



**ELMA SCHOOL DISTRICT
STUDENT ACTIVITIES/ATHLETIC
2021-22 HANDBOOK**

Guide for Participation and Competition with Eagle Pride!

Athletic Registration with *FinalForms*

FinalForms

We are very excited to announce that the Elma School District Athletic Department has partnered with FinalForms, an online forms and data management service. FinalForms allows you to complete and sign athletic participation forms for your students. The most exciting news is that **FinalForms data from season-to-season and year-to-year**, meaning that you will never need to enter the same information twice! FinalForms also pre-populates information wherever possible, for each of your students, saving you time. You may review your data at any time to verify it is current. You will be required to sign your forms once per year and after any update.

Register at: <https://Elma-wa.finalforms.com> & follow the prompts to create your student account & sign your forms.

The following requirements **MUST** be met and on file with the school office before your student may attend practice:

1. Completed FinalForms online registration.
2. Current sports physical.
3. Pay \$30 ASB card fee by start of season.

Contact the Athletic Department

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EMS Attendance Secretary – Kayleen Nauman (360) 482-2237, ext. 2108; knauman@eagles.edu

EHS Activities/Athletics Sec. – Farralee Walseth-Burnett (360) 482-3121, ext. 3107; fwalseth-burnett@eagles.edu

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1.0 INTRODUCTION

The Elma School District (ESD) is committed to providing the best educational experience available to all students. Extra-curricular is considered a part of this experience but will not take precedence or priority over the education of our students. ESD believes in the principal of "ATHLETES FIRST, WINNING SECOND." and attempts to abide by the following:

PHILOSOPHY:

It is the role of the Elma Athletic Department to promote good sportsmanship, positive citizenship, teamwork and pride in one's performance. Our coaches strive to teach and reinforce the fundamentals appropriate to their coaching level and be a strong role model for the athletes to emulate.

BENEFITS OF PARTICIPATION:

A wide body of research has long since supported the benefits of participation in extra-curricular activities. **Study after study provides evidence that students who participate in extra-curricular activities do better in school and life!** Recent census data showed that students who participated outside the classroom had higher levels of engagement inside the classroom. Here are some of the many increases in opportunities extra-curricular activities promote: **Academic achievement, self-esteem, diversity in exploration of interests, peer relationships, productive and healthy non-school outlets, essential life skills, and resume/post graduate application building.**

<https://www.census.gov/library/visualizations/2018/comm/childs-play.html>

<https://www.crimsoneducation.org/us/blog/extracurriculars/benefits-of-extracurricular-activities/>

2.0 ELIGIBILITY FOR PARTICIPATION

There are many requirements students must meet in order to be eligible for participation. Some of these requirements are in place for all participants regardless of activity or sport, and some are very specific to the activity, sport or grade level. For complete WIAA requirements please go to wiaa.com

2.1 Eligibility Code of Conduct requirements for ALL extra-curricular activities

Note: The following expectations are considered the **Eligibility Code of Conduct** and a violation of any of the below will jeopardize the participant's ability to participate/compete according to the consequences outlined in the *Violations of Eligibility* section of this handbook. Consequences may be cumulative throughout the student's middle and high school career. **All participants must be adherent and in good standing with the following policies/expectations.**

- 2.1.1 Academic performance:** A student shall have passed the minimum number of classes, five (5) of six (6), in the immediately preceding semester/trimester in order to be eligible for competition during the succeeding semester/trimester. (WIAA 18.7.4) In addition, EMS requires participants to be passing all core academic classes. In order to participate, students must be passing a minimum of five classes in order to be eligible for competitions/events/performances (they may attend practices). Students below the standard will be placed on probation and required to attend study table. They expected to practice, but are ineligible for competition/events/performances. Their progress will be monitored weekly to determine their eligibility. Please contact building administrator/athletic director for details.

