

EDMONDS SCHOOL DISTRICT

STUDENT ATHLETIC HANDBOOK

Dear Parent/Guardian:

We hope your student has an enjoyable experience while involved in athletics, cheer, dance and drill during his/her time in the Edmonds School District. *We ask that you review this handbook and spend time discussing it with your student.* This handbook provides general information about participating in the Edmonds School District Athletic Programs. In addition to this information, we are also governed by Edmonds School District Policies & Procedures and the rules governing WIAA.

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Athletic Goals for Edmonds School District

To establish and maintain a program that will promote the greatest possible number of well rounded successful participants in each interscholastic sport.

TEAM:

- Develop organizational criteria that will aid the coach in the optimum management of his/her program.
- Establish maximum, effective and safe squad/team sizes based on facilities, equipment and availability.
- Develop competitive goals that are consistent with the accomplishments desired.

PARTICIPANT:

- Provide an opportunity for students to develop physical skills and to better satisfy their interest and desire for competition.
- Develop physical vigor and desirable health habits.
- Develop qualities of good citizenship by subscribing to the written and unwritten rules of sportsmanship.
- Develop social competence through interdependence with teammates, coaches, officials, and athletes from other schools.
- Develop valuable personal qualities of responsibility and leadership.

STUDENT BODY AND SCHOOL:

- Capitalize on the potential of athletics/spirit as an educational force.
- Enhance unity and school morale through the athletic program.
- Maintain a program that develops a reputation of disciplined conduct.
- Develop student interest by enlisting their aid in support of the program.
- Maintain a program broad in scope, which offers activities that are interesting and beneficial to the greatest number of students.

PARENTS AND COMMUNITY:

- Understand the important implications of an athletic contest.
- Recognize that control of/and responsibility for the athletic programs rest with school personnel.
- Value the athletic program in creating community unity and pride.
- Encourage commitment in support of athletics from the parents and the community.

All – HONOR THE GAME!

NOTE: All interscholastic athletic programs shall be conducted in accordance with the letter and spirit of the rules and regulations of the Edmonds School District, WESCO League, Sno-King League, Washington Interscholastic Activities Association, & the National Federation of State High School Associations.

Athletic Registration Procedure

Prior to the start of each sports season/activity, every athlete/participant must participate in the eligibility process. Registration forms can be downloaded or completed electronically at www.edmonds.wednet.edu/forms. (We are requesting all HS and MS athletes complete their forms electronically, K8 and Special Olympics are not set up for electronic submission at this time). In addition to completing the electronic forms, a hard copy of the Athletic Physical Examination Report must be submitted to your school's athletic office prior to an athlete being cleared to turn out. Physicals are good for 2 years.

THE STUDENT-ATHLETE MAY NOT PARTICIPATE IN PRACTICE WITHOUT COMPLETING THE FOLLOWING ELECTRONIC FORMS, AND SUBMITTING A PHYSICAL FORM.

Forms to complete and submit electronically:

1. Informed Consent Form
2. Athletic Emergency Information Form
3. Eligibility Questionnaire Form

K8 and Special Olympics can submit the hard copy of our athletic forms which can be downloaded from www.edmonds.wednet.edu/forms

To be submitted in person at your school's athletic office:

4. Athletics Physical Examination Report – Download from within rankonesport.com
5. Middle School Weight Verification Form – download from rankonesport.com
6. Purchase participating school's ASB Card – check with your school for ASB Card Cost
7. Pay Sports Fee Per Season - \$100.00 for HS, \$65.00 for MS, \$40.00 for K-8, \$25.00 for Special Olympics. Due prior to the first contest.
8. Students eligible for free/reduced lunch must submit their notification letter to have fee waived
9. All school fines paid

ALL CHECKS PAYABLE TO EDMONDS SCHOOL DISTRICT

ELIGIBILITY FORMS AND CHECKS SHOULD NEVER BE GIVEN TO THE COACH.

After reviewing that all requirements are met, the Athletic Office will provide each coach with an eligibility roster. Only athletes on this eligibility roster will be allowed to turn out.

Athletic Eligibility-Criteria

All member schools of WESCO League and WIAA are expected to monitor the eligibility of each student carefully. Failure to comply with the regulations can render an individual ineligible, which may negatively affect the athlete, the team, and the school. There are established consequences for schools with re-occurring eligibility violations, including probation from competition for the individual and/or the school program. In some cases, the student may need to appear before the NW District 1 Eligibility Committee to address extenuating circumstances. The School Athletic Director is available to work with the parent and athlete to explain and facilitate the appeal/hearing process.

