

STUDENTS

Athletic/Activity Code

The opportunity to participate in the district's extracurricular programming is a privilege granted to all students of the district. Students in this voluntary program are expected to conform to specific conduct standards established by the representative organizations, administrative staff, athletic coaches and activity advisors. Provision is made for any student who has allegedly violated one or more of the conduct rules to grieve a disciplinary action. This code applies to middle and high school (grades 7-12) students from their initial notification of the code through their attendance/involvement in Port Townsend School District activities, and not solely for the sport or activity season. It is the district's responsibility to annually notify students of the requirements of the Athletic/Activity Code.

Students who are found to be in violation of these rules and policies while on school grounds, under school authority, or in coordination with law enforcement authorities shall be subject to disciplinary action.

I. Forms:

Students are not eligible to participate in the extracurricular program until the following items (as appropriate) are completed and turned into the activities office.

- A. Athletic/Activity Code Form.
- B. Warning of Risks Form.
- C. Physical Examination Form or Physical Examination Update Form.
- D. School Accident Coverage or Proof of Personal Accident Coverage.
- E. Purchase of an A.S.B. Card.
- F. Activity fee per sport/activity.
- G. Medical Emergency Authorization Form.

II. District and WIAA Requirements:

If the activity is governed by WIAA, students must abide by all WIAA rules and regulations including, but not limited to, the following:

A. Age Limits (WIAA Handbook 18.4.0):

Students must be under 20 years of age on:

- September 1 for fall activities
- December 1 for winter activities
- March 1 for spring activities

B. Residence Rule (WIAA Handbook 18.5.0):

Students must reside within the boundaries of the Port Townsend School District with either one or both parents, or with a legal guardian. There are exceptions to this rule, and any questionable situation must be brought to the attention of the Athletic Director or Principal/Designee.

C. Enrollment Rule (WIAA Handbook 18.10):

1. The student shall be enrolled and in regular attendance within the first fifteen (15) days in a semester in order to participate in interscholastic contests during the current semester. Private or home-schooled students whose programs are located in district may also be considered enrolled under this rule. Online students registered through the district are also considered enrolled, if their program is alternative by design.
2. A student must be in attendance 15 weeks during an 18-week semester.
3. A ratio greater than one (1) absence to six (6) days attended is irregular attendance.

D. Physical Examination (WIAA Handbook 1711.0):

Students in interscholastic athletics must have passed a physical examination from a licensed medical practitioner during the twenty-four (24) month period prior to participation. Written evidence of having passed the physical examination must be on file in the Athletic Director's office before the student will be permitted to participate in the first practice. This exam is valid for twenty-four (24) months, and must be updated at the end of this period, even though it might occur in the middle of a sport season.

E. Illness or Injury During the Activity (WIAA Handbook 17.11.4):

To resume participation following an illness and/or injury serious enough to require medical care, a participant must present a physician's written release to his/her advisor/coach.

F. Academics

Students must maintain their academic performance to participate in the extracurricular activities program. The following steps will be used in assessing a student's eligibility for athletics and activities. WIAA regulations allow districts to set academic guidelines that meet or exceed the minimum WIAA requirements. Port Townsend's academic guidelines are listed below:

1. Be currently enrolled as a full time student in Port Townsend School District or in a local private school, local home school or alternative online program. For a student enrolled at the middle or high school, five classes constitute a full time student.
2. A student is considered eligible if they are passing all classes taken, and have a 2.0 GPA in the preceding semester and current semester.
3. A student is considered ineligible if they have not passed all classes taken, or have not met the minimum 2.0 GPA. Ineligible students may not participate in competition from the end of the previous semester through the first five weeks of the succeeding semester/trimester for high school. (WIAA Handbook 18.7.0)
4. Coaches/Advisors will require grade checks at three-week intervals and each six-week formal report. At the time of the grade checks a student/athlete has one week to raise their grade if they are not meeting the standard. During this time, they may practice, but not participate in contests. If at the end of the probationary week they are still not passing they will be continue to be ineligible until they bring the grade up.
5. During a period of probation or academic ineligibility the student/athlete is permitted to practice/rehearse. However, a coach or advisor may determine it is in the best interest of an athlete to miss practice or rehearsal to catch up on his/her studies.
6. Those students/athletes with an IEP or a 504 plan who qualify for programs with learning disabilities may be eligible and participate as long as they make satisfactory progress and effort consistent with their ability based upon the goals described in their individual educational program (IEP). IEP or 504 student eligibility will be determined on an individual basis and according to the IEP and/or 504 plan.
7. Students who are enrolled in Running Start, are homeschooled, private schooled, or in an alternative educational program must provide the school with proof of satisfactory progress (grades) every six weeks. If status changes, a student drops a class or changes an educational program, they must contact the counseling office immediately because it will change their eligibility status.