Cont. Eligibility Code of Conduct requirements for ALL extra-curricular activities

- 2.1.1.1** Seniors only may take a minimum of four (4) classes if they are on track towards graduation. Seniors enrolled in one less class than other students must maintain passing grades in all classes in which they initially enrolled in order to remain academically eligible. Seniors may not drop or withdraw from a class in order to remain eligible. (WIAA 18.7.1)
- 2.1.1.2** 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. (18.7.6)
- 2.1.2 Attendance:** Attendance in school and at practice is imperative for participation. Students must be present, checked in school, a minimum of 5 class periods to participate in practice or contests/events/games/performances. We realize there will be school trips that run late into the evening, but we also feel it is very important for students to be in class. If the student/athlete needs to be gone for a medical appointment (e.g. dentist and doctor) a note from the practitioner is required upon return to school for the student to be eligible for extra-curricular activities.
The student shall have been in regular attendance as a full-time student as defined in 18.9.0 in an elementary, intermediate, middle level, or high school during the semester immediately preceding the semester in which the contest is held.
- 2.1.3 Chemical use:** It is against Washington state law if you are under the age of 21 to purchase, use, be under the influence of, or in possession of alcohol, legend drugs, controlled substances, marijuana, tobacco, tobacco products or look-a-like products, as well as vaping devices. The Elma School District takes a strong position regarding the use of these substances and has a policy to address offenders. It is the belief of the advisor/coaching staff, teachers and administration that the use of these substances is detrimental to the student's health and welfare and not conducive to maximize performance of participants.
- 2.1.4 Conduct:** A student-athlete shall follow all relevant rules established by the Elma School District while they are eligible or potentially eligible to participate in extra-curricular activities, including, but not limited to time, such as summer breaks, vacations, and non-school days, and regardless of whether the student athlete is not currently participating in an activity/sport. Failure to follow these rules may result in activity/athletic discipline consequences include, but not limited to loss of playing time, suspension, or dismissal following a review by the school's administration.
Conviction or adjudication of any criminal acts, or being charged with criminal acts if school officials determine the conduct involved in the charge occurred is also a violation of the Activities/Athletic code.
Any misconduct by a student that affects the team, coach, school or school district may result in disciplinary action. The extent of the action will be determined by the nature of the offense. Prior to any action resulting in a suspension from a team, there will be a parent meeting with the student, advisor/coach and the school administration.
- 2.1.5 Harassment/hazing/bullying:** The Elma School District is committed to a positive and productive education and working environment, free from discrimination, including sexual harassment. The district prohibits harassment, including sexual harassment and hazing of

Cont. Harassment/hazing/bullying:

students, employees and others involved in school district activities. These behaviors will not be tolerated and are grounds for school and team disciplinary action. See the ESD anti-harassment/hazing/bullying policy for more information.

- 2.1.6 Social Media** – All members (staff, participants, parents/guardians) of Elma School District activities/athletics programs have a responsibility to use social media in a positive, appropriate manner. Items including comments, photos, images and videos that are derogatory, demeaning, taunting or unsportsmanlike toward an opponent/team/school/community/teammate/team and/or coaching staff are considered detrimental to the purpose of the athletic programs of the Elma School District. Individuals making such improper use of social media will be subject to appropriate team and/or school discipline.

2.2 General Eligibility/Requirements

- 2.2.1 Age:** MS students shall not have reached his/her 15th birthday prior to June 1 of the previous school year. HS students shall be under 20 years of age on September 1 for all fall sports sessions, on December 1 for all winter sports, and on March 1 for all spring sports.
- 2.2.2 ASB card:** All student athletes must have an Elma ASB card in order to participate. ASB cards should be purchased prior to the first contest in order for an athlete to be eligible to participate in any competitions. Failure to comply will result in the athlete not being eligible for any competitions. All clubs and organizations require the purchase of ASB cards.
- 2.2.3 Coach’s program policies:** Each activity/sport has a set of specific set of guidelines, which will be made available to students before the season begins.
- 2.2.4 Enrollment:** Students must be regular members of the school they represent in order to participate in an interscholastic athletic activity. Students are a “regular member” of a school if they are enrolled half time or more, exclusive of interscholastic athletic activities. (WIAA 18.5.0)
- 2.2.4.1** A Running Start student’s eligibility is through the public school of residence/record, where the student accesses the Running Start program. (WIAA 18.6.0)
- 2.2.4.2** A home based education student must register with a public school district with the intent to home school. (WIAA 18.5.1)
- 2.2.4.3** A full-time high school student in a public alternative school without athletics may participate at the resident public school that the student would normally attend or that student’s public school of record. (WIAA 18.5.2)
- 2.2.4.4** A student who is a regular member in a private school may participate on the interscholastic teams of his/her resident public school if the student resides within the service area of that public school and if the interscholastic activity is unavailable to the student in the private school. (WIAA 18.5.3)

