

La Center School District Extra-Curricular Handbook

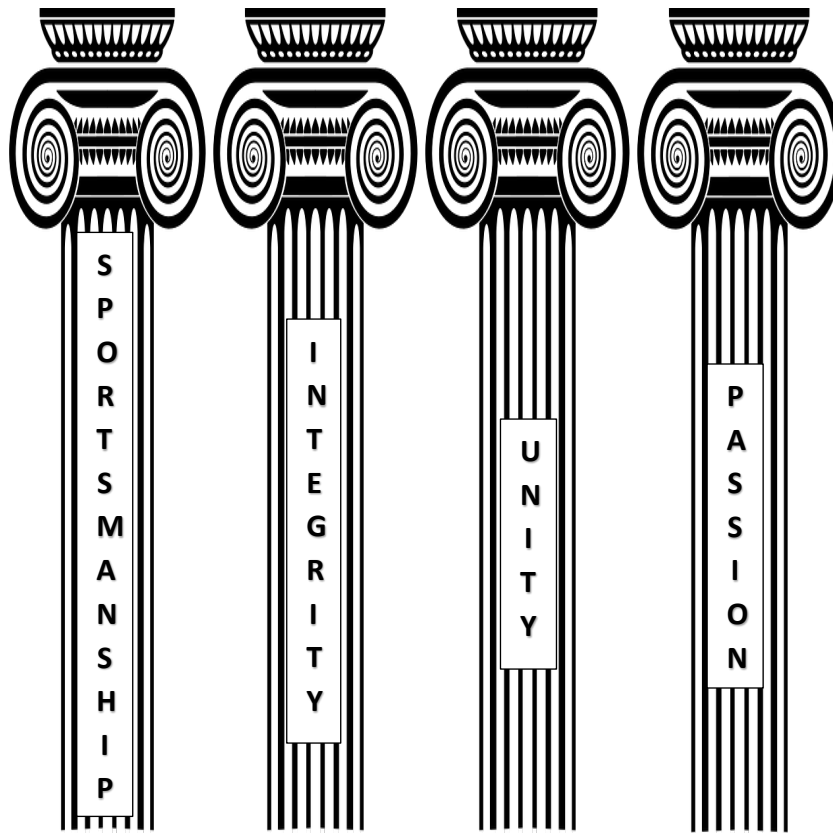


LCMS Hawks



LCHS Wildcats

The 4 Pillars of the Extra-Curricular Learning Environment



It is the expectation that all students that participate in extra-curricular athletics/activities possess and demonstrate these 4 character traits.

Table of Contents

Mission Statement.....	3
Athletic/Activity Requirements.....	4
Important Items.....	5
Attendance Policy.....	5
Academic Eligibility.....	6
Code of Conduct.....	7
Medical Clearance.....	9
General Policies.....	9
Parent-Coach Communication Policy.....	11
Insurance Information Form.....	13
LCSD Extra-Curricular Registration Form.....	14
LCSD Extra-Curricular Policies Form.....	15
LCSD Concussion Information Form.....	16

WIAA Physical Form attached to this Handbook

Mission Statement

La Center School District Extra-Curricular Learning Environments

We are committed to providing students who choose to participate in Extra-Curricular Athletics and Activities in the La Center School District with a positive learning environment in order to give them an opportunity for continued personal growth and to allow them the opportunity to become confident, self-reliant, life-long learners. We require that all students participating possess these character traits while representing LCSD: Sportsmanship, Integrity, Unity and Passion.