All contestants must be eligible under the rules of the Washington Interscholastic Activities Association (WIAA) and the Edmonds School District to participate in an interscholastic contest.

Only players who are currently eligible to participate in an activity may appear in their team uniform on the team bench, sideline, court, field or deck during the contest. A student must be currently eligible to participate in an activity in order to participate in the pre-event warm-up. (WIAA Section 18)

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. More specific information is available at www.wiaa.com (see WIAA Handbook).

Students must be regular members of the school they represent in order to participate in an interscholastic athletic activity. Students are “regular members” of a school if they are enrolled in a minimum of 5 classes in a 6 period class schedule exclusive of interscholastic athletic activities. Full-time Running Start students, alternative school students and students who are home-based according to RCW 28A.225.010 (4) are considered “regular members” of a school if they are living in that school's attendance

area. Schools may allow only seniors, **who are on track to graduate**, to initially enroll in one less class. For additional information see the WIAA Athletic Handbook.

Students attending private schools may participate with Edmonds School District teams provided they comply with Edmonds School District and WIAA regulations. A full-time student in a private school or a certified educational clinic student may participate on the interscholastic teams of his/her resident public school **if** the student resides within the service area of that public school and **if** the interscholastic activity is unavailable to the student in the private school. Students in a private school must meet the same team responsibilities as public school team members and are obligated by the same standards of behavior and performance as other members of the team.

Out of district students who attend Edmonds Heights K-12 or Edmonds Online, may participate at the school with the lowest enrollment providing they meet all other WIAA eligibility requirements AND the Edmonds School District receives 50% or more FTE for the student.

The use of students who are ineligible according to either WIAA or Edmonds School District rules may result in the forfeiture of contests in which the participant took part, except in situations in which it has been determined that the participant/parent/guardian provided the school with false information which caused the school to declare the student eligible (e.g., false address). In such case, the participant will be declared ineligible for interscholastic competition for a period of one calendar year from the date the determination is made that false information had been provided.

RESIDENCY REQUIREMENT – In order to be eligible to participate and/or represent a member school in an interscholastic contest, the student of that school must be residing within the boundaries of that school district and designated attendance area of the high school.

TRANSFERS – After registering with and/or attending a middle level or high school, students changing enrollment to/from one school district to another school district **or from one high school to another high school within a multiple high school district** shall be considered transferring students. In order to be eligible for varsity competition, transferring students must meet the normal residency requirements or transferring student requirements. Students who transfer may be ineligible for varsity competition for up to one year. (WIAA Section 18)

ACADEMIC ELIGIBILITY – Academic eligibility will be determined at the beginning of each season by the athlete's academic performance in the previous grading period (most recent quarter, trimester or semester). For athletic eligibility purposes only, unless otherwise stipulated, "NC", "INC" and "U" grades will be considered an "F". Students not meeting the required Edmonds School District academic requirements will not be allowed to participate in contests until their Building Athletic Director deems them eligible. During academic probation an athlete may practice with the team but may not suit up, participate in contests, or sit on the team bench. Jamborees are not considered contests; however, ineligible students may not participate in them.

Student-Athletes who fail to maintain passing grades may be released from the team at the discretion of the coach in consultation with the school administrator/designee.

Ongoing academic eligibility checks for all student athletes will occur regularly throughout the season.

AGE LIMITS - SENIOR HIGH SCHOOL – Students shall be under 20 years of age on September 1 for the fall sports season; on December 1 for the winter sports season; on March 1 for the spring sports season.

REGULAR ATTENDANCE – The student shall be enrolled and in regular attendance within the first fifteen (15) school days of a semester at the start of a current semester/trimester in order to participate in interscholastic contests during the current semester.

PHYSICAL EXAMINATION – Prior to the first practice for participation in interscholastic athletics in a high school, a student shall undergo a thorough medical examination and be approved for interscholastic athletic competition by a medical authority licensed to perform a physical examination/well-child check. The school for which this student will compete must have on file the Physical Examination Form signed by a medical authority licensed to give a physical examination, certifying that the participant’s physical condition is adequate for all activities in which the student wishes to participate. **This physical will be valid for twenty-four (24) consecutive months and is highly recommended it be valid through the end of the regular season and post-season.**

Those licensed to perform physical examinations include MD, Doctor of Osteopathy (DO), Certified Registered Nurse (ARNP), Physician’s Assistant (PA) and Naturopathic Physicians.