Cont. General Eligibility/Requirements

2.2.5 Equipment: Participants/athletes are responsible for all equipment, including clothing checked out to them. Students are not to wear this equipment outside of game and practice conditions or are they to loan equipment to others. This equipment is the property of Elma School District and be treated with care and respect. Students not returning assigned equipment will be subject to a fine; the cost of which will be the replacement value of the lost article. Students will also be required to return equipment prior to receiving any additional equipment used in another sport. Exceptions may be made by an arrangement with the Activities and Athletic Director and/or building principal.

2.2.6 Fees/Fines: Students-athletes who, according to ESD records, have any outstanding school-related fines will be considered ineligible for full athletic participation until one of the following actions have been completed:

- the fine is paid in full
- items in question have been returned or situations have been resolved
- a payment agreement between the student/family and the school issuing the fine has been initiated
- the fine has been dropped/waived by the issuing school

High School students who are eligible to participate in the federal free and reduced-price meals program will have fees associated with participating in optional noncredit extracurricular activities waived. For more information, please contact the EHS athletic office.

2.2.7 Physical Examination: Prior to the first day of practice of an interscholastic sport, participants must undergo a physical examination or a signed statement from a medical authority as defined by the WIAA (17.11.2). The exam will be valid for a period of 13 consecutive months.

2.2.8 Season Length: A season is not officially over until after the banquet rewarding the student participant for their accomplishments. All parts of the *Eligibility Code of Conduct* remain in effect until the conclusion of the season, including all end of season celebrations.

2.2.9 Travel: All participants will travel to and from activity/athletic events under the supervision of the coach. A parent or guardian must sign for the release of the athlete prior to approval and make personal contact with the coach after the event before the student is allowed to leave. Any student riding home with another parent must give written permission to the Athletic Director one school day prior to the trip taking place. This is mandatory for liability. Parents are encouraged to know what time students are expected home. We ask that students have prompt pick-ups after practices and competitions.

3.0 Alcohol, Controlled Substances, Legend Drugs, Marijuana, Tobacco/Vape

ATHLETIC DISCIPLINE PROCEDURES

Alcohol, Controlled Substances, Legend Drugs, Marijuana, Tobacco, & Vape: The intent of this discipline policy concerning drug/alcohol related rule infractions for participants/athletes is to encourage students and parents to accept responsibility for alcohol, drug, marijuana, and

tobacco/vape related problems. Elma School District feels student involvement in such activities are very serious and an issue that should be dealt with at home. It is not the place of the school administration or coach to correct these types of behaviors and if a student does have a drug/alcohol/marijuana related problem, this issue should take precedence over athletics.

Cont. ATHLETIC DISCIPLINE PROCEDURES

Any assessment and required treatment will be the financial responsibilities of the parent or guardian and not the school district.

If a participant/athlete uses legend drugs, controlled substances, alcohol, marijuana, tobacco products, including chew, snuff, vaping, and or look-a-like products, or is found in possession of any, the activity/student athlete will not only need to make some serious choices but will face disciplinary action as noted below in Discipline Action steps 1-3. If the participant/athlete at any time realizes that they has a drug/alcohol/marijuana/tobacco/vape problem, the participant/athlete is encouraged to seek counseling, drug/alcohol/marijuana assessment and treatment.

DISCIPLINE ACTION:

1st Violation: A student participant/athlete who violates the drug/alcohol athlete code and/or RCW 69.41.020 through 69.50.0 or of RCW 69.50.0, or found in possession or consumption of tobacco products, including chew, snuff, vaping, and or look-a-like products shall be immediately ineligible for interscholastic competition in the current interscholastic activities/sports program for the remainder of the season. Ineligibility shall continue until the next activity/sports season in which the student wishes to participate unless the student accesses the assistance program outlined in B (***below***).

A STUDENT WHO IS FOUND TO BE IN VIOLATION SHALL HAVE TWO OPTIONS.

- A. The student will be ineligible for participation in contests for the remainder of that interscholastic sports season and must meet the school's requirements in order to be eligible to compete in the next interscholastic activities/sports season. The school principal will have final authority as to the student athlete's participation in further interscholastic activities/sports program.
- B. The student may choose to seek and receive help for a problem with use of the prohibited substance. Successful utilization of school and or community assistance programs may allow him/her to have eligibility re-instated in that activity/athletic season, pending recommendation by the school.

