Procedure 2151P

Student Athletic and Activity Code

1. Introduction

The Port Angeles School District offers students the opportunity to participate in interscholastic athletics and extracurricular activities. Participation in athletics and activities is a voluntary privilege. Students who choose to participate must comply with all district policies and procedures, Washington Interscholastic Activities Association (WIAA) regulations, applicable league rules, and team expectations established by coaches and advisors. Academic achievement remains the first priority for students participating in athletics and activities. Participation privileges may be suspended or revoked when eligibility standards or conduct expectations are not met. Students participating in athletics and activities represent their school and community and are expected to conduct themselves in a responsible and respectful manner. Participation in athletics and activities shall be provided in a manner consistent with district nondiscrimination policies and applicable state and federal law.

2. Authority of Procedure

In the event of a conflict between team rules, program guidelines, handbooks, or other communications, district policy and this procedure shall govern eligibility and participation in athletics and activities.

3. Programs Covered

All students participating in school-sponsored extracurricular athletics and activities are subject to this procedure.

Covered programs include:

1. WIAA recognized and sanctioned athletics and activities.
2. Non-athletic extracurricular activities or competitions for which the district provides partial or full financial support.
3. Activities requiring practice, rehearsal, preparation, or competition outside the regular school day.

The following activities of Port Angeles High School are considered to be extra-curricular and are not subject to grading. Therefore, participation in any of the activities listed requires adherence to the terms and conditions of Procedure 2151P.

1. All non-graded extra-curricular athletics/activities;
2. Distributive Education Clubs of America (DECA);
3. Future Business Leaders of America (FBLA);
4. Family Career and Community Leaders of America (FCCLA);
5. Technology Students Association (TSA);
6. Washington Career and Technical Sports Medicine Association (WCTSMA);
7. Skills USA;
8. Knowledge Bowl;
9. Debate Team;
10. Cheer;
11. Participants in State Music Competitions;
12. Leadership

The following middle school activities are considered to be extra-curricular and are not subject to grading. Therefore, participation in any of the activities listed requires adherence to the terms and conditions of Procedure 2151P.

1. All non-graded extra-curricular athletics / activities;
2. National Junior Honor Society;
3. Club PRIDE;
4. Leadership;
5. ASB

Activities that are curricular in nature or required as part of a graded classroom experience are not governed by this procedure.

4. Activity Duration

The rules contained in this procedure apply during the defined season of participation. The season begins on the first day of participation as defined by the WIAA handbook or activity advisor and concludes at the end of the final competition, state championship, or awards event for the activity. Whichever comes last.

5. Participation Fees

Activities and athletic programs for which the school provides partial or full financial support may be assessed participation fees to offset operational costs. Participation fees will be determined annually by the district. All required fees must be paid, or arrangements for payment made, prior to the student's first competition or performance. Payment of participation fees does not guarantee playing time or participation in contests or performances. Students who quit or are dismissed from a team or activity for disciplinary reasons will not receive a refund of participation fees. Refunds due to injury or illness may be considered on a case-by-case basis.

The following high school activities require a fee for participation:

1. All extra-curricular athletics;
2. Knowledge Bowl;
3. Debate Team;
4. Cheer;
5. Participants in music programs that involve travel (excluding Pep Band);

The following middle school activities require fee for participation

1. All extra-curricular athletics

5.1. Fee Waiver

No student shall be denied participation due to financial hardship. The district will provide fee waivers or financial assistance for students who qualify.

5.2. Fee Structure

An annual, one-time fee of $50 will be assessed to all students who participate in any of the activities identified. In addition, a season/semester fee of $25 will be assessed per season in athletics, and per semester in activities, and is due prior to competition. No student shall pay more than $100 per year in participation fees.

6. Communication and Resolution

The district encourages respectful communication and resolution of concerns at the lowest appropriate level.