If a student sustains an injury deemed serious enough by school personnel to require medical care, a student may not return to conditioning, practice sessions, or competition without a signed **RELEASE TO PLAY** from a licensed physician. Any student who is under a physician’s care for illness/injury may not return to conditioning, practice sessions, or competition without a signed **RELEASE TO PLAY** from a licensed physician. (Please note **all** concussion/head injuries require medical care – see Concussion Information Form in the student eligibility packet at www.edmonds.wednet.edu/forms). **If a student has been diagnosed with a concussion, the school must be notified.**

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. For example: club swim practice cannot be used in place of the school swim practice. All Student athletes are expected to be in attendance at the regularly scheduled practice times.

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

HARDSHIP CASES – 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 of the WIAA Handbook, provided such exceptions 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. Please contact the Athletic Director if you feel there is a hardship case.

Any waiver of student eligibility regulations shall be based upon extenuating circumstances, beyond the control of the student’s, or where applicable, their parents’ or legal guardian’s control, which are deemed to have significantly influenced or contributed to the cause of the student’s non-compliance with the eligibility regulation(s) involved. Students who receive eligibility waivers from WIAA will also be eligible under Edmonds School District Policy.

Attendance Regulations

Parents and athletes are requested to make a strong commitment to regular daily attendance in school, sports

practices, and contests. Participation in the athletic program should enhance and not detract from the importance of the academic program and the educational requirements.

The athlete is expected to be in daily attendance in all of his/her scheduled classes on time and prepared to participate in the learning activities in a positive manner.

IF AN ATHLETE IS NOT IN ATTENDANCE IN ALL OF HIS/HER CLASSES, S/HE CAN NOT PARTICIPATE IN PRACTICE OR AN EVENT THAT AFTERNOON OR EVENING. The only exceptions to this rule are; school related and approved absences (field trips), medical, dental, family emergencies, or legal appointments when appropriate written verification of the appointment from the provider has been submitted to the attendance office upon their return. Any other emergencies or absences must be approved by the Athletic Director or School Administration on a case-by-case basis.

Regular attendance and participation by each team member at practices and contests is essential to the success of the athlete and the team. Team morale is enhanced by each athlete's commitment to the program through attendance and the safety of skill progression is ensured.

It is the expectation that athletes will attend all practices and contests as defined/established by the coach. If attendance becomes an issue and impacts the team, a coach may impose discipline up to and including dismissal from the team. Exceptions to practice requirements cannot be made for students who attend alternative schools and have class schedules that interfere with scheduled practice times.

Conduct for Athletes

The opportunity to participate in athletics, dance, drill and cheer representing your school is a privilege. Due to the public nature of middle school & high school athletic programs, students who choose to participate are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of the school, community and Edmonds School District. Students who commit unlawful acts or engage in delinquent behavior may be subject to disciplinary action up to and including **athletic disqualification**. All Edmonds School District athletes, cheer, dance and drill members are expected to adhere to all Edmonds School District policies as explained in each school's *Student Handbook* and the *District Athletic Handbook*. In addition to these general rules, coaches may establish other team expectations specific to their program.

The following rules apply to all students participating in interscholastic activities and specific extra-curricular activities. These rules will apply to all student-athletes, cheer, dance, and drill members, at all times throughout the school year, including in season, out of season, and between seasons. The school year is defined as beginning with fall tryouts through the last day of school and will include any school-sponsored summer activities or any private activity/camp that disrupts or impacts the school team or the school educational process.

1. Student athletes are expected to demonstrate exemplary conduct on and off the campus, adhere to school and community laws and show respect for others and their property.
2. Any student on suspension/expulsion from school will not be permitted to participate in or attend any athletic activities.
3. Students who voluntarily choose to be members of teams/squads and become student-athletes are expected to:
 - a. Be courteous and hospitable to visiting teams.

