Asotin-Anatone School District Student Athletic Handbook Table of Contents

Table of Contents (2)
Letter to Athletes and Parents, Mission Statement (3)
Athletic Goals for Asotin-Anatone School District (4)
School Contacts (4)
Athletic Offerings covered by this document (4)
Participation Standards (5)
Attendance (6)
Dressing Room Rules (6)
Equipment, Travel Rules (7)
Academic Eligibility (7)
Conduct and Control for Participants (8)
Enrollment Eligibility Requirements (8)
Definitions (9)
Procedures (10)
Violations (11)
Examples of Disciplinary Actions (13)
Reinstatement & Appeals (14)
Athletics Registration Procedure (15)
Participants Warning (15)
Awards (15)
Problem Solving (16)
Complaint Procedure (16)
WIAA Rules (16),
Prescription/Legend Drugs (17)
College recruitment (17)
NCAA Eligibility (17)
College Recruitment Rules (17)
NCAA Eligibility Guidelines (17)
Sexual Harassment (17)
Bullying Policies & Procedures (20)
Acknowledgements (21)
WIAA Out-of -Season Regulations (22)

FORMS
AASD Athletic Clearance (Required)
AASD Physical participation History & physical exam form (Required)
AASD Student Self-Transport Release
AASD Adult Transports Athlete Release (Required)
AASD Emergency Treatment Release
AASD Athletic Registration Form (Required)
AASD concussion Acknowledgement (Required)
Dear Parent/Guardian:

We hope your student benefits from an enjoyable experience while involved in athletics during his/her time in the Asotin-Anatone School District. To ensure this, you will want to review this handbook and spend time discussing it with your son/daughter. Because your awareness of the contents of this handbook are very important, we are asking that you sign the Asotin High School Athletic Information sheet and return it to your coach, advisor, or building activity/athletic director.

Please pay particular attention to the section regarding the Code of Conduct. The Asotin-Anatone School District has consistently supported a very high standard of acceptable student behavior. On the following page, you will find a list of athletics covered by this handbook.

By participating in the co-curricular program, your student will be subject to the athletic code of conduct from the first day of fall sports to the last day of school. Students involved in code violations will be subject to sanctions during this period. Please take the time to read and understand this section and to discuss it with your student. We take great pride in the fact that the Asotin-Anatone School District abides by and in some instance exceeds (where applicable) the rules, policies, and procedures of the Washington Interscholastic Activities Association (WIAA).

All parents will be required to attend a mandatory meeting at the beginning of each school year. At this meeting the Athletic Director or Principal will review rules and guidelines contained in this handbook and answer any questions the parent or athlete might have. Each parent and participant will be required to sign the Athletic Clearance form at the end of the handbook.

You should also be aware that coaches/advisors are authorized to decide which students are selected to the team(s) and which students are to participate in each contest. Although we have developed a more extensive program than other districts to provide the most participation possible, it is a co-curricular program and there is no guarantee that a student will participate in every contest.

We hope you and your student have an enjoyable and rewarding experience participating in Asotin-Anatone School District athletics. Best wishes for a fine year to all participants in the Panther family!

Asotin-Anatone School District Mission Statement

“The Asotin-Anatone School District embraces the strengths of our community to develop responsible citizens and inspire life-long learning.”
Athletic Goals for the Asotin-Anatone School District

To promote the development of good citizenship

- Through an athletic program that is committed to principles of justice, fair play, and good sportsmanship.

To support and contribute to the goals of the total education program

- Through the development of physical fitness and realization that a healthy body increases the probability of effective learning.
- By providing a strong program that attracts student body interest and motivates a positive learning atmosphere.
- By assuring students’ involvement in program planning and development.

To promote community interest and involvement in school athletics

- By providing enjoyable experiences for participants and spectators.
- By establishing rules and standards for athletics that reflect the behavior standards approved by the community.

To develop excellence and understanding of the value of competition in our society

- By emphasizing the educational value of trying to win and learning to compete.

MINIMUM PARTICIPATION THRESHOLD
The administration will cancel any sport or activity that does not have the prerequisite number of participants for cost effectiveness. The administration will set the minimum threshold for each sport.


<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>Basketball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Cheer</td>
<td>Fastpitch</td>
</tr>
<tr>
<td>Cross Country</td>
<td></td>
<td>Golf</td>
</tr>
<tr>
<td>Swimming (CHS)</td>
<td></td>
<td>Soccer (CHS)</td>
</tr>
<tr>
<td>Cheer</td>
<td></td>
<td>Track</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tennis (CHS)</td>
</tr>
</tbody>
</table>

Asotin Junior High School Athletics (7-8)

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>Boys Basketball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Wrestling (Lincoln)</td>
<td>Track</td>
</tr>
<tr>
<td>Cheer</td>
<td>Cheer</td>
<td></td>
</tr>
<tr>
<td>Girls Basketball</td>
<td>Volleyball</td>
<td></td>
</tr>
</tbody>
</table>
Asotin Jr. – Sr. High School Contacts

Principal: Dale Bonfield 243-7711
HS Athletic Director: John Heley 243-3128
JH Athletic Director: Rick Wilcox 243-7717
High School: Phone – 243-4151 Fax – 243-4090

Participation Standards

STUDENT PARTICIPANTS
1. Attend and positively participate in all scheduled practices.
2. Follow directions as communicated by the coach/advisor promptly and effectively.
3. Participate positively in all skill, knowledge and application exercises as assigned by the coach/advisor.
4. Accept seriously the responsibility and privilege of representing the school and community by displaying positive public actions.
5. Accept authority and supervision in a positive manner at all times.
6. Communicate effectively with coach/advisors and teammate.
7. Work cooperatively with the coach/advisor and team members as a problem solver.
8. Demonstrate loyalty to the school, coach/advisor, and team.
9. Treat fellow students, opponents, their fans, and all adults with dignity and respect.
10. Refrain from conversations that foster conflict.
11. Respect judgment and integrity of contest officials, abide by rules of the contest and display appropriate behavior at all times.
12. Be a positive role model for fellow participants, peers, and future athletes.
13. Live up to the high standard of sportsmanship established by the Asotin-Anatone School District for Activity/Athletic Programs. Avoid public displays of anger and/or displeasure.
14. School Dress Code is in effect for all travel and anytime an athlete is representing Asotin High School.
15. Comply with all drug and alcohol policies. Those students participating in a combined sports program with Clarkston High School are regulated by the Asotin High School policies.
16. Must meet all academic standards.

PARENTS
1. Understand and support activity programs and their expectations as defined for Asotin-Anatone School District Participants.
2. Understand team rules, discipline, and technique corrections of students.
3. Live up to the high standard of sportsmanship established by the Asotin-Anatone School District Activity Programs. Avoid displays of anger and/or displeasure.
4. Be a good role model for your sons and daughters by positively supporting teams in every manner possible.
5. Leave coaching of the team, playing time, position, and replacement of participants to the head coach/advisor and staff.
6. Respect opposing fans, officials, coaches, advisors, and participants.
7. Approach coaches/advisors in public only with positive comments. Withhold any negative comment regarding game, athlete(s) or coaching until such time that the concern can be addressed in an atmosphere conducive to effective problem solving.