Five-Step Communication Process

1. The student-athlete meets with the individual coach or head coach.
2. If unresolved, the student-athlete and parent/guardian meet with the coach.
3. If unresolved, the student-athlete, parent/guardian, and coach meet with the Athletic Director.
4. If unresolved, the student-athlete, parent/guardian, coach, and Athletic Director meet with the building principal.
5. If unresolved, the student-athlete and parent/guardian may request a meeting with the Superintendent or designee.

Concerns related to team strategy, playing time, team selection, or coaching philosophy are matters of professional judgment of the coach unless a violation of district policy or misconduct is alleged.

7. Student Participation Expectations

7.1. Eligibility

The district follows the eligibility standards established by the Washington Interscholastic Activities Association (WIAA) and applicable league regulations. The district shall comply with all WIAA regulations including those governing student eligibility, transfer rules, and out-of-season athletic participation. Activities not governed by WIAA rules shall follow district and building procedures.

7.2. Attendance

Student-athletes must meet school attendance expectations in order to participate in practices and contests. Students with unexcused absences (W or U) in more than fifty percent (50%) of their scheduled classes during the school day are not eligible to participate in practice. Students must attend 100% of the school day to participate in a contest or performance unless an approved exception applies. School-related absences (field trips, testing, ASB activities, etc.) do not count against eligibility. On the day of a contest, students who miss any class period or leave campus must provide documentation to the Athletic Office. Medical appointments require a doctor's note. Non-medical absences require written parent/guardian notification 24 hours prior to the contest. Failure to provide required documentation will result in the student being ineligible to participate in or travel to that day's contest. Friday attendance determines eligibility for weekend contests.

7.3. Transportation

Students are expected to travel to and from contests using district-provided transportation. Students may be released to a parent/guardian or another authorized adult with prior written permission approved by the principal or designee. Students shall not travel without adult supervision. While using district-provided transportation, students are expected to follow all team, athletic department, and district conduct expectations. Specific transportation conduct guidelines may be outlined in the coach or student handbooks.

7.4. Participation While Ineligible

Students who are ineligible to participate in contests for any reason shall not travel with the team to away contests or performances. For home contests, ineligible students may remain with the team at the discretion of the coach. Ineligible students may not wear uniforms or school-issued competition gear, except for team photos.

7.5. Conduct Expectations

Students participating in athletics and activities must comply with district conduct expectations.

Disciplinary action may occur for violations including:

- unsportsmanlike conduct
- fighting
- hazing
- harassment

- intimidation
- bullying
- vandalism
- criminal activity
- violation of district or WIAA student conduct rules
- violation of team rules

7.6. Hazing, Harassment, Intimidation, and Bullying

Students shall not engage in hazing, harassment, intimidation, or bullying. All incidents shall be addressed in accordance with District Policy 3207. Coaches must report suspected incidents to administration.

7.7. Team Managers and Student Support Roles

Students serving as team managers or in other student support roles for athletic programs shall be considered participants in extracurricular activities. Team managers must meet eligibility requirements consistent with the Washington Interscholastic Activities Association (WIAA) handbook. In addition, team managers are held to the same academic, attendance, and behavioral expectations as student-athletes, including all provisions outlined in this procedure. Team managers are not permitted to serve in their role at events and games while academically or behaviorally ineligible. Practice only.

8. Health and Safety

8.1. Insurance

Students participating in athletics must provide evidence of medical insurance coverage. Insurance may be obtained through the district-sponsored insurance program or through private coverage. No student will be denied participation due to inability to pay insurance premiums if financial assistance is required.

8.2. Physical Examination

Students must have a valid physical examination on file prior to participation in athletics consistent with WIAA requirements. Physical examinations are valid for twenty-four (24) consecutive months unless injury or illness requires additional medical clearance.

8.3. Injuries and Return to Play

All injuries sustained during participation must be reported immediately to the coach. Coaches must complete the district Incident Report Form for injuries occurring during school-sponsored athletic participation. Any athlete who seeks medical care from a physician must provide written medical clearance before returning to practice or competition.

