

# WEST VALLEY ATHLETIC/ACTIVITY HANDBOOK (Grades 7-12) 2011-2012



**Scholars in the Classroom**

**Athletes on the Field**



## **West Valley School District Student Athletic Handbook Table of Contents**

Table of Contents (1),  
Letter to Athletes and Parents (2),  
Mission Statement, Activities Philosophy, Activity Goals for WV School District (3),  
Pay to Participate (4),  
Athletic Offerings covered by this document (5),  
School Contacts (5),  
Attendance (6),  
Dressing Room, Equipment, Travel Rules (6,7),  
Conduct and Control for Participants, Definitions, Procedures, Violations, Reinstatement,  
Appeals (7-14),  
Activities Registration Procedure (15),  
Participants Warning (15),  
Program Description (15),  
Awards (16),  
WVSD Participation Standards for Students, Parents & Fans (16-17),  
WVSD Problem Solving/ Complaint Procedure (17-18),  
Coaches Code of Ethics (18-19),  
WIAA Rules Excerpts {*including WVSD Athletic Academic Standards*} (19-27),  
Sexual Harassment/Bullying/Harrassment Policies/Procedures (28-34),  
National Federation of High Schools Definitions and Information on Hazing (35-36),  
Acknowledgements (37)

**FORMS** (Not included in the online version, forms found separately on the WVHS Website)  
WVSD Athletic Clearance (please use 3-part form or make copies)  
WVSD Safety Guidelines (by sport)  
WIAA pre-physical participation history (completed by athlete/parent) & physical exam form  
Lystedt Law/Concussion Management Parent/Athlete Information & Signature Form  
WIAA/WVSD Running Start Agreement  
WIAA/WVSD Home Based Instruction Agreement  
WIAA/WVSD Alternative Education Instruction Agreement

Dear Participant and Parent:

Welcome to West Valley School District Athletics. We hope our student athletes will benefit from their experiences while involved in athletics/activities during their time in the West Valley School District. To ensure this, you will want to review this handbook and spend time discussing it together. Because your awareness of the contents of this handbook are very important, you will be required to sign the West Valley Athletic Information/Clearance Form, acknowledging that you are aware of/will abide with the rules and regulations contained within, both for participants and parents/fans. Please return the form to the coach, advisor, or building activity/athletic director before the start of practices for that activity.

We also ask that students and parents pay particular attention to the section regarding the Code of Conduct. The West Valley community and the West Valley School District have consistently supported a very high standard of acceptable student and parent/fan behavior. Within this handbook, you will find a list of activities that are covered by these regulations.

By participating in the co-curricular program, your son/daughter will be subject to the athletic/activities code of conduct for the entire calendar year. Students involved in code violations will be subject to sanctions during this period. Please take the time to read and understand this section and to discuss it with our son/daughter. We take great pride in the fact that the West Valley School District abides by and in some instance exceeds (where applicable) the rules, policies, and procedures of the Washington Interscholastic Activities Association (WIAA).

You should also be aware that coaches/advisors are authorized to decide which students are selected to the team(s) and which students are to participate in each contest. Although we have developed an extensive program to provide the most participation possible, it is a co-curricular program and there is no guarantee that a student athlete will participate in every contest.

We hope you and your son/daughter have an enjoyable and rewarding experience participating in West Valley School District athletics/ activities. Best wishes for a fine year to all participants in the Panther and/or Ram families!

## **West Valley School District Mission Statement**

The mission of the West Valley School District, a vital part of a proud and caring community, is to ensure that all students achieve their highest level of knowledge, skill and attitudes necessary to be responsible and productive citizens, effective communicators, creative problem solvers and life-long learners. Through the combined efforts of our families, school and community we will provide a safe, high quality learning environment in which each student experiences success every day.

## **West Valley School District Activities Philosophy**

The West Valley School District recognized that the interscholastic activities program is an integral part of the school life. As such, this broadly based program should contribute to the intellectual, physical, social and emotional growth of students. The District is committed to operating all co-curricular programs in a manner that not only teaches the techniques, fundamentals and strategies of the activity but that also enhances the physical, social and emotional development of the participants and the spectators.

## **Activity Goals for the West Valley School District**

*To promote the development of good citizenship*

- Through an athletic program that is committed to principles of justice, fair play, and good sportsmanship.

*To support and contribute to the goals of the total education program.*

- Through the development of physical fitness and realization that a healthy body increases the probability of effective learning.
- By providing a strong program that attracts student body interest and motivates a positive learning atmosphere.
- By assuring students' involvement in program planning and development.

*To promote community interest and involvement in school activities*

- By providing enjoyable experiences for participants and spectators.
- By establishing rules and standards for athletics that reflect the behavior standards approved by the community.

*To develop excellence and understanding of the value of competition in our society*

- Through recognition of outstanding performance.
- By emphasizing the educational value of trying to win and learning to compete.

## **WVSD PAY-TO-PARTICIPATE - ADMINISTRATIVE GUIDELINES (Amended Summer 2011)**

As a result of the increasing cost of operating the WVSD Athletic Program, a pay-to-participate and a facility use fee for athletics and activities are in effect in accordance with the following guidelines:

### **PROGRAM MANAGEMENT**

The athletic and activities programs will be managed by the West Valley School District administration. In athletics where a selection process is used (e.g. basketball, baseball), the fee will not be collected until the squad(s) has/have been determined. In these cases, payment needs to be made on after the squad is announced and before the opening contest. If an athletic team or activity does not have a squad selection process (e.g. football), the fee should be paid before the opening contest. Contact your building athletic director if the need for a variance/payment plan is necessary.

### **PROGRAM CONTENT/ MINIMUM PARTICIPATION THRESHOLD**

Program content will be determined by the West Valley School District administration. The administration reserves the right and has the responsibility to evaluate each program based on the following criteria:

- The minimum number of participants needed to make the program cost effective.
- Whether the program/activity has appropriate sponsorship.
- Whether facilities are available to accommodate program need.

The administration will cancel any sport or activity that does not have the prerequisite number of participants for cost effectiveness. The administration will set the minimum threshold for each sport.

### **COLLECTION OF FEES**

All fees for the High School (*grades 9-12*) will be collected by the *HS or Freshman Campus Main Office during regular business hours (7:30 am-2:35 pm)*. Junior High School fees will be collected at the *JH Main Office*.

### **REFUNDS**

Refunds will **not** be made for any reason including dropping out, being discharged from the team by the coach, academic ineligibility, or transferring. The only exception is if a student has participated in less than 50% of the season or year, and is given a doctor's release stating that he/she cannot finish the season.

### **FEE SCHEDULE**

**9<sup>th</sup> Grade through 12<sup>th</sup> Grade** - The participation fee for each sport will be \$100, with an individual cap of \$200 per school year. In addition, those participating in the following sports are subject to a \$100 "facility fee" to offset the cost of renting off-site facilities: B/G Swim & Dive, Bowling, B/G Golf. The "facility fee" is in addition to the participation fee and is not subject to the individual or family cap.

**7<sup>th</sup> and 8<sup>th</sup> Grade** - The participation fee for each sport will be \$30. In addition, those participating in the following sports are subject to a \$50 "facility fee" to offset the cost of renting off-site facilities: Bowling. The "facility fee" is in addition to the participation fee and is not subject to the individual or family cap.

**Family Rate:** A family will be held to a participation fee maximum of \$300.00 per year for two or more student participants in the same family.

**Activity Fees:** Students participating in the WVSD musical/play will pay a \$30 participation fee. Those students participating on HS/JH Academic Competition teams will pay a \$10 participation fee.

**Low Income Rate:** Assistance may be available through parent support groups for the various activities. Students and parents are encouraged to talk to their respective Athletic Director/Counselors for specific options with support groups.

***Payment of the participation fee in no way guarantees that the student will participate in every athletic contest, nor does payment imply control over any conditions of a team or activity.***

**West Valley School District Athletic Offerings (covered by this document) 2011-2012**

**West Valley High School/Freshman Campus School Athletics (9-12)**

**Fall**

Football (V,JV,F)  
Volleyball (G-V,JV,C,F)  
Soccer (G-V,JV)  
Swimming/Diving (G-V,JV)  
Cross Country (B & G-V,JV)

**Winter**

Basketball (B & G-V,JV,F)  
Swimming/Diving (B-V,JV)  
Wrestling (V,JV)  
Bowling (G-V,JV)

**Spring**

Baseball (B-V, JV, C)  
Fastpitch (G-V,JV,C)  
Golf (B & G-V,JV)  
Soccer (B-V,JV)  
Tennis (B & G-V,JV)  
Track (B & G-V,JV)

**West Valley High School/Freshman Campus School Activities (9-12)**

**Fall**

Cheer, FB (B & G, 10-12<sup>th</sup> grades)  
Drill Team (G-9<sup>th</sup>-12<sup>th</sup> grade)

**Winter**

Cheer, BB (B & G, 10-12<sup>th</sup> grades)  
Cheer, Wr. (B & G, 10-12<sup>th</sup> grades)  
Drill Team (G-9<sup>th</sup>-12<sup>th</sup> grade)

**Spring**

Cheer & Drill Tryouts

**West Valley Junior High Athletics (7-8)**

**Fall**

Football (B)  
Volleyball (G)  
Soccer (B)  
Softball (G)  
Cross Country (B & G)

