

# **SOUTH KITSAP SCHOOL DISTRICT** **ATHLETICS AND ACTIVITIES HANDBOOK**

## **Statement of Philosophy**

The Athletics and Activities department in the South Kitsap School District strive to promote and enhance academic excellence and personal growth for all student-athletes through their participation in their programs. Our mission is to create positive environment where all student-athletes learn to develop life skills while competing at a high level. All participants are expected to exemplify six core principles:

1. Trustworthiness—being a good teammate
2. Respect—for players, coaches, officials and spectators
3. Responsibility—being accountable, at all times
4. Hard work—having a great work ethic
5. Competitiveness—never giving up in difficult situations
6. Citizenship—doing what is right, all of the time - no matter who is watching

## **All participants in extracurricular athletics and activities should:**

- Experience highly competitive and challenging situations to develop and promote mental poise and emotional stability.
- Learn the meaning and value of group loyalty morale. Becoming one by practicing together, overcoming adversity together, and winning and losing together.
- Embrace the strengths and weaknesses of oneself and others and accept others by their behavior and contribution to the success of the team or group, and ignoring all economic, racial, or religious differences.
- Gain confidence, recognition, prestige, and group approval.
- Learn to work cooperatively as a member of a group striving for a common goal; realizing that this goal cannot be successfully achieved unless one learns to abide by the rules and play the game fairly.
- Experience the gratification of winning and the humbling lesson of defeat.
- Share a common experience with parents or other family members who themselves may have participated in or enjoyed supporting high school sports and activities.
- Pursue victory and excellence with honor.

## **Additional Obligations of Athletics and Activities Participants**

Extracurricular athletics and activities are a privilege that reach beyond classroom instruction and have no bearing on a course grade or course credit. Because participation in extracurricular athletics and activities is considered a privilege, the student accepts the training rules, regulations, and responsibilities unique to the individual program in which he/she participates. In addition to the student conduct rules in Procedure 3240, extracurricular athletics and activities participants are governed and must abide by this Extracurricular Athletics and Activities Code. Participation in extracurricular athletics and activities within the South Kitsap School District requires that the student maintain successful performance in academics and citizenship and remain in good standing as defined within the Extracurricular Athletics and Activities Code. Those students who violate the Extracurricular Athletics and Activities Code shall be subject to corrective action which may include permanent exclusion from participation in school district extracurricular

activities. Such consequences may be in addition to corrective actions imposed by school administrators for violations of general student conduct rules.

**General Regulations:**

**A.** Athletes must follow Washington Interscholastic Activities Association rules, including those regarding eligibility, transfer, physical examinations, insurance coverage, starting dates, and use of school equipment.

**B.** If an athlete quits one sport before the first contest and wants to then turn out for another sport, they must do so within the first three practice days after quitting. If contests have begun the two coaches and the Athletic Director must agree to the change.

**C. Travel Rules for Athletes/Activities**

1. School transportation will be provided for away competitions. The participant **must travel to and from** athletic contests with the team using the transportation provided. Only on personal **written** request of a parent/guardian, for a special circumstance, will this practice be altered. **Note: students will only be released to their parent or guardian.**

2. Athletes are expected to remain with their squad and under the supervision of their coach when attending any contests.

3. Misconduct of any sort while traveling to and from an away contest will be dealt with according to school, athletics and team policies.

4. Visiting athletes are direct representatives of their school, community, and homes and should conduct themselves accordingly.

**D.** Completion of the athletic season in good standing is required for the student to be eligible for a varsity letter or other team or individual awards. (Exception: Injury which limits participation.) Each sport/activity may develop lettering criteria which is more demanding than this policy.

**E.** An athlete who has been injured should report injuries immediately to the coaching staff and/or Certified Athletic Trainer.

1. The Certified Athletic Trainer or coaching staff will treat injuries and will administer first aid and therapy if in their judgment it is needed.

2. The Certified Athletic Trainer or coaching staff may recommend where treatment for sports-related physical problems can be obtained.