FANS
In keeping with the district’s goal of teaching and demonstrating the highest level of sportsmanship during activity contests, fans are expected to demonstrate conduct appropriate for school athletics at all times. The Asotin-Anatone School District’s expectation for positive fan behavior is greater than one would expect to see tolerated at college or professional events.
It is assumed that adults understand and will demonstrate general behaviors which are appropriate. However, the following guidelines are presented to ensure a clear understanding of some behaviors which are unacceptable.

Fans may not:

1. Engage anyone in an angry or aggressive manner on school property or at school athletics. This includes referees, coaches/advisors, other fans, parents, students, or school personnel.
2. Use swear words or vulgarity on school property or at school athletics.
3. Threaten, verbally or physically, any person including referees, fans, coaches/advisors, players, spectators, or school personnel at any time on school property or at school athletics.
4. Create public displays of anger and/or displeasure to the extent they are disruptive or negatively impact others enjoyment of the event.

*NOTE: Violation of these standards may result in the removal of the fan from school athletics.*

**Attendance Regulations**

**Participation** – Half day (3 periods) school attendance for practice and contest days is mandatory. Full day school attendance is required the day following the contest *(see Travel Rules). Participation must obtain special administrative approval for needs to waive this requirement by phoning the school and discussing the problem with the athletic director or principal. If approval has not been given in advance, the student must present a doctor or dentist note to the principal, AD, or designee immediately upon returning to school in order to be eligible to participate in that days’ school athletics. Irregular school and/or practice attendance is cause for suspension from the team.

**Attendance** –

1. Student must attend all practices unless excused by the coach prior to that practice.
2. Unexcused Absences will be handled in the following manner:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Number of regular season contests</th>
<th>Infraction 1 First unexcused absence</th>
<th>Infraction 2 Second unexcused absence</th>
<th>Infraction 3 Third unexcused absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Basketball</td>
<td>20</td>
<td>Forfeiture of two contests</td>
<td>Forfeiture of four contests</td>
<td>Out for the season</td>
</tr>
<tr>
<td>Baseball</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Softball</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volleyball</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School Football</td>
<td>Up to 10</td>
<td>Forfeiture of one contest</td>
<td>Forfeiture of two contests</td>
<td>Out for the season</td>
</tr>
<tr>
<td>Cross Country Track</td>
<td>Up to 10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Golf</td>
<td>Up to 12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior High Sports</td>
<td>Up to 11</td>
<td>Forfeiture of one contest</td>
<td>Forfeiture of two contests</td>
<td>Out for the season</td>
</tr>
</tbody>
</table>

3. To compete, an athlete must attend school on the day of the activity. Approved shortened schedules for seniors, doctor or dentist appointments or funerals shall serve as exceptions, when pre-approved.
4. Athletes who report to school late following an athletic contest will not practice or play on that day unless cleared by the principal.
5. In the event a student-athlete is inadvertently allowed to participate after an attendance violation, the student will forfeit participation on the next appropriate occasion.
6. An athlete who is suspended from school may not participate in practice or play during the period of suspension. This period is defined as from the close of school on the day of suspension to the end of the school day upon completion of the suspension.
7. If absent from school an athletes can’t attend a school function on that same day.

**Dressing Room Procedures**

1. Keep assigned lockers locked and clean.
2. “Rough-housing, hazing, or horse-play” of any sort is dangerous and will not be permitted.

**Equipment**

School equipment checked out by the student is the student’s responsibility. The student is expected to keep it clean and in good condition. The athlete and parent will be responsible to pay for any lost or damaged uniforms. The athlete must return all equipment from the previous sport before practicing in the upcoming sport. Students attending commercial camps or clinics during summer must provide their own equipment and uniforms.

**Travel Rules for Athletics**

The following rules will be enforced whenever it is necessary to travel to other schools for contests or to alternate off-campus turnout/game sites:

1. All students must travel to and from contests in which transportation is provided by the school district, except that a student may travel:
   a. With their own parent, if the parent arranges with the coach/advisor, to transport his/her son/daughter to the contest in their own vehicle.
   b. In a private vehicle, (1) if the parent sends a written request to the principal or designee prior to departure and the principal/designee give approval to the coach/advisor in charge; (2) signs off on Asotin-Anatone Private Vehicle Transportation Form.
2. Participants will remain with their squad and under the supervision of their coach/advisor when attending any contests.
3. Misconduct of any sort while traveling to and from an away contest will be dealt with according to “Conduct and Control for Participants” as outlined in the handbook.
4. Full day school attendance is required the day following a contest. With the approval of the Principal or designee, students will be required to be in attendance at their respective schools eight (8) hours after their athletic bus arrives back at Asotin Jr. – Sr. High School after 12:00 midnight.
5. School Dress Code is in effect for all travel and anytime an athlete is representing Asotin High School.

Visiting participants are direct representatives of their school, community, and homes and should conduct themselves accordingly.

**Academic Eligibility**

All teachers will make weekly grade checks of all students. Students with an “F” in any class will not participate in any extra curricular contest for that week. Students will be allowed to participate in practices or will be allowed time for school work. Students will not be allowed to travel and will not be allowed to dress in full uniform with the team. If the student brings their grade up prior to the extra curricular activity, and produces a note from the teacher stating that the student is passing then the student will be allowed to participate. This rule will help to insure that all students participating in extra athletics do not fall behind in their schoolwork.

At the end of 1st & 3rd quarter, if a student received a failing grade in one or more classes, the student would be placed on two weeks’ probation without participation. On Friday (at 3:00 p.m.) of the second week the student must be passing in all classes to resume participation. If the failing grade has not
improved to a passing grade at the end of the two weeks the student will be dropped from that sport season participation.

At the end of each semester if a student failed to make passing grades the student shall be placed on suspension. The student shall be ineligible during the suspension period. If, at the end of the suspension period, the student is passing in the minimum number of classes required (5), the student may then be reinstated for interscholastic competition. The suspension period for high school students shall be from the end of the previous semester through the last Saturday of September in the fall or the first five (5) weeks of the succeeding semester. The suspension period for junior high shall be from the end of the previous semester through the first three (3) weeks of the succeeding semester. Each student is eligible on Monday of the week following the end of the suspension periods. Three or more teaching days shall constitute a week.

**Enrollment in School Eligibility Requirements**

The student athlete shall have been in regular attendance as a full time student as a 1.0 FTE in an elementary, junior high, or high school during the semester immediately preceding the semester in which the contest is held. The athlete shall be enrolled and in regular attendance within the first fifteen (15) school days in a semester at the start of the current semester in order to participate in interscholastic contest during the current semester.

**Conduct and Control for Participants**

In order to accomplish the goals set forth, it is necessary to develop and maintain a team spirit that is based on appropriate standards. Certain regulations are necessary to prevent disruption of team spirit that could detract from the competition and cooperation values provided by athletics.

School Programs should reflect the attitude of the community that pays for them and, if appropriate, benefits are to be derived from the athletic program; it must be able to operate in a climate devoid of disruptive influence. If the community is to truly identify with its schools through the activity medium, it is imperative that team members conduct themselves in a manner that will inspire pride and approval.

All students who participate in the athletics program of the Asotin-Anatone School District will comply with the rules and regulations and will submit to the reasonable discipline of the school authorities. Any student participating or planning to participate in extra curricular athletics is subject to the participant conduct and control for students from the first day of fall sports until the last day of school.

Any student participant who performs an act, which materially interferes with or is detrimental to the orderly operation of a school’s educational and athletics programs will be subject to discipline, probation, suspension or expulsion as described below.