- b. Respect the integrity and judgment of officials and accept their decisions without question.
 - c. Play hard and to the best of their ability.
 - d. Be modest when successful and gracious in defeat.
 - e. Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing and by participating in or supporting other school activities.
4. All students who participate in the athletic program of the Edmonds School District will comply with all rules and regulations as outlined in the school student handbooks, and Edmonds School District Policy. All student athletes will submit to the reasonable discipline of the school authority or school designee.
5. Students engaging in, attempting or conspiring to engage in inappropriate conduct as listed below are subject to corrective action or sanctions. Such actions or sanctions include athletic and/or school discipline, athletic probation, athletic and/or school suspension, athletic disqualification and/or school expulsion. Examples include the following:
- disruptive conduct
 - disobedience of reasonable instructions from school authorities
 - refusal to identify oneself
 - unauthorized absence from turnout or game
 - cheating
 - commission of any criminal act as defined by law
 - use, possession, and/or sale of substances capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior, performance or judgment, other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and used at school in accordance with Board Policy 7385 and 7385-R1
 - immoral conduct; vulgarity or profanity
 - destruction or defacing property
 - extortion
 - harassment, intimidation or bullying, including hazing (includes racial/gender/age/sexual orientation or grade level) of another student or employee. This includes electronic, written, verbal, or physical acts in accordance with Board Policy 8207
 - assault on another student or employee
 - possession or use of any dangerous weapons, substances, or objects
 - violation of any rule listed in the school's student handbook or in the "Rules of Conduct" in Edmonds School District Policy Section 800.

6. **WIAA and Edmonds School District Ejection Rule** - Conduct resulting in ejection or disqualification from an interscholastic contest as administered by game officials and/or school administrators shall result in ineligibility as follows:

First ejection of the season shall result in a two contest suspension of the ejected person (student, coach, or other school representative) at the same level of competition from which the person was ejected. This decision can be appealed to the Director of athletics and asked to be reduced to a one contest suspension. **The Director must be notified of the intent to appeal by 9:00 the morning following the ejection. Ejections due to unsportsmanlike conduct will not be reduced.** The expectation of the Edmonds School District is that no coach, student or parent, under any circumstances, should be ejected from a contest. The consequence for an ejection is not limited to the penalties above. Ejection of a coach will be carefully reviewed and could lead to additional suspensions from contests/practices, immediate revocation of the coaching contract, or non-renewal at the end of the season. Ejection of a

student is also not limited to the penalties above and could lead to additional suspensions from contests/practices or removal from the team.

NOTE: While serving the penalty for an ejection, the student and/or coach may not be on the premise of the event as participant or spectator and must abide by all other sanctions imposed by Edmonds School District and/or WIAA. This rule exceeds that of WIAA in that students may not attend events for which they are serving an ejection.

BOARD POLICY 7385-R1: STUDENT EXTRACURRICULAR ACTIVITIES REGULATIONS

The following student rules shall apply to all students who participate in the secondary school extracurricular activity or athletic programs. Students involved in activities or athletics are subject to the provisions of this code at all times throughout the school year, including in season, out of season and between seasons. The school year is defined as beginning with fall tryouts through the last day of school and will include any school-sponsored summer activities or any private activity/camp that disrupts or impacts the school team or the school educational process.

All school concerts, quadrant concerts, school district graduations, and locally adjudicated performances (e.g., Sno-King Festivals) are considered curricular performances and are not governed by these Extracurricular Activities Regulations for purposes of rendering students ineligible to participate. Eligibility to participate in such events, and discipline for rule violations in connection with participation in such events, are determined by the regular (non-extracurricular) school and District rules and procedures.

I. BASIC CONDUCT FOR ATHLETIC AND ACTIVITY PARTICIPANTS

Because students involved in athletics and activities perform and represent their schools in public, they are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of their activity, team, school, and community and to demonstrate their non-use and non-tolerance of harmful substances. The secondary schools in the Edmonds School District are committed to promoting the well-being, personal development and successful performance of all of their students.

Any student participant who willfully performs any act which materially interferes with or is detrimental to the orderly operation of a school's activities or athletic program (including, but not limited to, all misconduct specifically prohibited by these regulations as well as other illegal or serious misconduct) shall be subject to extracurricular activities discipline. Such acts may include school or non-school activity performed either on or off campus and the discipline may include permanent removal of a participant from the activities/athletic program.