3. The Certified Athletic Trainer or coaching staff may require that a medical authority check an injury and clear the athlete before allowing the athlete to return to the activity.

4. All visits to a medical professional must be reported to the Certified Athletic Trainer or coaching staff and a medical professional's note detailing the visit and clearing the athlete for participation must be on file. The following information should be included in the note:

- a. Date of examination
- b. Diagnosis
- c. Date of clearance
- d. Recommended treatment

**F.** Any display of unsportsmanlike conduct toward an opponent or official; use of profane or vulgar language or gestures; game ejections; or technical fouls during a practice or contest will result in the appropriate corrective action.

a. per WIAA rule, if a coach or player is ejected from a contest they are ineligible to coach or play for the remainder of the contest and must sit out the next contest in that sport at the same level of competition from which the person was ejected.

- b. Good sportsmanship is a priority in the SKSD. Any coach or player ejected as a result of profane/abusive language or violence will be suspended by the SKSD a minimum of one more game.
- G.** All school-owned equipment and uniforms checked out to a participant for any extracurricular activity are the responsibility of the participant and any loss or misuse of this equipment will be the become their financial obligation. Individuals will not be allowed to participate in any co-curricular activity until this obligation is fulfilled.
- H.** Athletics coaches and activities supervisors may set dress and grooming standards for students participating in a sport or activity. Any student representing the school in that sport or activity must meet these dress and grooming standards.
- I.** All participants are expected to attend all scheduled practices, meetings, contests and performances whether school is in session or not. If a participant must miss for any reason prior arrangements must be made with the coach or supervisor. Coaches and supervisors will not give participants special treatment or privileges such as reduced practice times, special workouts, late arrivals, or early dismissals that would enable them to participate in non-school athletic activities.
- J.** Clean Slate Rule: Following the 8th grade, a student-athlete will have a clean slate from any previous violations of the Athletics and Activities Code.
- K.** Athletic suspensions levied in percentages are rounded to the nearest whole number. For example: a 25% suspension in a ten game season is equal to two and one half (2.5) games. Two and one half (2.5) games will be rounded to three games. An athletic suspension will be considered served only if the participant finishes that season in good standing. If a participant serves an athletic suspension and then fails to finish that season in good standing, the suspension must be served again during the next sport for which the student turns out.

### **Student Attendance Requirements**

- A.** Participants must attend school for at least one-half of the school day in order to participate in a practice or interscholastic contest on the same date. If the student is not in class-and has a school approved off-campus pass or is part of an approved school activity, he/she may compete in an interscholastic contest on that date.
- B.** While on suspension (in-school or out-of-school) a participant may not participate in a practice or contest for the duration of the suspension. If a student has been excluded from school for any length of time during a season in which they are not participating in activities or athletics, he/she may be placed on probation for the next activity season.
- C.** Truancy or unexcused absence from any class or portion of a class will be dealt with as follows:
1. First Offense: Suspension for the immediate or subsequent contest or event.
  2. Second Offense: Suspension for the remainder of the extracurricular activity season.
- D.** Truancy from practice may result in suspension for the next contest or event as determined by the coach and/or athletic director.

### **High School Eligibility—WIAA STANDARDS**

18.7.0 SCHOLARSHIP - In order to maintain athletic eligibility during the current semester/trimester, the student shall maintain passing grades, or the minimum grade standards as determined by the school district if more restrictive, in a minimum of: 3 classes in a 4 period class schedule or the equivalent credits 4 classes in a 5 period class schedule or

the equivalent credits 5 classes in a 6 period class schedule or the equivalent credits 6 classes in a 7 period class schedule or the equivalent credits 7 classes in an 8 period class schedule or the equivalent credits Class schedule guidelines referenced above shall be the requirement of all full time students in that school.