The following acts by a student participant on school premises (or in reasonable proximity thereto), or off school premises at any school-sponsored activity, or otherwise when the conduct of the student impacts the school or extra curricular activities, will constitute sufficient cause for discipline, probation, suspension or expulsion; disruptive conduct; disobedience of reasonable instructions of school authorities; refusal to identify oneself; unauthorized absence from turnout or game; cheating; immoral conduct; vulgarity or profanity; destruction or defacing of property; extortion; intimidation or harassment (including racial/gender) of another student or employee; assault of another student or employee; stealing; possession or use of any dangerous weapons or objects and; the commission of any criminal act as defined by law.

The following acts by a student participant on or off school premises will constitute sufficient cause for probation, suspension or expulsion: Use, sale or possession of tobacco; use, sale or possession of alcoholic beverages; use, sale or possession of drugs and/or related paraphernalia. Possession includes both physical and constructive possession.

If a student is suspended from school, the student is also suspended from athletics and even though back in school pending appeal. The student is still subject to activity discipline.

* The Athletic Handbook will be enforced for all athletes from the first day of the fall sports season to the last day of the school year.
NOTE: Sanctions will carry over from seventh grade to eighth grade and from ninth grade to twelfth grade. Seventh and eighth grade will not carry over to senior high school.

**Conduct & Control Definitions & Terms**

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Athletics Probation</strong></td>
<td>Is a period during which a student remains a part of the squad while he/she is given an opportunity to correct the deficiencies in a time prescribed by the coach and/or Athletic Director. During the probation, student participant may continue to participate in practice and contests (see page 10).</td>
</tr>
<tr>
<td><strong>Athletics Suspension</strong></td>
<td>Is a suspension from participation for a specified number of contests, the duration which may extend beyond the current season. The suspended student participant will take part in activity practice and meetings (see page 11).</td>
</tr>
<tr>
<td><strong>Athletics Expulsion</strong></td>
<td>Means the complete denial of the privilege to participate in any Asotin-Anatone activity program for an indefinite period of time (see page 11).</td>
</tr>
<tr>
<td><strong>In Season</strong></td>
<td>Begins with the first WIAA allowed activity.</td>
</tr>
<tr>
<td><strong>Out of season</strong></td>
<td>The day after the last day of school until the next fall sports season.</td>
</tr>
<tr>
<td><strong>Enforcement Period</strong></td>
<td>First day of the fall sports season to the last day of the school year.</td>
</tr>
<tr>
<td><strong>Completed Season</strong></td>
<td>A season in which a student begins the season within the first week of turnout and completes the season, in good standing, without interruption until the last scheduled event/competition for that activity for that Asotin-Anatone high school. Completing the season includes attending practices, meetings. Games, etc, as established by the coach/advisor of that activity.</td>
</tr>
</tbody>
</table>

**Alcohol and/or Substance Abuse Definitions /Terms.**

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actual Possession</strong></td>
<td>The act of having a substance in one’s custody or control. Actual possession occurs when the item is in physical custody of the person charged with possession.</td>
</tr>
<tr>
<td><strong>Constructive possession</strong></td>
<td>In the absence of physical possession if there is dominion and control over the substance- when student has knowledge that alcohol, legend drugs or illegal substances are available and are being used by others- student athletes have a responsibility to remove themselves beyond all reasonable doubt and proximity from that situation. At off campus events, where drugs, alcohol, or other illegal substances are evident, student athletes who have made a willful choice to remain at the event are in violation of the...</td>
</tr>
</tbody>
</table>
rule.

- **Use**
  Physical consumption of any illegal substance by any means.

- **Sale**
  The act of distributing an illegal substance by means of exchanging substances for an agreed sum of money or other valuable consideration.

- **Proximity**
  Close in distance, time or relationship (commingling or interacting) whether inside location or outside location (yard, street, and neighborhood).

- **Discovery- investigative**
  The process by which an administrator/coach/advise, arrives at a conclusion regarding a student’s involvement in an athletics code infraction. The decision will be based on evidence either verbal, or written.

- **Discovery- self admittance**
  Participants who admit to their involvement in an activity code infraction and who are cooperative and honest in the investigative process regarding alleged code infractions.

- **Discovery – self referral**
  Participants who admit to their involvement in an activity code infraction prior to the investigative process.

---

**Standard Application/Procedures for Implementing Probation, Suspension and Expulsion from Athletics, Senior and Middle Level**

### Athletics Probation

- Coaches/advisors may send student home for the remainder of a contest or turnout if the conduct is disruptive.
- In the event probation is imposed, the coach/advisor will:
  - Inform the student participant of the deficiencies, how the student is to correct them and the number of days of probation.
  - Contact the parent/guardian before the next team game/turnout.
- Upon completion of the probationary period, if the deficiency is not corrected, the student participant is recommended for suspension to the Athletic Director and/or Principal.

### Athletics Suspension/Expulsion

Prior to the suspension or expulsion of any student participant, a conference will be conducted with the student as follows:

- The Athletic Director and/or Principal will present to the student participant an oral and/or written notice of alleged misconduct and violation(s) of school district rules, the evidence in support of the allegations, and the corrective action or sanction to be recommended.
- The student participant will be provided the opportunity to present an explanation.
- Following the conference with the student, the Athletic Director may recommend activity suspension or expulsion to the Principal.
- If the Principal imposes athletic suspension or expulsion, the student participant will be orally notified of the action taken. Promptly thereafter, written notice will be sent by mail to the student’s parent/guardian containing the following information:
• The action taken (suspension, expulsion, etc.), the reason for such disciplinary action, and the right to an informal conference (first step of the appeal process, see page 15). A copy of the suspension or expulsion notice will be sent to the Superintendent.

• Suspension expectations: participation will be determined by the Principal following consultation with the coach.

Junior High:

1st Violation In-Season/Out of Season (Substance Issues, including tobacco)

<table>
<thead>
<tr>
<th>Means of Discovery</th>
<th>Actual Possession/Use/Sale</th>
<th>Constructive/Proximity Possession</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigative</td>
<td>Suspension for 50% of current season’s contests (and into the next season if less than 50% of current remains).</td>
<td>Suspension for 40% of current season’s contests (and into the next season if less than 40% of current remains).</td>
</tr>
<tr>
<td>Self Admittance</td>
<td>Suspension for 30% of current season’s contest (and into the next season if less than 30% of current remains). If student follows all recommendations 10% of the suspension may be reduced.</td>
<td>Suspension for 20% of current season’s contests (and into the next season if less than 20% of current remains). If student follows all recommendations 10% of the suspension may be reduced.</td>
</tr>
</tbody>
</table>

Athletes not seeking early reinstatement will be required to meet with a school counselor for 5 sessions. It will be left to the counselor’s discretion to reduce or increase sessions depending on need.

Whether in season or out of season, a violation of the athletic code for alcohol and/or substance abuse/tobacco will result in a suspension from athletics in the Asotin-Anatone School District.

2nd Violation In-Season/Out of Season (Substance Issues, including tobacco)

Whether in season or out of season, a second violation of the athletic code for alcohol and/or substance abuse/tobacco will result in expulsion from all athletics in the Asotin-Anatone School District.