**Winter**

Basketball (B & G)  
Wrestling  
Bowling (G)  
Dance

**Spring**

Baseball (B)  
Soccer (G)  
Track (B & G)

**West Valley High School Contacts**

Co-Principals: Bill Oppliger  
Asst. Principal: Jake Hall  
Asst. Principal: Eva Lust  
Athletic Dir.: Joe Coscarart,  
Activity Dir.: Craig Lacy  
Main Phone #: 972-5900,  
Fax #: 972-5901,  
Website: <http://hs.wvsd208.org/sitehome/index.htm>

**West Valley Freshman Campus Contacts**

Principal: Dr. Jean Seibert,  
Ath/Act. Dir.: Joe Coscarart,  
Main Phone #: 972-5600,  
Fax #: 972-5601,  
Website: <http://www.wvsd208.org/fc/>

**West Valley Junior High School Contacts**

Principal: Tom Schend  
Asst. Principal Rick Ferguson  
Ath/Act. Dir.: Klayton Wyckoff  
Main Phone #: 972-5800  
Fax #: 972-5801  
Website: <http://jh.wvsd208.org/SiteHome/>

## **School Attendance Regulations**

**Participation** – All day school attendance for practice and contest days is mandatory. Full day school attendance is required the day following a contest \*(see Travel Rules). Participant must obtain special administrative approval for special needs/circumstances to waive this requirement by phoning the school and discussing the problem with the athletic director or principal IN ADVANCE. If approval has not been given in advance, the student must present a doctor’s or dentist’s note to the principal, AD, or designee immediately upon returning to school in order to be eligible to participate in that day’s school activities. Irregular school and/or practice attendance is cause for suspension from the team.

### **Attendance** –

1. Unexcused School/Practice/Contest Absences:
  - a. First Offense-miss next contest
  - b. Second Offense-miss next 2 contests
  - c. Third Offense-off team
  
2. To compete, an athlete must attend school on the day of the activity. Approved shortened schedules for seniors, doctor or dentist appointments or funerals shall serve as exceptions, when pre-approved.
  
3. Athletes who report to school late the day of or following an athletic contest (see exception on page 4) will not practice or play on that day unless cleared by the principal, AD, or designee.
  
4. In the event a student-athlete is inadvertently allowed to participate after an attendance violation, the student will forfeit participation on the next appropriate occasion.
  
5. An athlete who is suspended from school may not participate in practice or play during the period of suspension. This period is defined as from the close of school on the day of suspension to the end of the school day upon completion of the suspension.

## **Dressing Room Procedures**

1. Keep assigned lockers locked and clean
2. “Rough-housing”, “hazing”, or “horse-play” of any sort is dangerous and will not be permitted.
3. SHOWERS – Coaches are to instruct athletes that they should shower after each game turnout as a health and training practice.

## **Equipment**

School equipment checked out by the student is the student’s responsibility. The student is expected to keep it clean and in good condition. Students attending commercial camps or clinics during summer must provide their own equipment and uniforms.

## **Travel Rules for Activities**

The following rules will be enforced whenever it is necessary to travel to other schools for contests or to alternate off-campus turnout/game sites:

1. All students must travel to and from contests in which transportation is provided by the school district, except that a student may travel:
  - a. With their own parent, if the parent arranges with the coach/advisor, to transport his/her son/daughter in their own vehicle (sign the release form with the coach after the event).
  - b. In a private vehicle with a non-parental adult, (1) if the parent fills out the West Valley School District Non-Parental Transportation Request Form request and submits it to the principal or designee prior to departure and the principal/designee gives approval to the coach/advisor in charge.

2. Participants will remain with their squad and under the supervision of their coach/advisor when attending any contests.
3. Misconduct of any sort while traveling to and from an away contest will be dealt with according to “Conduct and Control for Participants” as outlined in the handbook.
4. Full day school attendance is required the day following a contest. With the approval of the principal or designee, students will be required to be in attendance at their respective schools eight (8) hours after their athletic/activities bus arrives back at West Valley High School after 12:00 midnight.

Visiting participants are direct representatives of their school, community and homes and should conduct themselves accordingly.

### **Conduct and Control for Participants**

In order to accomplish the goals set forth, it is necessary to develop and maintain a team spirit that is based on appropriate standards. Certain regulations are necessary to prevent disruption of team spirit that could detract from the competition and cooperation values provided by activities.

School Programs should reflect the attitude of the community that pays for them and, if appropriate benefits are to be derived from the athletic program; it must be able to operate in a climate devoid of disruptive influence. If the community is to truly identify with its schools through the activity medium, it is imperative that team members conduct themselves in a manner that will inspire pride and approval.

All students who participate in the activities program of the West Valley School District will comply with the rules and regulations and will submit to the reasonable discipline of the school authorities. Any student having registered and/or participated in the activities program is subject to the participant conduct and control for student from the first participation until graduation from senior high school.

Any student participant who willfully performs an act, which materially interferes with or is detrimental to the orderly operation of a school’s educational and activities program will be subject to discipline, probation, suspension or expulsion as described below.

The following acts by a student participant will constitute sufficient cause for discipline, probation, suspension or expulsion: the commission of any criminal act as defined by law or any behaviors defined as exception misconduct. This includes, but not limited to: disruptive conduct; disobedience of reasonable instructions of school authorities; refusal to identify oneself; unauthorized absence from turnout or game; cheating; immoral conduct; vulgarity or profanity; destruction or defacing of property; extortion; intimidation or harassment (including racial/gender) of another student or employee; assault of another student or employee; stealing; possession or use of any dangerous weapons or objects and; use, sale or possession of tobacco; use, sale or possession of alcoholic beverages; use, sale or possession or drugs and/or related paraphernalia. Possession includes both physical and constructive possession.

Student participants suspended or expelled from school must be reinstated to activity participation when reinstated to school, if the act is not related to activity standards. Also, if a student is suspended from school, the student is on probation/suspended from activities and even though back in school pending appeal, the student is still subject to activity discipline.

***NOTE: Sanctions will carry over from ninth grade to senior high school, from seventh grade to eighth grade and from eighth grade to ninth grade; seventh and eighth grade will not carry over to senior high school.***

**Conduct & Control Definitions & Terms**

<ul style="list-style-type: none"> <li>• <i>Activities Probation</i></li> </ul>	Is a period during which a student remains a part of the squad while he/she is given an opportunity to correct the deficiencies in a time prescribed by the coach and/or Activities Director. During the probation, student participant may continue to participate in turnouts and contests (see page 10).
<ul style="list-style-type: none"> <li>• <i>Activities Suspension</i></li> </ul>	Is a suspension from participation for a specified number of contests, the duration which may extend beyond the current season. The suspended student participant will take part in activity turnouts and meetings and continue grade checks (see page 11).
<ul style="list-style-type: none"> <li>• <i>Activities Expulsion</i></li> </ul>	Means the complete denial of the privilege to participate in any West Valley activity program for an indefinite period of time (see page 11).
<ul style="list-style-type: none"> <li>• <i>In Season</i></li> </ul>	begins with the first WIAA allowed.
<ul style="list-style-type: none"> <li>• <i>Out of season</i></li> </ul>	Any time not in the season. This document is in force 365 days per year.
<ul style="list-style-type: none"> <li>• <i>Calendar Year</i></li> </ul>	365 consecutive days.
<ul style="list-style-type: none"> <li>• <i>Completed Season</i></li> </ul>	A season in which a student begins the season within the first week of turnout and completes the season, in good standing, without interruption until the last scheduled event/competition for that activity for that west valley high school. Completing the season includes attending practices, meetings. Games, etc, as established by the coach/advisor of that activity.

**Alcohol and/or Substance Abuse Definitions /Terms.**

<ul style="list-style-type: none"> <li>• <i>Actual Possession</i></li> </ul>	The act of having a substance in one's custody or control. Actual possession occurs when the item is in physical custody of the person charged with possession.
<ul style="list-style-type: none"> <li>• <i>Constructive possession</i></li> </ul>	In the absence of physical possession if there is dominion and control over the substance- such as knowledge that alcohol, legend drugs or illegal substances are available and are being used by others- student athletes have a responsibility to remove themselves beyond all reasonable doubt and proximity from that situation. At off campus events, where drugs, alcohol, or other illegal substances are evident, student athletes who have made a willful choice to remain at the event are in violation of the rule.
<ul style="list-style-type: none"> <li>• <i>Use</i></li> </ul>	Physical consumption of any illegal substance by any means.
<ul style="list-style-type: none"> <li>• <i>Sale</i></li> </ul>	The act of distributing an illegal substance by means of exchanging substances for an agreed sum of money or other valuable consideration.

<ul style="list-style-type: none"> <li>• <i>Proximity</i></li> </ul>	Close in distance, time or relationship (commingling or interacting) with other students coming or going from a social gathering, whether inside location or outside location (yard, street, neighborhood).
<ul style="list-style-type: none"> <li>• <i>Discovery- investigative</i></li> </ul>	The process by which an administrator/coach/adviser, arrives at a conclusion regarding a student's involvement in an activities code infraction without the student's full/honest cooperation. The decision will be based on evidence either verbal, or written.
<ul style="list-style-type: none"> <li>• <i>Discovery- self admittance-</i></li> </ul>	Participants who admit to their involvement in an activity code infraction within two working days of the initial administrative contact.

