NEWPORT SCHOOL DISTRICT
STUDENT ACTIVITY HANDBOOK

MISSION STATEMENT

The primary purpose of our extracurricular programs is to promote student growth and character development in self-discipline, personal responsibility, and leadership through teamwork.

INTRODUCTION

The opportunity to participate in interscholastic and associated student body activities is a privilege granted to all students in the Newport School District. Because participation in the program is considered a privilege, the students, coaches, and parents accept the training rules, regulations, and responsibilities unique to the individual activity in which he/she participates.

SECTION I - RULES AND REGULATIONS

(The rules and regulations in this handbook shall take precedence over WIAA Guidelines)

The coaches and administration of the Newport Schools believe there is a positive correlation between student performance and a student's adherence to specific training practices. Following are rules and regulations concerning interscholastic activities for ALL students in the Newport School District as defined by the Washington Interscholastic Activities Association (WIAA) unless otherwise specified. Training rules go into effect the first practice for any given season. The school principal shall have final authority as to the student's participation in the interscholastic program.

SECTION II – EXTRACURRICULAR ACTIVITIES POLICY

1. This policy and all its sections shall be in effect from the day the participant signs until the end of that academic year, whether the individual is currently participating or out of season.
    a. Any penalty occurred during an out-of-season time shall be enforced in the next applicable season.
2. Each student participant shall be in attendance at school for the entire school day.
    a. Failure to attend the entire school day will result in being declared ineligible for that day's practice or event.
    b. The following absences, preferably pre-arranged, will be considered excused:
        i. Medical Appt.: A doctor's note is required upon return to school
        ii. Dentist Appt.: A doctor's note is required upon return to school
        iii. Family Emergency: Will need to be approved on return to school
        iv. School Sponsored Activity
3. Flagrant use of profane or obscene language and/or acts of vulgarity may be grounds for suspension or possible expulsion from the team/activity.
4. Each participant representing Newport School District is expected to exemplify the highest standards of good sportsmanship. Sportsmanship consists of these qualities: courteousness, fairness, and respectfulness to officials, teammates, opponents, coaches, and all others associated with the activity. Failure to comply may result in suspension or possible expulsion from the team/activity.
5. Participants will follow the school dress code. Participants will also dress as directed by the coach/advisor on the day of the event. Failure to comply may result in suspension or possible expulsion from the team/activity.
6. Participants are expected to follow all school rules and policies, as defined in their student handbook, as if they are, in fact, in the usual school building and setting. A student on in-school or out-of-school suspension from the regular school program will not be allowed to participate in the athletic practices or contests during the suspension period.
7. Absences: Practices are considered of utmost importance for effective team learning and team commitment. An unexcused absence from practice will result in disciplinary action by the coach/advisor as per policy.

SECTION III: ALCOHOL, DRUGS, LEGEND DRUGS, & TOBACCO

Policies: Alcohol, Drugs, Legend Drugs, & Tobacco

1. A participant shall not use, consume, possess, transmit, or sell alcoholic beverages, drugs, legend drugs, controlled substances, e-cigarettes or vapor pens, or other mood-altering chemicals.
2. A participant shall not knowingly, or with reason to know, attend any gathering of students where alcoholic beverages, drugs, legend drugs, controlled substances, e-cigarettes or vapor pens, or other mood-altering drugs will be present.
3. SELF-REPORT POLICY
    a. If a participant is at a gathering where any of the above is present, he/she must:
        i. LEAVE IMMEDIATELY and SAFELY
        ii. Report the violation to your Coach, Advisor, or Administrator within 24 hours.
    b. If participants do not report within 24 hours, the Alcohol, Drugs, Legend Drugs, and Tobacco penalties will be applied.
4. It is not a violation of this provision for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. The coach/advisor shall be notified by the participant of any prescribed medication.

Penalties: Alcohol, Tobacco, Drugs, Legend Drug Violations

Penalties shall be cumulative for the participant's academic career beginning with and throughout the student's participation in extracurricular activities.

1. Use of, possession of, or being present at a gathering where alcoholic beverages, drugs, legend drugs, controlled substances, e-cigarettes or vapor pens, or other mood-altering chemicals are present will result in the following:
    a. Alcohol & Tobacco:
        i. FIRST OFFENSE:
            1. The student will be IMMEDIATELY ineligible and will be suspended from competitions/events for thirty percent (30%) of that activity's competitions/events.
                a. The student will be <u>required</u> to attend all practice sessions, but will be ineligible to participate in contests/events until the suspension has been completed.
                b. For those activities without a predetermined number of events, the administration and advisor will determine an appropriate number of events the student will miss.
                c. If applicable, the percentage of competitions/events missed will carry over into the next season of the student's participation.
                d. To be eligible for reinstatement, the student must attend a district-approved educational intervention program, or an agreed upon alternative, at parents' expense.
        ii. SECOND OFFENSE:
            1. The student will be ineligible for participation in all identified activities for a period of one (1) calendar year from the date of the second violation.
        iii. THIRD OFFENSE:
            1. The student will be ineligible for the remainder of his/her high school career unless the student:
                a. has more than one year of eligibility left and
                b. has not violated the *alcohol, tobacco, legend drugs and controlled substances policy* for a time period of one year and
                c. has not violated WIAA rule 18.26.2 (Legend drugs and controlled substances)
            2. The Athletic Eligibility Committee will have the authority and final say to reinstate or deny Athletic Eligibility. If the student wishes to be reinstated, has more than one year of eligibility