18.7.6 ACADEMIC SUSPENSION PERIOD - A student who failed to make the grade requirements of 18.7.4 shall be placed on suspension. The student shall be ineligible during the suspension period. If, at the end of the suspension period, the student is passing in the minimum number of classes required above, the student may then be reinstated for interscholastic competition. A. In the fall, an incoming ninth grade student is not required to meet the previous semester scholarship rule in 18.7.4 provided he/she has met all other eligibility requirements. The student's grades will be monitored during the first designated monitoring period established by the school and every three (3) to six (6) weeks thereafter. B. The suspension period for high school students shall be from the end of the previous semester through the fourth (4th) Saturday in September in the fall or the first five (5) weeks of the succeeding semester/trimester. C. The suspension period for middle level students shall be from the end of the previous semester through the first three (3) weeks of the succeeding semester/trimester. D. Each student is eligible on Monday of the week following the end of the suspension period. Three (3) or more teaching days shall constitute a week

Students who wish to participate in athletics or activities must meet the scholastic eligibility standards established by the WIAA. In order to be eligible students must be "full time students" enrolled in a minimum of seven full-time classes and have passed at least six of those classes. A student that fails more than one class is ineligible by WIAA standards. The WIAA rule is that students must pass classes based on the following school schedules:

| <u>Schedule</u>   | <u>Passing</u> |
|-------------------|----------------|
| 6 period schedule | 5 classes      |
| 7 period schedule | 6 classes      |
| 8 period schedule | 7 classes      |

It is the belief of the South Kitsap School District that successful academic performance is important for all students. Therefore, to participate in athletics/activities our students must meet the following academic standard:

**"A"= 4 Points "B"= 3 Points "C"= 2 Points "D"= 1 Point "F"= 0 Points**

\*Plusses and minuses are not figured into point total, and one point is added to each grade earned in an Advanced Placement class.

| <b>Schedule</b>   | <b>Passing All Classes</b> | <b>Failing 1 Class</b> |
|-------------------|----------------------------|------------------------|
| 6 period schedule | 11 points                  | 12 points              |
| 7 period schedule | 13 points                  | 14 points              |
| 8 period schedule | 15 points                  | 16 points              |

**Fall eligibility:** Initial eligibility is determined by grades from the previous semester. Players who fall below WIAA standard are ineligible until the Monday following the fourth Saturday in September. Players who meet WIAA standard but fall below SK standard miss 20% of the season. Players can use summer school grades to substitute for previous semester grades and allow them to meet WIAA or SK standard

**Winter eligibility:**

Initial eligibility is determined by 1st quarter grades. Students who are not meeting the SK standard will be allowed to tryout but must show proof of meeting the grade standard before they can compete in contests.

Grades will be checked at the end of every 5<sup>th</sup> week. Players who fall below SK standards will be informed on the following Monday and have the remainder of the week to raise their grades so that they meet the requirements. Players who do not raise their grades in the ensuing week will be ineligible on Friday at 3 p.m.

Grades will be checked at the end of the semester. Players who do not meet the WIAA standard will be out for 5 weeks and players that do not meet the SK standard will be out for 3 weeks from the day grades are posted.

**Spring eligibility:**

Initial eligibility is determined by final grades of 1<sup>st</sup> semester. Players who fall below WIAA standards will be allowed to try out but will be ineligible to compete in contests for 5 weeks. Players who fall below SK standards will be allowed to tryout but must show proof of meeting the grade standard before they can compete in contests.

Grades will be checked at the end of every 5<sup>th</sup> week. Players who fall below SK standards will be informed on the following Monday and have one week to raise their grades so that they meet the requirements. Players who do not raise their grade in the ensuing week will be ineligible on Friday at 3 p.m.

Grade check dates for 2020-2021 school year:

**\*\*Week 1 is 9/14-9/18\*\***

- 10/15-10/16
- 11/19-11/20
- 1/7-1/8
- End of 1<sup>st</sup> semester
- 3/4-3/5
- 4/15-4/16—Spring Break doesn't count
- 5/20-5/21

**A. Age:** A student must be less than twenty (20) years of age at the beginning of that sport season, 16 for middle school.

