

# Garfield-Palouse

## High School

**2025-2026**

# Student Activities Handbook

*Garfield-Palouse School District*

**600 E. Alder**

**Palouse, WA 99161**

**(509) 878 - 1921**

**[www.garpal.net](http://www.garpal.net)**

**Sandra Krause-Ayers, Principal**

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## **STUDENT ACTIVITIES**

Students in the Garfield/Palouse activity programs represent their schools, communities and state at public performances. The added exposure requires that they assume a great amount of responsibility for their conduct. The administrations and staff of Garfield and Palouse School Districts believe that there exists a positive correlation between a student's performance and his/her adherence to specific training rules.

Participation in interscholastic activities is entirely voluntary. It is an opportunity that the Garfield and Palouse School Districts make available to all students regardless of sex, race or national origin.

Students interested in participating in school-approved activities must be dedicated to contributing to a goal of excellence. Participation will involve time, cooperation and adherence to rules and guidelines in addition to maintaining academic standing. School approved activities are meant to enhance a student's education, to develop total student character, dedication, team support and attainment of goals, as well as learning to compete and relate to others. Activities offered to Garfield-Palouse students that require a specific Code of Conduct include:

**Athletics:** Baseball, Basketball, Cross Country, Football, Softball, Track, and Volleyball

**Activities:** Drama, Honor Society, Knowledge Bowl, FFA, Student Government, Pep Band, Robotics and any other school approved activities.

## **CODE OF CONDUCT FOR ACTIVITIES**

1. The use, consumption, possession, transmitting or sale of alcoholic beverages, tobacco, e-cigarettes, and/or paraphernalia is prohibited. Also prohibited is inappropriate direct association with minors in possession of alcoholic beverages. Inappropriate association means **NO** attempt to remove oneself from situations where such use is occurring.
  - Attendance at functions such as community events, weddings, anniversaries etc. where legal adult alcohol consumption is taking place is not a violation of this code.
  - If students find themselves in a situation that is in violation of the code, they must make an immediate, clear effort to disassociate themselves from the situation. Such efforts might include but are not limited to:
    - a.) Driving away
    - b.) Call for a ride home
    - c.) Walking away
2. The use, consumption, possession, transmitting or sale of illegal or legend drugs, including anabolic steroids, is prohibited. The definition of legend drugs is those drugs that can only be taken legally via prescription to the user.
3. Students involved in alleged breaking of local, state or federal law both in and outside of the school and who after a school investigation of that action have proved detrimental and

embarrassing to the school, athletic program, and or community may be subject to disciplinary action. (This includes harassment and hazing)

4. Absence Policy regarding participation in activities.

The student ***will not*** be allowed to practice or play if he/she:

- Leaves school due to illness and goes home or to the doctor.
- Needs to visit the Health Room for an illness or needs to rest due to illness for more than 15 minutes.
- Is tardy or late to school due to an illness or earlier sickness.
- **Receives an unexcused tardy (More than 5 minutes late to class)**
- ***The exception to this is an excuse signed by the Athletic Director which the student will present to the coach.***

The student ***will be*** allowed to practice or play if he/she:

- Has a pre-arranged absence submitted to the office by the start of the school day.
- Is absent for a school activity.
- Has a pre-arranged doctor or dentist appointment. (Office has been notified in advance as stated above.) If not pre-arranged a doctor's note will be required to excuse the absence.
- ***The Athletic Director will determine if the student's health issue was not an illness.***

5. Students are expected to attend all scheduled meetings, practice sessions, performances and games whether school is in session or not. If a student must miss a practice or meeting, arrangements must be made in advance, prior to the start of a practice/meeting, with the coach or advisor. A practice will be considered unexcused if not cleared by the head coach prior to practice.
6. Students representing Garfield and Palouse are expected to exemplify the highest standards of good sportsmanship and appropriate behavior. Sportsmanship consists of the qualities of courteousness, fairness, and respect for officials, teammates, opponents, advisors, coaches, and others associated with the activity. **The use of profane or obscene language and/or acts of vulgarity will not be tolerated.**
7. All student participants must travel to and from contests with the team and in transportation provided for this purpose. After contests, students may be signed off the bus only by their parent or guardian. Any arrangements other than stated above must be made in advance with the Principal, Athletic Director, and/or Coach/Advisor, and a Transportation Permission Form must be on file in the office.
8. In addition to the rules stated herein, other rules regarding requirements for participation and academic eligibility, responsibility for equipment, overall conduct, and bus conduct are published in the Student Handbook. If you need a copy of this publication, contact the school or you can download from the school website: [www.garpal.net](http://www.garpal.net)
9. Advisors/coaches may require adherence to additional written rules needed to direct their

activities.

