

QUILLAYUTE VALLEY SCHOOL DISTRICT  
ATHLETIC AND ACTIVITIES HANDBOOK



2019-20 SCHOOL YEAR  
*Respect, Integrity, and Commitment*

**WELCOME TO QVSD**  
**ATHLETICS and ACTIVITIES DEPARTMENT**

Dear Parent / Guardian and Prospective Athlete:

Welcome to the Quillayute Valley School District (QVSD) Athletic and Activities Department. I look forward to getting to know you as you progress through our athletic programs.

This handbook is designed to provide information about the QVSD athletic programs available to you. It also serves as a guide for all athletes, parents and coaches.

Successful athletic programs have specific goals. They include: a positive experience for every athlete and a great sense of camaraderie and unity within their team; and an environment that ensures high ethical standards and expectations for fairness, equity, and sportsmanship for all of our student- athletes and coaches.

As a coach, it has always been my belief that there is a big difference between athletic teams and athletic programs. A successful program includes dedicated coaches, active support from the student body, outstanding leadership from school administrators, and most importantly, a great sense of pride fostered by the entire community. It will be our mission to facilitate all those facets together to create the best athletic programs possible.

With Spartan Pride,

Kyle Weakley  
Assistant Superintendent/AD

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# Student Athletic and Activity Code

## Overriding Philosophy Statement and Introduction:

The opportunity to participate in interscholastic athletic and activity programs is offered to all students of the Quillayute Valley School District. These programs are considered as an extended learning opportunity and participation is completely on a volunteer basis. Therefore:

1. Students involved in athletics and extra-curricular activities will abide by all rules established by the Quillayute Valley School District Board of Directors, the Washington Interscholastic Activities Association (WIAA), and the league of participation. Additionally, students involved in athletic and/or extra-curricular activity programs will abide by all rules and regulations established by building administrators, coaches, and advisors.
2. Activity and athletic participations can be revoked.

Academic achievement shall remain the first priority for students involved in an athletic or activity program. In order to participate in District sponsored athletics and activities:

1. Participants must be in compliance with WIAA and QVSD Scholarship policies.
2. Participants must also be aware of and in compliance with team and activity policies as established and identified by coaches and advisors.

Students who volunteer to participate in athletic and activity programs should also be concerned about their health and how healthy decisions affect their performance in class, in activities, and in competition and performance. Participants are looked upon as role models and considered representatives of the Quillayute Valley School District and Forks community. Students must always conduct themselves in ways that reflect school and community ideals. More specifically, student behaviors will reflect the District Core Covenants of *Respect, Integrity, and Commitment*. Students must be willing to be held accountable to those behaviors that model the core covenants.

Therefore, in order to participate in school district sponsored athletics and activities:

1. Participants must commit to adherence of the rules pertaining to participation, as outlined within this handbook;
2. Students are to abstain from illegally using, possessing, selling, distributing or being under the influence of alcohol, anabolic steroids, illicit drugs, and tobacco products at all times during the athletic/activity season; and
3. As role models and representatives of the school and community, participants must show positive leadership by immediately removing themselves, as soon as is personally safe to do so, from any situation where substances are being used by others.

## Definition of Included Programs

All participants in school sponsored extra-curricular athletics and activities are subject to the *Quillayute Valley School District Athletic and Activities Handbook*. Extra-curricular athletics and activities will include, but are not limited, to the following:

1. WIAA recognized and sanctioned athletics and activities;

2. All non-athletic extra-curricular activities and competitions for which the school provide partial or total financial support; and
3. Activities that require practice, rehearsal, preparation, and/or competition during non-school hours.

Note: This excludes activities that are curricular in nature. Activities that are considered to be an extension of a classroom experience, require participation, and are subject to grading are excluded from this policy and the athletics and activities handbook.

The following activities of Forks 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 the *Quillayute Valley School District Athletic and Activities Handbook*.

1. All non-graded extra-curricular athletics/activities;
2. FBLA, FCCLA District and State Competition;
3. FHS Mathletes;
4. National Honor Society;
5. Associated Student Body (ASB);
6. Cheer;
7. Drama;
8. Music;
9. Participants in State Music Competitions; and
10. Leadership

The following junior high 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 the *Quillayute Valley School District Athletic and Activities Handbook*.