Athletic/Activity Requirements

Welcome to La Center School District Athletics and Activities. Please read the following information if you desire to participate in our interscholastic activities. You are eligible to participate only if you meet the following requirements:

- Are living with parents/guardians in a residence located within our school district boundary and meet all WIAA residential requirements as described in section 18.9.0 of the WIAA handbook
- Attended school last semester as a full time student and received transcript grades
- Are not under a short-term, long-term, emergency-expulsion, or expulsion from another school
- Have not reached your 15th birthday prior to June 1 of the previous school year for middle school and be under 20 years of age on September 1 for high school fall season, December 1 for HS winter season, or March 1 for HS spring season
- Have completed a physical examination during the past 24 months
- Have transferred to this school for reasons other than to participate in athletics
- Do not use, provide to others, or possess a legend drug, alcohol, or tobacco. Transferring students that have violated their previous school's policies on these items will continue to serve the consequence given by the administration at their previous school.
- Are academically eligible in school
- Complete the required number of practice days prior to competition
- Fees must be paid prior to the first competition on the schedule: ASB card (LCMS \$15 / LCHS \$25) and Seasonal User Fee (LCMS \$30 / LCHS \$40 per sport or activity)

Our school district's athletic code of conduct, attendance policy, eligibility policy, and other information are below. Parents and students, please review these items and return the LCSD Policies Form that states you have read and understand them.

Important Items

These items must be submitted prior to turning out for a sport or activity:

1. Current Physical – Physicals are good for 24 months. If your physical expires before the completion of the season, then a new physical is required before the expiration date. Physicals are only required for athletic participation. (Blank Form attached)
2. La Center School District Extra-Curricular Registration Form (attached).
3. Insurance Information Form (attached).
4. La Center School District Policies Form (attached).
5. Concussion Form

Attendance Policy (For Extra-Curricular Participation)

1. The intent of this policy is to reinforce the importance of school attendance for all students.
2. Extra-Curricular participants are expected to be in attendance the entire school day in order to participate in extra-curricular events. This includes practices and competitions.
3. Medical appointments are the only valid reason a student may be excused from school and still participate in extra-curricular activities. A note or phone call from the parent/guardian is required to excuse the student for a medical appointment prior to allowing the student to participate.
4. Medical appointments include, but are not limited to: medical doctor appointment, dentist appointment, orthodontist appointment, eye doctor appointment, chiropractor appointment, and physical therapy appointment.
5. Any extenuating circumstances other than medical appointments that would require a student to miss school would require at least a 24 hour notice to the Extra-Curricular Director or his designee in order for the student to participate.
6. Students who are ineligible for attendance reasons may not travel with the team to away events.

Academic Eligibility

WIAA Academic Standard

Students must have passed a minimum of five (high school) full credit classes in the semester previous to the sport in which they plan to participate (WIAA 18.7.6). Students are also expected to maintain this standard throughout the season. Any student who does not meet this standard during pre-season grade checks or anytime during the season will be placed on the academic ineligibility list, immediately.

LCSD Academic Standard

In order to maintain athletic eligibility during the current season, the student must be passing all classes (no failing grades), passing all running start classes, passing skill center classes, passing all school monitored online courses, and have a minimum 2.0 GPA.

Grade Checks

All participating students in extra-curricular activities will have their grades checked at the beginning of the season to determine eligibility. Then all-athlete grade checks will be conducted twice during the season. This is approximately every 3rd week of the season. Coaches and athletes will be notified of these dates at the beginning of the season.

If a student does not meet the LCSD Academic Standard, the student will be placed on academic probation. A student may be on probation only once during a season. The student will be given 3 weeks to meet the LCSD Academic Standard. If after the 3 week probationary period the student has not met the standard, the student will be placed on the academic ineligibility list.

Ineligible students may request to have their grades checked on the first day of the week to determine if they have met the LCSD Academic Standard.

Students on academic probation may still practice and compete against other schools with the team. Students on academic ineligibility list may still practice with the team, but cannot compete in interscholastic competitions with other schools. Ineligible students may not travel with the team on away events if school will be missed.

Incompletes may be made up for credit during the first five weeks of the semester. Until made up, the student will be considered WIAA Academic Ineligible.

Code of Conduct

This code applies to those students participating in extra-curricular activities that compete against other schools. This also applies to summer activities while participating as a part of the school sponsored team.

