



Olympia School District

1113 Legion Way SE, Olympia WA, 98501 • <http://osd.wednet.edu>

High School Student Athletic/Activity Handbook 2018 - 2019



Student Athlete and Parent Responsibilities
Health and Safety
Eligibility Requirements
Athletic Code



INTERSCHOLASTIC SPORTS OPPORTUNITIES

Fall: Football, Volleyball, Girls' Swimming
Boys' Tennis, Boys'/Girls' Cross Country,
Girls' Soccer, Boys'/Girls' Golf (OHS only)
Cheer, Drill/Dance

Winter: Boys'/Girls' Basketball,
Boys' Swimming, Boys'/Girls' Wrestling,
Girls' Gymnastics, Girls' Bowling, Cheer,
Drill/Dance

Spring: Girls' Tennis, Boys'/Girls' Track
Boys' /Girls' Golf (CHS only), Boys' Soccer,
Baseball,
Fastpitch



ATHLETIC STAFF

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Participation in athletics is a privilege involving responsibilities and rights. The student athlete has the responsibility to play fair, to give their best, to keep training, and to conduct themselves in a manner consistent with the High School Student Athletic Code along with Olympia School District, school, and team rules and expectations. All students who choose to participate in athletics or other co-curricular programs are expected and required to set a positive example for others, through their conduct and promotion of a positive school environment which holds high academic and behavior standards and is free from violence, alcohol, tobacco and other drugs.

STUDENT ATHLETE HEALTH AND SAFETY

1. Parents/Guardians and student athletes must accept a degree of risk from participation in sports. As part of the clearance process, informed consent signatures are required of both parent/guardian and student athlete before participation in practices or contests.
2. Student athletes who are mentally, emotionally, and physically conditioned for an activity are less susceptible to injury. Following are listed minimal health requirements that are considered shared responsibilities between parents/guardians, coaches, staff, and the student athletes themselves:
 - a. Physical examinations, performed by a health care provider licensed to perform a physical examination must be submitted on the Olympia School District "Physical Examination Form", before a student athlete may participate in a sport. Physical examinations are valid for a period of thirteen (13) months and must be current throughout the season of participation.
 - b. Parents/Guardians and student athletes must immediately report any injury to the supervising coach. Parents/Guardians can assist coaches in watching for signs of injury especially with a student athlete who may not want to report an injury.
 - c. A student athlete will not be allowed to return to full participation after an injury or illness that has required treatment without the written permission of the student athlete's health care provider and school athletic trainer.
 - d. Year-round conditioning is a beneficial part of any sports program and is designed to maximize performance and minimize the potential for injury.
 - e. All student athletes are expected to be alcohol, tobacco, and other drug free and agree to comply with the District Athletic Code (OSD 3202/3202P) which explains the consequences if a student athlete is found under the influence, in possession, or has, or has attempted, to distribute alcohol, tobacco, or other drugs at any time while under the Athletic Code.
3. Parents/Guardians and school staff must be willing to fully share information regarding the student athlete's health, including illness, injuries and other symptoms, no matter how slight.
4. All student athletes are required to use Olympia School District transportation, when provided. Student athletes may only be released to their parent/guardian after written release is given, in person, to the site athletic director by the parent/ guardian prior to the event. No student athlete is allowed to be released to another parent/ guardian without prior written permission given, in person, to the site athletic director by the requesting parent/guardian.

Based on schedules, parents/guardians maybe responsible to provide, or arrange for, transportation to and from events within the boundaries of the Olympia, North Thurston and Tumwater school districts.

If private transportation involves a vehicle driven by a student, the "*Student Driver Form*" must be completed and on file at the designated high school.

WIAA REGULATIONS

All student athletes are required to comply with all WIAA Regulations, with specific exceptions as allowed by WIAA related to academic standards and student conduct, as noted in the Olympia School District High School Student Athletic/Activity Code.

-- All WIAA Regulations will be made available to all student athletes and parents/guardians at each high school, the Olympia School District Administrative Office, and through links on high school and district athletic program websites.

PARENT/GUARDIAN SUPPORT AND INVOLVEMENT

Parents/Guardians of our student athletes are strongly encouraged to become involved in the various school, team, and parent/guardian organizations that support our programs. A parent/guardian may contact the school administration or the site athletic director for information regarding these organizations or any other means they may wish to support our programs.