1. All non-graded extra-curricular athletics/activities;
2. Music;
3. Leadership; and
4. Associated Student Body (ASB)

### **Activity Duration**

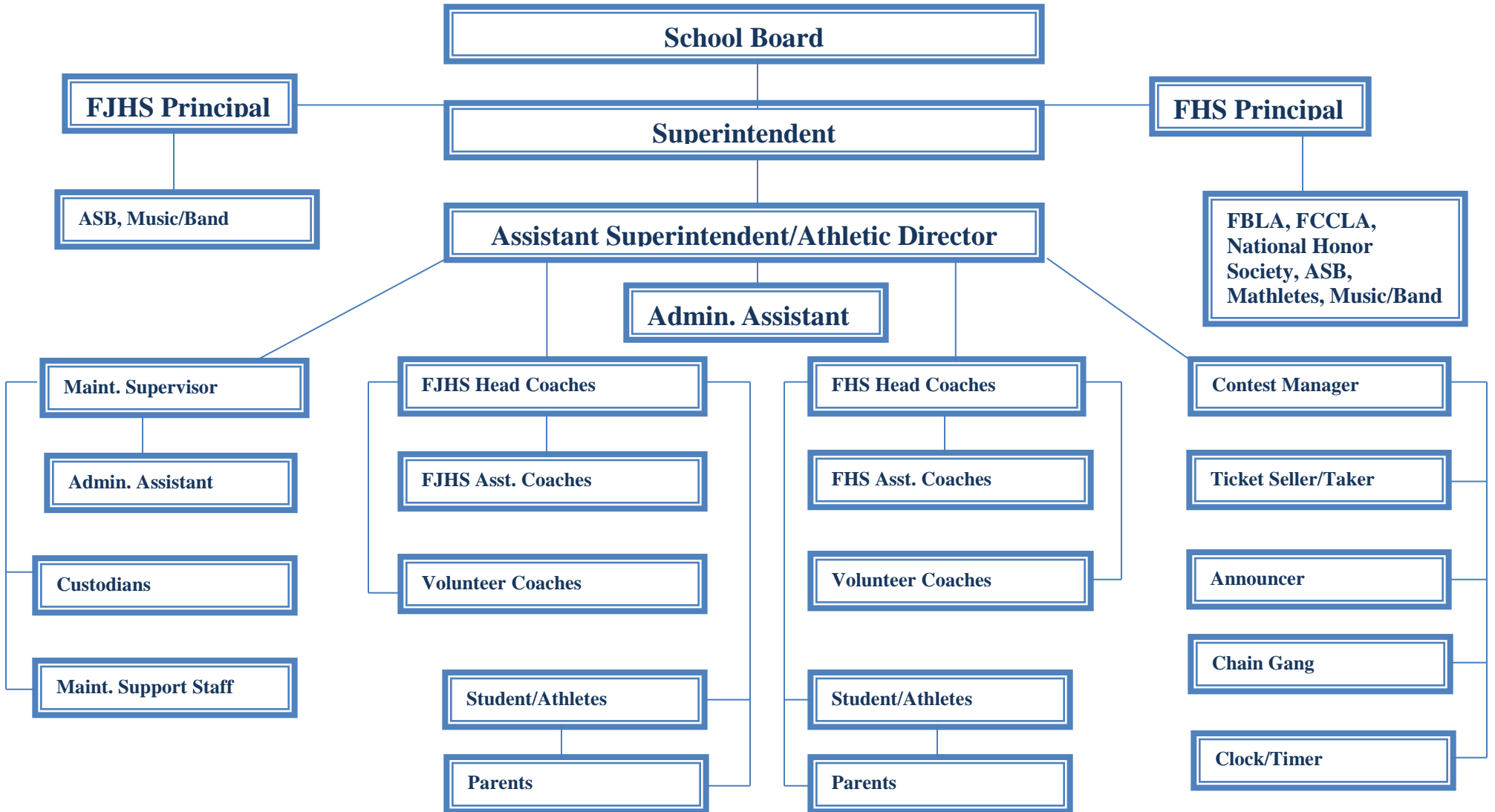
The policies outlined in the *Quillayute Valley School District Student Athletic and Activities Handbook* are in effect during the season of participation.

The season is defined as:

1. The first day of participation (defined by the WIAA Handbook or the Activity Advisor) through the awards banquet which will be scheduled within 30 days of the last contest, or as identified by the advisor or coach.
2. The day of registration for a state competition, until the conclusion of the competition.

The policies outlined in the *Quillayute Valley School District Student Athletic and Activities Handbook* are also in effect during any school sponsored activities organized during the official WIAA off-season, included but not limited to the following: spring football and cheerleading activities, summer camps, and spring scrimmages and/or competitions.

## 2019-20 –Athletic & Activities Department Organization



## ROLES AND RESPONSIBILITIES OF PERSONNEL DELINEATED IN ATHLETIC DEPARTMENT ORGANIZATIONAL CHART

### ❖ Role and Responsibilities of the QVSD School Board

- The School Board is the final authority for establishing policy for the school district, including the Department of Athletics.
- The School Board will periodically review existing policies affecting the athletics program in the Quillayute Valley School District and will revise, expand, update, and improve policies, as appropriate.
- The School Board will serve as a link to the extended school community and communicate a full realization of the value of athletics as an educational tool important to the development of young people.
- The School Board will serve as the final governance appeal board on issues of Board approved policy in matters regarding conflict resolution in the athletic program.
- The School Board will present an annual budget to the community that includes and supports ongoing implementation and development of an equitable and comprehensive athletic program.

### ❖ Role and Responsibilities of the Superintendent

- The Superintendent is responsible for implementing School Board policy for the school district and will, per Board directive, establish regulations and procedures for administering the schools, including management of the Department of Athletics, as appropriate.
- The Superintendent will periodically review existing regulations and procedures affecting the athletics program in the district and will work with the school administrators and Athletic Director to revise, expand, update, and improve regulations and procedures, as appropriate.
- The Superintendent will prepare an evaluation of the Athletic Director on an annual basis and will review and discuss the evaluation with the Athletic Director. Annual performance goals will be established in keeping with the approved performance evaluation process for school administrators.
- The Superintendent will serve as a communication link to the extended school community, along with the School Board, and will communicate a full realization of the value of athletics as an educational tool important to the development of young people.
- The Superintendent will present an annual budget to the School Board that includes and supports ongoing implementation and development of a comprehensive athletic and activities program.
- The Superintendent will participate in the overall ongoing assessment of the athletic program and will serve as the *final* administrative appeal for conflict resolution and/or problem solving in the athletics and activities program.

## ❖ **Role and Responsibilities of the Secondary School Principals**

- The Principal is the instructional leader of the school and, therefore, is an important component of the overall supervision of the athletic program, which is an extension of the school day.
- The Principal will collaborate with the Athletic Director to support the effort to allow all eligible students the opportunity to have a positive educational experience through participation in athletics and activities.
- The Principal will support and work with the Athletic Director in his role as supervisor and primary evaluator of school athletics personnel.
- The Principal, in his/her leadership position, must have as his/her first concern the welfare of students and staff, including those participating in the athletics and activities program.
- The Principal, and other members of the school's administrative team, will attend athletic events and demonstrate support for the students, coaches, and parents involved in the programs.