Purpose: It is the expectation that all students who participate in extra-curricular athletics/activities demonstrate that they are responsible citizens and abide by city, state, and federal laws.

Use and/or Possession of Tobacco

An extra-curricular participant that is found to have used, possessed, or distributed tobacco products or tobacco look-a-like products shall be suspended and removed from the team/activity for a period of 6 weeks or the rest of the season, whichever is longer. Any time not completed during the current season will be completed during the next season in which the student participates.

Should the student consent to participate in a tobacco education awareness course established by the Extra-Curricular Director and the school district nurse, the suspension period will be reduced to 3 weeks. The student will still be removed from the current team/activity for the remainder of that season.

A second offense will result in a 1 calendar year suspension from any extra-curricular athletics/activities. A third offense will result in permanent prohibition from any extra-curricular activity for the remainder of the student's La Center MS or HS career.

Use, Sale, Distribution and/or Possession of Alcoholic Beverages, Marijuana, Non-prescribed Mood or Performance Enhancing/Changing Drugs, Narcotics, Hallucinatory Agents, and Legend Drugs, Including Anabolic Steroids

An extra-curricular participant that is found to have used, sold, distributed, or be in possession of alcoholic beverages, marijuana, non-prescribed mood or performance enhancing/changing drugs, narcotics, hallucinatory agents, and legend drugs including anabolic steroids shall be removed from the team for the remainder of the season or the following 10 weeks, whichever is longer. Any time, of the 10 weeks, not completed during the current season will be completed during the next season in which the student participates.

Should the student consent to participate in a drug/alcohol assessment and abide by the recommendations of the assessing agency, the suspension period will be reduced to not less than 6 weeks. The expense of the assessment is to be incurred by the parent/guardian or student. Proof of the assessment must be provided by the student to the Extra-Curricular Director. The student will still be removed from the current team/activity for the remainder of that season.

A second offense will result in ineligibility and prohibition from participating in any WIAA or school activity for a period of one calendar year from the date of the second violation. The penalty for a third violation shall be permanent prohibition from participating in a WIAA or school sponsored extra-curricular activity.

Other Local, State, and Federal Laws

An extra-curricular participant that is found guilty or to have participated in any illegal activity may have disciplinary actions given to them. Consequences could range from a discussion with the Extra-Curricular Director to removal from the team/activity, depending on the severity of the illegal action.

Students attending functions where tobacco, alcohol, marijuana, or other drugs are being illegally consumed

Extra-Curricular students who attend a gathering where tobacco, alcohol, marijuana, or other drugs are being used illegally, must, upon learning of the presence and/or use of such substances, leave. Failure to leave will result in discipline as a tobacco, alcohol, marijuana, or drug violation as described above.

Unsportsmanlike Conduct

An extra-curricular participant shall exhibit appropriate conduct in practices, contests, and while traveling to and from events. If the student is given 2 Unsportsmanlike Penalties within the same sport season, a plan of action to correct the behavior will be created in conjunction with the student, parent, and Extra-Curricular Director.

Absence from Practice

A student is expected to be in attendance at all team practices unless excused for illness or by prior approval. Repeated unexcused absences will result in removal from the team.

Appeals Process

When infractions occur within the activity and athletic program, the following process may be followed:

1. Upon the imposition of penalty for infraction(s) of said rules or regulations, any aggrieved student, parent or guardian of said student shall have the right to an informal conference with the athletic director and/or his designee to try and resolve the grievance. If the student, parent or guardians do not make a verbal or written request for this informal conference within three (3) school days of the action grieved, they will have waived their right to the conference and appeal procedure. The informal conference is to be held within three (3) days of the request.
2. If the parties are unable to resolve the grievance at the informal conference, the aggrieved party may appeal to the superintendent of schools or his designee within two

(2) school days. The superintendent or his designee shall appoint a hearing officer. After hearing the case in detail, the hearing officer shall render a decision within five (5) school days of the hearing.

