

## **CENTRAL KITSAP SCHOOL DISTRICT ATHLETIC CODE**

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### **MISSION**

The Central Kitsap School District Athletic Programs are committed to the development of student athletes to the highest standards of character, commitment, and competition. All programs within the district strive to provide experiences that grow the abilities of students, families, and coaches.

### **PHILOSOPHY STATEMENT**

The Central Kitsap School District believes participating in athletics is an extension of the total school experience. A student athlete should be inspired to excel in academics, citizenship, athletic skill development, and sportsmanship. Demonstrating positive character qualities such as responsibility, respect, teamwork, trustworthiness, and leadership is essential. We believe that a connected and engaged student has an increased chance of success by having positive experiences and equitable access to extra-curricular activities such as athletics. A student athlete recognizes that becoming a part of the athletic program is a privilege, and should fully appreciate that he or she has taken on specific obligations and responsibilities.

In order to achieve the widest and most positive impact, the CKSD athletic programs engage coaches who respect all levels of athleticism, strive to develop athletes to the best of their abilities, and understand their responsibility of being positive role models. Our philosophy also embraces positive partnerships with parents and guardians as important partners in developing the holistic athlete. Coaches, along with parents and guardians will support and respect their athletes, the officials, and the school in a positive manner.

### **PURPOSE**

The purpose of the Central Kitsap School District athletic code is to outline the rules and guidelines that must be followed by students participating in District sports and cheerleading programs. Following this code makes the students responsible for ensuring their eligibility and accountable for their actions and prescribes fairness to all participants.

### **SPORTSMANSHIP**

Sportsmanship is a demonstration of generosity and genuine caring for others. It is a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity. It is respect for one's self and others. Although sportsmanship is the responsibility of everyone, athletes and coaches have the biggest responsibility.

Athletes should:

- Accept seriously the responsibility and privilege of representing the school and community.

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- Treat opponents with the respect that is due them as guests and fellow human beings.
- Shake hands with opponents after the contest. Wish them luck before the contest and congratulate them on their performance after the contest.
- Exercise self-control at all times, accepting decisions and abiding by them. Most athletes do not know or understand the esteem that others hold them in and how younger children will attempt to emulate their behaviors, both good and bad. Athletes should remember that they are role models for other students.
- Respect the judgment of the officials and their interpretation of the rules. Never argue or make gestures indicating disdain for a decision. Only the team coach or team captain should communicate with the officials regarding rules interpretation.
- Accept both victory and defeat with grace and dignity, never being boastful or bitter. Both you and your opponent have put forth the best effort possible.

### **EXPECTATIONS OF AN ATHLETE**

A Central Kitsap School District athlete is expected to maintain high academic and behavioral standards throughout the entire year. This athletic code covers standards of behavior conduct for both in and out of season and shall remain in effect for one calendar year after signature.

Each athlete is expected to:

- Respect the rights of others, including teammates, coaches, officials, and opponents.
- Be punctual.
- Inform coaches ahead of time of absences and tardies.
- Be proud without being arrogant.
- Exhibit good sportsmanship at all times.

### **TERMINOLOGY**

To ensure that students, parents, and coaches all understand the eligibility standards, it is important that we all have the same understanding of the meaning of particular terms.

**Amnesty** - Excused for all or part of the consequences for inappropriate behavior(s) as a result of seeking help for the behaviors through an approved agency.

**District athletic program** - Any activity governed by the athletic code.

**Building eligibility board** - The principal's designee and athletic director or administrative supervisor of athletic programs of each secondary school. This body makes recommendations to the principal who makes the final decision.

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**Drug paraphernalia** - Any article, equipment, or apparatus commonly associated with the use of illegal drugs regardless of their otherwise intended purpose or use, including but not limited to the following: bong, roach clips, spoons or needles.

**Grades** - Letter grades for a specific period of time. To be eligible to turn out, the grading period is the previous semester. During the season when grade checks are being done, the grading period is the current semester to date.

**Grade deficiency** - Receiving a none passing grade in any academic subject.

**Ineligible** - Not being able to participate on an athletic team due to not meeting school attendance, residence, grade, etc., requirements. May not attend team meetings, practices or contests as a member of the team.

**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.

**Legend drugs** - Any drugs used which cannot be purchased over the counter and have not been prescribed by a physician. (Legend drugs are defined as those drugs that are legal only through prescription.)