## ❖ **Role and Responsibilities of the Athletic Director**

- The Athletic Director provides leadership, coordination, and innovation in athletics so the coaching staff, the students and the community derive maximum benefit from the extra-curricular athletic activities available to students in the district.
- The Athletic Director directly supervises the Administrative Assistant assigned to Athletics.
- The Athletic Director will keep the Principal(s) fully informed of all information concerning athletics in his / her school.
- The Athletic Director will assume full responsibility for the implementation and operation of the district's interscholastic athletic program which includes scheduling and rescheduling of games, security, transportation, game personnel, and officials.
- The Athletic Director will oversee and direct the hiring and supervision of interscholastic coaches per the district approved guidelines for hiring of staff and evaluation of staff performance and will serve as a mentor to all new Head Coaches for the duration of his / her first sports season as coach.
- The Athletic Director will be responsible for the budgeting, ordering, repair, maintenance, inventory, and distribution of all athletic supplies and equipment. Budget planning must reflect appropriate distribution of funding across all sports areas and sports seasons, resulting in equity in spending for all students.
- The Athletic Director will administer the athletic program in accordance with school district policies, school regulations, and regulations of the WIAA.
- The Athletic Director will prepare an evaluation of each Head Coach at the end of each sports season and will conduct a performance evaluation conference with the Head Coach, and make a recommendation for continuation in the program, as appropriate.
- The Athletic Director will direct the Head Coach (1) to prepare an evaluation of each Assistant Head Coach affiliated with the same sports program as he / she at the end of each sports season and (2) to conduct a performance evaluation conference with each coach prior to submitting the evaluation documents/forms to the Athletic Director. The Athletic Director reserves the right to assist with or observe any and all such performance evaluation conferences.
- The Athletic Director will be responsible for instructing all coaches annually on the updated and revised Athletic Handbook and all other policies and administrative regulations that govern the overall operation of the athletic program.
- The Athletic Director will oversee the operation and scheduling of the use of fields and athletic facilities, and will work with the appropriate community representatives to coordinate the use of Town fields and facilities.

- The Athletic Director will disseminate a current copy of the Athletic and Activities Handbook to the Superintendent of Schools, the Principal, the school library, the school counselors, and to student-athletes, coaches, and parents on an annual basis. In addition, the handbook is to be posted on the district website.
- The Athletic Director is expected to observe practices and games for all sports programs for both boys and girls and promote each program for the overall good of students and the district.
- The Athletic Director is expected to represent the district in appropriate professional organizations, through community outreach efforts/contacts, and to serve as a liaison between the district and the leadership / membership of community youth sports programs.
- The Athletic Director is expected to serve as a consultant to the School Board and the Superintendent of Schools in their efforts to assess the status of athletic facilities and fields and to make recommendations for improvement. The Athletic Director must recognize that all such improvements must be processed according to School Board approved policy.
- The Athletic Director is expected to serve as a liaison to all sports booster groups and to monitor the ongoing activities of said groups to determine adherence to School Board policy and administrative regulations.

## ❖ Role and Responsibilities of Coaches

### Head Coaches

- The Head Coach will, first and foremost, be a leader of young men and women, constantly setting a fine personal example of what it means to be an athlete. It is expected that the Head Coach will be consistent and fair in all rules and regulations applied to the athletes they coach.
- The Head Coach will be a person with high moral character, integrity and whose first concern is always the welfare of the athletes he/she coaches.
- The Head Coach will teach current and recognized playing techniques for the particular sport to his/her student-athletes. It is the responsibility of the Head Coach to instruct his/her athletes in the proper and current rules of the game.
- The Head Coach will make sure he/she and his/her assistants and other coaches in the sports program are using proper training and conditioning techniques at both practices and at games.
- The Head Coach must attend the mandatory meeting prior to his/her sports season.
- The Head Coach is responsible for safe use of athletic equipment used in his/her sports program, including ensuring that medical kits for away contests are fully equipped, and the end-of-season inventory of said equipment.
- The Head Coach, along with the Athletic Director, is in charge of monitoring the team's discipline under the accepted rules and standards of the school district. This includes any violation of the Athletic Code.
- The Head Coach will make recommendations on hiring of Assistant Coaches. No coach or volunteer, at any level, may work with students until they have been properly processed through the Athletic Director's Office and the Human Resources Department.
- The Head Coach will assign all duties to his/her Assistant Coach within his/her specific sports program and will work in concert with the Athletic Director to assign duties and set expectations for any other Assistant Coach(es) assigned to a team within the same sports area.
- The Head Coach will conduct a thorough check of locker rooms, showers and equipment room after each practice session and game. He/she or his/her designee should be the last to leave practice or the game or locker area. They will also be responsible for the security of any buildings per the district's existing procedures which will be reviewed annually by the Athletic Director.

- The Head Coach will work cooperatively with the Athletic Director to make decisions/plans concerning schedules, times of games, officials, transportation, dressing facilities and eligibility lists; however, the Athletic Director reserves the right and has the responsibility to make all decisions to benefit the entire sports program.
- The Head Coach, or the Athletic Director, must attend WIAA rules clinic prior to his/her season. It is the responsibility of the Head Coach to instruct his/her athletes in the proper and current rules of the game.
- The Head Coach is in charge of the team's discipline under the accepted rules and standards of the school district. This includes reporting to the Athletic Director and/or the school Principal any violation committed by a student- athlete.
- The Head Coach may not ask or direct any athletes to participate in any activity for the sports team, including practices, until their clearances are received by the Athletic Director. The Head Coach of the respective sport must notify the Athletic Office and Principal's office before noon of the following day for any ejections or disqualifications.
- The Head Coach will be involved in the coordination of activities in his/her program. All levels of the interscholastic teams in his/her sports shall be considered an extension of the high school program. It is the responsibility of the varsity head coach to supply a specific program to the lower level coaches to follow.
- The Head Coach is responsible for the reporting of all game scores and highlights to the news media.
- The Head Coach must submit an end-of-the-season inventory for all uniforms and equipment to the Athletic Director at the end of each season.
- The Head Coach of the respective sport must notify the Athletic Director immediately of any and all issues regarding student injury as a result of participation in a sports practice or game.