left, has not violated the alcohol, tobacco, legend drugs and controlled substances policy for a time period of one year, and has not violated WIAA rule 18.26.2 (Legend drugs and controlled substances), the student

a. must appeal to the Athletic Eligibility Committee to reinstate athletic eligibility,
b. must submit a letter to the Athletic Director explaining their desire to appeal and why they feel they should be allowed to participate,
c. will be required to pass an initial urinalysis,
d. will be subject to random urinalysis testing for one calendar year at parent's/guardian's expense,
e. may be required to attend ongoing substance abuse treatment.

b. Legend Drugs and Controlled Substances:
   i. FIRST OFFENSE:
      1. The participant shall be immediately ineligible for interscholastic competition in the current sports program for the remainder of the season. Ineligibility shall continue until the next sport season in which the participant wishes to participate unless the student accesses the assistant program outlined in 1.b. (below). A student who is found to be in violation of the legend drugs and controlled substances rule 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 sports season.
         b. The athlete may choose to seek and receive help for a problem with use of legend drugs or controlled substances. Successful utilization of school and/or community assistance programs may allow him/her to have eligibility reinstated in that athletic season, pending recommendation by the school.
   ii. SECOND OFFENSE:
      1. The student will be ineligible for participation in all identified activities for a period of one (1) calendar year from the date of the second violation.
   iii. THIRD OFFENSE:
      1. The student will be ineligible for the remainder of his/her high school career.

2. For Reinstatement to Competition:
   a. At the end of the suspension, the student and parent(s)/guardian(s) shall meet with the Athletic Eligibility Board to request approval to participate.
      i. The Eligibility Board will consist of two coaches, two parents, and one administrator.
      ii. The Eligibility Board will recommend to the Administration the appropriate action to be taken.
      iii. The Building Administration shall have the final authority as to the student's participation in future activities.
   b. Student must address the team/group regarding their suspension. The coach/advisor will verify completion of this requirement.

SECTION IV – GRIEVANCE AND APPEAL PROCESS

Each student of the Newport School District has the right of grievance for all extracurricular disciplinary actions. A student who believes that she/he was unfairly removed from an extracurricular activity covered by this code is entitled to the following grievance process:

1. The coach/advisor is to notify the parents/guardian when the student has been disciplined.
2. Notification shall be made by telephone or in person, followed by a letter of explanation.
3. Students and parents shall be informed that the due process steps, in order, are:

a. Resolve the problem with the coach/advisor involved. If unsuccessful:
b. Resolve the problem with the Athletic Director. If unsuccessful:
c. Give the Athletic Director a written request asking for a hearing before the Extracurricular Appeals Committee (ECAC) within five (5) days after the student has been disciplined.

4. The ECAC shall convene within seven (7) days of the day the Athletic Director receives the request.
5. The student may not participate in the activity until a decision has been made by the ECAC.
6. The ECAC shall be comprised of three (3) coaches/advisors and two (2) non-school members of the community.
7. The Athletic Director/Assistant Principal or Principal shall represent the handbook policy. A Newport School District Administrator from a different building will be selected to moderate the appeals hearing.
8. The student may appeal to the Superintendent of Newport Schools within three (3) school days of the appeals decision. The Superintendent of Newport Schools, after hearing the case in detail, shall render a decision within ten (10) school days of the hearing.
9. The student may appeal the Superintendent's decision to the Board of Directors within three (3) school days.

SECTION V - ELIGIBILITY

1. Students must be passing all classes to be eligible to participate in an extracurricular activity. All students will be subject to weekly grade checks to determine if they are eligible to participate in extracurricular activities.
    a. A student who has failed a class at the end of a trimester will be ineligible to participate in extracurricular activities as determined by the WIAA Academic Probation/Suspension Period (18.8.6 & 18.8.6.2).
2. GRADE CHECK POLICY
    a. Official Grade Check reports will be generated every Wednesday. Any student who is failing a class will be academically ineligible the following week (Monday to Sunday).
        i. The first three (3) grade checks of each trimester will not count against a student's eligibility.
        ii. Beginning on the fourth Wednesday of any trimester, grade checks will be used to determine a students' eligibility for the following week (Monday through Sunday).
        iii. Students will have until 3:00pm on Friday (following Wednesday's check) to prove they are passing in order to be eligible the following week.
        iv. The student will be responsible for bringing a printed progress report, signed by the teacher, to the Athletic Director to remove them from the academically ineligible list.
        v. Weekly grade checks will continue throughout the year.