**Standard Application/Procedures for Implementing Probation, Suspension and Expulsion from Activities, Senior and Middle Level**

**Activities Probation (Behavioral/Attendance/Academics)**

- *The building AD produces a weekly grades report for coaches. Students are placed on probation (warning) for a single week with a D or F grade. Athletes should be notified of the probation by the coach. Parents can monitor their student's grades via internet with Parent Access.*
- Coaches/advisors may send student home for the remainder of a contest or turnout if their conduct is disruptive.
- In the event probation is imposed, the coach/advisor will:
  - Inform the student participant of the deficiencies, how the student is to correct them and the number of days of probation.
  - Contact the parent/guardian before the next team game/turnout.
- Upon completion of the probationary period, if the deficiency is not corrected, the student participant is recommended for suspension to the Building A.D.

**Activities Suspension/Expulsion Investigative Conference (Substance Issues/Advanced Behavioral Issues)**

- *The building AD produces a weekly grades report for coaches. Students are placed on academic suspension (no competitions, practices only) for a consecutive weeks with a D or F grade. Athletes should be notified of the suspension by the coach. Parents can monitor their student's grades via internet with Parent Access.*
- Prior to the suspension or expulsion of any student participant *for substance issues or advanced behavior issues (not for academics)*, a conference will be conducted with the student as follows:
  - The Principal/Designee will present to the student participant an oral and/or written notice of alleged misconduct and violation (s) of school district rules, the evidence in support of the allegations, and the corrective action or sanction to be recommended.
  - The student participant will be provided the opportunity to present an explanation.
  - Following the conference with the student, the principal/or designee may recommend activity suspension or expulsion.

- If the principal/designee imposes athletic suspension or expulsion, the student participant will be orally notified of the action taken. Within 5 working days, a certified, written notice will be sent by mail to the student’s parent/guardian containing the following information: The action taken (suspension, expulsion, etc.), the reason for such disciplinary action, and the right to a building administrative conference (step one of the appeal process, see page 15). A copy of the suspension or expulsion notice will be sent to the Superintendent, Asst. Superintendent, the Special Services Director and District Athletic Coordinator.

**1<sup>st</sup> Violation In-Season/Out of Season (Alcohol Issues)**

<b><u>Means of Discovery</u></b>	<b><u>Actual Possession/Use/Sale</u></b>	<b><u>Constructive/Proximity Possession</u></b>
<b>Investigative</b>	<i>Suspension for 50% of current (or next played) season’s contests, including post-season (and into the next season if less than 50% of current remains)</i> <b><u>Reinstatement Process (REQUIRED following suspension for alcohol issues, see pg. 14)</u></b>	<i>Suspension for 40% of current (or next played) season’s contests, including post-season (and into the next season if less than 40% of current remains)</i> <b><u>Reinstatement Process (REQUIRED following suspension for alcohol issues, see pg. 14)</u></b>
<b>Self Admittance</b>	<i>Suspension for 30% of current (or next played) season’s contests, including post-season (and into the next season if less than 30% of current remains). 10% of the season may be held in abeyance by the principal.</i> <b><u>Reinstatement Process (REQUIRED following suspension for alcohol issues, see pg. 14)</u></b>	<i>Suspension for 20% of current (or next played) season’s contests, including post-season (and into the next season if less than 20% of current remains). 10% of the season may be held in abeyance by the principal.</i> <b><u>Reinstatement Process (REQUIRED following suspension for alcohol issues, see pg. 14)</u></b>

**2<sup>nd</sup> Violation In-Season/Out of Season (Alcohol Issues)**

<b><u>Means of Discovery</u></b>	<b><u>Actual Possession/Use/Sale/Constructive/Proximity Possession</u></b>
<b>Investigative</b>	<i>Suspension for 100% of current (or next played) season’s contests, including post-season (and into the next season if less than 100% of current remains). <b><u>Reinstatement Process (REQUIRED following suspension for alcohol issues, see pg. 14)</u></b></i>
<b>Self Admittance</b>	<i>Suspension for 60% of current (or next played) season’s contests, including post-season (and into the next season if less than 60% of current remains). 10% of the season may be held in abeyance by the principal. <b><u>Reinstatement Process (REQUIRED following suspension for alcohol issues, see pg. 14)</u></b></i>

**3<sup>rd</sup> Violation In-Season/Out of Season (Alcohol Issues)**

Whether in season or out of season, a third violation of the activities code for alcohol and/or substance abuse will result in expulsion from all activities in the West Valley School District.

**Tobacco Violations In Season/Out of Season**

<b>1<sup>st</sup> violation</b>	<i>Suspension for 10% of current season’s contests, including post-season (and into the next season if less than 10% of current remains), take a 4 hour tobacco education/prevention course as recommended by the WVSD Drug/Alcohol Interventionist, Written request for reinstatement from both parents and athlete which includes a summary of the progress relating to steps taken, to be taken, and a reflection and self-evaluation of the behavior.</i>
---------------------------------	---

**2<sup>nd</sup> and subsequent violations**

*Suspension* for 20% of current season's contests, including post-season (and into the next season if less than 20% of current remains), take a 20 hour tobacco cessation class as recommended by the WVSD Drug/Alcohol Interventionist at either the American Lung Association or Memorial Hospital, Written request for re-instatement from both parents and athlete which includes a summary of the progress relating to steps taken, to be taken, and a reflection and self-evaluation of the behavior.

***Season Lengths: (Post-season subject to change, all percentages and suspensions based on regular full regular season lengths/contests, see examples that follow***

- Football:** HS: 10 regular season (4-5 possible playoff games); Middle Level 6 games
- B/G Soccer:** HS: 16 regular season (max. 8-10 possible playoff games); ML 10
- Volleyball:** HS: 16 regular season (max. 10-12 possible playoff matches); ML 10
- Cross Country:** HS: 10 regular season (max 2-3 possible post-season meets); ML10
- B/G Basketball:** HS: 20 regular season (max. 8-10 possible playoff games); ML 10
- Wrestling:** HS: 16 regular season (3 post-season matches); ML 10
- B/G Swimming:** HS: 10 regular season (max. 2-3 possible post-season meets);
- Bowling:** HS: 12 regular season (max 2-3 possible post-season matches); ML TBD
- Baseball:** HS: 20 regular season (max 8-10 possible playoff games); ML 10
- Fastpitch:** HS: 20 regular season (max 8-10 possible playoff games); ML 10
- Track:** HS: 10 regular season (max 2-3 possible post-season meets); ML 10
- Tennis:** HS: 16 regular season (3 post season matches)
- Golf:** HS: 12 regular season (3 post season matches)
- Cheer:** HS: see football, basketball, wrestling season lengths
- Band/Drill/Dance:** HS: see football (including fall invites/parades) and basketball (including winter invites/parades) season lengths (drill state included in basketball season.)

EXAMPLES OF DISCIPLINARY ACTIONS FOR GAME/MEET/MATCH SUSPENSIONS (ALL %'S ROUNDED UP)

Johnny, a varsity football player has a first alcohol violation that comes to light after game 2 of the football season for an investigative, actual possession charge. The team's season ends at game 9. Consequence? Lose games 3,4,5,6,7 (50% of current season) must turn out for practices and follow the reinstatement steps to regain eligibility.

Joey, a varsity football player has a first alcohol violation that comes to light after game 6 of the football season for an investigative, actual possession charge. The team's season ends at game 12 (state quarterfinals) after a nice playoff run. Consequence? Lose 7-11 games (50% of current season) must turn out for practices and follow the reinstatement steps to regain eligibility.

Bart, a varsity football player has a first alcohol violation that comes to light after game 6 of the football season for an investigative, actual possession charge. The team's season ends at game 10. Consequence? Lose games 7,8,9,10 (40%) and serves a remainder (10%) during the next season for that athlete, must turn out for practices and follow the reinstatement steps to regain eligibility.

Bobby, a JV football player has a first alcohol violation that comes to light after game 6 of the football season for an investigative, actual possession charge. Consequence? The varsity makes the playoffs, but since he would not have made the varsity playoff squad, he loses games 7-10 (40%) and serves the remainder (10%) during the next season for that athlete (must turn out for practices and follow reinstatement steps to regain eligibility.)

Geoff, a junior who would have played on the varsity basketball team has a second alcohol violation that comes to light in October (investigative). His only sport is basketball. Consequence? Loses entire basketball season (but must turn out for practices the entire season as a non-roster player/manager and follow the reinstatement steps to be eligible the next season).

Shelly, a junior who would have played on the varsity basketball team has a second violation (an MIP/MIC in the summer) that she informs the school administration of via a letter/phone call during the summer, before the school receives the report from law enforcement (Self-Admittance, Actual). Consequence? Loses games 1-12 (60%) of Basketball season, must turn out for practices and follow reinstatement steps to regain eligibility.

Shelly, in the same situation above, tries out for the volleyball team in hopes of having the consequences be served in the fall...she does not make the team. Consequence? Loses games 1-12 (60%) of basketball season, must turn out for practices and follow the reinstatement steps to regain eligibility.

Shelly, in the same situation above, tries out for cross-country in hopes of having the consequences be served in the fall...she makes the team. Consequence? Loses meets 1-6 of cross country season, must turn out for all practices and compete in any remaining meets for the fall season while following the reinstatement steps to regain eligibility. If she does, she will be fully eligible for the winter season...if she skips any practices or quits the team, she will have to start from zero: losing games 1-12 of basketball season.