#### **Assistant Coaches:**

- The Assistant Coaches, which include Junior Varsity Coaches, and Volunteers report to the Head Coach and the Athletic Director.
- The Assistant Coaches will carry out the purpose and objectives of the program as outlined by the Head Coach and school administration.
- The Assistant Coaches will instruct athletes in individual and team fundamentals, game strategies and physical training as necessary to realize a degree of individual and team success.
- The Assistant Coach will have a thorough knowledge of athletic policies approved by the School Board, as well as administrative regulations, and will be responsible for the implementation of said policies.
- The Assistant Coach will understand the proper administrative chain of command and will communicate to the Head Coach and Athletic Director any and all conflict resolution issues.
- The Assistant Coach will maintain discipline and will work to increase morale and cooperation within the school sports program and the school's community.

- The Assistant Coach will provide proper safeguards for maintenance and protection of assigned equipment and facilities sites.
- The Assistant Coach will provide and abide by the same training rules as the Head Coach.
- The Assistant Coach will supervise and direct practices, games, and team trips, as appropriate and within the approved guidelines per the Head Coach and the Athletic Director.
- The Assistant Coach will examine and supervise locker rooms before and after practices and games, including checking on the general cleanliness of facilities.
- The Assistant Coach will attend all required athletic staff meetings.
- The Assistant Coach will perform other duties that are consistent with the nature of the position and that may be required by the Head Coach or the Athletic Director.

## ❖ **Role and Responsibilities of Game Personnel**

### **Contest Manager**

- The Contest Manager will assist the Athletic Director in the overall operation of an athletic contest.
- The Contest Manager will be responsible for the securing and selling of tickets for games and any other activities as directed by the Athletic Director.
- The Contest Manager will be responsible for returning all collected ticket sales monies and tickets to the ASB Secretary in the Main Office at Forks High School.
- The Contest Manager will be responsible for welcoming officials and opposing teams, and directing them to appropriate locker rooms, before and after athletic contest.
- The Contest Manager will be responsible for all signatures for the officials' vouchers at the athletic contest.
- The Contest Manager will arrive one hour prior to the athletic contest, and will not leave until thirty minutes following the event, making certain that the facility is evacuated.

*Under the direction of the Contest Manager, the **Timer** performs the following duties:*

- ❑ Times each athletic contest impartially.
- ❑ Reports thirty minutes prior to the contest and ascertains that the timing mechanism is in proper working order.
- ❑ Ensures that the contest begins on time and that each team is properly informed of any variation from the established time schedule.
- ❑ Informs each team at least three minutes prior to the start of the second half of the contest.

Under the direction of the Contest Manager, the **Ticket Seller** performs the following duties:

- ❑ Is responsible for keeping the proper accounting of the monies and ticket receipts utilized for that athletic contest.
- ❑ Is responsible for securing the ticket monies and cash box for the Contest Manager.
- ❑ Is responsible for displaying the ticket prices.
- ❑ Is responsible for documenting the complimentary ticket list, supplied by the Athletic Director.
- ❑ Reports forty-five minutes prior to the contest.

Under the direction of the Contest Manager, the **Statistician** performs the following duties:

- ❑ Is responsible for keeping accurate and impartial statistics for Head Coaches.
- ❑ Maintains contact throughout the contest with the game officials to verify the official score and specifics in order to maintain an accurate account of contest.
- ❑ Reports thirty minutes prior to the start of contest to gather team rosters and any other additional information required to perform role of statistician with accuracy.

Under the direction of the Contest Manager, the **Announcer** performs the following duties:

- ❑ Is responsible for announcing starting line-ups and play-by-play.
- ❑ Is responsible for securing copies of rosters and the national anthem.
- ❑ Is responsible for ascertaining that the sound system and microphone are in proper working order.
- ❑ Is responsible for announcing the Spectators' Code of Conduct and any additional information as directed by the Athletic Director.
- ❑ Reports thirty minutes prior to the start of the contest.

## **Quillayute Valley School District Athletics and Activities Code**

### **Forks Junior and Senior High School**

School programs should reflect the attitudes of the community which support them. If the community is to truly identify with athletics and extra-curricular activities in the schools, it is imperative that team members' and participants' behaviors exemplify the District Core Covenants of *Respect, Integrity, and Commitment*. Participating students representing the District must dress and behave in a manner which will inspire respect and pride. All student participants will demonstrate a positive and respectful school/team spirit. A respectful atmosphere is maintained by fair and equitable discipline standards that are clearly communicated to all stakeholders prior to the athletic or activity season. These rules and guidelines apply to each student who participates during the defined activity season which begins with the first day of participation as identified by the WIAA Handbook, or as identified by the athletic coach or activity advisor. The season concludes with the awards presentation for that athletic or activity or as identified by the advisor.

The purpose of athletics and extra-curricular activities is to enhance the physical, social, emotional, and educational development of students and to promote respect for self, others, and the community. The opportunity to participate in athletics and extra-curricular activities is a privilege granted to all students in the district. Participants in this voluntary program are expected to conform to specific rules established by Washington Interscholastic Activity Association (WIAA), district policy, coaches and/or advisors, and the specific league in which they are participating. In order to enforce Washington Interscholastic Activity Association (WIAA) regulations, league rules and Quillayute Valley School District policies consistently throughout the district and to provide students rights, the following procedural guidelines will be used:

### **General Student-Athlete Expectations:**

- Be courteous to visiting teams and officials at all times.
- Play hard and to the limit of your ability and keep a positive attitude.
- Be modest when successful and be gracious in defeat. A true sportsman does not offer excuses for failure.
- Shake your opponents hand after each contest.
- Maintain a high degree of physical fitness by observing team and training rules conscientiously.
- Demonstrate loyalty to you school by maintaining a satisfactory scholastic standing and by participating in or supporting other school activities.
- Recognize that you are representing your school and the community at large. Exemplify the core covenants of Respect, Integrity and Commitment.