High School:

1st Violation In-Season/Out of Season (Substance Issues, including tobacco)

<table>
<thead>
<tr>
<th>Means of Discovery</th>
<th>Actual Possession/Use/Sale</th>
<th>Constructive/Proximity Possession</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigative</td>
<td>Suspension for 50% of current season’s contests, including post-season (and into the next season if less than 50% of current remains)</td>
<td>Suspension for 40% of current season’s contests, including post-season (and into the next season if less than 40% of current remains)</td>
</tr>
<tr>
<td>Self Admittance</td>
<td>Suspension for 30% of current season’s contest, including post-season (and into the next season if less than 30% of current remains). If student follows all recommendations 10% of the suspension may be reduced.</td>
<td>Suspension for 20% of current season’s contests, including post-season (and into the next season if less than 20% of current remains). If student follows all recommendations 10% of the suspension may be reduced.</td>
</tr>
</tbody>
</table>

Self-Referral
Athletes not seeking early reinstatement will be required to meet with a school counselor for 5 sessions. It will be left to the counselor’s discretion to reduce or increase sessions depending on need.

Whether in season or out of season, a violation of the athletic code for alcohol and/or substance abuse/tobacco will result in a suspension from athletics in the Asotin-Anatone School District.

**2nd Violation In-Season/Out of Season (Substance Issues, including tobacco)**

<table>
<thead>
<tr>
<th>Means of Discovery</th>
<th>Actual Possession/Use/Sale</th>
<th>Constructive/Proximity Possession</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigative</td>
<td>Suspension for 100% of all sports for one full year (365 days)</td>
<td>Suspension for 100% of current season’s contest, including post-season (and into the next season if less than 100% of current remains).</td>
</tr>
<tr>
<td>Self Admittance</td>
<td>Suspension for 100% of current season’s contests, including post-season (and into the next season if less than 100% of current remains.)</td>
<td>Suspension for 60% of current season’s contest, including post-season (and into the next season if less than 60% of current remains.)</td>
</tr>
</tbody>
</table>

Athletes not seeking early reinstatement will be required to meet with a school counselor for 5 sessions. It will be left to the counselor’s discretion to reduce or increase sessions depending on need.

Whether in season or out of season, a violation of the athletic code for alcohol and/or substance abuse/tobacco will result in a suspension from athletics in the Asotin-Anatone School District.

**Travel while on Suspension**

Athletes in violation of the above rules will expected to travel with the team and dress in travel attire as describe by the coach. The athlete will not suit down in full uniform until reinstated on the team.

**3rd Violation In-Season/Out of Season (Substance Issues, including tobacco)**

Whether in season or out of season, a third violation of the athletic code for alcohol and/or substance abuse will result in expulsion from all athletics in the Asotin-Anatone School District.

**Season Lengths: (Post-season subject to change; all percentages based on regular season contests, while actual suspension is based on regular season PLUS any playoff games that an athlete would have participated in. See examples that follow)**

- **Football:**
  - HS: 9 regular season (4-5 possible playoff games);
  - JH: 6 regular season

- **Volleyball:**
  - HS: 16 regular season (max. 10-12 possible playoff matches)
  - JH: 10 regular season
Cross Country:  HS: 7-10 regular season (max 2-3 possible post-season meets); ML
B/G Basketball: HS: 20 regular season (max. 8-10 possible playoff games)
               JH: 10 regular season
Wrestling:     HS: 16 regular season (3 post-season matches)
B/G Swimming: HS: 10 regular season (max. 2-3 possible post-season meets)
Baseball:     HS: 20 regular season (max 8-10 possible playoff games)
               JH: 10 regular season
Fastpitch:    HS: 20 regular season (max 8-10 possible playoff games); ML 10
Track:        HS: 10 regular season (max 2-3 possible post-season meets)
              JH: 6 regular season
Wrestling:    HS: 16 regular season (3 post season matches)
Golf:         HS: 12 regular season (3 post season matches)
Cheer:        HS: see football, basketball, wrestling season lengths
Band:         HS: see football (including fall invites/parades) and basketball (including winter
               invites/parades) season lengths (drill state included in basketball season.)

EXAMPLES OF DISCIPLINARY ACTIONS FOR GAME/MEET/MATCH SUSPENSIONS (ALL %’S ROUNDED UP)

Johnny, a varsity football player has a first violation that comes to light after game 2 of the football season for an investigative, actual possession charge. The team’s season ends at game 9. Consequence: Lose games 3, 4,5,6,7 (50% of current season) must turn out for practices and follow the reinstatement steps to regain eligibility).

Joey, a varsity football player has a first violation that comes to light after game 6 of the football season for an investigative, actual possession charge. The team’s season ends at game 12 (state quarterfinals) after a nice playoff run. Consequence: Lose 7-11 games (50% of current season) must turn out for practices and follow the reinstatement steps to regain eligibility.

Bart, a varsity football player has a first violation that comes to light after game 6 of the football season for an investigative, actual possession charge. The team’s season ends at game 9. Consequence: Lose games 7, 8, and 9 (33%) and serves a remainder (17%) during the next season for that athlete, must turn out for practices and follow the reinstatement steps to regain eligibility.

Bobby, a JV football player has a first violation that comes to light after game 6 of the football season for an investigative, actual possession charge. Consequence: The varsity makes the playoffs, but since he would not have made the varsity playoff squad, he loses games 7-9 (33%) and serves the remainder (17%) during the next season for that athlete (must turn out for practices and follow reinstatement steps to regain eligibility.)

Geoff, a junior who would have played on the varsity basketball team has a second violation that comes to light in October (investigative). His only sport is basketball. Consequence: Loses entire basketball season (but must turn out for practices the entire season and follow the reinstatement steps to be eligible the next season).

Shelly, a junior who would have played on the varsity basketball team has a second violation (an MIP/MIC in the summer) that she informs the school administration of via a letter/phone call during the summer, before the school receives the report from law enforcement (Self-Admittance, Actual). Consequence: Loses games 1-20 (100%) of basketball season, must turn out for practices and follow reinstatement steps to regain eligibility.

Shelly, in the same situation above, tries out for the volleyball team in hopes of having the consequences be served in the fall…she does not make the team. Consequence: Loses games 1-20 (100%) of basketball season, must turn out for practices and follow the reinstatement steps to regain eligibility.
Shelly, in the same situation above, tries out for cross-country in hopes of having the consequences be served in the fall…she makes the team. Consequence: Loses meets 1-10 of cross country season, must turn out for all practices and compete in any remaining meets for the fall season while following the reinstatement steps to regain eligibility. If she does, she will be fully eligible for the winter season…if she skips any practices or quits the team, she will have to start from zero: losing games 1-20 of basketball season.

Suzy, a JV track athlete has a first violation that comes to light after meet 5 of the spring season for a self-referral, proximity charge. Consequence: Loses meet 6 & 7, must turn out for practices and follow the reinstatement steps to regain eligibility.

Suzy, a JV track athlete has a fist violation that comes to light after meet 5 of the spring season for a self-admittance, proximity charge. Consequence: Loses meet 6, 7, & 8, must turn out for practices and follow the reinstatement steps to regain eligibility.

Jill, an 11th grade, varsity track athlete who would have definitely made it to the district meet has a first violation that comes to light after meet 7 of the spring season for Investigative, Actual possession charge. Consequence: Loses meets 7-10, plus districts (regional/state may be counted if their marks would have given them a chance to participate in those meets) and serve the remainder during the next season for that athlete, must turn out for practices and follow the reinstatement steps to regain eligibility.