**B. Residence:** Should your parent/guardian not live in the South Kitsap School District service area, you must clear your eligibility with the athletic director before participating to avoid jeopardizing the team with forfeiture of interscholastic contests.

**C. Amateur Standing:** In order to maintain amateur standing, the student/athlete may not:

1. Accept merchandise of more than \$500 in value
2. Accept cash awards
3. Enter competition under a false name
4. Sign or ever have signed a contract with, or play or ever have played for a professional team or a professional sport (whether for a money consideration or not)

**D. Season Limitation:** After entering the ninth grade, a student shall have four (4) consecutive years of interscholastic eligibility. Repeating any grade, nine through twelve, whether a student participates or not will count towards a student's four (4) consecutive years of high school eligibility.

**E. Exchange Students:** Students from a foreign country must fill out a form and be cleared for participation by the Washington Interscholastic Activities Association before competing on an interscholastic team.

## **Requirements for Participation**

**A.** Complete district participation Form 110, available at school sites or online at [www.skitsap.wednet.edu](http://www.skitsap.wednet.edu). Form 110 includes:

1. Demographic information
2. Parent permission
3. Proof of insurance: Insurance is required for athletic participation and recommended for students in other activities. The parent/guardian is responsible for payment for medical care which results from injury. It is recommended that insurance cover the following:

- a. Possible emergency medical costs including X-rays, hospitalization, surgical costs, and ambulance fees

- b. Dental costs for emergency dental care

- c. Signed risk of injury statement

- d. Physical with current medical history to participate in athletics

**B.** Sign student athlete eligibility checklist

**C.** Complete and sign emergency medical card

**D.** Purchase an ASB card to support activities

**E.** Pay the participation fee prior to the first turnout

**F.** In cut sports, participation fee is due prior to the first contest. Cut sports include basketball, baseball, volleyball, fastpitch, and soccer. Other sports may be determined to be cut sports on an annual basis).

**G.** Pay all fines prior to first turnout.

## **Conduct and Citizenship Standards**

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and the following core principles:

1. Students who wish to participate in extracurricular activities are visible representatives of their team, school and community. They are expected to maintain high standards of conduct in school and in the community and during all school related travel and events. They are expected to assume the responsibilities of a positive role model. Conduct that detracts from those expectations, such as chemical use, criminal behavior, or unsportsmanlike behavior, will result in the appropriate corrective action.

2. Sportsmanship and integrity are solid expectations of extracurricular participants. Display of unsportsmanlike conduct, use of profanity, game ejections, technical fouls, unsportsmanlike conduct penalties or other offenses will result in the appropriate corrective action.

3. Harassment, discrimination or hazing (initiation) will not be tolerated. This includes all such behavior that occurs on the basis of gender, race, ability, religion, or position, or for any other reason. Violations of these expectations will result in the appropriate corrective action and, if applicable, referral to law enforcement officials.

4. Students who are suspended from school may not practice or compete during the period of suspension. Serious classroom discipline problems will result in the appropriate corrective action.

## **Use of Drugs, Alcohol, and Tobacco**

**A. Rule:** A student must be free from actual or constructive possession of drugs, alcohol, or tobacco products on or off-campus, in-season or out-of-season, to be eligible to participate in extracurricular activities.

## B. Definitions:

**Actual Possession** — The act of having a substance in one's custody or control.

**Constructive possession** — A circumstance in which a student has knowledge that alcohol, drugs, or tobacco are available and/or are being unlawfully used by others and the student fails to remove himself or herself from the premises as soon as it is reasonably safe to do so

**Investigative Discovery** — Occurs when an administrator or coach determines after investigation that a student athlete has committed an athletic code infraction when it was not admitted by the student.

**In-season** — The time period from the first day athletics/activities begin in August through the last day of the school year. Summer camps run by the SKSD or non-SKSD chaperoned by SKSD employees will be considered in-season

**Out-of-season** — The time period from the first day summer vacation until the first day of athletics/activities in August.