### **Rules and Regulations**

1. Eligibility – Quillayute Valley School District is a member of and complies with the eligibility rules of the Washington Interscholastic Activities Association (WIAA). Respective coaches and advisors will make all student participants familiar with these rules. A variety of activities offered are not subject to WIAA guidelines; however, the guidelines will remain as a framework from which to operate all activity programs. As well, the district, the school and the coach or advisor will also develop policies and procedures from with the activity programs will operate;
2. Academics – In order to participate in interscholastic activities, students must be passing in accordance to the WIAA Standards and Quillayute Valley School District Athletics and Activities Handbook;

3. Transportation – The Quillayute Valley School District believes that total team participation includes riding the school bus to and from contests. The District will furnish transportation for participants to and from contests. All team and program participants will utilize school-provided transportation to and from all contests.

#### Exceptions to Riding the Team Bus

When legitimate situations arise, the principal or designee may excuse participants from travel to or from practices or contests with club, team or activity, provided the coach or advisor has been notified of the arrangement and one of the following conditions is met: (1) the participant is riding with his or her own parent or guardian, or (2) a parental note allowing the participant to ride with another adult. There must be advanced communication prior to departure.

4. Insurance – Each participant in athletics must have athletic insurance coverage. This coverage may be secured at the school office with the company currently sponsoring the insurance program. Waiver forms must be signed by the parent or guardian of those who are covered by insurance policies other than that offered by the school;
5. Physicals – Every prospective participant must have passed a physical examination as required by WIAA code prior to his/her athletic season. Barring subsequent injury or major illness requiring medical care, one physical exam shall be valid for twenty-four (24) consecutive months to the date; ref. WIAA Code 17.11.10
6. Injuries/Illness-
  - a. Report all injuries to the coach, immediately. Coaches are responsible for submitting a completed accident report to the athletic director in the building;
  - b. Secure an insurance injury claim form before going to the doctor about an injury. In an emergency, notify your coach as soon as possible; and
  - c. To resume participation following an illness and/or injury serious enough to require medical care, a participating student must present to the school officials a physician's written release; Ref. WIAA Code 18.13.3.
7. Equipment – School equipment is not to be worn or used as personal property. When properly cared for this equipment will remain good for many years. Participants will be issued equipment that has been properly maintained and fitted. Each athlete is responsible for the equipment checked out to him/her. The equipment is the property of the Quillayute Valley School District and shall be inspected on a regular basis. Athletes who fail to turn in their uniforms or equipment will be fined for the amount of money it cost to replace the uniform or equipment. An athlete with missing equipment or a uniform cannot receive a varsity letter until the equipment is returned or a fine has been levied.
8. Appearance – While it is recognized that many people desire an individualistic approach to the appearance, each head coach or activity advisor will determine the guideline he or she desired for their program;
9. Letter Awards (High School only) – Requirements to earn letters and awards will be published and distributed at the beginning of each sport season by each head coach or activity advisor where activity programs offer letter awards. To be eligible to receive letter awards, the participant must have adhered to the athletic and activity code and completed the sports or activity season in good standing;



## 10. Academic Recognition

### -WIAA Scholastic Awards Program

#### **Qualification:**

Any team/group with an average GPA (based on a 4.0 scale) of 3.0 or higher qualifies for a state award. A team with an average GPA (based on a 4.0 scale) of 3.00 - 3.49 qualifies for the Distinguished Team Award, where a team with an average GPA (based on a 4.0 scale) of 3.50-4.00 qualifies for the Outstanding Team Award. In addition, the team/group with the highest average GPA for their activities and classification level is recognized as Academic State Champion.

### -Spartan Scholar Program

**Scholar Athlete Award (High School only):** – In order to receive the Scholar Athlete Award, students must participate in and successfully earn a varsity letter in three (3) sports during a given year, as well as maintain a cumulative GPA of 3.5 or higher. Students who earn the Scholar Athlete Award will receive a letter jacket patch for the year.

**Spartan Scholar (High School only):** - Any Spartan Student-Athlete that maintains a 3.0 or higher based up their most recent quarter or semester grades will receive a certificate of recognition.

## 11. Attendance Regulations:

- a. Students who have an unexcused absence for all or any part of a school day are not eligible to participate in any way that day or on a following Saturday unless permission is granted by the Athletic Director and/or designee; and
- b. Excused absences in alignment Washington State standards are as follows:
  - 1) Illness, health condition or medical appointment (including but not limited to medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
  - 2) Family emergency, including but not limited to a death or illness in the family;
  - 3) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
  - 4) Court, judicial proceeding, court-ordered activity or jury service;
  - 5) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
  - 6) State recognized search and rescue activities consistent with RCW 28A.225.005;
  - 7) Absence directly related to the student's homeless status or foster care/dependency status;
  - 8) Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
  - 9) Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
  - 10) Absences due to a student's migrant status; and
  - 11) An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

- c. Regular attendance and promptness at practice, rehearsals, events or any preparatory activity is imperative for success and exhibits a level of commitment to the team. Occasionally, it may be necessary for a student to be either absent or late; however, the participant out of respect for the team will notify the coach and/or advisor in advance of the situation.
12. Activity Participation Forms – Students will not be able to participate without completion of the Activity Participation Form and any other required document requested by the coach/advisor. Athletes, including cheer, will need to have District Accident Insurance Form, Physical Examination Form and Emergency Card on file before competing. A notification from a health care professional will also be required before an athlete returns to activity after an injury or prolonged illness; Ref. WIAA 18.13.3. All athletic forms can be completed online using the following web address: <https://www.familyid.com/organizations/forks-junior-senior-high-school>
13. All participating students will purchase an Associated Student Body (ASB) card prior to the season or activity. Students may apply for financial assistance by making a request to the coach, advisor or building administrator. Students may not compete or participate in a performance without an ASB card.
14. Infractions Which Will Result in Discipline or Suspension:
- a. Unsportsmanlike conduct (including but not limited to: disruption, fighting, hazing, vulgarity, verbal abuse, etc.).
  - b. Destruction or defacing of school property;
  - c. Criminal acts committed while under school authority;
  - d. Criminal acts committed while not under school authority;
  - e. All students participating in activities are required to comply with all rules and regulations contained in Board Policies and Procedures 3200 – Students Rights and Responsibilities;
  - f. A participant is expected to adhere to all other rules which are unique to a particular activity;
  - g. Drugs, Alcohol or Tobacco (including anabolic steroids and legend drugs):
    - i. Alcohol, Tobacco or Marijuana:
      - First Violation (use, possession, distribution)  
A student will be ineligible immediately and will be suspended from the sport or activity season for 14 calendar days and must successfully complete a district approved education intervention program. The 14 days begin at the time of self-report to the coach/administrator or on the day the discipline is imposed. During the suspension, if the student has agreed to participate in a district approved educational intervention program, the student athlete may practice but may not participate in contests, events, or activities. Students are allowed only one “first offense” during the entire high school career.
      - Second Violation  
A student who again violates any provision of WIAA regulations, district policy, or the league rules, will be ineligible and prohibited from participating in any activity program for a period of one calendar year from the date of the second violation.  
  
