



Book	Administrative & Board Policies
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## INTERSCHOLASTIC ACTIVITIES PROCEDURE

### **Coach's and Administrator's Duties**

In accordance with district policy and the coach's job description, the coach and administrator has the duty to:

1. **DUTY TO PLAN** – This is a comprehensive requirement that transcends all other duties. Inherent in this duty is the need to continually conduct focused analyses and to develop responsive strategies that prevent or reduce injury and loss in the following areas: coaching competence, medical screening, appropriate activities that consider age, maturity and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to athletes and their families; insurance of athletes; child advocacy in cases of alcohol and other drug abuse (AODA) or family neglect or abuse. Plans and policies should be committed to paper and should be rigorously implemented unless dangerous conditions prevent implementation.
2. **DUTY TO SUPERVISE** – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. Supervision responsibilities also pertain to athletic administrators who are expected to be able to supervise coaching staff members competently. In addition, athletic administrators are expected to supervise contests to ensure that spectators do not create an unsafe or disruptive environment. A further extension of this duty is the need to supervise the condition, safe usage, maintenance and upkeep of equipment and facilities.
3. **DUTY TO ASSESS ATHLETES READINESS FOR PRACTICE AND COMPETITION** - Athletic administrators and coaches are required to access the health and physical or maturational readiness skills and physical condition of athletes. Athletes must be medically screened in accordance with state association regulations before participating in practice or competition. Moreover, some children may require specialized medical assessment to ascertain the existence of congenital disorders or the existence of a physical condition that predisposes the athlete to injury. In addition, injured athletes who require the services of a physician may not return to practice or competition without written permission of the physician.
4. **DUTY TO MAINTAIN SAFE PLAYING CONDITIONS** – Coaches are considered trained professionals who possess higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective equipment or hazardous environments. In addition, weather conditions must be considered. Athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor.
5. **DUTY TO PROVIDE PROPER EQUIPMENT** – Coaches and athletic administrators must ensure athletes are properly equipped with clean, durable and safe equipment. This is especially important for protective equipment which must carry a National Operating Commission on Safety in Athletic Equipment (NOCSAE) certification and must be checked for proper fit and wearing. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the athletes.
6. **DUTY TO INSTRUCT PROPERLY** – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill and capability. Instruction must move from simple to complex and unknown to known. Instructor-coaches must be properly prepared to provide appropriate and

sequential instruction to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe technique and must include warning about unsafe techniques and prohibited practices.

7. DUTY TO MATCH ATHLETES – Athletes should be matched with consideration for maturity skill, age, size and speed. Mismatches should be avoided in all categories.
8. DUTY TO CONDITION PROPERLY – Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration must be given to weather, maturational and readiness factors.
9. DUTY TO WARN – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension. Videotapes of warnings to players and parents are recommended.
10. DUTY TO ENSURE ATHLETES ARE COVERED BY INJURY INSURANCE – Athletic administrators and coaches must screen athletes to ensure that family and/or school insurance provides a basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.
11. DUTIES TO PROVIDE EMERGENCY CARE – Coaches are expected to be able to administer approved, prioritized, standard first aid procedures in response to a range of traumatic injuries.
12. DUTY TO DEVELOP AN EMERGENCY RESPONSE PLAN ATHLETIC – Administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to an injured athlete. In addition, plans must be in place to ensure access to a stocked first aid kit, spine board and other emergency response equipment; access to a telephone; ensure a timely call to EMS; to expedite rapid access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.
13. DUTY TO PROVIDE PROPER TRANSPORTATION – A coach has a duty to see that athletes are safely transported to and from contests and to and from practices if practices are held at sites other than the immediate school grounds, consistent with district policy on student transportation.
14. DUTY TO SELECT, TRAIN AND SUPERVISE COACHES - Athletic administrators will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

The duties listed above are not meant to be comprehensive. In carrying out the duties of the assignment a staff member is expected to act as a reasonable professional would have acted under similar circumstances. A staff member who supervises a sports activity is expected to know the intricacies of the activity that he/she is leading.

### **Summer Sports Activities/Clinics**

Rules governing out-of-school and/or out-of-season student sports participation are as follows:

- A. A practice is defined as a teaching phase of a sport to any present, past or future squad member while a student in grade 7-12 during the school year or during the summer. The school may not sponsor, promote or direct activities which resemble out-of-season practices or contests during the school year or summer.  
  