Suzy, a JV track athlete has a first prescription/legend drug/steroid/illicit substance violation that comes to light after meet 5 of the spring season. Consequence? Suzy loses remainder of the current season by WIAA rule. May seek help for problem with use of drugs. Can be reinstated with appearance before the WVSD Ad Hoc Discipline Committee and follow their recommendations and reinstatement process.

Jill, an 11<sup>th</sup> grade, varsity track athlete who would have definitely made it to the district meet has a first prescription/legend drug/steroid/illicit substance violation that comes to light after meet 7 of the spring season. Consequence? Jill loses remainder of the current season by WIAA rule. May seek help for problem with use of drugs. Can be reinstated with appearance before the WVSD Ad Hoc Discipline Committee and follow their recommendations and reinstatement process.

Anita, a 10<sup>th</sup> grade, JV track athlete who has a second prescription/legend drug/steroid/illicit substance violation that comes to light with 2 regular season meets remaining. Consequence? Anita loses all athletic eligibility for one calendar year by WIAA rule. After the calendar year, athlete can be reinstated with appearance before the WVSD Ad Hoc Discipline Committee and follow their recommendations and reinstatement process.

Crystal, an 11<sup>th</sup> grade basketball cheer squad athlete has a 2<sup>nd</sup> tobacco violation for smoking on the bus on the way home from the 5<sup>th</sup> game of the year. Consequence? Crystal loses games 6-9 (20%) of the season, must turn out for practices and follow reinstatement steps to regain eligibility

Laura, a 12<sup>th</sup> grade drill team athlete, has a 1<sup>st</sup> or 2<sup>nd</sup> violation that takes place at the state basketball tournament. Consequence? Will not be able to attend/participate in the State Drill Competition.

### **Prescription (Legend) Drugs/Anabolic Steroids/Controlled Substances**

**Legend drugs and controlled substances** – Penalties for the possession, use or sale of legend drugs (drugs obtained through prescription, RCW 69.41.020-050) and controlled substances (RCW 69.50) shall be as follows:

**1st Violation** - A participant shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. Ineligibility shall continue until the next sports season in which the participant wishes to participate unless the student accesses the

assistance program outlined in B (below.)

A. In order to be eligible to participate in the next interscholastic sports season, the student athlete shall meet with the school eligibility board consisting of coaches and administrators selected by the principal, to request approval to participate. 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 (RCW 69.41.010 identified substances) or controlled substances and controlled substance analogs (RCW 69.50.101 identified substances) 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 that athletic season, pending recommendation by the school eligibility authority.

**2nd Violation** - A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.

**3rd Violation** - A participant who violates for a third time RCW 69.41.020 - 69.41.050 or of RCW 69.50 shall be permanently ineligible for interscholastic competition.

**Reinstatement Process (REQUIRED following suspension for any/all substance issues):**

**The building principal may reinstate to competition/activity upon the completion of the following:**

- Drug and/or alcohol assessment (including urinalysis assessment) conducted by the WVSD Intervention Specialist and/or WVSD designee. Parents and/or guardians are required to participate in the drug and/or alcohol written/oral assessment process.
- Proof that a drug/alcohol, counseling, or preventive education program (as a requirement after the written/oral assessment) has been substantially completed (substantial means on-going attendance).
- Proof that (10-1<sup>st</sup> violation; 20-2<sup>nd</sup> violation) community service hours arranged through appropriate agencies and approved by the principal/designee has been substantially completed.
- Written request for re-instatement from both parents and athlete which includes a summary of the progress relating to steps taken, to be taken, and a reflection and self-evaluation of the behavior.

**Appeal Procedure**

- *Building Administrative Conference (STEP 1)*
  - Any student participant, parent or guardian who is aggrieved by any activity suspension or expulsion has the right to an informal conference with the principal, or his/her designee, and any other employee involved. Any request for such administrative conference will be made within five school days of the mailing of the certified return written notice of the action.
  - At such administrative conference, the student participant, parent /guardian, principal and/or designee will engage in dialogue regarding the matter being grieved, including the means of discovery and/or the disciplinary procedures and penalties being imposed.

- *Ad Hoc Discipline Committee Conference (STEP 2)*
  - Any student participant, parent/guardian who may be aggrieved following the administrative conference may, within 3 working days of the administrative conference, present a written and/or oral grievance to the building principal and/or his/her designee in order to convene the West Valley School District Activities Ad Hoc Discipline Committee. The District Designated Coordinator will convene the Committee within 10 working days, after consulting on a mutually agreed upon date with the parties involved. Due to the difficult nature of organizing the meeting, once the appeal date has been set, the aggrieved and/or their designee must appear or the matter is closed.

FUNCTION: To function as the first appeal panel after the informal conference step in cases of athletic/activity suspension or expulsion to review the case and hear any new facts or evidence.

AUTHORITY: The committee has the right to amend and/or modify previous administrative disciplinary decisions.

COMMITTEE: A panel of three to seven individuals with voting rights and a non-voting chairman. Chairman to be the District Athletic Coordinator, who will be responsible for scheduling, rules of order, voting and notification of decision.

- If a Grade 9-12 student (Suspension Offense) there will be five members: two 9-12 grade parents, one teacher/coach and one administrator/AD from another school, one high school student.
- If a Grade 7-8 student (Suspension Offense) there will be three members: one 7-8 parent, one teacher/coach and one administrator/AD from another school.
- If a Grade 9-12 student (Expulsion Offense) there will be seven members: two 9-12 parents, two teacher/coaches (at least one from another school), one administrator/AD from another school, two high school students.
- If a Grade 7-8 student (Expulsion Offense) there will be five members: two 7-8 parents, two teacher/coaches (at least one from another school), one administrator/AD from another school.

**JURISDICTION: OVER ALL VIOLATIONS OF THE WEST VALLEY SCHOOL DISTRICT ATHLETIC/ACTIVITIES HANDBOOK THAT ARE APPEALED PAST THE INFORMAL CONFERENCE STAGE.**

- *School Board Appeal/Hearing (STEP 3)*
  - If the appeal is not resolved, the student, parent/guardian, within 5 working days of the Ad Hoc conference, may present a written and/or oral grievance to the Board of Directors to be dealt with at its next regularly scheduled or special meeting.
  - The Board of Directors will notify the student participant and the student's parent/guardian in writing of its decision within ten school days following the meeting.
  - The discipline, probation, suspension or expulsion will continue notwithstanding the implementation of the appeal procedure.

### **Activities Registration Procedure**

1. Activities Information Form: Athletes will obtain a West Valley School District Activities Information Form and make certain that all items are PROPERLY completed. Turning to Building Athletic Director/Main Office or Head Coach.
2. Physical exam procedures for athletes: the physical examination must certify that the athletes physical condition is adequate to participate in interscholastic athletics, as per the WIAA Handbook. Turn in to building athletic director/main office or head coach (See Appendix B for official WIAA Physical form).

3. Parent/athlete sport specific consent. Turn in to building athletic director/main office/head coach.
4. Concussion Management (Lystedt Law) Information Form signed/dated by parent and athlete (yearly)
5. Have a valid ASB card.
6. Pay the pay-to-participate fee in the JH/FC/HS office by the posted deadline.
7. In order to participate, a prospective student/athlete must be on the team roster by the end of the 3rd week (the exception would be a transfer student in a non-cut sport, who has met the eligibility criteria at his/her former school in that sport).

### **Participant Warning**

By its very nature, competitive athletes may put your son/daughter in situations where serious, catastrophic and perhaps fatal accidents may occur. Many forms of athletic competitions result in severe physical contact among participants. The use of equipment which may result in accidents, strenuous exertion, and other exposure to risk of injury are inherent in athletics. Students and parent/guardians must assess the risk involved in such participation and make their choice to participate in spite of those inherent risks. No amount of instruction, precautions, or supervision will totally eliminate total risk of injury. The obligation of parents and students in making this choice to participate cannot be overstated. There have been accidents resulting in death, paraplegia, quadriplegia, and other serious permanent physical impairments as a result of athletic participation. Participants will be instructed to proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and/or competition. Students must adhere to the instruction and utilization and must refrain from improper uses and techniques. The district would like to inform all athletes and their parents that there is a small risk of infection from blood-borne pathogens during practices and competition. If any of the above is not completely understood, please contact your school principal for further information.

### **Program Description**

**Time Schedules:** Daily turnouts before or after school. WVHS: fall, winter, and spring as determined by WIAA. WVJH: fall, winter I & II, and spring.

**Location of Facilities:** Turnouts at school sites (and public/private sites when needed).

**Student Involvement:** students are expected to commit to training and attendance rules outlined by the coach/advisor, as well as WIAA, league and WVSD rules and regulations. All sports offered at each level are open to 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup>, graders who meet eligibility requirements.

**League:** All middle level sports included are Mid-Valley Middle Level Activities and Athletics League sports. All senior high sports are Columbia Basin Big 9 League sports.

### **Standards for Letter Awards**

West Valley High School will establish letter award standards in each sport/activity in which a letter may be awarded. Such standards will include minimally, input from the head coach and the Athletic and/or Activities Director(s).