A student who has been suspended from participation, following a second violation, may request consideration for reinstatement *following* the remainder of the current sports or activity season, plus the following school sports season. A written request

will be made to the principal or designee that includes the student's plan to remedy the cause of their suspension. The student will demonstrate to the satisfaction of the principal and the Athletic/Activity Review Board, consisting of the athletic director (who acts as the chair), one faculty member (participants may suggest three), one activity advisor, one junior high/high school coach (not coaching the sport involved) and one school administrator, that they have completed and/or are continuing to participate in educational and treatment programs, are making satisfactory progress in such programs, have complied with all conditions of the sanctions imposed upon them, and do not pose risk of further violations. The decision of the Athletic/Activity Committee Review on granting reinstatement shall be final. There is no guarantee a student will be reinstated. There will not be an appeals process after this step. The provisions of this policy will apply to all students who are suspended on its effective date, regardless of the date of their suspension. (If a student is suspended from school, he or she cannot practice or attend activities during the suspension period.)

- Third Violation

A student who violates any provision of WIAA regulations, district policy or the league rules for a third time will be permanently prohibited from participation in any activity program.

ii. Legend Drugs and Controlled Substances:

- First Violation

A student will be immediately ineligible for interscholastic competition in the current interscholastic program for the remainder of the season. Ineligibility will continue until the next season in which the student wishes to participate. In order to be eligible to participate in the next interscholastic activity season, the student will request in writing to meet with the Athletic/Activity Review Board, consisting of the athletic and/or activities director (who will act as chair of the committee), one faculty member (participants may suggest a total of three), one activity advisor, one middle/high school coach (neutral and not coaching the sport involved), and one school district administrator. The Athletic/Activity Review Board will recommend to the principal appropriate action to be taken in the student's case. The school principal will have the final authority as to the student's participation in the interscholastic activity program.

A student who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) will be given the opportunity for assistance through the school and/or community agencies. In no instance will participation in a school and/or community approved assistance program excuse a student from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with the athletic and activity code by the student may allow him/her to have eligibility reinstated in the athletic or activity program, pending recommendation by the school eligibility authority.

- Second Violation

A student who again violates any provisions of RCW 69.41.020 through 69.41.050 will be ineligible for interscholastic competition for a period of one calendar year from the date of the second violation.

- Third Violation

A student who violates for the third time RCW 69.41.020 through 69.41.050 will be permanently ineligible for interscholastic competition. Ref. WIAA 18.22.0.

iii. Definitions:

- Student Activity Expulsion: An action which denies the student participation in any activity until the expulsion has been terminated.
- Student Activity Probation: A trial period during which the student remains part of the team/group as long as she/he attempts to correct deficiencies.
- Athletic/Activity Review Board: A committee consists of the athletic and/or activities director (who will act as chairperson), one faculty member (participants may suggest a total of three), one activity advisor, one junior high/high school coach (neutral and not coaching the sport involved), and one school district administrator. The review board has the responsibility to review an appeal request. The District Athletic/Activity Review Board will be the appeal body to whom the participant may appeal the decision of a coach, advisor, or administration if unusual circumstances exist.

## 15. Student Appeals Process

Coaches and advisors have the right to discipline members for violations of team, school, district rules, league rules, or WIAA rules. Permanent expulsion from a team will be done by the principal or designee upon recommendation of the advisor or the coach. The parent or guardian will be notified by a conference and letter.

When infractions are alleged to have occurred within an athletic or activity program, the following process will apply:

- a. Sanctions will initially be imposed by the principal or designee of the school affected based upon the recommendation of the coach, athletic director or other staff members and upon such investigation as the principal determines to be necessary. The sanctions will be imposed in a written decision. The student and the student's parent or guardian will be notified of the imposition of sanctions by conference (on phone or in person and by a written letter. The student has the right to due process and will have the right to request an informal conference with the building principal or his/her designee after the imposition of sanctions. In the case of drug, alcohol, or tobacco violations, the sanctions in addition to the 14 days of suspension and mandatory attendance in a district approved intervention class may also include conditions requiring that the student participate in other educational or treatment programs, perform community service, make restitution, or other appropriate conditions;
- b. The student or the student's parent or guardian will have the right to have the imposition of a sanction reviewed by the Athletic/Activity Review Board. A request for such a review will be made to the building principal within three (3) school days of the date of receipt of the written decision of the principal or designee. The Athletic/Activity Review Board will conduct a hearing on the request for review within seven (7) school days of the request and will create a record for review. Within three

(3) school days of the hearing, chair of the Athletic/Activity Review Board shall issue a written order, based upon findings of factual information. The committee will affirm, reverse, or affirm with additional or altered conditions as decided by the principal or designee.

- c. The student or the student’s parent/guardian will have the right to appeal the decision of the Athletic/Activity Review Board to the superintendent. A request for such review will be made to the superintendent in writing within three (3) school days of the date of receipt of the written decision of the hearing officer. The superintendent or designee hearing officer will review the appeal solely on the written record and decision of the Athletic/Activity Review Board. Within three (3) school days of the appeal, the superintendent or designee will issue a written decision, which will affirm, reverse, affirm with additional or altered conditions, or remand to the hearing officer for further factual determination; and
- d. The student or the student’s parent or guardian will have the right to appeal the decision of the superintendent or designee hearing office to the school board. A request for such review will be made to the superintendent in writing within three (3) school days of the receipt of the decision of the superintendent. The board will review the appeal at its next regularly scheduled meeting or within seven (7) school days (whichever is sooner), solely on the written record and decision of the hearing office and the decision of the superintendent. The board may affirm, reverse, affirm with additional or altered conditions or remand to the hearing office for further factual determination.