II. BASIC SCHOOL POLICIES/RULES

A. For the violation of school rules, the student involved in the activity/athletic program will be treated as any other student and will in addition be penalized in accordance with these Student Extracurricular Activities Regulations. Students suspended or expelled from school may not participate in extracurricular activities during the period of school exclusion.

B. The following rules apply to students involved in extracurricular activities:

1. A student who is not in school for their full scheduled school day will not be allowed to turn out or play in a game/activity on that day. Exceptions are: dental and medical appointments, court appearances, family emergencies, and school sponsored or related activities approved in advance by a building administrator.

2. Participants in extracurricular activities shall comply with official WIAA rules.
3. To be excused from a practice or an activity, a participant must confer with the coach of his/her team in advance of the absence, except in the case of an emergency.
4. Participants shall abide by the team/activity rules and shall obey the reasonable and lawful directives of coaches. Team and activity rules will be approved by each school's building athletic director and distributed by coaches and/or building AD's at the start of each season.
5. Pre-participation requirements: To be eligible to try out for a team/activity, students must have been in regular school attendance as a full-time student during the semester/trimester immediately preceding the season of competition. A full-time student is a student enrolled in a minimum of five classes, with additional classes as needed to equal no less than 2.5 semester credits, 1.66 trimester credits, or equivalent. All other requirements, e.g., current physical exam, insurance, ASB membership, completion of forms and behavior contract, and compliance with residence and other WIAA and school rules, must also be met.
6. Academic requirements: To be eligible to compete/perform, students must:
 - Register for, attend and pass a minimum of five classes, with enough additional classes to equal to no less than 2.5 semester credits/1.66 trimester credits, or equivalent during the season of competition and the previous semester/trimester.
 - If taking more than five classes during the season of competition and the previous semester/trimester, the student may not receive less than a passing grade in more than one class. A non-passing grade is any grade where credit is not granted.
 - For purposes of determining academic eligibility, the most recent semester, trimester, or school administered progress report shall be the determining grade used. At the end of the semester/trimester the final semester/trimester grade will be used.
 - Upon entering the ninth grade, a student's initial academic eligibility will be determined by his/her record from the previous semester/trimester.
7. Illegal substances: Students will not be permitted to possess, traffic in, and/or use non prescribed or illegal drugs, alcohol, or any form of tobacco, and may not be in the presence of, or remain in the vicinity of, the use of such substances prohibited by criminal law, or engage in behavior that enables others to illegally use such substances. It is the responsibility of the student-athlete or squad member to remove himself/herself immediately, beyond all reasonable doubt and proximity, from the situation.
8. Illegal and other serious misconduct: Students may not engage in other misconduct that violates the law or brings dishonor on their team or activity, e.g., criminal violations, harassment, bullying, hazing, fighting, cheating.

III. PENALTIES FOR VIOLATION OF THESE RULES

- A. Before a head coach/advisor responsible for an activity can exclude a student from extracurricular activity for violation of these district regulations, the coach/advisor shall confer with the building athletic director and/or designated school administrator.
- B. Penalties for violation of Rule II.B.4., team activity rules, may be imposed by coaches in consultation with an administrator or designated assistant principal. Exclusion from a team or activity for the remainder of a season shall be approved by the principal or designated assistant.

C. Penalties for violations of Rule II.B.5, pre-participation requirements, shall be as follows:

The student is not eligible to try out, practice, compete, perform, or otherwise take part in the extracurricular program. Note: To become eligible during future seasons the student must first successfully meet the pre-participation requirement outlined in Rule II.B.5. Cases of hardship should be referred to a building administrator for instruction on the appeal process. Appeals from ineligibility for failure to meet District and/or WIAA-imposed pre-participation requirements shall be through the appropriate District or WIAA appeal process.

D. Penalties for violations of Rule II.B.6, academic requirements, shall be as follows:

A high school participant not satisfying Rule II.B.6 at the end of each semester/trimester shall be on academic probation during the first five weeks of the succeeding grading period and shall, during this time, be ineligible from competitions/performances (the individual is allowed to practice). If, however, at the end of the five-week probation period, the participant shall be passing in the required number of subjects, he or she may then be reinstated for competition. The student will be eligible on the Monday of the sixth week. A middle school student shall be on probation during the first three weeks and be eligible for reinstatement on the Monday of the fourth week providing he or she is meeting the minimum academic standard. Students returning from academic probation must maintain compliance with Rule II.B.6 to maintain eligibility.