**Legal guardian** - An adult, other than a natural parent, who assumes responsibility for a student as a result of court action.

**Offense** - Violation of athletic code. Offenses are cumulative beginning in the student's seventh grade year and continue through the student's athletic eligibility.

**Academic probation** - The individual can practice with the team and participate in contests but must correct a deficiency within a given period of time.

**School of record** - Site where transcript originates.

**Academic suspension** - The individual can practice with a team but cannot participate in contest until a deficiency is corrected or for an established period of time. The minimum suspension is for the next contest, after being placed on suspension, at the level of competition the athlete participated prior to the suspension. Varsity players cannot participate at the junior varsity level or vice versa to escape the suspension.

**Expulsion** - The individual is removed from the team and can neither practice nor participate in contest. Expulsion will not occur for academic reasons except for WIAA regulations.

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**ELIGIBILITY REQUIREMENTS AND STANDARDS**

(See the WIAA handbook for more detailed explanations.)

**To be eligible to turn out initially (prior to tryouts) for a sport, a student must meet the following requirements:**

**Member of 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. They must participate at their respective high schools as determined by resident boundaries. NOTE: A student attending a private school, alternative school, or being home schooled where an activity is not offered may participate in the activity at the public school in their resident attendance area as long as all other eligibility requirements are satisfied.

**Residence** - Must reside with their natural parents or legal guardian within the boundaries of the school for which they participate. A student cannot transfer between schools for athletic purposes without a change of residence.

**Previous semester** - Must have met WIAA standards: (1) received passing grades in a minimum of five full time classes for the semester just prior to participation, and (2) have been in regular attendance at least 15 weeks the previous semester. An enrolled student who receives semester grades will be considered to have been in attendance for that semester unless he/she is withdrawn from school. Summer school is counted as a part of Spring semester. If these conditions are not met, the athlete is suspended from the team through the fourth Saturday of September in the Fall or the first five weeks of the succeeding semester for high school. The suspension period for middle level students shall be from the end of the previous semester through the first three weeks of the succeeding semester.

**Current semester** - Must be enrolled in a minimum of five full-time classes. Refer to “Previous Semester” and “Academic Standards” sections for specific guidelines related to academic eligibility.

**Age** - Must be under 20 years of age on September 1 for Fall sports, December 1 for Winter sports, and March 1 for Spring sports. For participation at the middle school level, a student must not have reached their sixteenth birthday prior to June 1 of the previous year. If a middle school student is not eligible due to age at the middle school level, they may participate at the high school level if all other eligibility requirements are met.

**Years of eligibility** - A student has four consecutive years of high school eligibility (whether used or not) starting when the student enters the ninth grade. A student would be ineligible after the fourth year (did not graduate with their class).

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**Fines** - Must not have accrued unpaid school fines. Students are responsible for all athletic gear issued to them.

**Athletic user fee** - All student athletes that participate in extra-curricular athletics will be subject to an athletic fee. Athletes who compete at the middle school level will pay the middle school fee of \$50.00 and those athletes playing at the high school level will pay \$75.00 per sport. The maximum amount that students will pay will be \$100.00 and \$150.00 respectively. Fees must be paid no later than the end of the second week of participation. Fees must be paid prior to the first competition and no athlete may participate in competition until this is complete. Waiver or refund of the athletic fee will be granted on request if a student can show hardship.

**Transfer of resident students** - All students will abide by the transfer language set forth by WIAA Rule "Transferring Students" 18.10.0. Transfer students may be ineligible to participate at the varsity level for one calendar year. It is the student's and parent's responsibility to understand the regulations set forth by the state office.

**Transfer of non-resident students** - Students who continue to reside in another school district while attending a school in the Central Kitsap School District are not automatically eligible to participate in athletic programs. The release and acceptance by the two school districts applies to attending school only. Such students must still petition the West Central District (WCD III) Eligibility Board for eligibility. The guidelines for transfer students do not apply to cheerleaders.

**Visa students** - The student must meet all eligibility requirements of Article 18 of the WIAA Handbook, specifically sections 18.17.0, 18.17.1, and 18.17.2. The student cannot be a graduate of a school that is the equivalent of a 12-year school program. Students from a foreign country who have had the residence rule waived must still meet the remaining eligibility requirements contained in Article 18 to gain interscholastic eligibility.