Failure to comply with any of the above timelines will render the suspension decision final.

**Athletic/ Extra-curricular Activity Academic Eligibility**

Every student in the junior and senior school has the right to turn out for a sport or activity unless the participant is ineligible under WIAA or Quillayute Valley School District rules and regulations.

**Forks Junior and Senior High School Academic Eligibility Requirements**

- 1. **Academic Eligibility:** A student who attends Quillayute Valley School District will meet the WIAA minimum standard in the immediately preceding semester in order to be eligible for competition during the succeeding sport season. The record at the end of the semester shall be final, except for those credits earned in a regular, accredited summer school program and accepted by the district. Summer school grades become part of the second semester grades of the previous school year.

In order to obtain athletic eligibility, the student shall maintain passing grades in a minimum of:

- 3 classes in a 4 period day
- 4 classes in a 5 period day
- 5 classes in a 6 period day
- 6 classes in a 7 period day

Running Start Courses

- Two 5-credit quarter classes
- Two 3 –credit semester classes

Equivalent

- 2 high school credits
- 2 high school credits

- 2. **Monitoring of Grades:** The Quillayute Valley School District believes that a strong partnership between the student, parent, coach, and teacher will ensure student academic eligibility.

3. **Grade Check Monitoring:** At the beginning of each season, grades for students participating in a sport will be checked by the Athletic Director. Grades for students participating in an activity will be monitored by the principal. In order to be proactive and in making sure that students are on track for eligibility, grades will be monitored weekly by the Athletic Director and principal for all participants in athletics and extra-curricular activities. The Athletic Director and principal will communicate all grade checks with the respective coach or advisor. Coaches and advisors have the responsibility to work with students who are in danger of losing eligibility.

**Grade Check Consequences and Timeline:**

September 5 <sup>th</sup>	School Begins
October 4 <sup>th</sup>	(1 <sup>st</sup> Midterm) – Lose participation right in next scheduled competition(s) until grades reflect one F or better
November 8 <sup>th</sup>	(1 <sup>st</sup> Quarter Ends) – Lose participation right in the next scheduled competition(s) until grades reflect one F or better
December 6 <sup>th</sup>	(2 <sup>nd</sup> Midterm) – Lose participation right in the next scheduled competition(s) until grades reflect one F or better
January 31 <sup>st</sup>	(1 <sup>st</sup> Semester Ends) – WIAA – Lose participation right for five (5) weeks at Forks Senior High School; Lose participation right for three (3) weeks at Forks Junior High School
March 6 <sup>th</sup>	(3 <sup>rd</sup> Midterm) – Lose participation right in the next scheduled competition(s) until grades reflect one F or better
April 3 <sup>rd</sup>	(3 <sup>rd</sup> Quarter Ends) – Lose participation right in the next scheduled competition(s) until grades reflect one F or better
May 15 <sup>th</sup>	(4 <sup>th</sup> Midterm) – Lose participation right in the next scheduled competition(s) until grades reflect one F or better
June 15 <sup>th</sup>	(2 <sup>nd</sup> Semester Ends) – WIAA – Lose participation right for five (5) weeks (last Saturday in September) at Forks Senior High School; lose participation right for three (3) weeks at Forks Junior High School

4. **Ineligibility:** Any participant failing more than one (1) class at the end of a semester will be ineligible for five (5) weeks as per WIAA requirements at the high school and for three (3) weeks as per WIAA requirements at the junior high school in 8<sup>th</sup> grade.

Any participant failing more than one (1) class at the midterm or quarter grade check will not be eligible. Participants will become eligible when passing all classes or having only one (1) failure.

5. If a student athlete or participant believes there are extenuating circumstances for eligibility, he/she may request a conference with the Athletic/Activities Director to review the circumstances for eligibility.

**Parent or Guardian/Coach Relationship and Communication**

**Parents or Guardians Communicating Concerns to Coaches, Advisors, and/or Administrators**

The Quillayute Valley School District believes that strong partnerships with parents are important to building successes for our students and programs. Both parenting and coaching are extremely challenging roles. 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 student becomes involved in one our programs, you have the right to understand what expectations are placed on your student athlete. This begins with clear communication from the coach or advisor of your student’s program.

## **Communication**

One of the Quillayute Valley School District's goals is to provide timely and accurate information. The District recognizes that communication is based on trust and respect. We also recognize two-way communication is important in developing strong programs for the benefit of student success. We also realize that issues and problems are able to be resolved through open, honest two-way communication.

### *❖ Communication Tree*

#### **This is the protocol to follow to resolve conflicts within the athletic department**

- Student-athlete to captain or coach
- Parent to coach
- Parent to Athletic Director

#### ***Communications You Should Expect from Your Student's Coach or Advisor***

- Philosophy of the coach/advisor
- Expectations and goals the coach/advisor has for student athletes/participants, the team, and the season
- A schedule of locations and times for all practices and contests
- Specific team/program requirements, including special equipment, strength and conditioning programs, weekend activities, etc.
- Injury procedures for practices and contests
- Team rules, guidelines and consequences for infractions
- Lettering criteria
- Team selection process

#### ***Communication Coaches Expect from Athletes/Participants and Parents***

- Notification of any schedule conflicts in advance
- Notification of illness or injury as soon as possible

As your student becomes involved in the Quillayute Valley School District programs, he or she will experience some of the most rewarding moments of his or her life. It is so important to understand that there also may be times when things do not go the way you or your student wishes. At these times, discussion with the coach or advisor is encouraged out of respect for your student and the school. Communication is the first and most integral step to understanding and resolution.