Anita, a 10th grade, JV track athlete who has a first violation that comes to light with 2 regular season meets remaining. It is for Investigative, Actual possession charge. Consequence: Loses last 2 meets of track season (20%) and serves the remainder of the 30% during the next season for the athlete (must turn out for practices and follow the reinstatement steps to regain eligibility).

Laura, a 12th grade drill team athlete, has a 1st and 2nd violation that takes place at the state basketball tournament. Consequence: Will not be able to attend/participate in the State Drill Competition.

**Reinstatement Process (Required following suspension for substance issues):**

- The building principal may reinstate to competition/ activity upon the completion of the following:
- Drug and/or alcohol assessment by an individual or agency that is acceptable to the school district (not required for tobacco violation). Parents and/or guardians are required to participate in the drug and/or alcohol assessment process, as determined by the assessment agency. Proof of an appointment should be given to the building administrator within 3 business days. All associated costs will be paid for by parent(s) or student.
- Constructive/Proximity Possession- meet 5 sessions with a school counselor (parents and/or guardians are required to participate). It will be left to the counselor’s discretion to reduce or increase sessions depending on need.
- Proof that a drug/alcohol, counseling, or preventive education program has been substantially completed. (Substantial means on-going attendance.) All associated costs will be paid for by parent(s) or student.
- Proof that (10-1st violation; 20-2nd violation) community service hours arranged through appropriate agencies and approved by the principal/designee has been substantially completed.
- Request for re-instatement from both parents and athlete which includes a summary of the progress relating to steps taken, to be taken, and a reflection and self-evaluation of the behavior.
- Failure to follow all terms will result in full penalty being imposed.

**Appeal Procedure**

- Any student participant, parent or guardian who is aggrieved by any athletic suspension or expulsion has the right to an informal conference with the principal, or his/her designee, and any other employee involved. Any request for such informal conference will be made within five school days of the written notice of the action.
If the issue is not corrected or if the parents have concerns about the way the situation is handled, they may arrange a hearing with the ad hoc committee.

If the issue is still not corrected or if the parents continue to have concerns about the way the situation is handled, they may arrange a hearing with the School Board and/or Superintendent.

At such informal conference, the student participant, parent/guardian, principal and/or his/her designee will engage in dialogue regarding the matter being grieved, including the means of discovery and/or the disciplinary procedures and penalties being imposed.

Asotin-Anatone School District Athletic Council

FUNCTION: To function as the first appeal panel after the informal conference step in cases of athletic/activity suspension or expulsion to review the case and hear any new facts or evidence.

AUTHORITY: The committee has the right to amend and/or modify previous administrative disciplinary decisions.

COMMITTEE: A panel of three to five individuals with voting rights and a non-voting chairman. Chairman to be the District Athletic Director, who will be responsible for scheduling, rules of order, voting and notification of decision,

- For a Grade 9-12 student there will be five members; members could include a 9-12 grade parents, a teacher/coach, one administrator/AD from the elementary school, or one high school student.
- For a Grade 7-8 student there will be three members; members could include a 7-8 parent, a teacher/coach, and one administrator/AD from the elementary school.
- All decisions made by this council will be final.

Athletic Registration Procedure

1. Athletics Information Form: Athletes will obtain an Asotin-Anatone School District Athletic Information Form and make certain that all items are PROPERLY completed. Turning to Building Athletic Director/Main Office or Head Coach (See Appendix A).
2. Physical exam procedures for athletes: the physical examination must certify that the athletes physical condition is adequate to participate in interscholastic athletics (see item 18.13.0 of student standards for interscholastic athletic eligibility). Turn in to building athletic director/main office or head coach (See Appendix B for official WIAA Physical form).
3. Parent/athlete consent (safety warning/guidelines) form: athletes will obtain an Asotin-Anatone school district athletics information form and make certain that all items are properly completed. Turn in to athletic director/main office or head coach (See Appendix C).
4. Have a valid ASB card.
5. Current Insurance Waiver on file with the Athletic Director.
6. Transfer students must be eligible in their prior school or will not be eligible at Asotin High School.

Participants Warning

By its very nature, competitive athletes may put your son/daughter in situations where serious, catastrophic and perhaps fatal accidents may occur. Many forms of athletic competitions result in severe physical contact among participants. The use of equipment which may result in accidents, strenuous exertion, and other exposure to risk of injury are inherent in athletics. Students and parent/guardians must assess the risk involved in such participation and make their choice to participate in spite of those inherent risks. No amount of instruction, precautions, or supervision will totally eliminate total risk of injury. The obligation of parents and students in making this choice to participate cannot be overstated. There have
been accidents resulting in death, paraplegia, quadriplegia, and other serious permanent physical impairments as a result of athletic participation. Participants will be instructed to proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and/or competition. Students must adhere to the instruction and utilization and must refrain from improper uses and techniques. The district would like to inform all athletes and their parents that there is a small risk of infection from blood-borne pathogens during practices and competition. If any of the above is not completely understood, please contact your school principal for further information.

**Standards for Letter Awards**

Asotin High School will establish letter award standards in each sport/activity in which a letter may be awarded. Such standards will include input from the Head Coach and the Athletic Director.

**Scholastic Achievement Awards**

The WIAA, in cooperation with the Washington Association of Secondary Principals, the Washington Middle Level School Principals Association, the Athletic Directors Association, the Washington State School Directors Association, and the Washington State Coaches Association will make available to schools the following awards:

- **Outstanding Scholastic Achievement Award**
  
  To a team/activity that achieved a 3.50 or above trimester/semester/quarter grade point average (GPA). Qualification for this award is computed by the accumulation of a 3.50 or above by the team/activity/members as a group.

- **Distinguished Scholastic Achievement Award**
  
  To a team/activity that achieved a 3.0 – 3.49 trimester/semester/quarter GPA during their specific season. Computation same as above.

**Washington Interscholastic Activities Association (WIAA)**

WIAA governs all athletic participation with high schools in Washington. There are many regulations that determine your eligibility at Asotin High School. We follow the WIAA Official Handbook. For a hard copy of this document please contact the high school athletic director. You may also visit the WIAA web page for an electronic version: [www.wiaa.com](http://www.wiaa.com); click on the drop-down menu “Publications”.

Areas of interest are:

<table>
<thead>
<tr>
<th>Recruiting</th>
<th>Participant Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment/Attendance</td>
<td>Residence Rules</td>
</tr>
<tr>
<td>Amateur Standing</td>
<td>Non School Sports Participation</td>
</tr>
<tr>
<td>Running Start Eligibility</td>
<td>Out of Season Sports Camps</td>
</tr>
</tbody>
</table>

**Problem Solving for Staff, Students and Parents**

It is expected that all parties will use the best possible adult problem solving behaviors in resolving issues. Asotin-Anatone School District has set the following procedure for problem solving activity issues. It should be anticipated that each step will take about two to three days.

General Guidelines:

1. Do not confront in angry aggressive manner.
2. Do not make personal attacks—stick to the issue.
3. Discuss concerns in private meetings.
4. Attend such meetings with a problem-solving attitude.
5. Respect other’s roles, responsibilities, and decision-making rights within the defined roles.

Asotin-Anatone School District Complaint Procedure

A. Parent Procedure: If, at any time, parents have a question or a concern regarding their athlete’s sports participation, the following course of action is recommended.