8.4. Emergency Action Plans

Coaches are responsible for implementing emergency procedures and ensuring appropriate supervision and response during practices, contests, and team activities.

8.5. Medication Administration

Coaches and advisors shall not administer medications to students unless authorized in accordance with district health policies. Non-prescribed medications including balms, supplements, vitamins, or salt tablets may not be distributed by coaches unless approved by the district and authorized by a parent/guardian and physician when required. Approved first aid supplies may be used when responding to injuries.

8.6. Concussion Management

Student-athletes suspected of sustaining a concussion or head injury during a practice or contest must be immediately removed from participation**.** A student-athlete who has been removed from participation may not return until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and receives written clearance to return to participation.

The district complies with RCW 28A.600.190 (Zackery Lystedt Law)**.**

High School

At the high school level, the athletic trainer serves as the primary medical authority for return-to-play decisions**.** All high school student-athletes are required to complete a baseline concussion assessment prior to participation in athletics. Baseline assessments are valid for 24 months from the date of completion. A student-athlete must be evaluated and cleared by the athletic trainer before returning to practice or competition. Medical documentation from a health care provider may be required. A Return-to-Practice and Competition form must be completed prior to resuming athletic activity, but clearance is determined by the athletic trainer.

Middle School

At the middle school level, where an athletic trainer may not be available, a student-athlete may return to participation only after providing written clearance from a licensed health care provider**.**

The district follows concussion education and return-to-play guidance from the CDC Heads Up program**.**

9. Equipment and Awards

9.1. Equipment

School-issued equipment remains the property of the Port Angeles School District. Students are responsible for the care and return of all equipment issued to them. Students who fail to return equipment may be assessed fines. The equipment is the property of the Port Angeles School District and shall be inspected on a regular basis.

9.2. Letter Awards (High School)

Requirements for earning letters or awards shall be determined by the head coach or activity advisor. Letter criteria must be communicated to participants and submitted to the Athletic Department prior to the start of competition. Participants must complete the season in good standing, meet team and program expectations, and not be under suspension/violation of the Athletic Code at the conclusion of the season to receive awards.

10. Substance Use Violations

10.1. Alcohol and Tobacco/Nicotine- District Authority

Students shall not possess, use, distribute, sell, or be under the influence of alcohol or tobacco/nicotine products during the activity season.

First Violation: The student shall be ineligible for contests or performances for fourteen (14) calendar days beginning on the date the violation is reported or confirmed. The student may continue to participate in practices during the suspension period and must complete a district-approved educational intervention program.

Second Violation: A second violation within twelve (12) months shall result in ineligibility from participation in athletics and activities for one calendar year. A student may request consideration for early reinstatement following completion of the current season and the next activity season. The request must be submitted in writing to the principal or designee. The principal or designee will review the request and determine eligibility for reinstatement.

Third Violation: A third violation within twelve (12) months shall result in permanent ineligibility from participation in athletics and activities.

10.2. Controlled Substances, Marijuana/Cannabis, Legend Drugs, and Anabolic Steroids- WIAA Authority

Violations involving controlled substances, marijuana/cannabis, legend drugs (RCW 69.41.020–050), or substances governed by RCW 69.50 shall be addressed in accordance with the most current Washington Interscholastic Activities Association (WIAA) handbook.

11. Academic Eligibility

11.1. High School Academic Eligibility

Students attending Port Angeles High School must pass all enrolled classes to remain eligible for participation in athletics and extracurricular activities.

Students must be enrolled in seven (7) classes each semester. Seniors who are on track to graduate may enroll in six (6) classes with approval from school administration.

Grades are reviewed at each triad grade check and at the end of each semester. The most recent triad or semester grade report will determine a student's eligibility to participate in extracurricular activities.

Students who receive a failing grade at a triad grade check are ineligible for contests or performances until documentation demonstrates that the student is passing all classes.

Students may continue to practice while academically ineligible.