**Amateur standing** - The student has maintained amateur standing. An amateur student athlete is one who engages in athletics for the physical, mental, social and educational benefits derived therefrom, 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, the 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.

**Paperwork** - A student must have a physical examination every 24 months. In addition, a student must purchase an ASB card and complete an emergency card, an insurance waiver form, a parent permission form, and a form indicating both the

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parents and student have read and understand the dangers of participation in the specific sport on file with the building athletic director or his/her designee. Physicals must be performed by a medical authority licensed to perform a physical examination. (Those professionals licensed to perform a physical examination include MD's, Doctors of Osteopathy (DO), Certified Registered Nurses (ARNP), Physician's Assistants (PR), and Naturopathic Physicians.)

**Accurate Information** - If it is determined that the participant/parent/guardian provided the school with false information which caused the school to declare the participant eligible, the participant will be declared ineligible for interscholastic competition for a period of one calendar year.

The school of eligibility must be the "School of Record" for the "Running Start" student and the "Running Start" student must be included on the school's P-223 count submitted to the Office of the Superintendent of Public Instruction. The "Running Start" student must comply with the WIAA minimum eligibility standards of 85 per-cent attendance in scheduled classes and comply with local school attendance eligibility policies required of all other students. The "Running Start" student shall maintain passing grades during the previous and current high school semester in the equivalent of four full-time high school classes.

Home based instruction students must meet both WIAA and District eligibility requirement standards, must meet and adhere to the same team responsibilities and standards of behavior and performance of other members of the team/squad, and must participate as a member of the public school that the student would normally attend.

**Once the athletic season has begun (turnout), the following eligibility standards must be maintained:**

**Attendance** - The student must be in attendance at school the full day on the day of the practice or contest unless they have a note verifying the absence was due to an appointment with a physician and/or this physician approves their participation. The student must participate in all courses and classroom activities. Exceptions must be made with the coach and a representative of the building eligibility board.

**Academic standards** - At the beginning of each season, the athletic director will review the grades of all athletes to determine eligibility according to WIAA standard 18.7 and identify any students who have not passed the minimum number of classes from the previous semester. A student who failed to pass the minimum number of classes determined by 18.7 shall be placed on suspension. The suspension period shall be from the end of the previous semester through the fourth Saturday of September in the Fall or the first five weeks of the succeeding semester for high

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school. The suspension period for middle level students shall be from the end of the previous semester through the first three weeks of the succeeding semester.

Athletes who do not participate in Fall sports and choose to make a Winter sport their first for the school year and fail to meet WIAA standard 18.7 during the current Fall semester will be placed on probation. Additionally, grade checks will be done at the conclusion of the Fall semester to determine continued eligibility during the Winter sport season according to WIAA standard 18.7. Grade checks will be conducted as stated in the "Grade check process" section below. Athletes who fail to meet WIAA standard 18.7 will be placed on probation or suspension status.

**Academic probation** – Except for those athletes not meeting WIAA standard 18.7 the first time that a grade deficiency occurs, the athlete will be placed on probation status for the remainder of the current sport season. To avoid academic suspension, the student must correct the deficient grade(s) at the next grade check or present a note to the building athletic director from the teacher(s) of the class(es) where the grade deficiency occurred indicating the student has corrected the problem.

**Academic suspension** - If the student fails to correct the grade deficiency by the next grade check or if a grade deficiency occurs in any class(es) during any subsequent grade check during the season, the athlete will be placed on suspension status. The athlete can remove himself/herself from suspension by giving a note to the building athletic director from the teacher(s) of the deficient class(es) indicating that the deficiency has been corrected and by sitting out at least one contest at the same level of competition in which the athlete participated prior to the suspension. However, the athlete will remain on academic probation for the remainder of the season.

**Appeal** - Students who are placed on probation or suspension status and who feel they are working to their maximum capacity in the grade deficient classes, may appeal their eligibility status to the building eligibility board based upon individual circumstances. The building eligibility board shall consist of the school's Athletic Director, one administrator, and one or more staff members who have direct knowledge of the student's academic circumstances within their classes; except for that disabled students, the board shall obtain relevant information from an individual student's IEP team Case Manager, or Section 504 team Case Manager (as applicable) for the purposes of assessing whether the disability is preventing the student from reaching eligibility standards. Appeals for eligibility relief shall take into account learning or other disabilities possibly interfering with progress at the time of grade checks, as well as other possible hardships.