### **Participation Standards**

#### **STUDENT PARTICIPANTS**

1. Attend and positively participate in all scheduled practices.
2. Follow directions as communicated by the coach/ advisor(s) promptly and effectively

3. Participate positively in all skill, knowledge and application exercises as assigned by the coach/ advisor(s).
4. Accept seriously the responsibility and privilege of representing the school and community by displaying positive public actions.
5. Accept authority and supervision in a positive manner at all times.
6. Communicate effectively with coach/advisor(s) and teammates.
7. Work cooperatively with the coach/advisor(s) and team members as a problem solver.
8. Demonstrate loyalty to the school, coach/ advisor(s), and team.
9. Treat fellow students, opponents, their fans, and all adults with dignity and respect.
10. Refrain from conversations that foster distention.
11. Respect judgment and integrity of contest officials, abide by rules of the contest and display appropriate behavior at all times.
12. Be a positive role model for fellow participants.
13. Live up to the high standard of sportsmanship established by the West Valley School District for Activity/Athletic Programs. Avoid public displays of anger and/or displeasure.

#### PARENTS

1. Understand and support activity programs and their expectations as defined for West Valley School District Participants.
2. Understand team rules, discipline and technique corrections of students
3. Live up to the high standard of sportsmanship established by the West Valley School District Activity Programs. Avoid displays of anger and/or displeasure.
4. Be a good role model for your sons and daughters by positively supporting teams in every manner possible.
5. Leave coaching of the team, playing time, position, and replacement of participants to the head coach/ advisor(s) and staff.
6. Respect opposing fans, officials, coaches, advisors, and participants.
7. Approach coaches/advisors in public only with positive comments. Withhold any negative comment regarding game, athlete(s) or coaching until such time that the concern can be addressed in an atmosphere conducive to effective problem solving.

#### FANS

In keeping with the district's goal of teaching and demonstrating the highest level of sportsmanship during activity contests, fans are expected to demonstrate conduct appropriate for school activities at all times. The West Valley School District's expectation for positive fan behavior is greater than one would expect to see tolerated at college or professional events. It is assumed that adults understand and will demonstrate general behaviors which are appropriate. However, the following guidelines are presented to ensure a clear understanding of some behaviors which are unacceptable.

Fans may not:

1. Engage others in an angry or aggressive manner on school property or at school activities. This includes referees, coaches/advisors, other fans, parents, students, or school personnel.
2. Use swear words or vulgarity on school property or at school activities.

3. Threaten, verbally or physically, any person including referees, fans, coaches/advisors, players, spectators, or school personnel at any time on school property or at school activities.
4. Create public displays of anger and/or displeasure.

**\*NOTE: Violation of these standards may result in the removal of the fan from school activities.**

### **Problem Solving for Staff, Students and Parents**

It is expected that all parties will use the best possible adult problem solving behaviors in resolving issues. West Valley School District has set the following procedure for problem solving activity issues. It should be anticipated that each step will take about two to three days.

General Guidelines:

1. Do not confront in angry aggressive manner.
2. Do not make personal attacks-stick to the issue.
3. Discuss concerns in private meetings.
4. Attend such meetings with a problem-solving attitude.
5. Respect other's roles, responsibilities, and decision-making rights within their defined roles.

### **West Valley School District Complaint Procedure**

SECTION 4- Coaches Association Bargaining Agreement

A. **Parent Procedure:** If, at any time, parents have a question or a concern regarding their athlete's sports participation, the following course of action is recommended:

1. Talk directly to the coach. Parents are to arrange a time outside of the following: before, during, or after a practice or game.
2. If the issue is not corrected or if the parents have concerns about the way the situation is handled, they are to arrange a meeting with the athletic director.
3. If the issue remains unresolved, the parents are advised to take the issue to the principal.

B. **Procedural Requirement:** Any complaint regarding an employee made to any member of the administration by the parent, student or other person shall be writing and shall be processed according to the procedure outline below:

1. Meeting with principal or athletic director: the principal or athletic director shall meet with the employee to apprise the employee of the full nature of the complaint and shall provide the employee with the copy of the written complaint. The employee shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.
2. In the event the complaint cannot be resolved to the satisfaction of the employee informally, the grievance procedure up to, but not including binding arbitration.

### **Coaches Code of Ethics**

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and shall never interfere with opportunities for academic success. The coach shall treat students in a fair and equal manner. Each child shall be treated as though they were the coaches' own and their welfare shall be uppermost at all times.

**The coach** must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

**The coach** must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, Athletic/Activity Directors, school administrators, the WIAA, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances shall authorize their use, either by student athletes or other members of the coaching staff.

**The coach** shall promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.

**The coach** shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules shall be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

**The coach** shall actively use his or her influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

**Contest officials** shall have the respect and support of the coach. The coach shall not indulge in conduct, which will incite players or spectators against the officials. Public criticism of officials or players is unethical. Before and after contests, rival coaches shall meet and exchange friendly greetings to set the correct tone for the event.

**A coach** shall not exert pressure on faculty members to give student athletes special consideration. When supervising participants, a coach/advisor must receive clearance from the building principal and/or designee before relinquishing their supervisory duties for that activity. Direct supervision of participants terminates when they have been released to the legal parent/guardian via the WVSD approved form (if not utilizing district transportation).

**Drug and alcohol use by coaches;** it is the West Valley School Districts policy to provide drug free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on WVSD premises or while conducting district-related activities of the WVSD, no employee may use, possess, distribute, sell, or be under the influence of alcohol, tobacco, or other drugs. The legal use of prescription drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Violations of this policy will lead to corrective action, up to and including immediate termination of employment, or required participation in a substance abuse rehabilitation or treatment program and/or suspension/loss of pay. Such violations may also have legal consequences.

### **WIAA Rules for Athletics and Activities: Important Out-of-Season, Practice, Recruiting, Eligibility, Residency, School Membership, Academic Requirements**

**OUT OF SEASON – DEFINITION** – Out- of- season is that time during which paid or volunteer coaches can not coach present or future squad members.

**HIGH SCHOOL** - Out-of-season for all high school sports shall be from August 1<sup>st</sup> (beginning in 2007) until the first day of fall sports turnouts and from the finals day of the state tournament for that sport until the conclusion of the final spring sport state tournament

MIDDLE LEVEL – Out-of-season for all school sports shall be from August 1 until the first day of the specific sport turnouts and from the final day of the league competition for that sport until the conclusion of the final spring sport league competition.

For the purposes of the out-of-season regulations, the WIAA has determined that slow pitch and fast pitch softball shall be considered separate and distinct sports. In addition, high school interscholastic wrestling, freestyle wrestling, and Greco-Roman wrestling shall be considered separate and distinct sports.

School sponsorship or promotion of practice and/or participation in a given sport contest is restricted to the WIAA designated season for that sport.

**PROMOTION** - Definition - Promotion is defined as providing, posting or distributing information pertaining to a specific event or activity and/or encouraging student athletes to participate in the event or activity.

Practice shall be limited to each sports season as defined under each sport.

Use of school equipment, facilities and/or transportation is contingent upon local school district written policy.

A. School uniforms may be worn **ONLY** during the WIAA season for that sport **except during Washington State Coaches Association feeder or all state contests**. NOTE: Uniforms are considered to be the school issued contest uniform (practice or shooting shirts are not classified as school uniforms) and are defined in the adopted rule book for each specific sport.

B. Coaches may not transport current and/or prospective athletes to an out-of-season event in their particular sport.

A coach of a school team (paid or volunteer) may conduct practice only during the WIAA sport season.

A practice is defined as any attempt by the coach of a school team (paid or volunteer) to teach any phase of a game or activity to their squad or have their squad or part of their squad engage in drills under the supervision of that coach, or from directions provided by that coach.

A coach may have one (1) meeting with the squad prior to the opening day of practice to issue equipment and to explain to the participants such issues as insurance, physical examinations, season's plans, training regulations and any other pertinent information deemed necessary by the coach. This restriction does not apply to fundraising activities unless the fundraising activities include skills that are specific to the sport being coached. Fundraising activities are subject to the approval and rules of the participating school districts and/or Association Student Body governments.

In the sport coached, a school coach may not sponsor, coach or direct activities which resemble out-of-season practices or contests to any of their squad members, past or future squad members (high schools and feeder schools in the school district) except during the designated season for that sport until after the final spring WIAA tournament is completed (high school) or until after the completion of the final spring sports season (middle level.) A feeder school may be either grades 7 and 8 or grades 7, 8 and 9.

A manager of a team is limited to preparing water/drinks and providing supplies to the coach and/or players. Managers are not allowed to participate in any warm-up or practice drills in the same role as the athletes.

**SQUAD MEMBERS AS VOLUNTEER COACHES** – High school players may serve as middle level assistant coaches/volunteers during the designated middle school season.

A member school may organize and supervise a year-around conditioning program to include weight training, running and exercising provided it is open to all students and does not include instruction in specific sport skills.

**OPEN GYM** - Schools may conduct open athletic facilities (gym, pools, field, and track) in the off season if all of the following conditions are met:

- A. The program is part of the school district organized recreational or activity program; and
- B. Activities are open and advertised to all members of the student body; and
- C. Students have a choice of activities; and
- D. No coaching or drilling of the athletes attending occurs; and
- E. Supervision is provided by any individual approved by the school district.