A school staff member who sponsors, promotes or directs such activities during the summer vacation shall clearly indicate that he/she is operating independent of the school district. As such, the school district shall be free of liability associated with the activity.
- B. Students shall be advised that participation in a commercial summer camp or clinic or other similar type of activity shall not begin until the conclusion of the final WIAA state tournament of the school year. Participants in a fall school sports program may not attend any summer camp/clinic in that sport after August 1 until the first fall sports turnout. The school should announce by school bulletin that summer sports camp/clinic is neither endorsed nor sponsored by the district.
- C. A coach (contracted or volunteer) may not sponsor, promote, coach or direct activities which resemble out-of-season practices or contests in the sport they coach to any of their squad members or future squad members (grades 7-12) until after the school year's final WIAA state tournament.
- D. The use of the school bulletin board, public address system or school newspaper for promotional purposes to announce sports clinics/camps shall fall within the same guidelines as applied to other commercial endeavors.
- E. School facilities to be used for summer activity and/or sports camps may be rented consistent with the rates, rules and regulations applicable for other commercial uses.

A user shall hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way such use of school facilities. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor for the purposes it represents.

### **I) ATHLETIC AND ACTIVITIES CODE**

The opportunity to participate in the interscholastic athletic program is a privilege granted to all students of the district. Participants in this voluntary program are expected to conform to specific conduct standards established by the principals and athletic coaches.

In order to accomplish the vision, values and purpose of Mercer Island High School, it is necessary to communicate and enforce appropriate standards for all participants in student activities. Participation in school activities is a privilege not a right and if the community is to truly identify with its schools through athletics and activities, it is important that participants conduct themselves in a manner that the school and community can be proud of. This code applies to all WIAA sanctioned or MIHS approved club sports; cheer and drill squads; all music ensembles and all elected positions. Students participating in these activities (and their parent/guardians) must sign the Athletics and Activities Conduct Code acknowledgement included in the *Athletics Package*

The key to successfully applying the code is information. Without credible information, determining appropriate disciplinary action becomes challenging. Therefore, after gathering reliable information and investigating allegations, sanctions are imposed in every incident where it has been determined that a violation of the code has occurred. As with any student discipline case, the privacy of the student and their family is protected and the disciplinary action is not a public matter.

All students who participate in an athletic and/or activities program at Mercer Island High School must comply with school district policies and the MIHS Code of Student Conduct. Student participants are accountable to their coaches, advisors and school administrators for their behavior at all times, in other words "24/7" during the school year. Students who participate in the MIHS athletic or activities program are subject to the Athletic and Activities Conduct Code from the time of the first organized school activity in late summer (for example the first practice for a fall sport or band) and runs continuously until the last day of school in the spring. If the violation occurred out of season, any exclusion will be served beginning with the first practice days (defined as beginning with the first day that final team rosters are set) during the next sports season in which the student participant participates; also, the student participant will miss the first interscholastic contest to follow this suspension if no interscholastic contest should fall within the suspension period.

Any student participant who engages in behavior that which interferes with, and/or is detrimental or perceived to be detrimental to the school's educational, athletic or activities programs will be subject to discipline, probation, suspension or expulsion from the activity and may also be subject to additional disciplinary action not related to the activity. Such acts shall include, but not be limited to those listed below. Engagement in any of the acts below by any student participant, on or off school premises, during instructional and non-instructional time, will constitute sufficient cause for discipline, probation, suspension or expulsion from school activities and may result in additional disciplinary action beyond the activity.

- disruptive conduct;
- disobedience of reasonable instructions of school authorities;
- violation of the MIHS Code of Student Conduct
- unauthorized absence from a practice, game, rehearsal, meeting etc. as defined by each coach or advisor;
- academic dishonesty
- vulgarity or profanity;
- intimidation, hazing or harassment (including racial/gender/sexual orientation and cyber bullying) of another student or employee;
- assault of another student or employee;
- possession or use of any dangerous weapons
- r objects;
- use, distribution, sale or possession of tobacco, alcoholic beverages, drugs (including marijuana/cannabis) and/or related paraphernalia including being present where substances are available or being used.
- the charge or conviction of any criminal act as defined by law

If a student is suspended from school outside of the Athletics and Activities Conduct Code, the student is also suspended from athletics and activities for the duration of the suspension.

