

# WASHOUGAL SCHOOL DISTRICT ATHLETIC/ACTIVITIES HANDBOOK



**2023-2024**

# **Washougal School District Athletic/Activities Handbook**

## **Non-Discrimination Policy**

The Washougal School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator: Aaron Hansen  
Address: 4855 Evergreen Way, Washougal WA 98671  
Telephone: (360) 954-3050

Title IX/RCW 28A.640 compliance officer: Aaron Hansen  
Address: 4855 Evergreen Way, Washougal, WA 98671  
Telephone: (360) 954-3050

Section 504: Connor McCroskey  
Address: 4855 Evergreen Way, Washougal, WA 98671  
Telephone: (360) 954-3021

## **Rationale:**

Participation in an extracurricular activity is a privilege. Participants and their parents should recognize that being involved in athletics means spending additional time, money, effort, and making sacrifices. Participants and their parents must understand they represent themselves, their family, their team, their school, and their community.

## **Eligibility for Athletes:**

Washougal High School, Canyon Creek Middle School and Jemtegaard Middle School abide by the rules of the Washington Interscholastic Activities Association (WIAA) and Washougal School District Policy, as well as their associated athletics league. Any questions regarding these rules or policies should be referred to the athletic director's office.

1. A student/athlete must have earned a 2.00 GPA and cannot have failed more than one class in the previous semester. Additionally, at the end of each grading period, and at each grade check date he or she must have earned a 2.00 GPA and cannot have failed more than one class.
2. Academic Suspension Period - A student who failed to make the grade requirements of the WIAA and the Washougal School District shall be placed on suspension. The student shall practice, but will be ineligible to compete in interscholastic competitions during the suspension period. If, at the end of the suspension period, the student is meeting the grade

requirements outlined above, the student may then be reinstated for interscholastic competition.

- a. The suspension period for middle level students shall be from the end of the previous semester through the first three (3) weeks of the succeeding semester/trimester.
  - b. Each student is eligible on Monday of the week following the end of the suspension period. Three or more teaching days shall constitute a week.
  - c. If a student athlete is not meeting the WSD requirements they will be ineligible for the first 2 weeks of the fall season. Upon meeting this requirements, students will do a grade check and if they meet WSD academic standards will be eligible beginning 10 school days into the fall semester.
3. Individual programs may adopt stricter academic guidelines provided approval is given by the athletic director and notice is given to students and parents of those guidelines prior to the start of the season. A student transferring into the district must meet the same academic eligibility requirements as all other students, and transfer grades must be verified prior to participation.
  4. An athlete shall attend school for at least one half of the school day on the day of an athletic contest or practice. Currently CCMS and JMS have a six period day. A student must be in attendance for three of the six academic periods. If an athlete receives an unexcused absence for any portion of the day, the athlete shall be ineligible to participate in team practice, or athletic contests on that day. If excused, the athlete may participate if he/she was in attendance for three academic periods or more. Circumstances requiring exceptions do occur. These must be approved by an administrator.
  5. An athlete is expected to be in attendance at all team practices unless excused for illness or by prior approval from the coach in order to be eligible for the next contest. Individual programs may adopt stricter attendance guidelines provided approval is given by the athletic director and notice is given to students and parents of those guidelines prior to the start of the season.
  6. In the event of disciplinary action, a participant is eligible to compete on a Saturday or over a vacation if the student's suspension is completed on Friday of the last school day prior to the Saturday or vacation.
  7. Each participant, prior to the first turnout must:
    - a. Have a current physical exam report on file in the school office.
    - b. Have proof of adequate insurance.
    - c. Have the Athletic Code and Concussion Forms signed by the parent/guardian and student/athlete.
    - d. Have a medical release on file in the office.

- e. Have all other health or sport specific forms on file in the athletic office.
- f. Have paid or cleared all previous fines with the ASB Secretary.
- g. Purchase an ASB card (non-refundable).
- h. Have paid the Participation Fee
- i. Have signed the form acknowledging financial responsibility for failure to return a district uniform or equipment out of the student athlete.

