

**St. John-Endicott
Athletic Handbook
2016-2017
(Revised 9/6/16)**

We at St. John-Endicott High School are extremely proud of our athletic tradition. It is exciting to us that your son/daughter wishes to be part of this growing tradition. As your child makes a commitment to our program we feel it is important that we all understand the rules under which we operate. Being a part of St. John-Endicott athletics is an honor and a privilege, with this comes responsibility. Each athlete will be representing not only themselves, but their team, school and communities.

The purpose of this handbook is to set forth the philosophy of athletics as established by the St. John and Endicott school boards and to inform students and parents of the rules and responsibilities of athletes at St. John-Endicott High School. We encourage you to read this document with your son/daughter and also to discuss the importance of adhering to these guidelines. If you have any questions please feel free to contact the coach or athletic director.

We acknowledge the importance of athletics in the overall growth of our students, but at the same time recognize that success in the classroom comes first. To this end, athletes are required to be in school the entire day of a contest, unless the absence is prearranged with the principal or athletic director. Our goal is to achieve success in both the classroom and on the field/court. With your help, we can accomplish this goal.

**ST. JOHN-ENDICOTT COOPERATIVE SCHOOLS
ATHLETIC PHILOSOPHY**

The communities of St. John and Endicott take a great deal of pride in the success of their athletic teams. School spirit, student body unity and the values inherent from athletic competition are easier to develop in a competitive atmosphere. For these reasons, we believe that it is very important that all our varsity athletic teams are competitive with the teams in Whitman County/District 9. However, the pressure to win at times overshadows and obscures the true meaning of athletic competition. Winning is important, but it must be kept in perspective. It is not as important as the individual athletes who participate in the program.

The goals and objectives of the athletic programs at St. John-Endicott High School include the following:

1. Participants should have varied sports opportunities commensurate with their interest and abilities and they should have complete freedom of choice in selecting activities. St. John-Endicott High School will continue to encourage all athletes to take part in a wide variety of athletic opportunities.
2. St. John-Endicott High School will strive to maintain equity among programs based on needs.
3. The coach will provide a positive environment for communication between parents, athletes and the staff.
4. The evaluation of coaches and related decisions is the responsibility of school authorities.
5. The coaches will establish a sound educational environment and use positive methods of teaching and reinforcement.
6. Coaches will provide the participant with the opportunities to reach their individual potential and perfect their athletic skills and fundamentals.
7. The athletic program will allow as many students as possible an opportunity to participate on a St. John-Endicott athletic team. The nature of certain interscholastic sports, lack of facilities, and availability of qualified coaches may dictate a definite squad size.

8. Insure each student an equal opportunity to earn a position on any athletic team and an understanding that if they work hard they may be able to improve their position.
9. Develop pride in being a member of a St. John-Endicott athletic team.
10. Present teams and coaches to the community that represent our school with honor and who always uphold the rules and regulations of the WIAA, District 9 League and the St. John and Endicott School Districts.
11. Inform students, their parents, and the community of the goals and objectives of the athletic programs.
12. Decisions regarding playing time, assignment to teams and/or positions, competitive strategies and letter awards are the sole prerogative of the coaching staff under the supervision of the building administration.
13. The proper lines of communication are:
 - a. Student/parent to the athlete, immediate coach
 - b. Student/parent to athletic director/principal
 - c. Student/parent to superintendent
 - d. Student/parent to school board
14. Promote the ideals of good sportsmanship at all times, from coaches, athletes, parents and fans.

STUDENT LEARNING OUTCOMES

The following list represents the student learning outcomes, which should be achieved through participation in the St. John-Endicott High School activities program.