2nd Violation: A student athlete who again violates the drug/alcohol athlete code and/or RCW 69.41.020 through 69.50.0 or of RCW 69.50.0, or found in possession or consumption of tobacco products, including chew, snuff, vaping, and or look-a-like products shall be ineligible for interscholastic competition for a period of one calendar year from the date of the second violation. Successful utilization of school and or community assistance programs is required prior to reinstatement of their eligibility.

3rd Violation: A student who violates for a third time RCW 69.41.020 - RCW 69.50.0 or of RCW 69.50 or found in possession or consumption of tobacco products, including chew, snuff, vaping, and or look-a-like products shall be permanently ineligible for interscholastic competition.

4.0 APPEAL PROCESS

When infractions occur within an activity or athletic program, the following process may be followed:

- 4.1 Upon the imposition of penalty for infractions of said rules or regulations, any aggrieved student and parents of said student shall have the right to an informal conference with Athletic Director to request that they refrain from enforcing the decision of the advisor/coach. If the student and parents do not make a written request for this informal conference within five school days of the action grieved, they will have waived their right to the conference and appeal procedure. The informal conference is to be held within five school days of the request.
 - 4.1.1 If the parties are unable to agree at the informal conference, the aggrieved party may appeal to the District Athletic Committee. The District Athletic Committee must meet within five school days of the appeals request. The aggrieved party and the coach shall be available as a resource.
 - 4.1.2 The District Athletic Committee will hear the case in detail and will render a decision within three school days after hearing the case.
 - 4.1.3 The aggrieved party may appeal to the superintendent of schools within three school days of the appeals decision. The superintendent of schools, after hearing the case in detail, shall render a decision within ten school days of the hearing.
 - 4.1.4 The aggrieved party may appeal the superintendent's decision to the board of directors within three school days. The board of directors, after hearing the case in detail, shall render a decision on the case within ten school days of the hearing. This decision shall be final.
 - 4.1.5 The aggrieved party may not participate in any competition/event/performance during the appeals process. Exceptions may be made only by the Activity /Athletic Director and/or building principal.

5.0 ESD SPORTSMANSHIP

ESD is committed to a spirit of good sportsmanship as a means to achieve exemplary citizenship and to enhance the image of our schools among students, patrons, and guests of our district. ESD students, families, sponsors and fans representing our district are expected to display exemplary levels of sportsmanship during all school sponsored sanctioned events.

ESD SPORTSMANSHIP EXPECTATIONS

The Coach/Staff	The Athlete/Participant	The Spectator and Fan
<ul style="list-style-type: none"> ◦ Model exemplary conduct at all times ◦ Show respect to all opponents, fans, officials, and property ◦ Inspire participant/athlete to compete within the definitions of sportsmanship ◦ Teaches the importance of fair competition regardless of outcome 	<ul style="list-style-type: none"> ◦ Represents Elma schools and community with highest standard of conduct at all times ◦ Show respect to all opponents, fans, officials, and property ◦ Plays hard, fair and clean and perseveres in the face of adversity ◦ Understand and abide by the rules of the game 	<ul style="list-style-type: none"> ◦ Show respect to all opponents, fans, officials, and property ◦ Support the effort of the coach to teach and implement sportsmanship ◦ Recognize that a ticket represents the privilege to attend and observe a contest and to demonstrate support for one's team and school activities/athletics in general

6.0 COMMUNICATION GUIDELINES

6.1 Communication parents can expect from advisor/coach

- Expectations and goals of the advisor/coach
- Expectations of the athlete and the team
- Location of all practices, meetings, competitions, etc.
- A copy of the team rules
- Specific team requirements, including special equipment, strength and conditioning programs, weekend activities, etc.

***Discussion of your student's role on the team will be between the advisor/coach and the participant/player only.

6.2 Communication the advisor/coach will expect from parents

- Areas of concern parents should share with advisor/coach

6.3 24 Hour Rule

Because coaches have much to think about prior to a game and are highly emotional following a game, we ask that parents do not confront a coach with any concern within 24 hours before or after a game. Often, these confrontations will lead to emotionally charged discussions that bring no resolution. Waiting 24 hours after the conclusion of a game will allow both the parent and the coach time to "cool down" before discussing a concern.