### **Washougal School District ASB Card & Participation Fee Guidelines**

The Washougal School District encourages all students to participate in extracurricular activities, and we understand that family financial issues may discourage some students from doing so. The Washougal School District is committed to utilizing community based resources to secure the funding for fees, clothing, shoes and personal equipment for those students who are in need of financial help in order to participate. If you need to take advantage of these resources please arrange to have a personal, confidential conversation with the Athletic Director.

To participate in athletics, students must:

- Complete and return an Eligibility Packet with all required information and signatures including verification of insurance. These forms are available at each building or through a link to FamilyID on our website.
- Purchase an ASB Card and pay the required athletic participation fee (listed below).
- Clear all previous fines.
- Maintain required academic standards and adhere to student behavior expectations.
- Fees will be paid directly to the ASB/Athletics Secretary prior to participation.
- Any student eligible to receive free or reduced meals must complete an Application for Free and Reduced Price Meals and return it to the school office at the time of registration for a sport in order to receive the reduced rate for which they are eligible. If you are registering for a fall sport and believe you will qualify for Free and Reduced Price Meals please share this information with the ASB/Athletic Secretary.
- For students unable to pay at the time of registration, a Participation Fee Payment Agreement can be requested from the ASB/Athletic Secretary.

## Athletic Fee Chart

	<b>ASB Card Fee</b>	<b>1st Sport Fee</b>	<b>2nd Sport Fee</b>	<b>3rd Sport Fee</b>	<b>4th Sport Fee</b>
Middle School	\$20	\$20	\$20	\$20	\$20

### Refund Policy

Refunds will be based on the following guidelines:

- No refunds will be processed for any student who quits the team/activity voluntarily.
- An athlete who is cut from the team/activity will be entitled to a full refund ONLY if there is no opportunity for them to participate at another level.
- An athlete who experiences a season-ending injury within the first four (4) weeks of the season (commencing from the first day of practice) shall be entitled to a refund equal to 50% of the participation fee. No refunds will be issued for injuries incurred after the fourth (4<sup>th</sup>) week.
- Refund requests due to family relocation (athletic withdrawal from WSD) will be processed in the same manner as an injury; i.e., 50% of the fee will be refunded in the first four (4) weeks of the season.
- A written refund request must be filed with the ASB/Athletics Secretary before the end of that sports season.
- No refunds will be processed at any time when an athlete is removed from the team/activity for disciplinary reasons.

### Applicable to All Students

- Participation Fees do not waive the requirement for participating students to purchase an ASB card.
- Participation Fees do not guarantee a spot on an athletic team, playing time, or a letter award.
- Participation Fees should be paid prior to the first day of practice for the respective sport season. Athletes are not allowed to practice if fee is not paid prior to the Monday of the second week of the respective season starting.
- Students may not be allowed to participate if there is an outstanding ASB balance (fines or fee related to ASB participation) from the previous season or school year. If there is an outstanding balance and this creates an economic hardship, please contact the athletic office to discuss other payment options. We do not want students to be denied an opportunity to participate due to financial issues.

## **Multi-Sport Participation**

The Washougal School District Athletic Department, and the WIAA support the position of the Washington State Coaches Association on the topic of multi-sport participation:

*The WSCA Executive Board applauds multi-sport athletes and goes on record as encouraging middle level and high school students to participate in as many activities as the school makes available. Each season has a defined season and a maximum number of contests allowed. Coaches should encourage athletes to continue to train and/or compete in several school programs, particularly a variety of sports. Should an athlete desire to excel in one sport by participating outside of the designated school season, WIAA out-of-season rules prohibit the specific sport coach from coaching the athlete in any way. The Association encourages its members and parents to examine the research regarding the physical and psychological impacts on youth who play only one sport year round.*

## **General Rules**

The participant will:

- Follow the directions of the coach while with the team.
- Refrain from committing an act that a reasonable person would perceive as inappropriate or embarrassing (i.e. derogatory comments or obscene gestures, etc.) to a player, the team, school or community.
- Have prompt and regular attendance at school and practice. A student athlete or family will notify the coach in advance of the tardiness or absence.
- Be aware that Weekend/Holiday practices are optional. Students will not be penalized for nonattendance.
- Understand that school equipment checked out to the student/athlete is the student's responsibility. The student is to keep it clean and in good condition. Loss or damage of issued equipment will be the student's/parents' financial obligation. A fine will be levied on equipment returned later than one week after the end of the season.