3. The aggrieved party may appeal the hearing officer's decision to the board of directors within three (3) school days. The board of directors, after hearing the case at the next regularly scheduled board meeting, shall render a decision on the case within ten (10) school days of the hearing. This decision shall be final.

Medical Clearance

When an athlete is seen by any medical services, for any injury or condition, the school will need a clearance from the medical personnel who treated the athlete. The clearance should indicate that the student is cleared for practice/competition, and that the athlete is not taking any medication that would impact their participation. If limited participation is approved, the limitations need to be specifically indicated. A student may only return to full participation with a release from the medical professional. Any athlete suspected of sustaining a head injury must be cleared by a licensed health care provider before returning to play (HB 1824). Please see the Concussion Form that is attached. Those licensed to perform physical examinations include a Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Registered Nurse Practitioner (ARNP), Physician's Assistant (PA), and Naturopathic Physician.

General Policies

Athletic Equipment

1. All students are responsible for all school equipment issued to them.
2. Fines will be issued for the damage or loss of any equipment. The fines will be at the current replacement costs for the equipment.
3. All fines must be paid before the next season for that sport or activity. For example, if a student is fined for a lost jersey in basketball, that student will not be allowed to turn

out for basketball the next year until the fine is paid or the jersey is returned. Seniors will not receive their diploma until the fine is paid.

Insurance

1. All students must have insurance in order to participate in extra-curricular activities.
2. Parents/guardians must complete the Insurance Form and submit to the HS or MS office prior to the first day of student participation.
3. Parents/guardians have the option of purchasing insurance for athletics through the school offered insurance program. Please contact the HS or MS office if this is a service that you need.

Fees

1. All students participating in extra-curricular athletics and activities must purchase an associated student body (ASB) card. LCMS \$15 and LCHS \$25. This must be paid prior to the first competition on the schedule or within the first 2 weeks of the season.
2. All students participating in extra-curricular athletics and activities must pay a user fee for each sport or activity. LCMS \$30 per sport, LCHS \$40 per sport, LCHS \$15 per activity (chess team, knowledge bowl team, etc.). Refunds for a user fee will only be granted if the student is cut from the team or the student chooses not to participate within the first 2 weeks or prior to the first competition, whichever comes first.
3. Any student with outstanding fines (past due library books, textbooks, sports equipment, etc.) from the previous school year will not be cleared for participation until the fines have been cleared. This policy will go into effect during the 2016-2017 school year.

Physical Exam Requirement

1. All athletes must provide proof of a current physical examination by a doctor or other medical professional certified to perform physical examinations.
2. A copy of the current physical must be on file with the school office prior to participation.
3. The physical must be valid for the entire season.
4. The physical must be on the official WIAA physical form. (attached)
5. A physical exam is good for a 24 month time period.

Travel Requirements

1. Students are required to travel with the team to and from away events in school district provided/approved vehicles.
2. A student may be released to their parent/guardian, only. The parent/guardian must sign the student out with the coach or advisor at the event.
3. Any extenuating circumstances for travel must be pre-approved by the Extra-Curricular Director or his designee at least 24 hours prior to departure from the school.

4. If an overnight trip is scheduled, the student must remain with the team the entire trip unless arrangements have been made with the school supervisor or head coach at the event.

Joining a team after the first practice has started

Participants shall turn out starting on the first allowable day of practice. Any student who wishes to participate after practices have started and teams have been determined will only be allowed to participate if no other participants have been cut, and must receive approval of the head coach and Extra-Curricular Director. Such students will be placed on the sub-varsity team until practice requirements have been met and will play at that level until they have earned a spot on a higher team. In order to be able to participate at the varsity level the participant must join the team with at least 50% of the regular season remaining.

Parent – Coach Communication Policy

Parents and coaches are two of the most important role models in a student-athlete's life. Clear communication between these individuals is essential. The guidelines listed below are intended to clarify school expectations for this relationship.