SECTION VI - PARTICIPATION

1. Prior to a student participating on any team or being issued any equipment, he/she is responsible for having on file with school officials a record of the following:
    a. Up-to-date physical examinations (valid for two (2) calendar years).
    b. Completed Online Athletic Registration - Signature of the parents and participants signifying they have read and accepted handbook regulations, sport safety guidelines, sudden cardiac arrest, concussion information, medical emergency authorization, etc.
    c. Purchase of school insurance or parent signature on insurance waiver stating that the student is adequately covered by medical insurance other than school insurance.
    d. ALL PARTICIPANTS ARE REQUIRED to purchase an ASB Card, pay a PARTICIPATION FEE and any past and current fines and fees in order to participate in any extracurricular program. ASB Card purchases play an important role in the financial support of the interscholastic program.
2. A student may participate in only ONE SPORT per sport season.
3. No participant disqualified from any team for disciplinary reasons will be allowed to join another school team during the same season.
4. Participants who are "cut" from a team by the coach/advisor following team tryouts are allowed to participate in another sport/activity during the same season, regardless of the number of team practice sessions which may have accrued.

5. NO-QUIT PROVISION
    a. Within the first ten (10) practice days of a new sport/activity season, a participant may quit and join another team/activity, on his/her own volition.
    b. The following will apply for participants who quit after ten (10) practice sessions without coach/advisor consent:
        i. Participants will be ineligible for thirty percent (30%) of their next season's contests/events.
        ii. Ineligibility resulting from a violation of the Alcohol, Drug, Legend Drug, Tobacco Policy AND penalties from the No-Quit Provision will be compounded.
        iii. May be ineligible to receive Varsity letter for a sport if the coach makes the decision that the athlete did not complete the sport during the entire season.
6. Athletes, who quit a particular sport on a physician's orders, may participate in another sport during the same sport season with the same physician approval in writing.
7. Athletes held out from participation in practice or a contest, by physician's orders may resume such activities only after he/she has been released in writing by a physician.

SECTION VII – EQUIPMENT AND FACILITIES

1. School equipment checked out by the student is his/her responsibility. He/she is expected to keep it clean and in good condition.
2. Loss of issued equipment or damage to issued equipment except during participation will be the student's financial obligation.
3. Issued equipment is to be worn only while participating with the team in practice, during scheduled contests, or for spirit purposes on contest day. Warm-up jackets, sweats, etc., are not to be worn as personal clothing.
4. The WIAA prohibits the use of school uniforms while participating in any event outside the yearly school program or activities not sponsored by the WIAA.
5. Misuse of dressing room facilities, lockers, towels, benches, gymnasiums or field facilities, whether at home or at a visitor's facility, will not be permitted. Failure to comply with this regulation may result in denial of their use, some form of disciplinary action and/or payment for damage.

SECTION VIII - TRAVEL:

1. Travel to and from contests will be provided by the Newport School District. All students must travel to and from contests with the team and in transportation provided for this purpose. Only upon personal request by the parent/guardian to the COACH/ADVISOR, will this be waived to allow the student to travel with his/her parents/guardians.
2. Each team member will remain with the team under the supervision of the coaching staff/advisor when attending away games. Team members will not leave the building or the field when at away events.
3. Each member, while traveling to and from athletic contests, will obey all school bus regulations.
4. Students wishing to return from a contest with someone other than their parent must meet the following requirements:
    a. Have a signed permission slip from their parent(s), in the office of the Athletic Director no later than 9:00 a.m. on the morning of the contest, or have personal verbal approval between the coach and the parent at the site of the contest.
    b. Transportation may be refused if it is being furnished by someone under the age of twenty-one (21).
5. Buses involved in athletic trips will make no stops going to or from their destination to pick up or drop off students with only one exception. The exception will be Food Mart at Diamond Lake.
   Students wishing to load or unload at these areas must understand the following:
    a. In order for a student to be dismissed from the bus at this area, an authorized adult or adults, visible to the coach, must be waiting to pick up students.
    b. If an authorized adult is not visible, the bus will proceed to the appropriate school building in Newport.

SECTION IX - THE COACH/ADVISOR AND TEAM MEMBERS

The most important relationship that exists in an extracurricular program is that between the coach and his/her team members. It is the goal of the program, and should be the expectation of the participants, that this relationship be a positive one. As a participant, you should expect your coach/advisor to deal with you in an honest and impartial manner. Expect constructive, not demeaning, criticism for areas of performance, but also expect encouragement and compliments for a good job or an excellent effort. Expect your coach/advisor to serve as a role model in his/her actions and words in dealing with participants, players, coaches, and officials.

We hope the relationship with your coach will develop into one of mutual respect and one that will extend beyond extracurricular activities and your years in the Newport School District. In order to promote this relationship, we request that the following protocol be followed when there are concerns:

1. Student participant addresses concern(s) with the coach/advisor.
    a. In some cases, students are reluctant to approach their coach/advisor. In this case, the Athletic Director can help facilitate a meeting.
2. If a satisfactory solution is not found, the student participant should address the issue with the Athletic Director.
    a. At this time, a meeting with the student participant, coach/advisor, and Athletic Director may be appropriate.
    b. In some cases, another appropriate solution as determined by all parties may be agreed upon.
3. After the student has exhausted the avenues for resolution above, it is then appropriate for parent or guardian to contact the coach/advisor and/or the Athletic Director.

Adopted by: Newport School District Board of Directors
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