**NOTE:** Students who owe fines will not be allowed to participate in extracurricular activities until all items listed on their fine statements have been paid for or a payment plan developed. Official transcripts and diplomas will be held until fines are settled. The ASB/Athletics Secretary does not have the authority to dismiss fines; therefore, fine disputes must be appealed to the Athletic Director or School Administrator

- Travel to and from the event must be with the team and on transportation provided for the team. Exceptions must be prearranged with the principal or designee.
  - Release of students on away trips: On each activity trip out of Washougal, only the parent or adult (age 21) designated by the parent, shall be allowed to pick up the student after the conclusion of his/her individual or team competition. During a multi-day meet or event, the student shall be released to the parent, or adult (age 21) designated by the parent, during the competition for a period of time determined by the coach/advisor. In all situations, the request must be presented to the coach/advisor by the parent/guardian in writing. If the parent/guardian is not present to present the request to the coach/advisor then the request must be prearranged.
  - The coach will determine acceptable attire.

## Student Health

The following forms are required, as applicable, for each student participating in or trying out for athletics:

- **Annual Medical History Form**
- **Current Health Plan, if indicated by health history**
- **Medical Releases**

In order to ensure the safety of all student athletes, any student requesting to participate in athletics must have a completed medical history form turned into the office at the beginning of each school year or, prior to engaging in any athletic activity. In addition, any student determined to require a student health plan must have a current plan in place prior to participating. These health plans, which must be updated annually, include Life Threatening Emergency Care Plans (LT-ECP), Emergency Care Plans (ECP) and Individual Health Plans (IHP). In order to ensure compliance with this requirement, athletic secretaries will provide school nurses with rosters of students requesting to participate in athletics. The nurse will notify athletic secretaries if there are students who require a health plan but are not current. **If the school nurse determines that a student requesting participation in athletics requires a new or updated health plan, the updated plan must be completed and distributed to coaching staff prior to participation. Every plan requires a parent/guardian and health care provider's signature, and if applicable, a signed medication order.**

Emergency Medical Release forms must be provided for each student. Each coach will be provided with a copy of the Emergency Medical Release (and attached Health Care Plan, if applicable) for each student athlete on his or her team. It is highly recommended that each coach have TWO copies for their team. One that they keep with their paperwork, such as attendance and practice plans, and another placed in the team medical kit, which should be present in all team related events.

## **Personal Conduct**

Personal conduct of the student athlete is to be exemplary at all times. Evidence of misconduct displayed on Social Networking sites will be dealt with in reference to the applicable category. Due cause for disciplinary action and/or suspension from the team shall include the following categories:

Category 1: Disruptive or inappropriate conduct, words or actions detrimental to another individual or the team, fighting, willful disobedience, bullying, harassment or intimidation, (mental, physical, sexual), irregular attendance, vulgarity or profanity used or displayed during school activities, practice, competition, and/or travel.

Category 2: The use or possession of any tobacco, or “vapor” smoking product(s), and attending parties where alcohol or drugs are being used by minors.

Category 3: Any of the following:

- The carrying of, the distribution of, possession of, or being under the influence of alcohol, marijuana or drug paraphernalia;
- vandalism, stealing, gambling, extortion, assault;
- being charged with a misdemeanor or felony

Category 4: Any of the following:

- Willful and intentional failure to disclose and notify school and athletic staff regarding an injury;
- legend (prescription) drugs without proper physician authorization;
- anabolic steroids;
- controlled substances

## **Student Athletes and Social Networking Sites**

Student-athletes are not restricted from using any on-line social network sites and digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is to follow acceptable social behavior and also to comply with Washougal School District Policy. As a Washougal student-athlete you must be aware of Student Handbook regulations. Ignorance of these regulations does not excuse student-athletes from adhering to them.