**SPECIALIZED SPORT CAMPS** – Participants in a school-sponsored sport may attend camps or clinics at any time during the school year or during the summer. However, a fall participant in a school-sponsored sport cannot attend any camps or clinics in that sport three (3) weeks prior to the first day of turnouts for that sport if the participants coach is a clinician/organizer of that camp or clinic.

**PHILOSOPHY OF SUMMER ACTIVITIES:** *Students may be afforded the opportunity to participate in activities during the summer if they so choose. Students should also be provided with an opportunity to participate with their families during the summer or simply take a break from sports prior to the start of fall sports turnouts. Limiting participation during the month of August for fall sports athletes helps to ensure that all students begin the fall sports season on an equal basis.*

**SUMMER ACTIVITIES** - For high schools summer is defined as the first day following the WIAA spring tournaments until three (3) weeks prior to the start of fall turnouts for fall sports coaches and as the first day following the WIAA spring tournaments until the first day of the fall turnouts for winter and spring sports coaches. For middle level schools summer is defined as the first day following the final day of the spring sports schedules until three (3) weeks prior to the start of fall turnouts for fall sports coaches and as the first day following the final day of the spring sports schedules until the first day of the fall turnouts for winter and spring sports coaches.

Coaches may conduct activities during the summer on their own, as individuals.

School districts may authorize the use of school equipment, facilities, and/or transportation for individuals and/or teams during the summer if approved by the local school board.

This rule allows:

1. Schools to provide facilities, sport specific apparatus (such as batting cages, football sleds, nets, etc), school equipment (such as football helmets and shoulder pads, balls, etc) to be used during the summer if approved by the local school board.
2. Schools to authorize school district vehicles to be used to transport individuals and/or teams to summer camps or clinics if approved by the local school board.
3. School districts to provide liability insurance to cover summer programs.
4. This rule does not allow for the use of school uniform during the summer

PRACTICE REGULATIONS – School sponsorship or promotion of practice and/or participation in a given sport contest must be restricted to the WIAA designated season for that sport. Several practice regulations that apply to all sports during the school year are as follows:

PROMOTION – Definition – Promotion is defined as providing, posting, or distributing information pertaining to a specific event or activity and/or encouraging student athletes to participate in the event or activity.

Practice shall be limited to each sports season as defined under each sport. Practices in one (1) sport cannot be transferred toward the number of practices required in another sport.

A coach of a school team (paid or volunteer) may conduct practice only during the WIAA sport season.

For the purpose of meeting the pre-contest practice requirements, practice is defined as a regularly scheduled team physical activity designed for the preparation of athletes for the ensuing sports season and must be conducted under the supervision of the school coach. Participation in physical education classes does not constitute a practice. A practice is further defined as any attempt by the coach of a school team (paid or volunteer) to teach any phase of a game or activity to their squad or have their squad or part of their squad engage in drills under the supervision of that coach, or from directions provided by that coach.

One (1) day is equal to one (1) practice for purposes of meeting the minimum practice requirements.

Practice days are considered to be Monday through Friday, with Saturday being an allowable practice day. Sunday may not be counted toward meeting the minimum practice requirements

Practice on a game day shall not allow an athlete to become eligible for competition on that day.

Participation in pre-contest warm-up exercises shall not count as a required practice.

*PHILOSOPHY OF RECRUITING: Students who demonstrate special skills and talents in any of the activities under the jurisdiction of the Washington Interscholastic Activities Association should not be subjected to pressures to enroll in a member school outside of their normal enrollment area. The rules do not prohibit legitimate school public relations, promotion or marketing. Rather, these rules prohibit capitalization upon a school's athletic program and/or a student's athletic interest, potential or proficiency as a factor in determining school attendance.*

RECRUITING – Efforts to induce students to enroll in a member school because of the student's special talent or skill is considered recruiting. Recruiting of students or attempted recruiting of students for athletic purposes is prohibited, regardless of their residence.

No student athlete may receive, or be offered, any remuneration of any kind, or to receive or be offered any special inducement of any kind which is not made available to all applicants who enroll in the school or apply to the school.

- A. Special inducement shall include, but not be limited to the offer/acceptance of:
- Money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school.
  - Room, board or clothing or financial allotment for clothing.

- Pay for work that is not performed or that is in excess of the amount regularly paid for such service.
  - Free transportation by any school-connected person.
  - Residence with any school-connected person.
  - Any privilege not afforded to non-athletes
  - Free or reduced rent for parents.
  - Payment of moving expenses of parents or assistance with the moving of parents.
  - Employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
  - Help in securing a college athletic scholarship.
- B. Inducing or attempting to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given is a violation.

No member school and no one acting on behalf of any member school shall give any speech or give any slide, film or tape presentation or distribute any written material which states or implies that a member school's athletic program is better than the athletic program of any other member school or that it would be more advantageous for any prospective student-athlete to participate in athletics at that member school as opposed to any other school.

- C. Members schools shall be responsible for any violations committed by any person associated with the school, including principals, assistant principals, coaches, teachers, any other staff members or students, or any organization having any other staff members or students, or any organization having any connection to the school. The member schools shall be responsible for any violation committed by any person acting at the direction of the school.

This rule is not intended to prevent a member school from conducting academic recruitment programs or recruitment programs designed to attract students based upon the school's overall educational and extracurricular programs of the school and not be seen as a subterfuge for recruiting student for athletic purposes.

Student Eligibility Criteria- all contestants must be eligible under the rules of the Washington Interscholastic Activities Association (WIAA) to participate in an interscholastic contest.

This regulation does not restrict participation in practice or inter-squad scrimmage.

Age Limits- senior high school students shall be under 20 years old on September 1 for the fall sports season, on December 1 for the winter sports season, and on March 1 for the spring sports season. Junior high students shall not have reached their 16<sup>th</sup> birthday prior to June 1 of the previous school year. Middle school student(s) shall not have reached their 15<sup>th</sup> birthday prior to June 1 of the previous school year. Middle school is defined as a school with at least seventh and eighth grade levels.

Over-age student- A student who is ineligible to compete in middle or junior high level school athletics due to the age rule may participate in all sports in the senior high school of the school district provided both middle and junior high level and senior high school principals of the

school district concerned approve the students participation. The school principal shall certify to the senior high principal the student's scholastic eligibility.

Student Member of a School- Students must be regular members of the school they represent in order to participate in an interscholastic athletic activity. Students are a "regular member" of a school if they are enrolled half-time or more, exclusive of interscholastic athletic activities.

In order for a student to participate in post season and state tournament playoffs, the student must be a member of a WIAA member school's athletic squad and have been included on a school's eligibility list for at least 50% of a regular season of the sport.

**Scholarship- NOTE: It is the policy of the WIAA that individual schools may establish academic standards, which are higher than that of WIAA Handbook. In order to maintain athletic eligibility during the current semester/trimester, the West Valley School District has established the following criteria: Each student shall maintain passing grades in all full-time subjects with a "C- or better" in all classes. Any student turning out for an activity must have successfully passed all classes with a D grade or higher in the preceding semester/trimester. Those who fail a course will be subject to the WIAA 3 week (grades 7/8) or 5 week (grades 9-12) suspension.**

Any class taken one period daily for the duration of the trimester/semester shall be considered a full-time subject. On a case-by-case basis, students may be deemed to fall into an "exceptional circumstance" category. Principals may review requests of "exceptional circumstance" from parents or guardians to make a determination if the WIAA's pass all rule may be waived. (This waiver will only apply down to the WIAA mandated requirement that a student must pass four (4) classes.) "Exceptional circumstances" may include age/maturity, unique personal, family, or educational factors, and special program needs.

Incomplete(s) may be made up for credit during the first five (5) weeks of the subsequent semester/trimester. The student shall be ineligible until the incomplete(s) are cleared.

**ACADEMIC SUSPENSION PERIOD** - A student who failed to make the grade requirements shall be placed on suspension. The student shall be ineligible during the suspension period. If, at the end of the suspension period, the student is passing in the minimum number of classes required above, the student may then be reinstated for interscholastic competition.

- A. The suspension period for high school students shall be from the end of the previous semester through the last Saturday of September in the fall or the first five (5) weeks of the succeeding semester/trimester.
- B. 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.
- C. 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.

DEFINITION OF RESIDENCE AND FAMILY UNIT-RESIDENCE – The place where the family unit has established its home and/or the place where the student is habitually present and to which, when departing, the student intends to return.

FAMILY UNIT – The adult(s) who has/have had legal custody of the student for a period of at least one (1) year and with whom the student resides.

In order to be eligible to participate and/or represent a member school in an interscholastic contest, the student of the school must be residing within the boundaries of that school district and designated attendance area of the school and shall have attended a school of that school district continuously for a period of one year while residing with the family unit.

Unless otherwise provided, a student shall be eligible while attending a school in the school district in which that student resides with the family unit, and provided that the student has been continuously attending that member school, or a feeder school of that member school, for a period of one (1) year.

**NOTE: Per WIAA rule (USE OF ELIGIBLE PARTICIPANT):** The use of an ineligible participant shall result in forfeiture of contests in which that participant took part, except in situations in which it is determined that the participant/parent/guardian provided the school with false information which caused the school to declare the participant eligible. In such cases, the participant will be declared ineligible for interscholastic competition for a period of one (1) year. **WVSD Note: If a student is determined by the West Valley School District and the YVIAA to have obtained a legal guardianship for the purpose of participating in athletics or co-curricular activities, the student will be ineligible to participate for one year.**

\*PHYSICAL EXAMINATION – Prior to the first participation in interscholastic athletics in a middle level school, and prior to participation in a high school, a student shall undergo a medical examination and be approved for interscholastic athletic competition by a medical authority licensed to perform a physical examination.