1. Promoting Good Sportsmanship, Relationships, and Open Communication
 - a. Be supportive of your child in wins **and** losses, successes **and** failures.
 - b. Be supportive of everyone on the team.
 - c. Respect decisions of officials.
 - d. Never taunt, boo or use profane language or gestures at games/competitions.
 - e. Respect others by showing courtesy for all players, fans, coaches, and officials. Arguments and confrontations should never take place.
 - f. Refrain from coaching your child during practice and competition.
 - g. Playing time is based on the expertise of our coaches over countless hours of evaluation at practice and competitions. Issues with playing time are between the coach and student athlete.
 - h. Communicate directly with the coach should a concern arise. Before, during, and after a game is not a proper time to discuss a concern with the coach, if necessary, make an appointment. If dissatisfied with the outcome of your meeting, speaking with the head coach or site athletic director is the next step. Unless an emergency exists, contacting the principal or district office is not appropriate unless there has been a meeting with the head coach and/or site athletic director.
 - i. If a parent/guardian has a concern involving a coach, they may follow the process noted in District Policy 4220 (see www.osd.wednet.edu).
 - j. Help everyone in promoting the best possible circumstances for your child while they are participating in Olympia School District Student Athletic/Activity programs.

The Olympia School District Student Athletic Code (OSD Policy 3202/3202P) is in effect: (1) from the participants first day of turn-out in the current school year until their first turn-out of the succeeding year---exclusive of summer break unless noted; (2) at school or at any school- sponsored program/event, even those occurring during breaks in the school year; (3) at any program/event at which student athletes are representing their school or the district, regardless of when the event occurs and regardless of sponsorship; (4) as noted in the OSD Student Athletic/Activity Code for "Conduct Away From School". The Athletic Code will no longer remain in effect if a student athlete participates in less than ten (10) practice days during their initial sports season of any year.

REQUIREMENTS FOR PARTICIPATION IN OLYMPIA SCHOOL DISTRICT ATHLETICS/ACTIVITIES

1. ACADEMIC

- a. Student athletes in grades 9 through 11, must be enrolled in six (6) classes during the previous and current semesters in order to participate. Seniors may be enrolled in a minimum of five (5) classes and be on-track for on-time graduation. **All requests by seniors must be approved by the school counselor and principal prior to requesting full athletic eligibility.**
- b. Student athletes must be passing all classes in both the previous and current semester in order to participate in contests. An “F” grade at any semester mark will result in academic suspension for a period of five (5) weeks (see Table A). It is the responsibility of the student athlete to apply for reinstatement through the site athletic director. The student athlete must be passing all current classes to be eligible for reinstatement. If at the time of the request the student athlete is failing a class, eligibility will not be reinstated until the site athletic director has confirmed passing grades in all classes.
- c. Student athletes enrolled in Running Start, approved Online Education Programs, and/or those in approved Home-School Programs, must meet all requirements under section 18.0, of WIAA Rules and Regulations.
- d. Incompletes must be made up for credit and with a passing grade during the first five (5) weeks of the subsequent semester. The student athlete will be ineligible for competition until the incomplete(s) is cleared.
- e. Student athletes receiving a “No-Credit” (NC) grade will be ineligible for competition for a period of five (5) weeks.
- f. In addition to grade checks at the conclusion of each semester, student athletes’ grades will be checked during the semester of participation every three (3) to six (6) weeks (WIAA 18.7.3). Grade checks will be completed and student athletes will be notified by 1:00 PM Monday of the week following the grade check.

GRADE CHECK DATES:

October 12
November 16
January 11
February 15 **
March 29
May 10

**** First Semester Grade**

- g. If failing one class at the grade check, student athletes will be notified and will become ineligible for games/competitions until a passing grade is confirmed by the site athletic director. If failing two (2) or more classes at a grade check, student athletes will be notified and become ineligible for both practices and games/competitions until passing grades are confirmed by the site athletic director. (OSD 3202P)

At the time of each grade check the site athletic director will meet individually with the student athlete regarding the failing grade and resulting ineligibility.

- h. While academically ineligible for games/competitions, the school will offer opportunities for academic assistance. Student athletes will be encouraged to take advantage of these opportunities but are not required to do so in order to participate in practices.