## **Internet Recommendations for Student-Athletes**

These guidelines are intended to provide a framework for student-athletes to conduct themselves safely and responsibly in an on-line environment. As a student-athlete in the Washougal School



District you should:

1. Be careful with how much and what kind of identifying information you post on social networking sites. It is unwise to make available information such as: full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social media sites and apps provide numerous privacy settings for information contained in its pages; use these settings to protect private information. However, once posted, remember the information becomes property of the site or application.
2. Be aware that potential current and future employers and college admissions offices often access information you place on social networking sites. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in emails.
4. Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions.
5. Remember photos put on the social network site's server become their property. You may delete the photo from your profile but it still stays on their server. Internet search engines like Google or Yahoo may still find that image long after you have deleted it from your profile.

**Student athletes may not use:**

1. Derogatory language or remarks about teammates or coaches; other Washougal student athletes, teachers, or coaches; student-athletes, coaches, athletics administrators or representatives of other schools.
2. Demeaning statements about or threats to any third party.
3. Incriminating photos or statements depicting violence; bullying; hazing; sexual harassment; vandalism, stalking; underage drinking; selling, possessing, or using controlled substances; or any other inappropriate behaviors.
4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
5. Indicating knowledge of an unreported felony theft or felony criminal damage to property.
6. Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

## Discipline for Student Athletes

The following athletic discipline will be imposed on a student athlete following a personal misconduct violation. If the discipline cannot be fulfilled during the season because the disciplinary action is greater than the number of competitions remaining, including postseason competitions, the student athlete will be removed from the proportionate percentage of competitions in the next season for which the student participates.

### Example:

50% of the total competitions means:

1. For cases in which the discipline will be completed within the current season and the student will return to competition, the student continues to practice but is prohibited from participating in games or wearing the team uniform during the suspension period.
2. For cases in which the 50% penalty will carry over into a subsequent season, the athlete will serve the proportionate percentage during the next season of participation and will not participate in competitions until the discipline has been completely served.

Example of proportionate percentage: Student A has been suspended from 50% of her competitions. If she is participating in a 20-game season, she will miss 10 games. Because there are only 5 games remaining, student A will serve the remaining 25% of the games during the next season of participation. If the next season of participation has 12 total competitions, student A will miss the first 3 competitions of the next season. Student A will be expected to practice while her discipline is being served.

### Number of Competitions

	10	12	16	20
10%	1	2	2	2
25%	3	3	4	5
50%	5	6	8	10

### Category 1

Category 1: Disruptive or inappropriate conduct, words or actions detrimental to another individual or the team, fighting, willful disobedience, bullying, harassment or intimidation, (mental, physical, sexual), irregular attendance, vulgarity or profanity used or displayed during school activities, practice, competition, and/or travel.

First Offense:

The student will meet with the coach to discuss disciplinary consequences, which may include contacting parents/guardians, restorative meetings with victims, and potential exclusion from participating in no more than 25% of the total events/ activities of the program commencing from the day that the violation has been confirmed with the building principal or designee. If the discipline is not completed, the remainder will be served at the beginning of the next season of participation which may be in the next school year. The offender will not sit on the bench in uniform during contests for which he/she is being penalized. The participant will be required to attend all practices during his/her suspension.

#### Second Offense:

The student will be excluded from contest/performance participation for no less than 25% of the total events/ activities of the program or the remainder of the sports season, whichever is longer, commencing from the day that the violation has been confirmed with the building principal or designee. If the discipline is not completed, the remainder will be served at the beginning of the next season of participation which may be in the next school year. The offender will not sit on the bench in uniform during contests for which he/she is being penalized. The participant will be required to attend all practices during his/her suspension.

#### Third Offense:

Punishment shall be immediate termination of all athletic participation by the student for the remainder of the season commencing from the day that the violation has been confirmed with the building principal or designee.

### **Category 2**

Category 2: The use or possession of any tobacco, or “vapor” smoking product(s), and attending parties where alcohol or drugs are being used by minors.

- It is the expectation of students as leaders and role models that they not attend parties where alcohol or drugs are being used by minors. Students need to have the courage and self discipline to leave, and if they choose not to they will be held in violation as a Category 2 Offense.

Self report Rule: If a student is unable to leave, the expectation is that the student-athlete contact the coach or athletic director the next available school day or leave a message with the athletic coordinator at 954-3104.