10. Code of Conduct violations are in effect for the calendar year (September 1 to August 31 or the first day of school the following year). This includes all practices, games, contests, and activities **AND** includes time between one activity and another/or between sport seasons.

### **PENALTIES**

The following consequences will result in breaking the above rules. Parents and participants will receive written notification of rule violation(s) and consequences which they must sign and return to their advisor/head coach. This will be kept on file with the Athletic Director.

#### **Violation of Rule #1:**

- I. First Violation:
  - a. Suspension from participating in 15% of the total games/activities scheduled for the season.
- II. Second Violation:
  - a. If a second violation occurs during the **same season** the student will be suspended for the remainder of that season, and must be cleared by the Activities Director/Principal before participation in the next season.
  - b. If a second violation occurs during the participant's combined careers in middle school and high school, suspension will be for 15% of the total activities scheduled for that activity

- AND -

  - c. The student will be required to participate in an assessment by the Whitman County Mental Health, Palouse Recovery Center or other approved agencies. All costs shall be the responsibility of the participant and his or her parents. ***The assessment must be scheduled before the student is allowed to continue to participate in that season.***
  - d. This section must be completed before the participant may turn out for their next season.
- III. Third Violation:
  - a. If a third violation occurs during a students' combined career in middle and high school, the student will become immediately ineligible to participate; suspension from participating will be from the time of infraction until the **beginning** of the activity during which the violation occurred.
  - b. A third violation of these rules during a student's combined careers in middle and high school will require the student to complete another assessment. The assessment and recommendations of the assessment (from (a) above) must be signed and carried out before the participant may compete in their next eligible activity season.
  - c. The student must also complete 10 hours of community service. Community service hours must be completed before the participant can become eligible, and will be administered/approved by the Principal or the Athletic Director.
- IV. Fourth Violation:
  - a. A fourth violation of these rules during a participant's combined careers in middle and high school will result in suspension of all school activities for the remainder of the

student's enrollment at Garfield-Palouse.

- b. The student may appeal to the Superintendent for reinstatement to activities following one calendar year of suspension.

**Violation of Rule #2:** (RCW 69.41.020-69.41.050)

**I. First Violation:**

- a. The student shall be immediately ineligible for interscholastic competition in the current interscholastic sports program and/or school approved activities for the remainder of the season.
- b. In order to be eligible to participate in the next season and/or school approved activity, the student shall meet with the school Eligibility Board, consisting of coaches and administrators selected by the Principal to request approval to participate. The Board will recommend to the Principal appropriate action to be taken in the student's case. The school principal shall have the final authority as to the student's participation in the interscholastic sports program and/or school approved activity.

**II. Second Violation:**

- a. A student who again violates **Rule #2** during their career in middle school and high school shall be ineligible and prohibited from participating in any program for a period of one (1) calendar year from the date of the second violation.

**III. Third Violation:**

- a. A student who violates **Rule #2** for a third time during their career in middle school or high school shall be permanently prohibited from participation in any activity.

**Violations of Rules #3-#10:**

Possible consequences:

- a. Verbal/Written reprimand
- b. Suspension from participating in a number of games (identified by the Coach and/or Athletic Director) but still allowed to practice.
- c. Suspended from the team for the remainder of the season.
- d. Any violation that occurs after "b" has been applied, will result in "c"

## **DISCIPLINARY ACTION/EXCEPTIONAL MISCONDUCT**

**The following guidelines are in effect for students to establish a range of corrective actions, which may be imposed as a consequence of student misconduct.**

### **1. Exceptional Misconduct**

The following guidelines are in effect for students to establish a range of corrective actions, which may be imposed as a consequence of exceptional misconduct.

<b>Exceptional Misconduct</b>	<b>Range of Corrective Action</b>	<b>Action That May Be Taken</b>
Possessing and/or using alcohol, illegal chemical substances, Possessing/Using Tobacco products	Minimum Maximum	Suspension from 15% of Contests Suspended from <i>ALL</i> activities
Threatening or verbal abuse, fighting, fighting words, harassment or bullying	Minimum Maximum	Suspension from 15% of Contests Suspended from <i>ALL</i> activities
Setting fire or vandalism	Minimum Maximum	Suspension from 15% of Contests Suspended from <i>ALL</i> activities
Disrupting the educational process	Minimum Maximum	Verbal/Written warning Suspended from the team
Refusing to follow reasonable directions of staff	Minimum Maximum	Verbal/Written warning Suspended from the team