**Self-Admittance Discovery** — Occurs when a student athlete admits that he or she has committed an athletic code infraction and cooperates in any investigation.

### **Corrective Action for Drugs or Alcohol Related Exceptional Misconduct/Citizenship Violations:**

**1st Offense:** Exclusion from competition for 25% or 50% of the regular season. If the rule violation is determined by investigative discovery, the exclusion will be for 50% of the scheduled contests. If the rule violation is determined by self-admittance discovery, the exclusion will be for 25% of the scheduled contests. All practice requirements will remain. Required drug/alcohol insight class/screening and follow all recommendations. If there is less than 25% or 50% of the season remaining suspensions will carry over into the postseason. This may cause the participant to be eliminated from postseason competition. If violation occurs during post season, participant will be removed from the team for the remainder of competition.

**2nd Offense:** Exclusion from athletic/activity programs for one calendar year from the date of the second violation.

#### **3rd and Subsequent Offenses:**

Expulsion from athletic/activity programs for remainder of school career.

### **Procedures for Corrective Action**

**A.** The head coach/advisor, principal and /or assistant principal, and activities shall jointly make decisions in relation to corrective action resulting from violation of the Extracurricular Athletics and Activities code.

**B.** The student participating in any extracurricular activity will be notified of the reason(s) for any corrective action. Also, he/she will be notified how he/she may make necessary corrections.

**C.** Parents will be notified, in writing, of any probation or exclusion from contests.

## **Parent/Coach Communication**

### **A. Communication to expect from your athlete's coach:**

1. Philosophy of the coach.
2. Expectations the coach has for your son/daughter.
3. Locations and times of practices and contests.
4. Team requirements: equipment, off-season training, etc.
5. Procedures you should follow should your son/daughter become injured during participation.
6. Participant conduct code and consequences for not following these guidelines.

7. Requirements to earn a letter.
8. Disposition of lost/outstanding equipment at the end of the season
9. Communication concerning your athlete's role on the team and how he/she fits into the future of the program.

**B. Communication coaches expect from parents:**

1. Concerns expressed directly to the coach first.
2. Notification of schedule conflicts well in advance.
3. Specific concerns regarding a coach's philosophy and/or expectations.

**C.** As your son/daughter becomes involved in the athletic programs in our district, he/she will experience some of the most rewarding moments of his/her life. It is also important to understand that there will be times when things do not go the way your son/daughter wishes. At these times, discussion with the coach may be the quickest and most effective way to clear up issues, avoid misunderstandings, and create opportunities for life lessons.

**Appropriate concerns to discuss with coaches:**

1. The treatment of your son/daughter, psychologically and physically.
2. Ways to help your son/daughter improve.
3. Concerns about your son/daughter's behavior.

**D.** Some situations may require a conference between the coach, the athlete, and the parent. These are encouraged. It is important that all parties involved have a clear understanding of the other person's role and position. When these conferences are necessary, the following procedures should be followed to help resolve the concern. If you have a concern to discuss with a coach, please follow this procedure:

1. Please do not approach a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meeting at these times usually does not work well for any of the parties involved.
2. Your son/daughter should first talk with the coach about his or her concerns.
3. Call to set up an appointment with the coach.
4. If the coach cannot be reached after a reasonable time, contact the Director of Athletics and he will arrange an appointment for you.
5. If your meeting with the coach does not provide a satisfactory resolution, set an appointment with the building Athletic Director to discuss the situation.

**E.** At times it may be difficult to accept the fact that your student is not playing as much as you or he/she would like. Coaches are professionals who make judgment decisions based on what they believe is best for the team and all involved. As mentioned above, certain things can and should be discussed with the coach. We ask that other things, be left to the discretion of the coach; such as:

1. Playing time
2. Team strategy
3. Matters concerning other student-athletes

**Questions**

For questions about the Extracurricular Athletics and Activities Code, please contact, the Director of Athletics at the Athletics Office.