#### First Offense:

The student will be excluded from contest/performance participation for no less than 25% of the total events/ activities of the program commencing from the day that the violation has been confirmed with the building principal or designee. If the discipline is not completed, the remainder will be served at the beginning of the next season of participation which may be in the next school year. The offender will not sit on the bench in uniform during contests for which

he/she is being penalized. The participant will be required to attend all practices during his/her suspension.

Second Offense:

The student will be excluded from contest/performance participation for no less than 50% of the total events/ activities of the program or the remainder of the sports season, whichever is longer, commencing from the day that the violation has been confirmed with the building principal or designee. If the discipline is not completed, the remainder will be served at the beginning of the next season of participation which may be in the next school year.

Third Offense:

Punishment shall be suspension from all extracurricular competition for one (1) full calendar year commencing from the day that the violation has been confirmed with the building principal or designee.

### **Category 3**

Category 3:: Any of the following:

- The carrying of, the distribution of, the possession of, or being under the influence of alcohol, marijuana or drug paraphernalia;
- committing vandalism, stealing, extortion and/or assault;
- being charged with a misdemeanor or felony.

First Offense:

The student will be excluded from contest/performance participation for no less than 50% of the total events/activities of that program commencing from the day that the violation has been confirmed with the building principal or designee.. If the discipline is not completed, the remainder will be served at the beginning of the next season of participation which may be in the next school year. The offender will not sit on the bench during contests for which he/she is being penalized. The offender will be required to attend all practice sessions during his/her suspension.

Second Offense:

Punishment shall be immediate termination of all athletic participation by the student for one (1) full calendar year commencing from the day that the violation has been confirmed with the building principal or designee.

### **Category 4**

Category 4: Any of the following:

- Willfully and intentional failure to notify school officials regarding an injury:
  - Willfully and intentional failure to notify the coach, trainer, or other school officials regarding an injury, with the intent to hide the injury or deceive the athletic staff. On the first violation, the athlete is ineligible for the remainder of the season. On the second violation, the athlete is ineligible for one calendar year. On the third violation, the athlete is permanently prohibited from participation.
  
- Legend Drugs and Controlled Substances:
  - The carrying of, the distribution of, the possession of, being under the influence of legend drugs/anabolic steroids and controlled substances is penalized through Washington State Law RCW 69.41.050 and RCW 69.50. On the first violation, the athlete is ineligible for the remainder of the season. On the second violation, the athlete is ineligible for one calendar year. On the third violation, the athlete is permanently prohibited from participation.

First Offense:

Punishment shall be immediate termination of all athletic participation by the student for one (1) full calendar year commencing from the day that the violation has been confirmed with the building principal or designee.

**Due Process:**

When a personal conduct violation occurs, the parent/guardian will be notified immediately as to the specific charge, recommended sanction, and the right to an appeal hearing. If the recommended discipline is removal, this shall begin immediately and shall continue until the discipline has been completed or the discipline is overturned in the appeal process.

The student or parent/guardian may appeal the disciplinary decision. Upon confirmation that a participant has violated the athletic conduct policy, the parents will be informed of the findings by phone or mail. Any participant suspended for a code violation may request a meeting with the school principal to discuss the issue. If unsatisfied with the outcome of that meeting the student may request a hearing to appeal.

The Appeals Committee should be comprised of two uninvolved coaches, two faculty members, one school administrator and the Athletic Director.

Procedure: the student committing the violation and his/her parent/guardian must attend the hearing held by the appeals committee. Unless not possible, the appeal will take place within two school days of parent notification.

The student may appeal the decision of the appeal committee to the District Discipline Appeals Officer or Designee.

**Specific Clarifications:**

1. Dropping out of a sport voluntarily or being suspended in excess of 21 days or remainder of a season for an infraction of a rule will result in the forfeiture of the student's letter award and participation in that sports' awards banquet.
2. The Athletic Code will be in effect at the beginning of the sports season as defined by the WIAA, and will remain in effect for one calendar year from the signature date.
3. Athletes who turn out for more than one sport will only need to sign the code once per year.
4. An athlete who quits a sport after the first event/game will not be able to turn out for another sport in that season unless mutually agreed upon by the coaches involved, or by administrative decision.
5. Progressive discipline offense steps will start at the beginning of each WIAA athletic year and end at the conclusion of the WIAA scheduled year. The only exception is a Category 4 Offense.