TABLE A

Season	Academic Clearance Semester	Academic Probation Dates
Fall	2 nd Semester (previous year)	First day of fall practice through fourth (4 th) Saturday in September
Winter	2 nd Semester (previous year) AND 1 st Semester (current year)	Initial Clearance: First five (5) weeks of the season Fall semester:-- Five (5) weeks from end of semester
Spring	1 st Semester (current year)	First five (5) weeks of the season

2. HEALTH

- a. A health care provider licensed to conduct physical examinations must approve a student athlete for full participation.
- b. Physical examinations are valid for a period of thirteen (13) months.
- c. If a physical examination expires during a season, the student athlete will be ineligible for any participation until a new *Physical Examination Form* is submitted to the site athletic director.
- d. Following an illness or injury requiring treatment, a medical clearance is required before a student athlete may return to practice or competition.
- e. Student athletes found to be using alcohol, tobacco, or other drugs will be suspended from all participation (see OSD Student Athletic/Activity Code for sanctions).

3. ATTENDANCE

- a. Student athletes must be in full attendance (**six (6) periods---seniors five (5) periods - if approved**) on the day of practice and/or games **unless excused and approved by the site athletic director**.
- b. Excessive absences may result in failing grades and/or loss of playing time.

4. RESIDENCE

- a. Student athletes establish eligibility on the first day of attendance in a high school.
- b. Parents/Guardians and student athletes should consult with the district or site athletic director regarding eligibility requirements prior to making any commitments.
- c. In all cases, WIAA Rules and Regulations will be strictly adhered to.

5. RESIDENCY APPEALS

- a. If, based on WIAA Residency Regulations a student athlete has been denied eligibility, they may file a written appeal with the WIAA district of the receiving school.

6. EQUIPMENT

- a. The student athlete is expected to take care of all equipment issued and to return it in good condition; based on normal wear and tear.
- b. Lost or stolen equipment and uniforms checked out to the individual student athlete becomes their responsibility and their parents/guardians' financial responsibility.

7. FEES

- a. Student athletes pay a \$125 fee for participation in each sport. With the exception of “cut” sports, all fees are collected at the time of clearance. For “cut” sports, fees must be paid in full within three (3) days of “cuts” being made. Failure to pay all fees will result in ineligibility until all fees are paid.
- b. Fees help to defray travel expenses for away events and coaches’ salaries. For further information on how the cost of student athletics is covered please visit the district website. On the Home page, Click Departments, Athletics and Information for Parents.
- c. In some sports, the student athlete is expected to purchase shoes, socks, and other basic apparel. This purchased equipment becomes the property of the individual student athlete. Coaches will explain these charges prior to the season.

8. REQUIRED CLEARANCE FORMS

- a. Prior to participation in high school student athletics, including cheer, drill/dance, students and parents/guardians must complete and sign the following forms and return them to the school on the date specified for clearance. Student athletes may not begin practice until all forms are completed, signed, returned, and eligibility approved.
- b. To be eligible, a student athlete is required to complete all clearance forms, be approved for full eligibility and begin full participation within ten (10) days (fifteen (15) for fall sports) of the first practice for the season in which participation is requested; unless the student athlete is an approved transfer student into the school where eligibility is requested, or if a documented injury/health condition precludes full participation within the first ten (10) days of practice (fifteen (15) days for fall sports).
- c. These required forms may be obtained from the OSD website at:
osd.wednet.edu/activities-services/athletics.
 - Athletic Registration Packet
 - Physical Examination Form
 - Medical Information Card
 - Head Injury and Concussion Acknowledgement
 - Sport-Specific Safety Guidelines
 - Transferring Student Acknowledgement (if applicable)
- d. Student athletes face ineligibility and/or removal from a team if any information provided on these forms contains false or inaccurate information.

TEAM SELECTIONS

1. In some sports, there is a limit to the number of student athletes that can be selected for the team. Coaches have developed selection procedures that have been approved by the school principal and site athletic director. Each student athlete who participates in tryouts is given a fair opportunity to demonstrate their skills and attitude. The decisions made by coaches are final.

BEHAVIOR EXPECTATIONS

1. District and building administrators and staff expect student athletes to demonstrate good sportsmanship and citizenship at all times. Student athletes not living up to this expectation may lose team membership or playing privileges at any time prior to or during the season.