Communication parents should expect from coaches and school:

- Philosophy of the program.
- Expectations the coach has for your student-athlete and the team.
- Location and times of all practices and games.
- Team requirements, (i.e., attendance policy, special equipment, out-of-season training).
- The procedure to follow should your student-athlete be injured during participation.
- Disciplinary action that may result in your child being denied the right to participate.

Communication coaches expect from parents:

- Concerns regarding a coach's decisions, philosophy, and/or expectations.
- Notification of any illness or injuries or missed practice.

Appropriate concerns to discuss with coaches:

- Treatment of your child, emotionally and physically.
- Ways to help your child improve.
- Concerns you may have regarding your child's behavior.

It can be difficult to accept that your child is not playing as much as you may hope. Coaches are professionals. They have been hired to make decisions based on what they believe to be the best for all student-athletes involved. As you have seen from the above list, certain things

can and should be discussed with you coach. Other issues, such as those listed below, must be left to the discretion of the coach.

Issues not appropriate to discuss with the coach:

- Playing time.
- Team strategy.
- Play calling.
- Other student-athletes.

Coach-Parent Communication:

After games is not the best time to voice your concerns about your son or daughter. The head coaches would be glad to discuss issues regarding your son or daughter during a scheduled appointment. If you would like, the Extra-Curricular Director can also be present during the meeting.

The Communication Process:

When a problem, question or situation arises, many times it is due to poor communication or a lack of correct information. The operating procedure for question/issues/concerns for this extra-curricular department are as follows:

1. Student/athlete goes directly to the coach to discuss the issue.
2. If there is a need for further discussion, the student's/athlete's parents contact the coach.
3. If the parents feel that they are not resolving the issue, they may proceed to the next level, the extra-curricular director. A meeting between the student-athlete, parent or guardian, coach and extra-curricular director will be scheduled.
4. While email is a great way to contact people, it is not a great place to discuss conflict resolution. After communicating to a coach through email. The next step is to have a face to face meeting.

Insurance Information

Name of Insurance Company _____

Policy Number _____

Student/School Insurance Information: www.myers-stevens.com Forms available in the MS and HS office.

All School athletes must be covered by medical insurance with a minimum limit of \$25,000 in medical expenses provided by Parent/Guardian for the duration of the athletic activity in which they participate.

Inform the school immediately should there be a change in insurance coverage.

WARNING: Participation in any athletic activity could involve injury of some type to either yourself or a fellow student athlete. Such injury can include direct physical and possibly crippling injury to one's body and the possibility of emotional injury experienced as a result of witnessing or actually inflicting injury to another. The severity of such injury can range from minor cuts, scrapes, or muscle strains to catastrophic injury, such as complete paralysis, or even death. Such injury can impair one's general physical and mental health and hinder one's future ability to earn a living, to engage in other business, social, and recreational activities, and generally to enjoy life.

I have read and understand the implications of the rules and regulations governing the participation of my son/daughter in WIAA activities/athletics and school activities sponsored by the La Center School District. I understand that he/she is expected to follow the rules and regulations of participation as outlined in the La Center School District Athletic Packet and Student Handbook, and should he/she violate these provisions, he/she will be disciplined. Failure to provide accurate information may result in the forfeiture of all contests in which the athlete participated. In addition, the athlete will be ineligible to participate in any La Center athletic program for one calendar year.

Parent/Guardian Signature _____ Date _____

LA CENTER SCHOOL DISTRICT MEDICAL EMERGENCY AUTHORIZATION FORM

Name of Student Athlete _____

As Parent or Legal Guardian, I authorize the coach to seek a physical therapist, athletic trainer or, in their absence, a qualified physician to examine the above-named student and in the event of injury to administer emergency care and to arrange for any consultation by a specialist, including a surgeon, he/she deems necessary to insure proper care of any injury. Every effort will be made to contact parent or guardian to explain the nature of the problem prior to any involved treatment.