6.4 Engagement Guidelines

These guidelines do not include concerns about the mental, physical, or emotional well-being of the student. If a parent has a concern about any of those areas, please contact the athletic director immediately.

Communication regarding any other extra-curricular conflict will begin strictly between the student and the coach/advisor. The Activity/Athletic Director will not discuss any concern that hasn't already been discussed between the student and coach/advisor.

- If the conflict continues, the student, coach/advisor, and athletic director can meet to further discuss this issue. Depending on the concern, this meeting may also include the parent(s).
- If the conflict continues, the parent may meet with the Activity/Athletic Director.
- Any discussion regarding an extra-curricular conflict will be passed along to both the student and the advisor/coach, including phone and email communications.

7.0 MEDICAL AND SAFETY RISKS

7.1 Head Injury & Concussion – Please see Elma School District Concussion information sheet and form.

7.2 Sudden Cardiac Arrest – Please see Elma School District Sudden Cardiac Arrest (SCA) information sheet form.

8.0 GLOSSARY OF TERMS

1. **Academic Ineligibility:** not enrolled in the equivalent of five classes during a season; not passing the equivalent of five of six classes during a season.
2. **Bullying:** abuse and mistreatment of someone vulnerable by someone stronger, more powerful, etc.
3. **Calendar Year:** 365 consecutive days.
4. **Controlled Substances:** a drug, substance, or immediate precursor included in RCW 69.50.
5. **District Athletic Committee (DAC):** Committee who meets regularly to review Elma School District activities/athletic related issues. This may include, but is not limited to, appeals, facilities, hearings, and policies. Membership consists of EMS administrator, EHS administrator, ESD Board of Director, athletic coach and/or activity advisor, community representative(s), parent, and chaired by the athletic director.
6. **ESD:** Elma School District
7. **Grade Checks:** regular monitoring of a participant's grades by the athletic secretary, athletic director, and/or head coach/advisor of the sport/activity during a season. May also be done to monitor a participant's grades in the semester prior to participation to help determine eligibility.
8. **Harassment:** the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands.
9. **Hazing:** any humiliating, degrading, or dangerous activity expected of a participant to belong to a group regardless of their willingness to participate.
10. **Legend Drugs:** drugs obtained through prescription, RCW 69.41.020-050.
11. **Participant:** student who is involved in an Elma School District activity or sport.
12. **Participation Day:** any day of a regularly scheduled practice, event, game, or performance.
13. **Probation:** includes exclusion from activity/athletic participation in contests/events/performances, but allowed to participate in practices.
14. **Season:** from the first day of practice to the completion of the activity/sport culminating activity/awards event.
15. **Social Media:** the collective of online communications channels dedicated to community-based input, interaction, content-sharing, and collaboration.
16. **Suspension:** includes exclusion from all activity/athletic participation (practices, events, games, performances).
17. **Tobacco/Vape equipment/material:** any kind of cigarette, e-cigarette, cigar, pipe, or any other smoking or vapor equipment or material including chew and snuff tobacco products.
18. **WIAA:** Washington Interscholastic Activities Association; the governing body for all interscholastic activities in the state for member schools. Elma MS & HS are members of the WIAA and are governed by its rules and regulations.

Activity and Athletic Consent Form

By signing this form, both student and parent agree to honor and uphold all expectations outlined within this handbook, including but not limited to the following:

- 1. Elma Middle and High School Eligibility Code of Conduct**
 - ✓ School attendance
 - ✓ Academic performance
 - ✓ Chemical use
 - ✓ Anti-harassment/hazing/bullying
 - ✓ School discipline
 - ✓ Lawful citizenship
 - ✓ Sportsmanship
- 2. General Eligibility Requirements for Participation**
- 3. Alcohol/Controlled Substances/Drugs/Marijuana/Tobacco/Vape**
- 4. Sportsmanship**
 - ✓ Coach/Staff
 - ✓ Athlete/Participant
 - ✓ Spectator/Fan
- 5. Communication Guidelines**
- 6. Medical and Safety Policy**
 - ✓ Head Injury & Concussion
 - ✓ Sudden Cardiac Arrest (SCA)