A participant not satisfying Rule II.B.6 as a result of school administered progress reports shall be placed on probation on the date grades are posted. The participant will remain ineligible until such time as he/she meets the minimum academic standard. To prove eligible status, written verification of all grades must be presented to a building administrator for signed approval and official reinstatement or the building administrator can use the current grades on Skyward. Weekly grade checks are encouraged from this point forward to ensure continued good standing. Individual schools may develop building policy to include additional probationary sanctions. Additional sanctions must be clearly stated in the student handbook and/or program materials distributed to students.

Appeals from ineligibility for failure to meet District and/or WIAA-imposed academic requirements shall be through the appropriate District or WIAA appeal process.

E. The penalty for a first violation of Rule II.B.7 shall be immediate ineligibility for extracurricular competition or performance for forty-five(45) calendar days. This ineligibility also carries into the next activity/season (as previously defined) in which the student participates.

This penalty may be reduced to a fourteen (14) calendar day ineligibility, provided the student completes a professional assessment through an appropriate agency (recommendations of the agency will be given to the parent and shared with school administration). These recommendations must be followed as a condition for early reinstatement at the end of the fourteen (14) day period.

In order to be eligible for any further competition/performance in the extracurricular program, the student shall meet with the building Athletic Director and Assistant Principal to request approval to participate. The building AD and Assistant Principal will recommend to the principal appropriate action to be taken in the student participant's case, and may take into account self-reporting, truthfulness, cooperation, and voluntary assessment and treatment. The school principal shall be the final school-level authority as to the student's participation in the activity program.

F. The penalty for a second violation of Rule II.B.7 shall be removal from competition/performance for a period of one calendar year. The student may appeal for early reinstatement through the building eligibility board or other principal's designees, who may take into account self-reporting, truthfulness,

cooperation, and voluntary assessment and treatment in making a recommendation for final school-level decision by the principal.

G. The penalty for a third violation of Rule II.B.7: A student athlete shall be ineligible for interscholastic competition in any WIAA member school activities program.

H. Self Referral: A student participant who seeks and receives assistance for a problem with the use of drugs and/or alcohol prior to a drug or alcohol violation matter shall be given the opportunity with no jeopardy to eligibility for assistance through the school and community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student from subsequent compliance with this regulation.

I. Carryover from middle to high school: Any penalty assigned a participant in middle school for violation of Rule II.B.7. shall be carried over to high school.

J. Criminal and other serious misconduct: Students who violate Rule II.B.8 by committing non-substance criminal violations or engaging in other serious misconduct (e.g., harassment, bullying, hazing, fighting, cheating) may be excluded from participation for a period consistent with the seriousness of the offense. Any serious criminal behavior may be the basis for final exclusion for the remainder of a student's career.

IV. ATHLETIC DISCIPLINE

Any student, parent, or guardian who is aggrieved by the imposition of discipline, including exclusion from participation in extracurricular activities, shall have the right to an informal conference with the building principal or his/her designee for the purpose of resolving the grievance. The conference must be requested within three (3) school days of the time the parent receives notice by mail or orally. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During the informal conference the student, parent, or guardian shall be subject to questioning by the building principal or his/her designee and shall be entitled to question school personnel involved in the matter being grieved. Subsequent to the building level grievance meeting, the student, parent, or guardian, upon two (2) school business days prior notice (or sooner, but only if convenient for all concerned), shall have the right to present a written or oral grievance to the superintendent of the district or his/her designee. If the grievance is not resolved, the student, parent, or guardian, upon two (2) school business days prior notice, shall have the right to present a written or oral grievance to the board of directors during the board's next regular meeting. The board shall notify the student, parent, or guardian of its response to the grievance within ten (10) school business days after the date of the meeting. The discipline action shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his/her designee elects to postpone such action.

Dressing Room Procedures

1. Rough-housing, hazing or "horse-play" of any sort is dangerous and will not be permitted at any time.
2. Keep assigned lockers locked and clean.
3. It is recommended that athletes shower after each game and/or turnout as a health and training practice. Be sure to turn off all showers before leaving. Dry in the drying areas and not in the dressing room.

WIAA Out-Of-Season Regulations

Out-of-season for all high school sports shall be from August 1st until the first day of the specific sport turnouts and from the final day of the state tournament for that sport until the conclusion of the final

spring sport state tournament. Out-of-season for middle school sports shall be from August 1 until the first day of the specific sport turnouts and from the conclusion of the final day of that specific sport season until the conclusion of the middle school spring league schedule.