Those licensed to perform physical examinations include a Medical Doctor (MD), Doctor of Osteopathy (DO), Certified Registered Nurse (ARNP), Physician's Assistant (PR) and Naturopathic Physician.

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.

The physical examination shall be valid for twenty-four (24) consecutive months unless otherwise limited by local school district policy.

For each subsequent twenty-four month period, the student shall furnish a statement or physical examination form signed by a medical authority licensed to perform a physical examination, which provides clearance for continued athletic participation.

SEASON LIMITATIONS – After entering or being eligible to enter the seventh grade, students shall have six (6) years of interscholastic eligibility. If the seventh or eighth grade is repeated, and such repetition is not based upon documented academic reasons, the repeated year shall count against the student(s) six (6) interscholastic competitive years.

After entering or being eligible to enter the ninth grade, a student shall have four (4) consecutive years of interscholastic eligibility.

For the purpose of this rule, consecutive shall mean starting on a designated date and continuing without delay or interruption for four (4) consecutive years. For the purpose of interrupting this rule, interscholastic eligibility shall mean that the opportunity to participate in sports exists for a maximum of six (6) years after entering or being eligible to enter the seventh grade and four (4) consecutive academic years after entering or being eligible to enter the ninth grade, and as long as the total years of eligibility (grades 7-12) does not exceed six (6) years. Application of this rule shall not be determined by years of participation in individual sports or sport seasons.

Students who do not attend school or who fail to exercise their opportunity to participate shall forfeit their eligibility during that period and shall not be provided any additional period of eligibility except as may be provided by the appeal process.

Students repeating the ninth grade at the middle level may participate in the senior high school of the same school district provided the principals of both schools involved agree. In such case, the middle level school principal shall provide certification of the student's scholastic eligibility to the high school principal.

CONCURRENT SPORTS LIMITATIONS – A student shall not compete concurrently in more than one (1) interscholastic sport per season.

The exception shall be for students participating in high schools of 'B' classification with local administrators and school board determining eligible participation in more than one (1) interscholastic sport per season.

The exception shall be for the student who competes during an alternate season, qualifies for the state tournament, and is required to practice prior to competing in the state tournament. (Example: A student represented their school in fall tennis and qualified for the state tournament in the spring. During spring season this same student represented their school in track. Prior to the state tennis tournament, the student is required to have a minimum number of practices, during which time the student is also participating on the state track team. In the event that the student also qualifies for the state track meet, state event schedules will NOT be restructured in order for the student to compete in both state events.)

NON-SCHOOL PARTICIPATION – During any sport season after joining a school squad, students may not participate on college and/or professional teams in that sport.

Students are not to be given special treatment or privileges on a regular basis to enable them to participate in non-school athletic activities, such as reduced practice times, special workouts, late arrivals, or early dismissals.

Students shall not compete in the uniform of the school at non-school events.

AMATEUR STANDING – A student who represents a school in an interscholastic sport must be an amateur in that sport. An amateur student athlete is one who engages in athletics for the physical, mental, social, and educational benefits derived there from, and to whom athletics is an avocation and not a source of financial reward. In order to maintain amateur standing in those activities under WIAA jurisdiction, a student athlete may not:

- Accept merchandise or in-kind gifts of more than \$300 in fair market value during any one calendar year September 1 through August 31.
- Reduced membership fees or reduced user fees from an athletic club, recreation center, golf course, etc. do not count toward the \$300.00 limit.
- Accept cash awards
- Enter competition under a false name.
- Accept payment of expense allowances over the actual and necessary expenses for the athletic trip. (Note: entry fees are not considered a reimbursable expense.)
- Sign or have ever signed a contract to play professional athletes (whether for money consideration or not), play or have ever played on any professional team in any sport; receive or have ever received, directly or indirectly, a salary or any other form of financial assistance (including scholarships, educational grants-in-aid, or any of his/her

expenses for reporting to or visiting a professional team) from a professional sports organization.

The student athlete may play as an amateur on any summer team not under the jurisdiction of a professional sports team or franchise.

Instructing, supervising, or officiating in, paid or non-paid, any organized youth sports program, recreation, playground or camp activities will not jeopardize amateur standing.

A student who forfeits amateur status may apply to the executive director for reinstatement in the interscholastic program after a waiting period of one year.

HARDSHIP- the WIAA district eligibility committee, the executive director and the WIAA executive board are given the authority to make specific exceptions to those student eligibility regulations contained in article 18 provided such expectations are based upon hardship conditions which are deemed to have contributed in a significant way to non-compliance with specific regulation (s) which may be appealed.

Any waiver of student eligibility regulations shall be based upon extenuating circumstances, beyond the student's, or where applicable, their parents or legal guardians control, which are deemed to have significantly influenced or contributed to the cause of the student's non-compliance to the eligibility regulation(s) involved. (The following criteria shall be used to determine if a hardship exists.)

- A. A hardship exists only when some unique circumstances concerning the students physical or emotional status exist and only when such circumstances are beyond the control of the student, or where acceptable the control of his/her family unit or legal guardian.
- B. The circumstances must be totally different from those which exist for the majority or even a small minority of students (e.g., usual maturation problems or family situations which do not cause severe and abnormal emotional problems, academic or athletic deficiencies in a schools curriculum or extracurricular activities do not constitute a hardship).
- C. There must be no reason to believe that the decision and/or the execution of the decision concerning the student's academic status was for athletic purposes.
- D. The burden of providing evidence that a hardship exists shall be borne by the student.
- E. There shall be a direct, casual relationship between the alleged hardship and the student's inability to meet the specific eligibility rule(s).

Exceptions to student eligibility regulations based upon a hardship and the student's inability to meet the specific eligibility rule(s).

- A. Loss of eligibility in itself or an injury in itself, which prevents the student from exercising an opportunity to participate, are not to be considered hardships. In addition, attending a school which does not offer interscholastic activities is not to be considered a hardship, nor shall it justify extending eligibility beyond the four (4) consecutive year period allowed. To grant additional eligibility based upon a hardship, a student must demonstrate that normal progression towards graduation has been interrupted as a result of one of the following: (1) a long-confining illness; (2) an injury, or; (3) a family hardship.

- B. A hardship exception shall not be granted if there is sufficient evidence to make it reasonable to believe that the non-compliance to the eligibility rule in question was motivated by the student's, parent's or school's effort to gain a desired athletic outcome or to intentionally circumvent a rule, or
- C. A hardship exception shall not be granted if the student has had the opportunity for six (6) years after entering or being eligible to enter seventh grade or four (4) consecutive years after entering or being eligible to enter the ninth grade to participate in interscholastic activities.

**RUNNING START ELIGIBILITY STANDARDS** – Running Start students who participate in club sport programs at the post-secondary institution they attend forfeit their interscholastic eligibility for the corresponding WIAA-sanctioned sport.

**Member of the School** – The Running Start student must be included on the schools P-223 count submitted to SPI. The school of eligibility must be the “School of Record” for the Running Start student and include the same transcript records as all other students.

**Regular Attendance** – The Running Start student must comply with the WIAA minimum eligibility standards of 85% attendance in scheduled classes and comply with local school attendance eligibility policies required of all other students.

**Scholarship and Previous Semester** – The Running Start student shall have passed and maintained passing grades in all full-time subjects as evidenced by college credits, earning at least two (2) graduation credits (or equivalent), monitored at any time AND at a minimum the previous semester grading recorded on the official transcript. The School Eligibility Standards must be consistently applied to ALL students. School Board (or schools so authorized by school district policy) adopted standards greater than WIAA standards must be applied.

**All Other Eligibility Standards** – The Running Start student shall maintain passing grades during the previous and current high school semester in the equivalent of full-time high school classes. For the purposes of this rule, one (1) five (5) credit class in a college quarter shall be equal to one (1) high school credit and one (1) three (3) credit class in a college semester shall also be equal to one (1) high school credit.

### **Sexual Harassment**

The West Valley School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or

3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them. Adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibility under this policy. All staff is responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff is also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, student and regular volunteer orientation. This policy shall be in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

Cross-references:	Board Policy 3210	Nondiscrimination
	Board Policy 3240	Student Conduct
	Board Policy 3421	Child Abuse and Neglect
	Board Policy 5010	Nondiscrimination
	Board Policy 5255	Disciplinary Action and Discharge

Legal References:	RCW 28A.640.020
	Regulations, guidelines to eliminate discrimination scope
	WAC 392-190-056-058

## Sexual Harassment

**Informal Complaint Process:** Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general the district sexual harassment policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal complaint process: anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential shall be informed that the district will almost assuredly face due process requirements that will make all available of all information that the district has to the accused. The district will however fully implement the anti-retaliation provisions of this policy to protect the witnesses. Student complainants and witnesses may have a trusted adult with them during any district – initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in his or her possession regardless of the complainant’s interest in filing a formal complaint. The following process shall be followed:

- A. The compliance officer shall receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer’s possession that the officer believes requires further investigation.
- B. All formal complaints shall be in writing; shall be signed by the compliant; shall be signed by the compliant; and shall set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint to review and sign.
- C. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant’s satisfaction, the superintendent shall take further action on the report.
- D. The superintendent shall respond in writing to the complainant and the accused within thirty days stating:
  1. That the district does not have adequate evidence to conclude that harassment occurred;
  2. Corrective actions that the district intends to take; and/or
  3. That the investigation is incomplete to date and will be continuing.
- E. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent’s written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If a student remains aggrieved by the superintendent's response, he or she may pursue the complaint as one of sexual discrimination pursuant to Policy 3210, Nondiscrimination. Similarly staff may pursue complaint further through the appropriate collective bargaining agreement process or anti-discrimination policy.