Name _____ Date _____
(Signature of Parent or Guardian)

Cell Phone _____

Parent's Home Phone _____ Business Phone _____

Emergency Contact Person _____ Cell Phone _____

Name _____ Phone _____

Relationship of contact person _____

Family Physician's Name _____ Phone _____

La Center School District Extra-Curricular Registration Form

Student Athlete Name: _____

Birth Date _____ Sex: Male Female

Address _____ City _____

Mother's Name: _____ Home Phone: _____ Work Phone: _____

Mother's Email: _____ Cell Phone: _____

Father's Name: _____ Home Phone: _____ Work Phone: _____

Father's Email: _____ Cell Phone: _____

Sports in which I plan to participate, fall, winter, spring:

1. _____ 2. _____ 3. _____

Please note: La Center School District staff cannot be responsible for the safe keeping of all personal items brought by students for athletics. As personal valuables can be lost or stolen, please monitor what items your student may have during practices, contests and trips.

Athletic Eligibility

Please answer the following questions pertaining to athletic eligibility. It is extremely important to give accurate information. A participant/parent/guardian who provides the school with false information may result in the participant being declared ineligible from interscholastic competition for a period of one year.

_____ Yes _____ No Did the above student play sports at another school other than LCMS, LCHS?

_____ Yes _____ No Is the above student 15 years old, or will they turn 15 years this school year?

_____ Yes _____ No Is the above student 20 years old, or will they turn 20 years old this school year?

_____ Yes _____ No The above student resides within the boundaries of the La Center School District.

_____ Yes _____ No The above student resides with their parents/legal guardians.

_____ Yes _____ No The above student was in attendance in school at least 15 weeks of the previous semester.

_____ Yes _____ No Did the above student attend La Center School District the last 12 months.

_____ Yes _____ No The above student passed at least 5 classes of the previous grading period (6 classes).

_____ Yes _____ No Your student is presently enrolled in a minimum of 5 academic classes (6 classes).

_____ Yes _____ No I have read and understand the Concussion Information sheet.

_____ Yes _____ No I have read and understand the Parent-Coach Communication Policy

I have read, understand and agree to follow the rules and regulations governing WIAA activities/athletics and school activity participation in the La Center School District Athletic Packet and Student Handbook

STUDENT SIGNATURE: _____ DATE _____

PARENT/GUARDIAN SIGNATURE: _____ DATE _____

La Center School District Extra-Curricular Policies Form

The privilege of participating in La Center School District Extra-Curricular Athletics and Activities comes with responsibilities. This form will serve as an understood agreement that the student and parents/guardians understand the policies set forth in order to be a participant in LCSD Extra-Curricular Athletics and Activities.

Student Name (please print): _____

Student and Parents, please initial next to each below:

1. ____/____ I understand and will abide by the Attendance Policy as described in the Extra-Curricular Handbook.
2. ____/____ I understand and will abide by the Academic Eligibility requirements as described in the Extra-Curricular Handbook.
3. ____/____ I understand and will abide by the Code of Conduct as described in the Extra-Curricular Handbook.
4. ____/____ I understand and will abide by the Medical Clearance procedure when I am injured or need to seek medical attention as described in the Extra-Curricular Handbook.
5. ____/____ I understand and will abide by the General Policies as described in the Extra-Curricular Handbook.
6. ____/____ I understand and will abide by the Parent-Coach Communication Policy as described in the Extra-Curricular Handbook.

Student Signature and Date

Parent Signature and Date

La Center School District Concussion Information Sheet

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of a concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new "Zackery Lystedt Law" in Washington now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

"a youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time"

AND

"...may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of a concussion and received written clearance to return to play from that health care provider"

You should also inform your child's coach if you think that your child may have a concussion. Remember its better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up to date information on concussions your can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

Student athlete / Name Printed

Student athlete/ Signature

Date

Parent or Legal Guardian/Name

Parent or Legal Guardian/ Signature

Date

La Center School District Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns

- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays in coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