1. Talk directly to the coach. Parents are to arrange a time outside of the following: before, during, or after a practice or game.
2. If the issue is not corrected or if the parents have concerns about the way the situation is handled, they are to arrange a meeting with the athletic director.
3. If the issue remains unresolved, the parents are advised to take the issue to the principal.

Prescription (Legend) Drugs/Anabolic Steroids

- Penalties for violation of RCW 69.41.020 - 69.41.050 (Legends Drugs including anabolic steroids possession, sale, and/or use) – A violation of RCW 69.41.020 - 69.41.050 will be considered a violation of the eligibility code and standards and will subject the student to disciplinary actions. The following penalties will be administered:

- FIRST VIOLATION - The student athlete will be immediately expelled from interscholastic competition in the current interscholastic sport program for the remainder of the season. Expulsion will continue until the next sports season in which the student athlete wishes to turn out. In order to be reinstated in the next interscholastic sports season, the student athlete will follow the AASD re-instatement process. The school principal will have the final authority as to the student athlete’s participation in the interscholastic school program.

   A student athlete who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) will be given the opportunity for assistance through the school and/or community agencies. In no instance will participation in a school and/or community-approved assistance program excuse a student athlete from subsequent compliance with these regulations. Successful utilization of this opportunity by the student athlete may allow him/her to participate in the athletic program, pending recommendation by the school eligibility authority.

- SECOND VIOLATION – A student athlete who again violates any provision of RCW 64.41.020 through 69.41.050 will be ineligible and prohibited from participating in any WIAA member school interscholastic sports program for a period of one calendar year from the date of the second violation. In order to be reinstated after the calendar year, the student athlete will follow the AASD re-instatement process. The school principal will have the final authority as to the student athlete’s participation in the interscholastic school program.

- THIRD VIOLATION – A student athlete who violates for a third time RCW 69.41.020 – 69.41.050 will be permanently prohibited from participation in any WIAA member school athletic program.

College Recruitment

In the event you should be contacted personally by a college recruiter, you have an obligation to work through your coach and the Athletic Department. Inform your coach of such contact as soon as possible. This is especially important if it occurs during the time when you are actually involved in active participation. Check with your coach regarding NCAA rules governing recruiting. Rule violations could result in loss of eligibility.
NCAA Collegiate Athletic & Scholarship Eligibility

NCAA governs all athletic participation at Division I and Division II colleges. There are many rules and guidelines for students to be aware of and follow all steps. For a hard copy of the official NCAA rules please contact the school or visit their web site for an electronic version: www.eligibilitycenter.org. Your coach or counselor may also help with this process.

Sexual Harassment

The Asotin-Anatone School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

1. Submitting to the harasser’s sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual’s performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reports to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibility under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff is also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this
policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, student and regular volunteer orientation. This policy shall be in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

Cross-references:  
Board Policy 3210  Nondiscrimination  
Board Policy 3240  Student Conduct  
Board Policy 3421  Child Abuse and Neglect  
Board Policy 5010  Nondiscrimination  
Board Policy 5255  Disciplinary Action and Discharge

Legal References:  
RCW 28A.640.020  Regulations, guidelines to eliminate discrimination scope  
WAC 392-190-056-058  Sexual Harassment

**Informal Complaint Process:** Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general the district sexual harassment policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

**Formal Complaint Process:** anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential shall be informed that the district will almost assuredly face due process requirements that will make all available of all information that the district has to the accused. The district will however fully implement the anti-retaliation provisions of this policy to protect the witnesses. Student complainants and witnesses may have a trusted adult with them during any district –initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in his or her possession regardless of the complainant’s interest in filing a formal complaint. The following process shall be followed:

A. The compliance officer shall receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer’s possession that the officer believes requires further investigation.

B. All formal complaints shall be in writing; shall be signed by the compliant; shall be signed by the compliant; and shall set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint to review and sign.
C. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant’s satisfaction, the superintendent shall take further action on the report.

D. The superintendent shall respond in writing to the complainant and the accused within thirty days stating:
   1. That the district does not have adequate evidence to conclude that harassment occurred;
   2. Corrective actions that the district intends to take; and/or
   3. That the investigation is incomplete to date and will be continuing.

E. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent’s written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If a student remains aggrieved by the superintendent’s response, he or she may pursue the complaint as one of sexual discrimination pursuant to Policy 3210, Nondiscrimination. Similarly staff may pursue complaint further through the appropriate collective bargaining agreement process or anti-discrimination policy.

A fixed component of all district orientation sessions for staff, students, and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to the following:

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually suggestive remarks, comments, gestures, or jokes; or remarks of a sexual nature about a person’s appearance, gender or conduct;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering or stalking a person, or
7. Displaying offensive or inappropriately sexual illustrations on school property.

Annually the superintendent or designee shall consult with the Diversity Committee which is composed of representatives of certificated and classified staff, volunteers, students and parents, to review the use and efficacy of this policy and procedure. The compliance officer will be included in the review. Based on the review of the committee, the superintendent shall prepare a report to the board including, if necessary, any recommended policy changes. The superintendent shall consider adopting changes to this procedure if recommended by the committee.

**PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING**

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may
be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

**Formal Complaint Process:** Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearings may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

A. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.

B. Regardless of the complainant’s interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based upon the information in the officer’s possession.

C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer’s possession that the officer believes requires further investigation.

D. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant’s satisfaction, the superintendent shall take further action on the report.

E. The superintendent of designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:
   1. That the district intends to take corrective action; or
   2. That the investigation is incomplete to date and will be continuing; or
   3. That the district does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.

F. Corrective measures deemed necessary will be instituted as quickly as possible, but no event more than thirty days after the superintendent’s written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

G. If a student remains aggrieved by the superintendent’s response, the student may pursue the complaint as one of discrimination pursuant to Policy 3210, Nondiscrimination or a complaint pursuant to Policy 4220, Complaints Concerning Staff or Programs.

A fixed component of all district orientation sessions for employees, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing harassment, intimidation or bullying. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation or bullying. Classified employees and regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.
Thank You!

The Asotin-Anatone School District would like to acknowledge the following community members who donated their time during 2010-11 to this process and without whose valuable input, assistance and advice the Asotin-Anatone Athletic Handbook could not have happened. Clarifications/updates are made yearly by the District Athletic Director, subject to board approval.

Mrs. Amy Smith Parent
Mrs. Amber Landrus Parent
Mr. Chris Elskamp Parent
Mr. Graeson Parsons Board Member
Mr. Dale Bonfield Principal

Mr. Rick Wilcox Athletic Director
Mrs. Sheila Witters HS Administrative Assistant
Drew Heitstuman Student
Karli Hansford Student

The Asotin-Anatone School District #420 complies with all federal rules and regulations and does not discriminate on the basis of age, race, color, religion, national origin, sex, or disability in employment, educational or extra-curricular programs or otherwise. Inquiries regarding compliance or complaint procedures may be directed to the school district’s Title IX Compliance Officer:

Julie Schaefer, Human Resources Director
Asotin-Anatone School District No. 420
P.O. Box 489
Asotin, WA 99402
509-243-1100
jschaefer@aasd.wednet.edu

Or

Section 504/ADA/RCW 28A.640 Compliance Officer:

Dale Bonfield, High School Principal
Asotin-Anatone School District No. 420
P.O. Box 489
Asotin, WA 99402
dbonfield@wednet.edu
ASOTIN-ANATONE SCHOOL DISTRICT

OFF-CAMPUS PRACTICE SEASONAL TRAVEL RELEASE*

This is to certify that, ______________________________ has my permission to use
(Student’s Name)
Their own personal vehicle for transportation to/from practice and contests/events at the

Listed off-campus sites in the following sport (circle one):

Cross-country (Various locations) Golf (Quailridge Golf Course)
Track (Clarkston High School)
Baseball (Asotin Field)
Softball (Asotin Field)
Other: _____________________________________

I understand that the above named student is not to use this vehicle to provide
transportation for any other students. By signing this, I understand that I am releasing the
Asotin-Anatone School District from all liability for any adverse results that may occur. I
agree to hold the Asotin-Anatone School District and its employees/officers harmless from
all liability with reference to the above-stated transportation. Signature below acknowledges
understanding and compliance with the information listed above.