A fixed component of all district orientation sessions for staff, students, and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually suggestive remarks, comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering or stalking a person, or
7. Displaying offensive or inappropriately sexual illustrations on school property.

Annually the superintendent or designee shall consult with the Diversity Committee which is composed of representatives of certificated and classified staff, volunteers, students and parents, to review the use and efficacy of this policy and procedure. The compliance officer will be included in the review. Based on the review of the committee, the superintendent shall prepare a report to the board including, if necessary, any recommended policy changes. The superintendent shall consider adopting changes to this procedure if recommended by the committee.

### **WVSD Policy: Prohibition Of Harassment, Intimidation And Bullying**

The West Valley School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics,

when the message, image or act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education and/or student attendance at school; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions, or electronically transmitted messages or images. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other District policies or building, classroom, or program rules.

The District's prohibition of harassment, intimidation, and bullying shall apply:

- On school District property at any time;
- Off school District property at any school activity, function, or event;
- Off school District property if the actions of the student materially or substantially effect the education process and/or student attendance at school.

This policy is a component of the District's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 6590, Sexual Harassment.

### **WVSD Procedure: Prohibition Of Harassment, Intimidation And Bullying**

**Informal Complaint Process:** Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. At the building level, programs may be established for

receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the District harassment, intimidation and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the District believes the complaint needs to be more thoroughly investigated

**Formal Complaint Process:** Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearings may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The District will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any District-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the District needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. All formal complaints shall be in writing using Form 3207F. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- B. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the District needs to draft a formal complaint based upon the information in the officer's possession.
- C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- D. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the complainant shall notify the superintendent within three (3) business days after receipt of the results of the investigation. If such a request is not received within the prescribed time, the results of the investigation will be final.
- E. If the complainant notifies the superintendent within the prescribed time, the superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:
  1. That the District intends to take corrective action; or
  2. That the investigation is incomplete to date and will be continuing; or
  3. That the District does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.

F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the District is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

G. If a student remains aggrieved by the superintendent's response, the student may pursue the complaint as one of discrimination pursuant to Policy 3210, Nondiscrimination or a complaint pursuant to Policy 4220, Complaints Concerning Staff or Programs.

A fixed component of all District orientation sessions for employees, students and regular volunteers shall introduce the elements of this policy on an annual basis. Staff will be provided information on recognizing and preventing harassment, intimidation or bullying. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation or bullying. Classified employees and regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation and bullying, and their rights and responsibilities under this and other District policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying including electronically transmitted messages or images.

## Formal Complaint of Harassment, Intimidation, or Bullying

### Section 1 – To be filled out by Complainant

Name of Complainant	Date/Time of Incident
Name of Alleged Harasser	Location of Incident
Describe Incident	
How would complainant like incident resolved?	
Names of Witnesses	

### Section 2 – To be filled out by Compliance Officer/Principal

Summary of Witness Statements
Summary of Action Taken
Name of Compliance Officer/Principal handling report

**RCW 28A.300.285 Findings -- 2002 c 207:** "The legislature declares that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. The legislature finds that harassment, intimidation, or bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Furthermore, the legislature finds that students learn by example. The legislature commends school administrators, faculty, staff, and volunteers for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying." [2002 c 207 § 1.]

## NATIONAL FEDERATION OF HIGH SCHOOLS HAZING RESOLUTION

**The National Federation of High Schools (NFHS) defines hazing** as any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate.

**Whereas**, the mission of the NFHS includes development of "good citizens through interscholastic activities" and

**Whereas**, the NFHS attempts to "enhance the educational experiences of high school students and reduce the risks of their participation," in such activities and

**Whereas**, the NFHS Citizenship Committee, in partnership with the school/community, "will provide life-long learning opportunities for participants to become citizens who provide positive contributions to their schools, workplaces and society," and

**Whereas**, a major goal of the NFHS Citizenship Committee is "to foster a climate at the local, state and national levels to promote respect for self, others and environment." and

**Whereas**, participants in school activities are uniquely vulnerable to hazing, and

**Whereas**, hazing obstructs the development of good citizens, escalates the risks of participation, negates positive contributions, and destroys respect for self, others and environment,

**Therefore**, be it resolved by the NFHS that significant steps shall be taken to increase the awareness and prevention of hazing.

## **NATIONAL FEDERATION OF HIGH SCHOOLS DEFINITION OF HAZING**

The National Federation defines hazing as any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate.

Some practices associated with high school hazing carry the potential for serious bodily harm or even death. These practices may include: tattooing, piercing, head-shaving, branding, sleep deprivation, physical punishment (paddling and "red-bellying"), "kidnapping," consuming unreasonable/unacceptable foods or beverages, being forced to come to school in face/body paint and nightwear, being deprived of personal hygiene and/or inappropriate sexual behavior.

Coerced sexual activity, in addition to being classified as sexual assault and/or rape, is another form of hazing. Such activity puts victims at risk for injuries, sexually transmitted diseases, and pregnancy.

Alcohol abuse is another significant factor in hazing incidents that feature forced consumption of large amounts of alcohol.

- **Connection between bullying and hazing**

In many respects, hazing is similar to bullying, but hazing has a tendency to be an institutionalized form of harassment/intimidation centering on initiation rights connected to certain school clubs and activities.

Hazing can be seen as an organized form of bullying. One difference between these behaviors is that bullying typically attempts to exclude a person from the bully's activities while hazing is often a condition of acceptance or initiation into a group.

While bullying may begin in early elementary school, hazing generally does not occur until children are older. As with bullying, however, hazing may involve a ringleader and bystanders who do nothing to stop the activity.

In order to prevent both bullying and hazing, it is important to begin when children are young. Parents, families and schools can explain what and how harmful bullying is to the victim, classroom, school, and community at large. Bullying and hazing should always be seen in the context of respect for self, respect for others.

Coaches/Advisors have direct, regular contact with athletes and other school activity participants. They should play a critical role in preventing and responding to hazing. A coach's influence and supervision extends beyond the school setting to buses, hotels, camps, and many other places. They have great influence in setting a climate and culture of respect (for self and others) within their sport or activity. In addition, the following can aid you in setting a climate of respect and civility that deters hazing.

- Modeling respect
- Giving information
- Responding to behaviors that may lead to hazing or indicate that hazing has occurred
- Enforcing rules and policies about hazing
- Involving students and parents in preventing hazing
- Establishing healthier and safer ways to welcome new group members

Consider the selection of team captains or group leaders carefully. Student leaders can positively or negatively impact other student activity participants. Choose students who will have a positive influence and don't leave it to chance (i.e., a vote by team or group members). Make sure that respect for self and respect for others is part of the criteria you use when you choose team captains or group leaders.

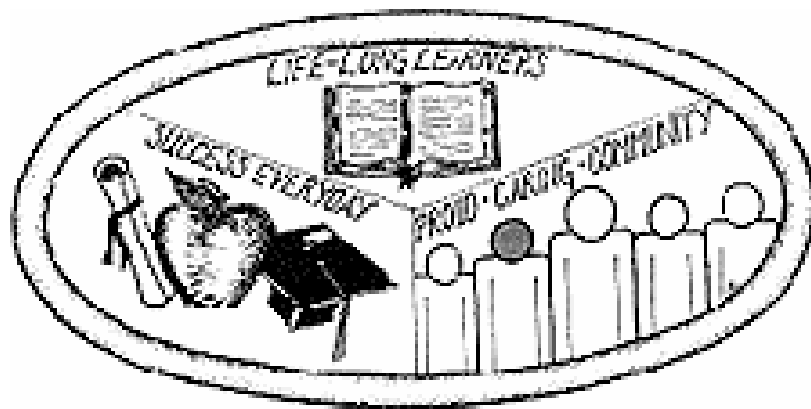
Encourage students to engage in positive team building activities on your team. If you have the resources, consider sending them with other team or group leaders to workshops that teach them how to conduct health and safe team building activities.

Promote and establish healthy and safe ways to welcome new group members. Provide some positive team building activities at the beginning of a new season as a way to develop group cohesion and unity. Community service projects are a great way to build team unity, to "give back to your community" and build civic engagement among your activity participants.

## **Thank You!**

The West Valley School District would like to thank those community members who donated untold hours during 2002-2003, without whose valuable input, assistance and advice the West Valley Co-curricular Handbook could not have happened. Amendments were made to the document in August 2003, 2004, 2006, 2009, 2010 by the West Valley School Board at a regularly scheduled meeting. Clarifications/updates are made yearly by the District AD's, subject to board approval.

West Valley  
School District  
Part of a Proud and  
Caring Community



*"Success for each  
student every day."*