The student should:

- Demonstrate the ability to function cooperatively with team members and coaches.
- Strive for individual excellence and excellence as a member of the activity.
- Demonstrate knowledge of and the ability to apply the concepts of good sportsmanship.
- Develop an awareness of personal strengths and weakness.
- Demonstrate an understanding of the benefit of good health and physical fitness practices.
- Develop skills which will enable the participant to perform at their optimal level.
- Demonstrate the ability to think as an individual and as a member of the group.
- Assume responsibility for their decisions.
- Develop a respect for the rights of others.
- Demonstrate an understanding and commitment to activity goals by being on time, being prepared and being respectful at all times.
- Recognize that fun and enjoyment are important elements of every activity.
- Develop communication skills, by being proactive with coaches and teammates by utilizing spoken or written words to communicate concerns, suggestions or explanations regarding themselves or the team.

PARTICIPATION

1. Prior to a student-athlete participating on any athletic team or being issued any equipment, he/she is responsible for having on file with the Athletic Director, a record of the following signed forms and a current ASB Card.

FORMS:

- A. A current Physical (must be within two years)**
- B. School Insurance or an Insurance waiver**
- C. Signed Handbook Acceptance form**
- D. Signed Warning and Assumption of Risks form**

- E. Signed Concussion & Sudden Cardiac Arrest Awareness form**
(Please get forms A, B, C, D & E taken care of before the first practice; if this is not complete, the athlete cannot begin practice.)
- * **Current email address and cell phone numbers, if possible.**
- * **ASB cards must be purchased before the first game to be eligible to play.**

All necessary forms are attached and are to be completed and returned prior to the beginning of practice.

2. A student may not quit one sport to turn out for another unless he/she is cut from a given sport or has received administrative permission.
3. A student-athlete suspended from one sport may not turn out for another sport during that season.
4. A student may participate on only one athletic team per season. Under certain situations, participants may turn out for more than one sport if the AD, Principal and coaches of both teams concur and make an exception.

ATTENDANCE PROCEDURES

Education is a cooperative venture to which the student, teacher and the parent/guardian contribute. Prompt regular attendance is an important factor in determining a student's academic success, including success in meeting state and local requirements. Students who attend school consistently develop better socially, establish better communication with their teachers, acquire important lifetime habits such as dependability, self-sufficiency, and responsibility and have greater success academically. St. John/Endicott Public Schools recognizes that school attendance is the responsibility of the student and parent/guardian, supported by teachers and administration. The following procedures are designed to encourage regular and punctual school attendance so that learning can take place. It is intended to be positive and corrective, and all measures taken will be in the student's best interest. These practices and procedures will assist families and school personnel in making attendance decisions.

1. **Student Responsibility:**
 - A. Attend all assigned classes and other instructional activities on time every day that school is in session
 - B. Be aware of and follow the correct procedures when absent from an assigned class or other instructional activity.
 - C. Request any missed assignments due to an absence
 - D. Complete assigned work in a timely manner
2. **Parent or Guardian's Responsibility:**
 - A. Ensure the student is attending school
 - B. Inform the school in the event of a student absence
 - C. Be aware of and follow the correct procedures for reporting student absence
 - D. Work cooperatively with the school and the student to resolve attendance issues that may arise
3. **Excused Absences:** These include family authorized absences and school authorized absences. Absences can be documented through a parent phone call or note. The following reasons shall be sufficient to constitute excused absences:
 - A. Family authorized absences (Legal, medical/dental, bereavement, family emergency)
 - B. Personal illness
 - C. Other activities approved in advance by the school
 - D. School sponsored activities
4. **Unexcused Absences:** These are absences that are not authorized by the parent/guardian or the school. The following are examples of absences which will not be excused:
 - A. Leaving school premises without authorization from the nurse, attendance officer or principal's office