For the purposes of this policy:

- A grade of "NC" (No Credit) or "S" (Satisfactory) will be considered a passing grade.
- A grade of "U" (Unsatisfactory) or "I" (Incomplete) will not be considered a passing grade.

Students are responsible for providing documentation verifying that grades have improved to passing status in order to restore eligibility.

Students who falsify grade documentation will lose eligibility for the remainder of the semester.

Academic eligibility standards shall be applied consistently to all students, including those participating through Running Start, alternative education programs, home-based education, or other off-campus educational programs.

The semester grade record is considered final for eligibility purposes, except for credits earned through a regular accredited summer school program accepted by the school district.

11.2. Middle School Academic Eligibility

Students attending Port Angeles middle schools must maintain passing grades in all classes in which they are enrolled in order to remain eligible for participation in athletics and activities.

Students must be enrolled in a minimum of five (5) classes.

Academic eligibility will be monitored through grade checks conducted every two (2) weeks.

Coaches and advisors, in coordination with building principals, will develop and distribute grade check calendars to student participants at the beginning of each activity season.

Students who are not passing all classes at a scheduled grade check will be declared ineligible for contests or performances until documentation demonstrates that the student is passing all classes.

Students who are academically ineligible may continue to practice but may not participate in contests, events, or performances until eligibility is restored.

11.3. Semester Academic Eligibility (High School and Middle School)

Students who fail classes at the end of a semester will be placed on either academic probation or academic suspension, depending on the semester in which the failure occurred.

Spring Semester (End of School Year)

Students who fail one or more classes at the end of the spring semester will begin the next school year on academic probation. The probation period begins at the start of the fall athletic season and continues through the fourth Saturday of September. During the probation period, students may participate in practices and contests. At the conclusion of the probation period:

- Students who are passing all classes will be removed from probation and remain eligible.
- Students who are failing one (1) class will be placed on academic suspension for three (3) weeks, beginning the fourth Saturday of September.
- Students who are failing two (2) or more classes will be placed on academic suspension for five (5) weeks, beginning the fourth Saturday of September.

Students placed on academic suspension may continue to practice but may not participate in contests or performances until the suspension period has ended.

Winter Semester (First Semester)

Students who fail classes at the end of the winter semester will be placed on academic suspension beginning the first day of the second semester.

Suspension periods will be:

- Three (3) weeks for students failing one (1) class
- Five (5) weeks for students failing two (2) or more classes

Students may continue to practice but may not participate in contests or performances during the suspension period.

11.4. Attendance Requirement (High School and Middle School)

Students must also meet minimum attendance and enrollment requirements as defined by the Washington Interscholastic Activities Association (WIAA). Students who do not meet WIAA attendance standards will be placed on academic suspension for five (5) weeks.

11.5. Off-Campus Education Programs

Students enrolled in Running Start, alternative education, home-based education, private school, or other programs must meet eligibility requirements consistent with WIAA rules and district standards. Students must submit grade documentation at district grade check periods.

Running Start

Students participating in Running Start must meet minimum credit requirements to maintain athletic eligibility.

- **Juniors** must be enrolled in a combined total of **at least 3.0 credits** between Running Start and high school coursework.
- **Seniors** must be enrolled in a combined total of **at least 2.5 credits** between Running Start and high school coursework.

All students must also meet district and WIAA academic eligibility requirements.

Running Start students who receive failing grades at the conclusion of an official college quarter will be subject to the same academic ineligibility timelines as high school students at the end of the winter (first semester) grading period. Students who receive failing grades at the end of the final spring quarter will be placed on academic probation at the start of the following school year, consistent with high school eligibility procedures.

12. Student Appeals Process

Students and parents/guardians have the right to appeal disciplinary decisions affecting participation in athletics or activities. Coaches and advisors may impose discipline for violations of team rules, school rules, district procedures, or WIAA regulations. Permanent removal from a team shall be approved by the building principal or designee upon recommendation of the coach or advisor. Parents or guardians will be notified of disciplinary decisions by written communication and/or phone contact. When infractions are alleged to have occurred within an activity program, the following appeal process shall apply.