- 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.
- A coach may have one meeting with the squad prior to the opening day of practice to issue equipment and 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. Fundraising activities are subject to the approval and rules of the participating school districts and/or Association Student Body governments.
- A school coach may not sponsor, coach or direct activities which resemble out-of-season practices or contests in the sport they coach to any of their team/squad members or future team/squad members (feeder schools) until after the final spring WIAA tournament is completed.
- 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. (see open gym guidelines below)

As a condition of WIAA membership, the school must comply with these rules and may not waive them.

GENERAL SPORTS RULES

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:

- Practice shall be limited to each sports season as defined under each sport. Practices in one sport cannot be transferred toward the number of practices required in another sport.
- A coach of a school team (contracted or volunteer) may conduct practice only during the WIAA sport season or during the summer.
- 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 (contracted 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 day is equal to one 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.
- WESCO league prohibits all Sunday practices (required or optional) except for preparation for Monday post-season tournament play.
- Practice on a game day shall not count as a required practice.

SPECIALIZED SPORT CAMPS - Participants in a school-sponsored sport may not attend camps or clinics in that sport after July 31st if the participant's coach is a clinician/organizer of the camp or clinic. (See WIAA Section 17)

OPEN GYM - Schools may conduct open athletic facilities (gym, pools, field, and track) in the off-season if the following conditions are met (WIAA Section 17):

1. The program is part of the school district organized recreational or activity program.

2. Activities are open and advertised to all members of the student body.
3. Only members of the student body may participate (no neighboring schools or feeder school students).
4. Students have a choice of activities.
5. No coaching or drilling of the athletes attending in specific sport skills occurs.
6. Supervision can be by any individual approved by the school district.
7. Participation in open gym cannot be a requirement or condition of participation on a school team.

SUMMER ACTIVITIES- Summer is defined as the first day following the WIAA spring tournaments until July 31st.

- For non-district, summer activities, the use of school equipment is not permitted. An exception has been made for football helmets and pads (See Equipment).
- Posting of information about summer athletic participation opportunities in the athletic administrators' office is permitted during the WIAA-defined school year.
- Coaches may conduct non-district activities during the summer on their own, as individuals.

A school athlete's participation in any district-sponsored camp, clinic or other similar program in any sport shall not begin until the conclusion of the final WIAA State Tournament of the school year. Participation in these camps and/or clinics is not required by the school district. Current 8th graders cannot begin participating with their home high school spring workouts until the middle school spring sport season has concluded.

It is the philosophy of the Edmonds School District that 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. Although some summer athletic activities are not under the jurisdiction of the Edmonds School District, any incident that may adversely impact the team or school will be investigated by the District and consequences may be given to any student(s) involved.

Equipment

School equipment checked out by the student athlete is the student's responsibility. The student athlete is expected to keep and return it clean and in good condition. Athletes will be responsible for lost school equipment assigned to them. Coaches are not permitted to issue equipment to athletes outside of the school year sports season. An exception is made for football helmets and pads only. Helmets and pads must be checked out to the student-athlete by the coach and returned to the coach at the end of the camp. It is expected that it will be reissued to the same student for the upcoming season.

Recognition

PROCEDURES:

1. Senior high varsity award winners may purchase a letter jacket and/or letters at the end of the sports season after receiving their varsity award certificate from their coach.
2. Award winners will receive their certificates at an awards banquet as determined by each coach.
3. Each school will furnish certificates.

STANDARDS FOR LETTER AWARDS:

In all cases, the judgment of the head coach will be the deciding factor in determining who will become "candidate eligible" to be awarded a letter, however, basic guidelines or general standards includes:

1. Complete the season unless injured or excused by coach for special reasons.
2. Follow the Athletic Code.
3. Demonstrate regular attendance at turnouts.

4. Be a student in good standing.
5. Turn in all equipment and/or pay all fines and obligations.

NCAA Collegiate Athletic & Scholarship Eligibility

Students desiring to practice and compete during their freshman year at a NCAA Division I or Division II college must satisfy the requirements of the NCAA. Students wishing to receive financial aid from a Division I or II college must also satisfy the requirements of the NCAA.