There are situations that may require a conference between the coach/advisor and student, or coach and parent or coach, and student. These conferences are encouraged. It is important that all parties involved have a clear understanding of the other person's position. When a conference is necessary, this procedure shall be used to help resolve any concerns.

#### ***Appropriate Concerns to Discuss with Coaches/Advisors***

- The treatment of your student athlete
- Ways to help your student improve
- Concerns about your student's behavior

It is very difficult to accept your student athlete not playing as much as you hope. Coaches are professionals. They make decisions based on what they believe to be the best for all students involved, based on their knowledge of the collective team. As you have from the proceeding list, certain things can be and should be discussed with your student's coach. Other things, such as those listed below, must be left to the discretion of the coach:

- Playing time
- Selection process and cutting process
- Team strategy
- Play calling
- Other student athletes or team members

### **Parent Code of Conduct**

We believe it is an honor to work with your student in our programs. In order to best support your student, we expect you to follow our guidelines:

- Respect your student for the commitment he or she has devoted to the program.
- Make sure your student athlete understands that win or lose, you love him or her.
- Respect your student’s coach at all times.
- Be a positive role model.
- Communicate in a positive way. Encourage others to do the same.
- Out of respect for yourself, your student, our teams, our school and our community, control your emotions at games and events.
- Be realistic about your student athlete’s physical ability.
- Help your student athlete set realistic goals and work toward those goals.
- Emphasize “improved” performance, not winning.
- Provide a safe environment for training and competition.
- Don’t relive your own athletic past through your student athlete.
- Be a “cheerleader” for your student athlete and others on the team.
- Be sensible, responsible, and keep your priorities in order. There is more at stake than a win or loss record.

### **Parent/Student Notification**

The Quillayute Valley School Board recognizes that certain risks are associated with participation in athletics. Each parent or guardian shall be informed of the dangers that exist in each sport, in spite of reasonable supervision and training. Rules and corrective actions related to rule violations shall be distributed to each participant and his/her parents or guardians prior to the beginning of an athletic season.

A mandatory meeting will be held in the fall and spring for the parents or guardians of students who wish to participate in athletic and/or extra-curricular activities. Any student wishing to become involved in an athletic or extra-curricular activity will be required to sign and return the statement to the school, showing they have read, understand, and agree to comply with the Quillayute Valley School District Athletic and Activities Code. Students will be reminded of the policy and procedures at team and program meetings prior to the start of each activity season. These information meetings will be conducted by the coach or advisor.

### **Pre-Season Parent Meetings**

The purpose of the pre-season parent meetings is to provide timely and accurate communication, regarding the expectations of the student in the particular athletic or activity program. These meetings do much to promote the athletic or activity program and to prevent future problems.

Suggested topics include, but are not limited to:



- Philosophy of the program
- Expectations of participants
- How parents or guardians can support their student and the program
- Attendance standards
- Eligibility standards (required forms and fees)
- Safety concerns
- Nutrition and health care
- Equipment care
- Athletic and Activity Code
- Information specific to the sport or activity
- Availability of coaches/advisors
- Practice and event schedule and times
- Criteria for awards at the end of the season

### **Transfer and Foreign Exchange Students**

The Quillayute Valley School District will follow WIAA guidelines in regard to all transfer and foreign exchange students.

### **Training of Coaches/Advisors**

The coach/advisor must be properly training and qualified for an assignment. A guide which outlines the coaching assignment will be distributed to each coach. Training opportunities will be afforded to each coach/advisor so that he/she has completed the first aid training, as required by WIAA (Ref. WIAA 23.0.0).

### **Volunteer Coaches**

Volunteer coaches and/or advisors may serve as assistants only upon approval and authorization of the school district. Volunteers serve under the supervision and direction of a regularly certified staff member. Ref. WIAA 23.1.0.

### **Head Coach/Assistant Coaches' Code of Conduct**

All coaches must recognize his/her responsibilities for conducting his/her team activities within the policies and procedures established by the WIAA, League, and Quillayute Valley School District, and shall:

1. Model and shape behaviors that align to the District's Core Covenants of *Respect, Integrity, and Commitment*;
2. Conduct himself/herself in a professional manner;
3. Instill in each athlete a respect for equipment and school property, its care and proper use;
4. Exercise good judgment in projecting a positive coaching behaviors;
5. Assume a major role modeling of youth in his/her charge;
6. Teach and develop fundamental skills, develop able leaders and followers;
7. Foster cooperation and good sportsmanship for emulation by students engaged in activities and spectators.
8. Insist upon ethical behavior;
9. Instill in the participants a desire to win with a display of moderate self-esteem and to lose with dignity.
10. Develop and maintain a positive environment for student athletes;

11. Provide instructional experiences for students which will enhance their personal, physical, and social growth and development in a multi-ethnic environment;
12. Provide for safety and welfare of participants by stressing precautions and awareness of appropriate training and injury procedures;
13. Promote the total sports program with the student body, administration, teaching staff, parents or guardians, and the community/public;
14. Cooperate with and consider the needs of other coaches and staff members;
15. Be a good host to the visiting team, coach, and spectators;
16. Respect the official's judgment and interpretation of the rules;
17. Discipline and, if necessary, dismiss athletes who disregard good sportsmanship;
18. Cooperate with the district, or district-approved organizations which support district programs such as Booster Clubs;
19. Be committed to the program and district by assisting all coaches in carrying out his/her responsibilities, as directed by the Athletic Director.

**Quillayute Valley School District  
Forks Junior and Senior High School Athletic and Activities Handbook  
Verification of Receipt Form**

My signature indicates that I have read and understand the athletics and activities handbook/policies of Quillayute Valley School District. My signature also indicates that I will do my best to represent my team and school within the guidelines of the Core Covenants of *Respect, Integrity, and Commitment*.

Date: \_\_\_\_\_

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*Parent Signature*

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*Student Signature*

*This page must be returned to the athletic office prior to participation in any FJHS or FHS Athletic or Activities program.*