G. Attendance

Participants are expected to follow the school district attendance policy. Truancy will not be accepted:

1. Students must attend school the entire day and participate in class activities to attend practice, activities and contests. Pre-approved or emergency absences may be excused by the Athletic Director or school administrator, and the participant may be allowed to participate.

2. When a student has been deemed truant, the following disciplinary actions will be implemented:

1st incident, students will be ineligible for practice or contests for the next three (3) school days.

2nd incident, students will be ineligible for practice or contest(s) for the next five (5) school days.

3rd incident, students will be ineligible for practice or contest(s) for the next ten (10) school days.

4th incident, student will be ineligible for the remainder of the season.

H. Drugs, Alcohol, and Tobacco

It is the expectation of the Port Townsend School District that students participating in the extracurricular program will not use controlled substances, alcohol, tobacco, or participate in illegal acts. If students find themselves present when drugs and/or alcohol are being used illegally, the students will leave the situation immediately.

Students will not possess, use, sell, or deliver drugs, alcohol or tobacco at any time on or off school grounds.

The possession, use, sale or delivery of alcohol or any controlled substance not prescribed by a physician for such possessor or user; being under the influence of alcohol or any controlled substance not prescribed by a physician for such possessor or user; or being in the possession of drug paraphernalia shall subject the student to the following disciplinary action.

1. **Use of Tobacco** – The Port Townsend School District in conjunction with the Department of Health recognizes that the use of tobacco products is a potential health hazard and is addictive in nature. The use or possession of tobacco by students involved in extracurricular activities is not acceptable in any form by students in activities in the Port Townsend School District. Participants who violate this regulation will be subject to the following action:

First offense – The student will be counseled on the hazards of tobacco to his or her health. In order to continue participation, students will need to write an essay on the hazards of tobacco and outline a future plan of action.

Second offense – The student will participate in counseling on the health hazards of tobacco use. They will be suspended for fourteen calendar days (two weeks) from practice and competition.

Third offense – The student will be suspended for 45 school days (1/2 semester) from the activity. A plan of action to prevent future violations of this regulation will be required in order to return to the activity.

Fourth offense – The student will be excluded from extracurricular activities for one calendar year. The student must appear before the review board to request further participation in activities.

2. **Use of Alcohol** – Alcohol use by minors is illegal and the use or possession by students is unacceptable. Participants who violate this regulation will be subject to the following action:

First offense – The student will be suspended for fourteen calendar days (two weeks) from practice and competition, and must complete a drug and alcohol assessment at student's expense prior to returning to activity.

Second offense – The student will be suspended for 45 school days (1/2 semester) from the activity. Must complete a drug and alcohol assessment and be involved in a treatment program at the student's expense if the student continues in an extracurricular activity.

Third offense – One-year suspension. (Student may appeal to be reinstated after 90 days if steps below are followed). At the student's expense, they must complete a drug and

alcohol assessment, be involved in a treatment program and provide random drug and alcohol testing results in order to compete in the next activity or season. Failure to comply with these steps will result in continued full year suspension.

Fourth offense – Suspension for remainder of the student’s public school career. Student may appeal at the end of one calendar year. Review board will look at progress student has made in making a determination for reinstatement or continuation of suspension. Any further offense from the date of the fourth offense will result in the student being permanently ineligible for interscholastic competition.

3. Legend Drugs and Controlled Substances

(WIAA Handbook 18.26.0) – WIAA Guidelines Section 18.26.2)

Penalties for the **possession, use or sale** of legend drugs (RCW 69.41.020-050) and controlled substances/analogues (RCW 69.50/69.50.101) shall be as follows:

First violation – A participant shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the activity/season. Ineligibility shall continue through the next activity or sports season in which the participant wishes to participate unless the student accesses the assistance program outlined in b) below.