### **II) DISCIPLINARY ACTION**

- Prior to imposing any disciplinary action, a conference will be conducted with the student participant as follows:
  - The Athletic Director (athletics) or Associate Principal (activities) will present to the student participant a verbal and/or written notice of alleged misconduct and violation(s) of the code and any evidence of the allegation(s).
  - The student participant and his or her parents will be provided the opportunity to present an explanation.
- Following the conference with the student participant, the Athletic Director or Associate Principal may impose corrective actions, temporary or permanent exclusion for participation in the sport or activity, or other sanctions.

- If the Athletic Director imposes an exclusion sanction, the student participant will be verbally notified of the action taken. Written notice will be sent by mail to the parent/guardian containing the following information:
  - The action taken (suspension, expulsion, etc.).
  - The reason for such disciplinary action.
  - The right to an informal conference.
- A copy of the disciplinary action notice will be sent to the Principal.
- The parent or student may seek further grievance review of the disciplinary action starting at the Executive Director for Learning and Technology step of the disciplinary action appeal process in Administrative Policy 3241P.
- If the time, place, and other circumstances of an Athletic and Activity involve violation of student conduct rules over which the District has authority to impose corrective action or punishment under Policy 3240, the student shall also be subject to discipline, short-term suspension, long-term suspension, expulsion and emergency expulsion from their academic classes.

### **III) DISCIPLINARY ACTION FOR THE POSSESSION, USE AND/OR SALE OF ALCOHOL AND TOBACCO:**

School rules are intended to discourage the use of alcohol and tobacco and to encourage the use of school and community resources. School and community resources should be identified for students who have had a violation and seek help or who are referred for assessment.

Penalties for the use or possession of alcohol or tobacco products:

**FIRST VIOLATION:** Whether in season or out of season, students will be excluded for a period of time from their activity or sport. Typically, a first violation will not exceed 15 school days. For violations involving possession, use or sale of alcohol or tobacco, students must also complete an evaluation with the MIHS Drug and Alcohol Counselor or other qualified individual acceptable to the school. During the time of exclusion, students will be prohibited from participating in games, performances, matches, practices. Participants may also be prohibited from attending other team/group activities at the discretion of the coach, club advisor and/or Athletic Director.

**SECOND VIOLATION:** Whether in season or out of season, a second violation will result in exclusion from all student activities for remainder of the season for sports or three months for an activity. The student must also complete a dependency assessment with the MIHS Drug and Alcohol counselor or other qualified individual acceptable to the school.

**THIRD VIOLATION:** Whether in season or out of season, a third violation will result in exclusion from all student activities for one calendar year and the student must complete a dependency assessment with the MIHS Drug and Alcohol counselor or other qualified individual acceptable to the school.

**FOURTH VIOLATION:** Whether in season or out of season, a fourth violation will result in exclusion from all student activities (such as fan participation at athletic contests, fine arts performances, dances, etc.) for the remainder of their high school career.

In situations where there is an absence of physical possession or use, yet there is knowledge that substances are available or being used, student participants have a responsibility to remove themselves from the situation. Failure to do so at the earliest possible opportunity constitutes a violation of the Athletics and Activities Conduct Code.

If the violation occurred out of season, any exclusion will be served beginning with the first practice days (defined as beginning with the first day that final team rosters are set or the membership of the activity is determined) during the next sports/activity season in which the student participant participates; also, the student participant will miss the first interscholastic contest/performance to follow this suspension if no interscholastic contest/performance should fall within the suspension period.

### **IV) DISCIPLINARY ACTION FOR THE POSSESSION, USE AND/OR SALE OF ILLEGAL DRUGS, LEGEND DRUGS, CONTROLLED SUBSTANCES AND/OR ILLEGAL STEROIDS:**

School rules are intended to discourage the use of illegal drugs, legend drugs (except for use as prescribed), and illegal steroids.

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

**FIRST VIOLATION** - A participant shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. Ineligibility shall continue until the next sports season in which the participant wishes to participate unless the student accesses the assistance program outlined in B (below.)

An athlete that is found to be in violation of the Legend drugs and controlled substances rule, shall have two options.