______________________________________________  _____________________________, 20__.

*Note: All student drivers must submit the Volunteer Driver Screening – Affidavit of Insurance

THIS FORM MUST BE ON FILE IN THE ATHLETIC OFFICE PRIOR TO THE DATES(S)
OF TRAVEL
ASOTIN-ANATONE SCHOOL DISTRICT
CONTEST TRAVEL RELEASE

This is to certify that, ______________________________ has my permission not to use
(Student’s Name)
district provided transportation (to)-(from)-(both) the ____________ athletic/activity
(Circle one) (Sport/Activity)
contest/event being held at _____________ on __________, 20__. I certify that
(Location) (Date)
I am personally transporting the above-named student, or have arranged for alternative

transportation with another adult (non-student) of my choosing to be provided by:

________________________________________. I understand that the Asotin-Anatone
(Name of Adult)
School District recommends that students use district provided transportation to/from all athletic

contest and events. I agree to hold the Asotin-Anatone School District and its

employees/officers harmless from all liability with reference to the above-stated transportation.

________________________________________ ______________________ , 20__.
Signature of Parent/Guardian Date

________________________________________ ______________________ , 20__.
Signature of Student Date
THIS FORM MUST BE ON FILE WITH THE COACH PRIOR TO THE DISMISSAL OF SCHOOL ON THE DAY OF THE CONTEST

SPORT: _______________________________ (List All)

Asotin-Anatone School District

ATHLETICS CLEARANCE INFORMATION, CHECK LIST & HANDBOOK AGREEMENT

STUDENT NAME ________________________________ GRADE _____ BIRTHDATE __/__/____

GENDER: M     F

HOME STREET ADDRESS __________________________________________________________

HOME PHONE ________________________________________________________________

PARENT/GUARDIAN (S) NAMES __________________________________________________

WORK/CELL PHONE #1 ______________________ WORK/CELL PHONE #2_______________

EMERGENCY CONTACT NAME________________________________ PHONE _________

PHYSICIAN’S NAME __________________________________ PHONE __________________

I am aware that the AASD does not provide medical insurance for accidents or injuries resulting from participation in school or school-related athletics. As the parent/legal guardian of the above named student, I accept full responsibility for the cost of treatment for any accident, illness, or injury which my student may suffer while participating in school or school-related athletics. I understand that my student must have adequate medical insurance in order to participate in interscholastic athletics, and that it must be kept in force throughout the sport/activity season. If my student has no medical insurance or wishes to supplement existing medical insurance, I understand that information detailing available student accident insurance plans can be obtained from school officials (who are not acting as insurance agents; they are making information available to interested parties).

Information on my student’s medical insurance coverage is provided below:

INSURANCE COMPANY NAME __________________________ ID Number __________

SUBSCRIBER NAME __________________________

ASOTIN-ANATONE SCHOOL DISTRICT ATHLETICS HANDBOOK PARTICIPATION CONTRACT

Our signatures below indicate the following:

- Read the Student Athletics Handbook and attended the mandatory parent meeting.
- Will follow and support the policies and regulations therein contained.
- Participation in athletics is a privilege and participants must assume responsibilities for their actions.
- Failure to comply with the standards may result in loss of eligibility and/or disciplinary action.
- Accurately provided the information above for the WIAA Residency/School Attendance Information and understand that falsifying any information and/or signatures pertaining to clearance may result in eligibility loss and disciplinary action.
- Understand that participation in any athletics can lead to injury, ranging from minor to catastrophic.
- We give our consent for the athlete to accompany the team and ride school transportation when it travels to other schools/venues.
- The student has permission to participate in the athletics identified.
- I understand that my student athletes will be issued team uniform equipment and will be responsible for returning in usable condition or I will be responsible for replacement cost of the unusable or unreturned items.

PARTICIPANT’S SIGNATURE ______________________ DATE __________

PARENT/GUARDIAN(S) SIGNATURE ______________________ DATE __________
EMERGENCY TREATMENT RELEASE FORM

(Name of Student)

(Address) ____________________________ (Telephone) ____________________________

(Age) ____________________________ (Date of Birth) ____________________________

I/We hereby give permission for any qualified hospital, and the doctor(s) on duty to treat, and administer first aid care, including suturing, tetanus immunization injections, pain relieving drugs and x-rays, as may be deemed necessary for my minor child.

(Mother’s Signature) ____________________________ (Father’s Signature) ____________________________

(Guardian Signature) ____________________________ (Date) ____________________________

Parents(s) please complete the following:

We have ____________________________ insurance coverage. (Name of Insurance Company)

The dates of student’s last tetanus booster shots were: ____________________________

Drug Allergies: ____________________________

Diabetic: ____________________________ Epileptic: ____________________________

All medications being taken are: ____________________________

Our family doctor is: ____________________________ Phone: ____________________________

We (parents) may be reached by telephone at ____________________________

In case of emergency and parents cannot be reached, the school should call:

(Name of Contact) ____________________________ (Phone) ____________________________

(Relationship) ____________________________

ATHLETIC TRAVEL PERMISSION FORM

My son/daughter ____________________________ has my permission to travel by school approved transportation to and from athletic events for the entire ____________ school year.

(Year) ____________________________

(Parent Signature) ____________________________ (Date) ____________________________
Asotin School District Athletic Department
Athletic Registration Form

Name of Sports
Fall __________________ Winter __________________ Spring __________________

Student Information
Student Athlete Name ______________________________________________________
(Last) (First) (Middle Initial)
Male: _____ Female: _____ Grade: _____ Date of Birth: ________________

Address: ______________________________________ City: ______________ Zip Code__________
Mother’s Name: __________________ Home Phone: ______ Bus. Phone __________
Father’s Name: __________________ Home Phone: ______ Bus. Phone __________

Date of Enrollment in Asotin School District ________ Name of Previous School _______________

Email: ______________________________________ Cell Phone: __________________

Athletic Eligibility

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

_____ Yes _____ No The above student is under the age of 20 years.

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

_____ Yes _____ No The above student with his/her legal guardian.

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

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

_____ Yes _____ No The above student is currently enrolled in a minimum of five academic classes (6 period day).

School attended last year _________________________ from (month/year) ____/____ to ____/____

Injury Risk/Parent Permission

_____ Yes _____ No My son/daughter has permission to participate in ALL school district athletic/activity programs.

Athletic activities are inherently dangerous. Accidents can happen and risks of serious injury do exist. Your signature indicates that you have been advised that there is a risk of injury that could occur during any sports activity, and by signing this form, you give permission for your son/daughter to participate in school sports and activities, and will hold the Asotin School District, school board, coaches, officials, volunteers, parents, students, and all other Asotin School District employees and agents harmless for any and all costs, claims, awards, judgments, or attorney fees for damages arising out of or any way resulting from or brought by voluntary participation in the sport’s activities.