A student's eligibility for practice, competition, and financial aid in their freshman year at a Division I or II college must be certified by the NCAA Eligibility Center. It is important to see a school counselor as soon as possible to allow time for processing the required information. For specific information please check the NCAA Eligibility Center website at www.eligibilitycenter.org.

Running Start, Alternative School and Home-Based Student Eligibility

Running Start students, students who attend an alternative school and students who are home-based schooled are eligible to participate in all extra-curricular activities at their "school of record" and are subject to the same WIAA and Edmonds School District eligibility standards, rules and regulations as other student-athletes. "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. **All Running Start, Alternative and Home Schooled Students must complete the appropriate contract prior to participating. See your school's athletic secretary for a contract or download from www.wiaa.com.**

Spectator Guidelines

The WIAA spectator guidelines are published in the hope that middle and high school athletics will be kept in the proper spirit of competition. It is hoped that all fans will abide by these guidelines. Your cooperation is appreciated.

1. Remember the game is for the players. They are here because they want to play, compete and enjoy the experience. Your sportsmanship will enhance this educational experience.
2. Refrain from distracting the players during play.
3. Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and good will.
4. Treat the officials with respect before, during and after the contest. We can not play the game without officials, as they are an integral part of the game, and they should be recognized as impartial arbitrators.
5. Display good conduct. Even though you paid for your admittance, the management has the authority to remove any spectator who does not conduct himself/herself respectfully. Abusive or inappropriate language is to be avoided.
6. Remember that your view of the game could be quite different from that of the official.
7. Recognize the fact that, as a spectator, you represent the school, as do the athletes.
8. Respect, cooperate and respond enthusiastically to cheerleaders.
9. **Spectators are to remain off the playing surface AT ALL TIMES.**

Student/Parent/Coach Meeting Guidelines

1. Prior to the first contest, each school will hold a pre-season parent meeting. Parents are strongly encouraged to attend this meeting to learn about coach expectations for the season.
2. Playing time & coaching strategy: If an athlete has a concern about their playing time, the athlete and coach will meet to discuss this concern. Coaches are not required to meet with parents to discuss playing time or coaching strategy.
3. Parent concerns should be brought to the attention of the building AD. If a district administrator receives a parent/patron concern about a coach or specific school athletic program, the administrator will request the parent/patron first discuss the concern with the building AD.
4. The building AD will speak with the parent and determine if the concern is parent related or athlete related.
 - a. If it is athlete related, the building AD will encourage the athlete to meet with his or her head coach, or another member of the coaching staff. The building AD may offer to serve as a liaison and facilitate this player/coach meeting if the athlete wishes.
 - b. If it is a parent concern, the building AD will speak with the parent in order to fully understand the situation before meeting with the coach. The AD will determine if it is prudent to schedule a meeting with the parent, and will determine if this meeting should involve the coach and/or an administrator.

Travel Rules for Athletes

1. All athletes must travel to and from athletic events/contests in district provided transportation when it is provided. An athlete may travel with his/her own parent if the parent arranges with the coach, to transport his/her athlete in their own vehicle, having completed the required transportation form. An athlete may travel in a private vehicle with another parent, if the student's parent sends a written request to the coach prior to departure and the Athletic Director gives approval to the coach in charge.
2. The district will not be providing transportation to and from certain, high school selected events/contests that take place within the Edmonds School District or within reasonable proximity to the school. High school schedules are available at www.wescoathletics.com. These schedules indicate when a round trip (RT) or Drop bus will be provided. If the district is not providing transportation to and from the event/contest, transportation is the sole responsibility of the parent/guardian. 2:40 RT buses are provided for non-cut middle school sports. 2:40 Drop buses are provided for middle school sports that cut (fastpitch, boys' and girls' basketball, soccer and volleyball).
3. Athletes will remain with their squad and under the supervision of their coach when attending any events/contests.
4. Misconduct of any sort while traveling to and from and while at the location of an away event/contest will be dealt with according to "Conduct for Athletes" and Edmonds School District Policy.

Visiting athletes are representatives of the school and should conduct themselves in an exemplary manner.

Weather Closure Guidelines

If school is canceled or dismissed early due to inclement weather, extra-curricular activities including practices will be canceled and rescheduled (as permitted). Weather closures and high school game/practice cancellations will be recorded on each school's home page at www.wescoathletics.com.