Disciplinary decisions made by a coach or advisor related to team rules, playing time, or program expectations shall first be addressed through the communication process outlined in Section 6 Communication and Resolution.

Step 1 – Principal Review

Sanctions related to athletics or activities shall initially be imposed by the building principal or designee, based upon the recommendation of the coach, athletic director, or other staff members and upon any investigation deemed necessary. The sanction shall be issued in a written decision. The student and the student's parent or guardian shall be notified of the decision by written notice and/or phone communication. The student and parent/guardian have the right to request an

informal conference with the building principal or designee within three (3) school days of receiving the written decision. Following the conference, the principal or designee may:

- affirm the sanction,
- reverse the sanction, or
- affirm the sanction with additional or modified conditions.

In cases involving substance violations, sanctions may also include requirements that the student participate in educational or treatment programs, perform community service, make restitution, or comply with other appropriate conditions.

Step 2 – Hearing Officer Review

The student or the student's parent or guardian may request review of the principal's decision by a hearing officer appointed by the superintendent. The request must be submitted to the superintendent within three (3) school days of receipt of the principal's written decision. The hearing officer shall conduct a hearing within seven (7) school days of receiving the request and shall create a record of the proceedings. Within three (3) school days after the hearing, the hearing officer shall issue a written decision based on findings of fact which may:

- affirm the decision of the principal,
- reverse the decision, or
- affirm the decision with additional or modified conditions.

Step 3 – Superintendent Review

The student or the student's parent or guardian may appeal the decision of the hearing officer to the Superintendent or Superintendent's designee. The request for review must be submitted within three (3) school days of receiving the hearing officer's decision. The superintendent will review the appeal based solely on the written record and the decision of the hearing officer. Within three (3) school days of receiving the appeal, the superintendent shall issue a written decision which may:

- affirm the decision,
- reverse the decision,
- affirm the decision with additional or modified conditions, or
- remand the matter to the hearing officer for additional factual determination.

Step 4 – School Board Review

The student or the student's parent or guardian may appeal the decision of the superintendent to the Board of Directors. The appeal must be submitted within three (3) school days of receipt of the superintendent's decision. The Board will review the appeal at its next regularly scheduled meeting or within seven (7) school days, whichever occurs first. The Board will review the written record of the hearing officer and superintendent decisions and may:

- affirm the decision,
- reverse the decision,
- affirm the decision with additional or modified conditions, or
- remand the matter for additional factual determination.

The decision of the Board of Directors shall be final.

Timelines

Failure to comply with any of the timelines described in this procedure will result in the disciplinary decision becoming final and binding. Sanctions shall remain in effect during the appeal process unless modified by the reviewing authority.

13. Coaches and Volunteers

All coaches must meet district employment requirements and Washington Interscholastic Activities Association (WIAA) certification requirements. Coaching responsibilities, expectations, and operational procedures shall be outlined in the Port Angeles School District Coaches Handbook. Coaches are required to review and adhere to the standards and expectations contained in the Coaches Handbook. All coaches are responsible for the supervision and safety of students before, during, and after practices, contests, and team activities.

13.1. Paid Coaches

Paid coaches must be at least twenty-one (21) years of age and must meet all district hiring, certification, and training requirements. Paid coaches are responsible for the overall operation of their program and for ensuring compliance with district procedures, WIAA regulations, and team expectations.

13.2. Volunteer Coaches

Volunteer coaches must be at least eighteen (18) years of age and a high school graduate or equivalent. Additionally, they must complete annual district background checks, meet all district onboarding, certification, and training requirements. Volunteers must work under the supervision of a district employee. Volunteer coaches may assist with instruction and supervision but may not independently supervise students or assume primary responsibility for a team or activity.

14. Monitoring & Review

The district will periodically review this procedure and associated practices to ensure alignment with current WIAA regulations, state law, and district policy.