## **APPEAL PROCEDURE**

### **Appeal Procedure:**

- a. Action will be taken by the Coach or Advisor after consultation with the Principal.
- b. Upon the imposition of penalty for infraction(s) of said rules or regulations, any aggrieved student and parents of said student shall have the right to conference with the ***Viking Council***, made up of the Garfield Principal, Palouse Principal, and the Athletic Directors. If the student and parents do not make a written request for this conference within five (5) school days of the action grieved, they will have waived their right to the conference and the appeal procedure. The conference is to be held within three (3) school days of the request.
- c. The aggrieved party may appeal to the Superintendent of schools within three (3) school days of the appeals decision. The Superintendent of schools, after hearing the case in detail, shall render a decision within ten (10) school days of the hearing.
- d. The aggrieved party may appeal the Superintendent's decision to the joint Board of Directors. The joint Board of Directors, after hearing the case in detail, shall render a decision on the case within ten (10) school days of the hearing. This decision shall be final.

## **ACADEMIC ELIGIBILITY**

Academic eligibility applies to all extra-curricular activities, and being a student first is an important part of the education process at Garfield-Palouse. The following rules outline how eligibility is determined and the subsequent penalties.

1. Students wishing to participate in Extracurricular activities will maintain a minimum, 1.5 GPA and will *not* be failing a class.
  - i. **Grade checks will be done every three weeks** (Monday) during a semester as set by the Principal and/or Athletic Director. Running Start students will need to check in with the Athletic Director to confirm grades to be eligible.
  - ii. Students are deemed ineligible for the week (Mon.-Sun.)
    - a. Grades are checked weekly (Monday) to determine ineligible students
    - b. Once grades are brought to passing, students are deemed eligible for the following week's competition.
  - iii. Coaches and parents will be notified of the dates of ineligibility via email by the Athletic Director. Activity Advisors (coaches) and parents will be notified by the principal (Knowledge Bowl, FFA, Vikotics, music).
  - iv. Students may attend contests while ineligible, as long as they do not miss scheduled class time from school or leave school early.
2. Washington Interscholastic Athletic Association: A student must pass five subjects (6 period day) or five subjects the previous semester. Failure to meet this will result in a five-week probationary period during which students may practice but not participate in extracurricular competition. The probationary period for students shall be during the first five weeks of the succeeding semester/trimester. The grades at the end of a five-week period then would qualify or disqualify a student. This policy covers all extracurricular activities.
  - i. If a student wishes to participate in practice and games during this probation period he/she may petition the Athletic Director to participate in an alternative program.
3. Individual coaches/advisors may have additional requirements for participation.

## **SPECIFIC ATHLETIC RULES**

Pre-requirements for Participation in Athletics:

4. Prior to a student athlete participating on any athletic team or being issued any athletic equipment, he/she is responsible for having on file with school officials a record of the following:
  - i. Physical examination with a physician's signature;
  - ii. Medical Care Plan

- iii. Emergency information;
- iv. School insurance or waiver form signed by parent/guardian;
- v. Signature of a parent/guardian and the athlete signifying they have read and accepted the regulations of this handbook;
- vi. Acknowledgement of risk as required by the District

### **PRE-CONTEST PRACTICE RULES:**

According to the WIAA Handbook the following rules apply to the required number of pre-season practices.

- 17.9.3 For the purpose of meeting the pre-contest practice requirements, practice is defined as a regularly scheduled team physical activity designed for the preparation of athletes for the ensuing sports season and must be conducted under the supervision of the school coach.
  - Participation in physical education classes does not constitute a practice.
  - A practice is further defined as any attempt by the coach of a school team (paid or volunteer to teach any phase of a game or activity to their squad or have their squad or part of their squad engage in drills under the supervision of that coach, or from directions provided by that coach.
- 17.9.4 One (1) day is equal to one (1) practice for purposes of meeting the minimum practice requirements.
- 17.9.5 Practice days are considered to be Monday through Friday, with Saturday being an allowable practice day.
- 17.9.6 Sundays may not be counted toward meeting the minimum practice requirements.
- 17.9.7 Practice on a game day would not allow an athlete to become eligible for competition on that day.
- 17.9.8 Participation in pre-contest warm-up exercises shall not count as a required practice.
- 17.9.9 Interruption of pre-contest practice –individual practice requirements shall be met during regular team practice(s). If an individual athlete’s pre-contest practice is interrupted, the following procedure will be used to assure that an appropriate period of practice precedes interscholastic competition;
  - I. An interruption of up to three (3) consecutive calendar days, excluding Sunday, will have no effect on the value of previous practice days in determining compliance with pre-contest practice requirements. For example: if an athlete has completed seven (7) days of practice and then did not practice for three (3) consecutive calendar days, excluding Sunday, the previous seven (7) days would still count toward the minimum individual practices required before interscholastic competition.
  - II. Beginning with the fourth (4) consecutive calendar day without practice, excluding Sunday, the total number of days missed will be subtracted from the number of days previously practiced to determine compliance with pre-contest practice requirements. For example: If an