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**Grade check process** - Grade checks are made every two weeks at the middle schools and every five weeks at the high schools during sports seasons according to the following schedule. The first grade check will take place the second full week of school. The building athletic directors will set grade check dates for the following school year at the June meeting of athletic directors.

- Thursdays – Grades will be pulled no later than Thursday of the grade check week. Grade checks will be completed by Athletic Directors using the online grading system used by the school district.
- Mondays - Probation or suspension status begins.
- Parents are encouraged to contact school officials whenever they feel their student is not performing satisfactorily in his/her subjects.

**Ejected from contest** - Any athlete who is ejected from a contest by the contest officials must also sit out the next contest at the same level of competition. Varsity players cannot participate at the junior varsity level or vice versa to circumvent this one game suspension. The second ejection in the same sport and season shall result in ineligibility for the remainder of the season of that sport. (See section 18.27 and 19.13 of the WIAA Handbook)

**Suspended from school** - Students who are suspended from school, including in-school suspension, can neither practice nor compete in contests during the period of suspension. Students who transfer to a Central Kitsap school while on suspension from their previous school will not be eligible to participate in athletic programs for the duration of that suspension period.

**Criminal offenses** - Students arrested, charged, or convicted of a crime through the criminal justice system may be subject to ineligibility after review by the building eligibility board.

### **USE OF LEGEND DRUGS, ALCOHOL, TOBACCO, NICOTINE PRODUCTS AND DELIVERY DEVICES:**

A student who is using any form of drug(s), either prescription or purchased over the counter, is encouraged to notify his/her coach and certificated athletic trainer prior to participation when taking the drug(s) so that the coach and certificated athletic trainer are alerted to any symptoms which may develop related to medication rather than injury. Once the student signs the athletic code, the offenses listed below are cumulative; offenses are cumulative beginning in the student's sixth grade for grades 6-8 and cumulative beginning in the student's ninth grade for grades 9-12. The regulations are in effect 24 hours a day throughout the year.

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**USE, POSSESSION, OR SALE OF ALCOHOL, MARIJUANA, LEGEND DRUGS (INCLUDING ANABOLIC STEROIDS), CONTROLLED SUBSTANCES, OR DRUG PARAPHERNALIA:**

**First offense** - The student is ineligible for participation in any District athletic program for the remainder of the athletic/activity season or 20 participation days whichever is the greater of the two. In order to be eligible to participate in the next interscholastic sports season, the athlete shall meet with the school eligibility board to request approval to participate. The only exception to the above penalty is if the student obtains an evaluation and seeks appropriate assistance from an approved agency for his/her use, possession, or sale of legend drugs or drug paraphernalia. In such cases, amnesty may be granted by the building eligibility board after the athlete completes the evaluation and sits out at least 10 percent of the contests at the same level of competition at which the athlete participated prior to the offense.

**Second offense** - The student is ineligible for all athletic activities for 12 continuous months from the date of the second violation in any WIAA member school. No amnesty will be granted.

**Third offense** - The student shall be expelled from participation in any WIAA member school permanently. No amnesty will be granted.

**USE, POSSESSION, OR SALE OF TOBACCO, NICOTINE AND DELIVERY DEVICES:**

**First offense** - The student shall be ineligible for participation in all sports for the remainder of the sport season or 20 participation days, whichever is the greater of the two. The student may seek amnesty from the building eligibility board through obtaining assistance from an approved agency for his/her use, possession, or sale of tobacco products and sitting out at least one contest at the same level of competition at which the athlete participated prior to the offense.

**Second offense** - The student will be ineligible for participation in any District athletic program for the remainder of that sport season or 20 participation days whichever is the greater of the two. No amnesty will be granted.

**Subsequent offense** - The student will be ineligible for participation in any District athletic program for the remainder of the current school year or 20 participation days whichever is the greater of the two. No amnesty will be granted.

Athletes who attend parties or other functions where alcohol and/or drugs are being used by others may be subject to the same ineligibility period as though they had indulged in their use.

**TEAM RULES**

Each sport will have rules and regulations unique to that sport. The coach will provide team members with a written copy of these rules. Violation of these rules may result in placing the student on probation, suspended, or expelled status.