Signature ___________________________________________________________ Date ________________________
Asotin Jr.-Sr. High School
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:

<table>
<thead>
<tr>
<th>• Headaches</th>
<th>• Amnesia</th>
</tr>
</thead>
<tbody>
<tr>
<td>• “Pressure in head”</td>
<td>• “Don’t feel right”</td>
</tr>
<tr>
<td>• Nausea or vomiting</td>
<td>• Fatigue or low energy</td>
</tr>
<tr>
<td>• Neck pain</td>
<td>• Sadness</td>
</tr>
<tr>
<td>• Balance problems or dizziness</td>
<td>• Nervousness or anxiety</td>
</tr>
<tr>
<td>• Blurred, double, or fuzzy vision</td>
<td>• Irritability</td>
</tr>
<tr>
<td>• Sensitivity to light or noise</td>
<td>• More emotional</td>
</tr>
<tr>
<td>• Feeling sluggish or slowed down</td>
<td>• Confusion</td>
</tr>
<tr>
<td>• Feeling foggy or groggy</td>
<td>• Concentration or memory problems (forgetting game plays)</td>
</tr>
<tr>
<td>• Drowsiness</td>
<td>• Repeating the same question/comment</td>
</tr>
<tr>
<td>• Change in sleep patterns</td>
<td></td>
</tr>
</tbody>
</table>

### Signs observed by teammates, parents and coaches include:

<table>
<thead>
<tr>
<th>• Appears dazed</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Vacant facial expression</td>
</tr>
<tr>
<td>• Confused about assignment</td>
</tr>
<tr>
<td>• Forgets plays</td>
</tr>
<tr>
<td>• Is unsure of game, score, or opponent</td>
</tr>
<tr>
<td>• Moves clumsily or displays in-coordination</td>
</tr>
<tr>
<td>• Answers questions slowly</td>
</tr>
<tr>
<td>• Slurred speech</td>
</tr>
<tr>
<td>• Shows behavior or personality changes</td>
</tr>
<tr>
<td>• Can’t recall events prior to hit</td>
</tr>
<tr>
<td>• Can’t recall events after hit</td>
</tr>
<tr>
<td>• Seizures or convulsions</td>
</tr>
<tr>
<td>• Any change in typical behavior or personality</td>
</tr>
<tr>
<td>• Loses consciousness</td>
</tr>
</tbody>
</table>
**What can happen if my child keeps on playing with a concussion or returns to soon?**

Athletes with the signs and symptoms of 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 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 it’s 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 you can go to:  
http://www.cdc.gov/ConcussionInYouthSports/  

_____________________________       _________________________       ____________________________       ________________
Student-athlete Name Printed       Student-athlete Signature       Date       Parent or Legal Guardian Printed       Parent or Legal Guardian Signature       Date
PREPARTICIPATION HISTORY AND PHYSICAL EXAMINATION
This form is not required as long as the conditions of 18.13.0 are met.

Name: ___________________ Birth Date: _______________ Exam Date: _______________
Address: __________________ City: __________________ Zip: __________
Phone: __________________________ Sport: _______________________

HISTORY

1.  a.  Have you had any illness/injury recently, or do you have an illness/injury now?  
    b.  Have you had a medical problem, illness or injury since your last exam?  
    c.  Do you have any chronic or recurrent illness?  
    d.  Have you ever had any illness lasting more than a week?  
    e.  Have you ever been hospitalized overnight?  
    f.  Have you had any surgery other than tonsillectomy?  
    g.  Have you ever had any injuries requiring treatment by a physician?  
    h.  Do you have any organ missing other than tonsils (appendix, eye, kidney, testicle, etc.)?  
2.  Are you presently taking ANY medications (including birth control pill, vitamin, aspirin, etc.)?  
3.  Do you have ANY allergies (medicines, bees, foods, or other factors)?  
4.  a.  Have you ever had chest pain, dizziness, fainting, passing out during or after exercise?  
    b.  Do you tire more easily or quickly than your friends during exercise?  
    c.  Have you ever had any problem with your blood pressure or your heart?  
    d.  Have any close relatives had heart problems, heart attack or sudden death before they were Age 50?  
5.  a.  Have you ever had fainting, convulsions, seizures or severe dizziness?  
    b.  Do you have frequent severe headaches?  
    c.  Have you ever had a “stinger” or “burner” or “pinched nerve”?  
    d.  Have you ever been “knocked out” or “passed out”?  
    e.  Have you ever had a neck or head injury?  
6.  Are you worried about your weight?  
7.  a.  Have you ever had heat exhaustion, heat stroke, heat cramps or similar heat-related problems?  
8.  Have you had asthma, or trouble breathing, or cough during or after exercise?  
9.  a.  Do you wear eyeglasses, contact lenses or protective eye wear?  
    b.  Have you had any problem with your eyes or vision?  
10.  Do you wear any dental appliance such as braces, bridge, plate, or retainer?  
11.  a.  Have you ever had a knee injury?  
    b.  Have you ever had an ankle injury?  
    c.  Have you ever injured any other joint (shoulder, wrist, fingers, etc.)?  
    d.  Have you ever had a broken bone (fracture)?  
    e.  Must you use special equipment for competition (pads, braces, neck roll, etc.)?  
    f.  Have you ever had a cast, splint, or had to use crutches?  
12.  Has it been more than 5 years since your last tetanus booster shot?  
13.  Are you worried about your weight?  
14.  FEMALES: Have you any menstrual problems?  
15.  Have you any medical concerns about participating in your sport?

**** ATHLETE SHOULD NOT WRITE BELOW THIS LINE ****

EXAMINER’S COMMENTS ON ALL “YES” ANSWERS (refer to question number):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

30
PHYSICAL EXAMINATION

Optional

Age:___________        Pulse:__________

Height:__________    Blood Pressure:__________

Weight:___________   Visual Acuity:  Left 20/_______
                     Right 20/_______

Urineysis:

Body Fat %

HCT:

EST VO2 Max:

Audiometry:

Normal                        Abnormal
☐ 1.  Head                      ☐
☐ 2.  Eyes (pupils), ENT       ☐
☐ 3.  Teeth                     ☐
☐ 4.  Chest                     ☐
☐ 5.  Lungs                     ☐
☐ 6.  Heart                     ☐
☐ 7.  Abdomen                   ☐
☐ 8.  Genitalia                 ☐
☐ 9.  Neurological              ☐
☐ 10. Skin                      ☐
☐ 11. Physical Maturity         ☐
☐ 12. Spine, Back               ☐
☐ 13. Shoulders, Upper extremities ☐
☐ 14. Lower extremities         ☐

Assessment:                     ☐ Full participation
☐ Limited participation (describe limitations, restrictions):
☐ Participation contraindicated (list reasons):

Recommendations (equipment, taping, rehabilitation, etc.):

DATE: _________________________EXAMINER’S SIGNATURE: ____________________________

EXAMINER’S PHONE: (      )__________________    PRINT EXAMINER’S NAME:____________________________