aid training
Concussion in Sports	Annually	Required before any participation; state-mandated.
Sudden Cardiac Arrest	Annually	Required under the Chase Morris Act.
Heat Illness Prevention	Annually	Must be completed before outdoor practice starts.
Medical Administration (if applicable)	Annually	Only required if an athlete needs meds administered by a coach.
Emergency Action Plan Familiarity	Annually	Coaches must review and follow all four: - Emergency Management Plan - Riley Rule Emergency Operations Plan - Chase Morris Site Plan (Sudden Cardiac Arrest) - Concussion Management Plan

APPENDIX B: REQUIRED FORMS

- Biological Sex Affidavit
- Physical Form
- Sudden Cardiac Arrest Acknowledgment
- Conclusion Acknowledgment