- a) To be eligible to participate in the next interscholastic sports season, the student athlete shall meet with a school eligibility board. This board, appointed by the building principal, shall be comprised of one district administrator, the athletic or activity director/coordinator, two district staff members, and two members of the coaching staff. The school eligibility board will recommend to the principal appropriate action to be taken in the student athlete’s case. The school principal shall have the final authority as to the student athlete’s participation in the interscholastic sports program.
- b) A participant who seeks and receives help for a problem with use of legend drugs or controlled substances and controlled substance analogues shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school- and/or community-approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility re-instated in the athletic program, pending recommendation by the school eligibility authority.

Second violation – A participant who violates this section for a second time shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.

Third violation – A participant who violates this section for a third time shall be permanently ineligible for interscholastic competition.

Students in violation of this section or any other WIAA rules may appeal to the WIAA District Eligibility Committee as per the WIAA policy language (19.0.0 Student Appeals of Ineligibility).

I. Other WIAA Rules

1. Students must meet WIAA requirements if they have transferred between schools (18.11.0).
2. Students must meet the season limitation standards (18.14.0).
3. Students returning from foreign exchanges or who are foreign exchange students must meet WIAA eligibility rules and guidelines before competition can begin.
4. Students must meet and maintain Amateur Standing criteria (18.23.0).

J. Other Behavior Expectations and Disciplinary Action

Students are subject to the Athletic/Activity Code, and to the rules and expectations of Board Policy 3200/3200P: Student Rights and Responsibilities and the associated disciplinary

actions as defined in the Port Townsend School District's "Student Rights and Responsibilities Handbook."

Participants are expected to be exemplary in citizenship and behavior, both in and out of school and are expected to follow the laws of the state and country. Participants who are suspended from school may not participate or attend practices, games or performances during suspension. A second suspension from school during that sport/activity season will result in suspension from all athletic/activity contests and practices for the remainder of that season or the period of suspension, whichever is longer. Participants who are assigned In-School Suspension (ISS) will not participate in contests until the ISS is completed.

K. General Health

Participants should maintain well-balanced health and regular sleeping hours.

L. Appearance

When at games or performances, participants must be neat in appearance. The coaching or advisor staff of each sport/activity will determine what is acceptable.

M. Travel

When transportation is provided by the school district, the participants are expected to travel to and from contests in the vehicle provided. Only on the personal written request by a parent/guardian of the participant, and with the approval of the coach/advisor, will a participant be allowed to leave with his/her parents/guardian or another team member's parents/guardians.

III. Appeal Procedure for Disciplinary Action

When discipline is imposed under the Athletic/Activity Code, the following appeal process may be invoked:

- A. Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the athletic/activity director/coordinator to request that they refrain from enforcing the decision of the coach/advisor or ask the coach/advisor to reconsider. The coach/advisor shall be notified of the initiation of the appeal procedure as soon as possible. If the student and parents do not make a written request for this informal conference with three (3) school days of the action grieved, they will have waived their right to the conference and appeal procedure. The informal conference will be held within three (3) school days of the request.
- B. Following the athletic/activity director/coordinator conference the student, parent, or guardian will have three (3) school days to present a written appeal to the Athletic/Activity Appeal Committee. This committee, appointed by the building principal, shall be comprised of one district administrator, the athletic or activity director/coordinator, two district staff members, and two members of the coaching staff. The Athletic/Activity Committee will hear the appeal within five (5) school days of its receipt of the appeal and render a written decision within three (3) school days after hearing the appeal.
- C. The aggrieved party may present a written appeal to the superintendent within three (3) school days of the Appeal Committee decision. The superintendent will hear the aggrieved and district representative(s), review the data and other evidence collected, and render a written decision within ten (10) school days of the hearing.
- D. The aggrieved party may appeal the superintendent's decision to the Board of Directors within three (3) school days of the superintendent's decision. The board shall hear the appeal at its next regular meeting and render a decision within ten (10) school days of the hearing. This decision shall be final.

Date: 4/24/86; 11/13/95; 9/8/97; 4/26/99; 10/28/02; 5/23/05; 10/9/07; 9/22/08; 9/14/09; 5/12/11; 10/12/12.

Acad Flow Chart