athlete completed six (6) days of practice and then did not practice for five (5) consecutive calendar days, excluding Sunday, only one (1) of the previous practice days could be counted toward meeting the minimum pre-contest requirements. If an athlete completed eight (8) days, excluding Sunday, and then missed five (5) days, only three (3) of the previous days could be counted toward meeting the minimum pre-contest practice requirements.

## **EQUIPMENT**

### **I. Issued equipment:**

- a. School equipment checked out by the student athlete is his/her responsibility. He/she is expected to keep it clean and in good condition.
- b. Loss of issued equipment or damage to issued equipment will be the student's financial obligation.
- c. Grades will be withheld should equipment not be returned.
- d. No student will be cleared for subsequent sports until all equipment is returned or paid for from a previous sport. The previous coach must clear a student before participation in a new sports season can begin. Clearance must be approved **one week** after the completion of the season.

### **II. Wearing issued equipment:**

- a. Issued equipment is to be worn only while participating with the team in practice, during a scheduled contest, or as designated by the Coach.
- b. The W.I.A.A. prohibits the use of school issued equipment while participating in any event outside the yearly school program or activities not sponsored by the W.I.A.A.

## **BUS CONDUCT**

1. In accordance with state law, we are under the direction of the bus driver and will abide by the state school bus guidelines when on the bus.
2. While at away games you are to remain on the school premises you are visiting unless you receive permission from the coach to do otherwise.

## **LETTER REQUIREMENTS**

Given below are the requirements to earn a letter for each of the activities and/or sports at Garfield-Palouse High School. The Head Coach with the approval of the Principal and Athletic Director may make exceptions to these standards.

1. Each student athlete must complete the sports season (unless injured or excused by the Coach) to be eligible to receive a letter.
2. A student athlete who is a senior and has participated in two consecutive years of service for a given sport will earn a letter.
3. A high school student serving as Team Manager may earn a letter.
4. A certificate of participation will be awarded to each member of the Junior Varsity team and Freshman team, provided the requirements are met and approved by the Head Coach for a given sport.
5. Players who are listed on the state team roster shall be considered eligible to receive a letter.
6. Students who serve as videographers and scorekeepers in a program for three seasons are considered eligible to receive a letter.

### **BASKETBALL AND FOOTBALL:**

A player must have participated in one-half of the total quarters for a given season to earn a letter.

### **BASEBALL \* SOFTBALL \* VOLLEYBALL:**

A player must have participated in one-third of the total games of the regular season to earn a letter (2 innings to be counted as a game).

**TRACK:** A player must score a minimum of 10 points in the total track season.

**PEP SQUAD:** must complete the season

**KNOWLEDGE BOWL:** Check with Advisor

**DRAMA:** Check with Advisor

**BAND:** Check with Advisor

**AUDIO VISUAL:** Check with Advisor

**ROBOTICS:** Check with Advisor.

# **PARENT/COACH COMMUNICATIONS**

## **PARENT/COACH RELATIONSHIP**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to student-athletes. As parents, when your students become involved in our program, you have the right to understand what expectations are placed on your student-athlete. This begins with clear communication from the coach of your student-athlete's program.

## **COMMUNICATIONS THAT YOU SHOULD EXPECT FROM THE COACH**

1. Philosophy of the coach;
2. Expectations and goals the coach has for student-athletes, the team, and the season;
3. Locations and times of all practices and contests;
4. Specific team requirements, including special equipment, strength and conditioning programs, weekend activities, etc.;
5. Injury procedures for practices and contests;
6. Team rules, guidelines, and consequences for infractions;
7. Lettering criteria;
8. Team selection process.

## **COMMUNICATIONS THAT COACHES EXPECT FROM PARENTS & ATHLETES**

1. Concerns expressed directly to the coach;
2. Notification of illness or injury as soon as possible.

As your student becomes involved in the GPHS programs, he or she will experience some of the most rewarding moments of his or her youth. It is important to understand that there also may be times when things don't go the way you and your student wish. At these times, discussion with the coach is encouraged. It is the first and most integral step to understanding and resolution.