2. Student athletes found in violation of District Policy 3240/3240P, *Student Conduct and Expectations* and/or District Policy 3202/3202P, *High School Athletic Code* please refer to OSD Policies at www.osd.wednet.edu – (the *High School Athletic Code* is also contained in this *High School Athletic Handbook*) will be subject to athletic/activity disciplinary action, in addition to other school discipline. With the exception of alcohol, tobacco, and other drug use, possession, sale or transfer and related conduct away from school, as described in the Olympia School District Policy 3202/3202P, *High School Athletic Code*, all student athletic sanctions will be determined by the site athletic director and principal.

**Olympia School District
Athletic Code Violation Process Flow Chart**

Report of Violation

Reports may be received from a variety of sources

Building Level Investigation

Interviews with student athlete, witnesses and contact with parent/guardian

Site Athletic Director/Principal Determination

After analysis of investigation

Determined Violation Occurred

Sanctions Imposed

Determined No Violation Occurred

No Sanctions Imposed

First Level of Appeal

Informal conference with site athletic director and principal

Continued Participation

Second Level of Appeal

Appeal to District Athletic Committee

Third Level of Appeal

Appeal to the OSD Board of Directors

Athletic Code Procedures

This Athletic Code is in effect throughout the school year from the first day of an individual student's eligibility clearance for an athletic program, including cheer and drill/dance, through the remainder of the calendar year, until the participant's first-eligibility clearance of the succeeding year including, but not limited to: at school or at any school-sponsored program/event, even those occurring during breaks in the school year, and at any program/event, regardless of location, at which students are under the supervision of and/or are representing the school or the district, regardless of when the event occurs and/or sponsorship. Further, while under the Code, athletes found in violation of behavior standards set forth in OSD Policy 3240/3240P and the Athletic Code are subject to sanctions as determined by the building principal and site athletic director regardless of location and/or school supervision. The Code will no longer remain in effect if a student participates in less than ten (10) practice days during their initial sports season of any year.

WIAA Regulations

Participants are required to comply with all WIAA regulations, with specific exceptions as allowed by WIAA related to academic standards and student conduct as noted in this Code. The superintendent will publish and make available to all participants WIAA rules directly related to eligibility. Other WIAA regulations will be available at each high school site and linked to the District website.

Olympia School District Regulations

Academic Standards – Previous Semester

An athlete will have been in regular attendance and have passed all classes (six classes Grades 8 – 11 (five classes Grade 12 if on track for on-time graduation) in a middle or high school during the semester immediately preceding the season in which they wish to participate. Athletes enrolled in Running Start, approved Online Education Programs, and/or those in approved Home School programs, must meet all requirements under section 18.0 of WIAA Rules and Regulations.

Incompletes must be made up for credit during the first five (5) weeks of the subsequent semester. The student will be ineligible for competition until the incomplete(s) is cleared. Students receiving a "No-Credit - NC" grade will be declared ineligible for competition for a period of five (5) weeks.

Athletes failing to meet these academic requirements will be placed on probation for a period of five (5) weeks from the first day of practice for that sport. For fall sports, the probationary period will begin the first day of practice through the fourth Saturday in September. Students are eligible for competition on the Monday of the week following the suspension period. During the probationary period, the student is eligible to practice but may not participate in any competition. An athlete on academic probation will be referred to, and encouraged to participate in, an academic enhancement program and may request to have practice time reduced to allow for additional study time. If the athlete is passing all classes at the end of the probationary period, full eligibility will be reinstated. The building athletic director will meet individually with each ineligible student, contact their parents and discuss available methods designed to assist the student in achieving a passing grade.

Initial Clearance Timeline

Sports Season	Clearance Semester
FALL	2 nd Semester (previous semester)
WINTER	2 nd Semester (previous year) AND 1 st semester (current year)
SPRING	1 st Semester (current year)

Academic Standards – Current Semester

In order to maintain eligibility during the current semester, athletes must maintain regular attendance and have passing grades in all classes. The site athletic director will check each athlete's grades every four (4) to six (6) week of the school year.