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### **DUE PROCESS**

Students and parents have a right to appeal any of the above cases of suspension and expulsion. Some of the regulations and standards are set forth by the Washington Interscholastic Activities Association (WIAA) and others are Central Kitsap School District policy.

If it is a WIAA standard, the first level of appeal must be made to the West Central District III (WCD III) Eligibility Board on specific forms and within deadlines. Regulations and standards which are Central Kitsap School District policy are first appealed to the building eligibility board. If not resolved at the first level, a second level of appeal can be made within two days to the District Athletic Director. If a resolution cannot be made at the second level, the regular District due process procedure will be in effect. Ask your building athletic director for guidance and procedures if you wish to appeal. They will reference School Board Policy No. 3241 which states that the disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or school board elects to postpone such action.

The appeal process for participation in extra-curricular activities, because participation is a privilege, differs from the appeal process for being denied attendance at school, which is a right.

### **TRANSPORTATION**

Students who participate in athletic events must ride to and from those events in District provided transportation unless other arrangements have been made with the school and/or coach. These arrangements must be made in writing using the parent permission form. This includes practice as well as contest. The only exception to this is when the student has proof of a valid driver's license and insurance, and written permission from their parents/guardian to drive his/her own car to and from the event. Passengers in non-District transportation must also provide written permission from their parents. A form for this purpose will be available in the eligibility packet. If a student drives his/her own car, he/she needs to understand that his/her private insurance will be responsible for insurance coverage.

### **END-OF-SEASON ACTIVITIES**

In order to be eligible to participate in post-season activities, i.e., awards functions, etc., the student must be a member of the team in good standing.

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**COMMUNITY/OUT-OF-SEASON PARTICIPATION**

1. **Community sponsored activities:** Students may participate in community sponsored athletic activities in the same or different sports any time during the year as long as that participation does not, at the discretion of the school coach, require the student to miss a team practice or contest, or adversely affect the performance of the student in practice or contest. 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.
2. **School sponsored activities:** Except during the specific sport season, schools cannot offer, nor can students participate in any school activity that resembles a practice in a given sport. The exception is for that period of time from the last WIAA spring activity (usually the last weekend in May) until August 1 for fall sports and the first fall turnout for winter and spring sports. Any such school-sponsored activity must be open to all students in the school and include a variety of different activities.

**INJURIES**

In case an athlete is injured in any circumstance, he/she must notify his/her coach and/or certified athletic trainer immediately. If a physician is consulted, the athlete must obtain written permission from that physician prior to returning to practice or competition.

If the injury occurs during a contest or practice, the determination of when and if the athlete can return to the competition will be made by one of the following in order of priority: team physician, certified athletic trainer, physician in attendance (spectator at event), or coach. In all cases, the parent has the right to withdraw his/her child from participating in an event. The coach does, however, decide which students will participate in an athletic event.

A student athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed medical doctor or doctor of osteopathy trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider. The medical doctor or doctor of osteopathy may be a volunteer.

**CONCUSSION PROTOCOL INFORMATION PER WIAA:**

Contests of all levels, middle school, high school, varsity and sub-varsity in which WOA (Washington Officials Association) registered officials are being used:

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At the pre-contest conference between the coach and officials, the official will ask the coach if he/she has a licensed health care provider that is authorized to evaluate possible concussions on site.

If the answer is yes, the health care provider must be on site and able to be summoned to evaluate a potential concussion.

If the team does have an approved health care provider with them and an official removes an athlete from play for possible concussion signs or symptoms, that athlete could return to play provided they are cleared by that on site health care provider.

If the team does not have an approved health care provider available and the official removes an athlete from play for possible concussion signs or symptoms, that athlete will not be allowed to return to play during that contest.

What licensed health care providers are trained in the evaluation and treatment of concussions/brain injuries and authorized to allow the athlete to return to play?

- Medical Doctors (MD)
- Doctor of Osteopathy (DO)
- Advanced Registered Nurse Practitioner (ARNP)
- Physicians Assistant (PA)
- Licensed Certified Athletic Trainers (AT/L)

Research is currently being done to determine which other licensed health care providers may have sufficient training to qualify to authorize return to play. The WIAA will update schools and this website as this information becomes available.

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Reference: Washington Interscholastic Activities Association -- <http://www.wiaa.com>

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