## **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

1. The treatment of your student-athlete;
2. Ways to help your student-athlete improve;
3. Concerns about your student-athlete's behavior.

It is very difficult to accept your student-athlete not playing as much as you envision. Coaches are professional. They make decisions based on what they believe to be the best for all student-athletes involved.

As you have seen from the preceding list, certain things can and should be discussed with your student's coach.

### **INAPPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

Certain topics, such as these listed below must be left to the discretion of the coach:

1. Varsity/sub varsity decisions;
2. Playing time;
3. Team strategy;
4. Play calling;
5. Other student-athletes.

### **CONFLICT RESOLUTION**

There are situations that may require a conference between the coach and player, or coach and parent. These conferences are encouraged. It is important that all parties involved have a clear understanding of the other persons' position. When a conference is necessary, the following procedures should be used to help resolve any concerns.

Be sensible, responsible, and keep your priorities in order. There is more at stake than a win or loss record. If you have a concern to discuss with a coach, you should follow the procedures listed below:

1. Have your athlete meet directly with the coach;
2. If a parent meeting is still necessary, call the coach to set up an appointment;
3. IF the coach cannot be reached, call the Athletic Director. The AD will arrange the meeting for you.
4. Do not attempt to confront a coach before, during, or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature usually do not promote positive resolutions.

### **THE NEXT STEP**

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation;
2. At this meeting the appropriate next step can be determined.

## **PARENT CODE OF CONDUCT**

1. Make sure your student-athlete understands that win or lose, you love him or her;
2. Be realistic about your student-athlete's physical ability
3. Help your student-athlete set realistic goals;
4. Emphasize "improved" performance, not winning;
5. Provide a safe environment for training and competition;
6. Don't relive your own athletic past through your student-athlete;
7. Control your emotions at games and events;
8. Be a "cheerleader" for your student-athlete and other persons on both teams;
9. Respect your student-athlete's coaches. Communicate with them in a positive way. Encourage others to do the same.
10. Be a positive role model.

## **Sportsmanship**

Because of our ongoing commitment to promote good sportsmanship at GPHS events we encourage parents and spectators to support our student athletes by promoting good sportsmanship and using common sense.

- Don't shout advice to your player or other players during the game. Shout encouragement? You bet. A steady stream of technique suggestions, though, has no value. Your insightful tips may conflict with the coach's instruction.
- Don't harass the refs. Parents that loudly harass the referee are embarrassing to the player and the team. When a parent makes a spectacle of himself/herself at a game, the player is embarrassed. If the referee is being harassed by a parent for a bad call, what does the player learn? He learns that the mistake wasn't his fault. It was the result of poor officiating. This is a bad habit to get into.
- Don't encourage your player to place the blame for their failures upon others. One of the benefits of playing sports is learning to accept responsibility instead of making excuses. Sometimes a call is hard to take for whatever reason. Such times are tests of emotional control. If a player can learn to bite his/her lip and move on, a parent can learn to sit quietly for a moment and let the emotion pass. Learning to cope with disappointment is a valuable life skill.
- Don't blame the coach for your player's problems or lack of playing time. Your child's struggles to succeed are an opportunity for character and skill development. Let him/her work them out with your support, not your interference. A player has every right to ask a coach what needs to be done to earn more playing time, for example. But a parent stepping in to demand playing time is another thing altogether.

Please don't talk badly about the coach in front of your child. The worst thing a parent can do is take pot shots at the coach, criticizing decisions, and complaining about his leadership. For your player to have a positive experience in athletics it is critical that they respect the coach. For that to occur, parents must model that same respect. Encourage your son/daughter to talk to the coach if they have a problem. Then continue to support your child and the coach.

- Don't razz or taunt the other team's players. The other team's players should be considered off limits. Yelling or making degrading comments toward someone else's child is a shameful practice for an adult at a sporting event. Parents, who intend to disrupt, distract, or upset players exhibit the worst of poor sportsmanship.

As a parent, be involved in a positive way. Attend your child's games as often as you can. Cheer for all the kids on the team. Help with fundraising. Assist with logistics. If you're not sure how to help, ask the coach.

High school athletics are a stage for celebrating the efforts of young adults. We should all strive to develop the discipline to model appropriate behavior and the appreciation of the efforts of all participants. Make a difference - promote good sportsmanship!

Sportsmanship is modeling honor and respect through positive leadership by all participants and spectators under any circumstance.

Spectators, Coaches, and Players . . . activities exist for their educational value. Please let your actions and conduct:

- Be Positive
- Be Respectful
- Exhibit Responsible Behavior
- Be Supportive