At the time of any grade check, if the athlete is failing a class they will be placed on academic probation and ineligible for games/competition until a passing grade is confirmed by the teacher(s) and the site athletic director. If failing two or more classes the athlete will become ineligible for both practice and games until passing grades are confirmed. Athletes participating in winter sports will have a grade check conducted at the end of the 1st semester. If failing class(es) at that time, they will be placed on academic probation, as defined above, for a period of five (5) weeks. Students placed on academic probation will be referred to, and encouraged to participate in, an academic enhancement program and may request to have practice time reduced to allow for additional study time.

Physical Examination

Prior to the first practice for high school athletic teams and drill/dance/cheer squads, students will undergo a complete physical examination conducted by a health care provider licensed to perform a physical examination, submitted on the approved OSD Athletic Physical Form, and be approved for full participation by the examining health care provider. Physical examinations will be valid for 13 months and must be current throughout the season of participation.

General Conduct

Students found in violation of Policy 3240/3240P Student Conduct Expectations will be subject to athletic disciplinary sanctions in addition to other school disciplinary action. Athletic sanctions will be determined by the site athletic director in direct consultation with the building principal. Specific disciplinary sanctions for violations involving tobacco, alcohol, legend drugs, and controlled substances are noted below and may only be modified through processes noted in in Section 1 (Tobacco Possession and/or Use) and Section 2 (Alcohol, Legend Drugs, and Controlled Substances).

If a violation of this policy occurs during a season of non-participation in athletics and/or activities, sanctions will be imposed during the student-athletes next season of participation.

1. Tobacco Possession and/or Use

The use or possession of tobacco products, including e-cigarettes, “vapes”, or paraphernalia (or that which purports to be) is prohibited at school and/or at school events, and will result in the following:

- a. First Violation: A two (2) game suspension will be imposed.
- b. Second Violation: A seven (7) game suspension will be imposed. If less than seven (7) games remain in the current season the balance will be served beginning the first day of the next season of participation.
- c. Third Violation: Suspension from all athletic/activity participation (practice and games) for a period of one (1) calendar year from the day of suspension.

Violations are considered cumulative for the duration of high school eligibility.

2. Alcohol, Legend Drugs and Controlled Substances

At any time while under the Athletic Code, regardless of the location and/or school supervision, the following sanctions for possession, being under the influence, sale/transfer or attempt to sell or transfer alcohol, legend drugs and controlled substances will be considered as one part of the total school disciplinary process. Violations of this section are considered cumulative from 8th grade through the duration of high school eligibility.

- a. **First Violation:** Immediate ineligibility from all scheduled athletic participation (practices and games) for the remainder of the season. An athlete found in violation for the first time who seeks and receives a formal chemical dependency assessment, from an approved community agency, and remains in full compliance with any assessment recommendations made, may have the period of ineligibility reduced by the building principal, in direct consultation with the site athletic director, to a minimum of fourteen (14) days of scheduled athletic participation. If less than fourteen (14) scheduled athletic participation days remain in the student-athlete's current season, the balance of ineligibility will be served beginning the first day of the athletes next season of

participation. An athlete failing to remain in full compliance with all assessment and school recommendations will have the full term of ineligibility reinstated and will be ineligible for all post-season competition for a period of one (1) calendar year from the date verification of non-compliance is received by the building principal.

- b. **Second Violation:** Immediate ineligibility from all participation (practices and games) for a period of one (1) calendar year from the date of the violation.

An athlete found in violation for the second time will be referred to an approved community agency. Those who complete a chemical dependency assessment and follow recommendations made as a result of the assessment may have the period of ineligibility reduced by the OSD Athletic Committee, based on the recommendation of the building principal, to a minimum of one hundred-twenty (120) athletic participation days plus ineligibility from all post-season competition for a period of one (1) calendar year from the date of the violation.

- c. **Third Violation:** Immediate ineligibility from all participation (practices and games) for the remainder of high school eligibility.
- d. **Sale, Distribution, Trade or Transfer:** An athlete found to have sold, distributed, traded, or transferred alcohol, other drugs, or paraphernalia (or that which purports to be) will be immediately ineligible for participation in athletics, including drill, cheer and dance, for the remainder of their high school eligibility.

Note: For the process to appeal a building or district decision on sanctions implemented for violations of this section refer to the "Appeal Process—Disciplinary Action" section of this Code.