- A. The athlete will be ineligible for participation in contests for the remainder of that interscholastic sports season and must meet the school's requirements in order to be eligible to compete in the next interscholastic sports season. The school principal will have the final authority regarding the student's participation in further interscholastic sports programs.
- B. The athlete may choose to seek and receive help for a problem with use of legend drugs or controlled substances. Successful utilization of school and or community assistance programs may allow him/her to have eligibility re-instated in that athletic season, pending recommendation by the school principal.

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

**THIRD VIOLATION** - A participant who violates for a third time [RCW 69.41.020 - 69.41.050](#) or of [RCW 69.50](#), shall be permanently ineligible for interscholastic competition.

In situations where there is an absence of physical possession or use, yet there is knowledge that substances are available or being used, student participants have a responsibility to remove themselves from the situation. Failure to do so at the earliest possible opportunity constitutes a violation of the Athletics and Activities Conduct Code.

If the violation occurred out of season, any exclusion will be served beginning with the first practice days (defined as beginning with the first day that final team rosters are set or the membership of the activity is determined) during the next sports/activity season in which the student participant participates; also, the student participant will miss the first interscholastic contest/performance to follow this suspension if no interscholastic contest/performance should fall within the suspension period.

#### **V) REINSTATEMENT PROCESS:**

Students will be permitted to return to their activities following an exclusion after a reinstatement meeting with the Athletic or Activities Director.

If the code violation was related to drug, alcohol or tobacco use there must be confirmation from the MIHS Drug and Alcohol Counselor or other qualified individual acceptable to the school that the student has met with them and that any recommendations from counselor have been followed through on.

#### **V) APPEAL PROCESS**

- **Informal Conference**

Any student participant, parent or guardian who is aggrieved by any discipline or exclusion under this code has the right to an informal conference with the Athletic Director (athletics) or Associate Principal (activities). Any request for an informal conference will be made within five school days of receipt of the written notice of the disciplinary action.

- **Formal Conference**

Any student participant, parent/guardian who may be aggrieved following the informal conference may appeal to the Principal for a formal conference.

- The Principal will notify the student participant and the student participant's parent/guardian in writing of their decision within five school days following the meeting.
- The discipline, including any exclusion, will continue notwithstanding the implementation of the appeal process.

Further Review

- The parent or student may seek further grievance review of the disciplinary action starting at the Executive Director for Learning and Technology step of the disciplinary action appeal process in Administrative Policy 3241P.

#### **VI) ATHLETIC ACADEMIC ELIGIBILITY REQUIREMENTS**

Student-athletes must have passed at least five (5) full-time subjects (at least 2.5 credits) in the immediately preceding quarter or semester in order to be eligible for competition the succeeding quarter or semester. Full time subjects are those in which .5 credit is earned at the completion of the semester. As students must be passing at least five (5) classes during each quarter or semester, the following grade monitoring system will be implemented.

Previous semester grades (June the previous year) will be used to determine fall eligibility. Student athletes who do not pass five subjects (and who have not made up the course work in summer school), will have to wait five (5) weeks into the new semester and demonstrate that he or she is passing five subjects, to be eligible for competition. In addition, a check will be made of all student athletes at the beginning of the semester to insure that they are enrolled in at least five subjects.

Winter sports eligibility will be determined by fall quarter grades. Again, student athletes who do not meet the criteria will be required to attend weekly tutoring sessions for five (5) weeks and, at the end of that time, prove they are passing five subjects in order to start competing. Again, a check will be made at the beginning of the sports season to determine that all student-athletes are enrolled in five (5) subjects.

Spring sports eligibility will be determined by first semester grades, with the same five (5) week tutorial assisted opportunity to go from being ineligible to eligible for competition. A check will be made to determine that all student-athletes are enrolled in five (5) subjects second semester.

Student-athletes who have passed five (5) full-time classes but have failed to attain a 2.0 gpa during any grading term will be eligible to participate but must attend weekly tutoring sessions. Failure to attend may result in the student-athlete becoming ineligible for competition.

Grades of INC (Incomplete) may be made up for credit during the first five (5) weeks of the subsequent semester. The student-athlete will be ineligible for interscholastic competition until the incomplete(s) is/are made up, if they are not passing five (5) classes.

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