3. Conduct Away from School

If the athlete attends a function where alcohol and/or other drugs are illegally used, they must make an immediate and reasonable attempt to leave. If the athlete remains, but has not used or possessed alcohol and/or other drugs, a maximum ineligibility sanction of seven (7) athletic participation days will be imposed. If extenuating circumstances warrant, a lesser or greater disciplinary consequence may be used if appropriate. When considering extenuating circumstances for a consequence, the athletic administrators will discuss the details with the principal and district designee prior to issuing such discipline.

Note: All ineligibility sanctions noted include both practices and contests. The period of ineligibility begins on the day official notice of ineligibility is given to the athlete and parent/guardian.

4. Hazing

The Olympia School District prohibits initiation activities and behaviors required for acceptance by the team, or expected to obtain peer acceptance, involving any student athlete, whether or not it takes place in any school facility, on school property, or at any district sponsored event.

Hazing is a form of harassment, intimidation and bullying, and is defined as any act or coercing of another, including the victim, to perform any act of initiation into any team, group, or organization that causes, or creates a risk of causing, mental, emotional or physical harm. Permission, consent, or assumption of risk by an individual subject to hazing will not lessen the activities prohibited.

Athletes found in violation of district harassment, intimidation and bullying (including hazing) policies will be ineligible from all athletic, including cheer and drill/dance, participation for a minimum period of one calendar year from the date of notification.

APPEAL PROCESS

An athlete and/or parent/guardian who believes there are circumstances which would allow a modification of a disciplinary action resulting from a Code violation, may access the following appeal procedure.

ACADEMIC PROBATION APPEAL

Upon the imposition of academic probation, any aggrieved athlete, or parent/guardian of said athlete has the right to an informal conference with the building principal and site athletic director. A request for an informal conference must be made within three (3) school days of the action grieved or the athlete or parent/legal guardian will have waived their right to appeal. The principal and site athletic director will meet with the athlete and/or parent guardian within three (3) days of receiving the request. The aggrieved athlete or parent/guardian will be notified of the decision within three (3) days of the informal conference. The aggrieved party may appeal the decision of the building to the District Athletic Committee within three (3) days of receiving notice from the building. The District Athletic Committee will conduct a formal hearing within seven (7) days of receiving the written request for an appeal.

DISCIPLINARY ACTION APPEAL

1. Within three (3) school business days of receiving notice of athletic disciplinary sanctions, the athlete and/or parent/guardian may request an informal conference with the building principal and site athletic director for the purpose of resolving the grievance. During the conference, the athlete and parent/guardian will be subject to questioning by the building principal and site athletic director and will be entitled to question school personnel involved in the matter.

If the aggrieved sanction was imposed for violations of the alcohol, legend drugs and controlled substances provisions of this policy/procedure and during the informal meeting the violation is confirmed, the sanctions noted in this policy/procedure will be imposed.

2. If the grievance is not resolved, the athlete and/or parent/guardian may file a written request for a formal hearing by the District Athletic Committee. The District Director of Health, Fitness and Athletic Programs must receive the written request for a hearing within three (3) school business days of the building decision. The District Committee will conduct a hearing within seven (7) school business days after receiving the written request.

At the hearing the athlete and parent/guardian will be subject to questioning by Committee members and will be entitled to representation and to present information directly related to the issue resulting in athletic sanctions being imposed.

The Committee chair will notify the athlete and parent/guardian of the Committee decision within three (3) school business days of the hearing.

3. If the grievance is not resolved, the athlete and/or parent guardian will have the right to present a written and/or oral grievance to the Board of Directors during its next regular meeting; the grievance will be heard in Executive Session. The Executive Director of Secondary Education must receive the written request for the grievance presentation to the Board within two (2) school business days of the District Athletic Committee decision. The athlete and/or parent/guardian will be notified of the Board’s decision within three (3) school business days of Board action.

WIAA Rule Violations Appeals

Appeals related to specific violations of WIAA Rules and Regulation must follow established WIAA procedures. The aggrieved party will meet with the site athletic director within three (3) school business days of the notification of a WIAA violation to review the appeal process.

The superintendent will broadly disseminate this policy/procedure and its’ provisions in school and district publications and in a manner that will reasonably provide athletes and their families with notification.

PROCEDURE ESTABLISHEDApril 19, 2010 As Procedure 3200P
REVISED June 26, 2013
REVISED August 7, 2017