- B. Failing to attend class (while remaining on the premises) without advanced permission
 - C. Family trips/vacations for which no prior arrangements have been made with the school
 - D. Other absences not authorized by the school or parent/guardian
5. **Reporting Student Absences:** When a student must be absent from school, the parent/guardian is requested to notify the school's office whenever possible, **in advance of the absence**. Whenever possible, students are to request make-up work in advance of the absence and to complete work according to the timelines established by the school policy.
6. **Activity Absences:**
- A. St. John/Endicott distinguishes absences as:
 - i. Unexcused
 - ii. Excused
 - B. For activity participation, either in practice or competition, a student needs to be in class every scheduled period of the school day except when approved by the principal or athletic director. Students missing class due to unexcused or excused absences are ineligible on the day of absence for practice or competition.
 - C. Students who come late to school (in excess of 10 minutes after the start of the school day) will fall into the unexcused category and may not practice or participate on that day, except when approved by the principal or athletic director.
7. **Attendance intervention:**
- Principals at each school will develop an intervention committee. This will provide an opportunity for practice intervention by the school and the family of the student.
- Students acquiring five **(5) or more unexcused or excused absences in a calendar month** will be considered at risk for developing **chronic absenteeism**. Once a student has accumulated his/her 5th (excused or unexcused), a letter will be sent to the parent notifying them that their child has accumulated 5 absences (excused or unexcused).
 - Students acquiring **ten (10) or more unexcused or excused absences per semester** will be considered in danger and will be required to meet with the **intervention committee**. A letter will be sent to the parent or guardian, and a meeting will be set up with the committee and the parent or guardian.

SCHOLASTIC ELIGIBILITY

1. To be eligible for activities or to leave school for school related events, a student must be passing in all classes (no Failing (F) Grade) and maintaining a 2.00 GPA, as determined by eligibility checks completed every three weeks.
2. Eligibility will be determined every three weeks. (See the athletic director for schedule) If a student-athlete is determined ineligible the athlete will remain ineligible until they meet the academic requirements to resume play. The student-athlete is expected to attend practices during the academic probationary time, but is encouraged to meet with teacher(s) in the class(s) causing their probation after school. During the probation period, student-athletes are not eligible to participate in any team competitions or travel with the team if it requires an early dismissal from school.
3. If a high school student is ineligible at the end of the semester, that student will remain ineligible until the end of the first five weeks of the subsequent semester according to WIAA Rule 18.7.6. *For junior high students ineligible at the end of the semester, the period of ineligibility in the subsequent semester is 3 weeks.*
4. The school secretary or school counselor will notify the respective coach of any student not eligible for participation as a result of not meeting academic standards.

SCHOLASTIC PROBATION STEPS DURING SPORT SEASON

First Probation:

Student-athlete who is declared ineligible in any class or classes at a scheduled three-week grade check will remain so until they raise their grade(s) to passing.

Second Probation:

Student-athlete who is declared ineligible in any class or classes at a scheduled three-week grade check for the second time, will be ineligible for one-week minimum. After that time, a student may regain eligibility by earning a passing grade(s) at any point during the remaining 14-day period.

Third Probation:

Student-athlete who is declared ineligible in any class or classes at a scheduled three-week grade check for the third time is ineligible for three weeks minimum.

EQUIPMENT

1. School equipment checked out by the student-athlete is his/her responsibility. He/she is expected to keep it clean and in good condition.
2. Loss of issued equipment or damage to issued equipment will be the student's financial obligation.
3. Issued equipment is to be worn only while participating with the team in practice, during a scheduled contest or contest day.
4. The WIAA prohibits the use of school issued equipment while participating in any event outside the WIAA sports season or activity not sponsored by the WIAA.

TRAVEL

1. All students participating in any school-sponsored activity shall ride as a group/team to and from that activity on transportation provided by the St. John or Endicott School District. In order for a student to be excused from district provided transportation, they must provide the coach or advisor with a signed note from their parent/guardian prior to departure, stating to whom they will be released to or parents may sign a checkout book that each head coach has. In all cases, the student must be released to another adult. They may not be released to another student, nor may they drive on their own. In order to promote the team/school concept riding to and from activities as a team is the preferred manner.
2. Each team member will remain with the team and under the supervision of the coaching staff when attending away games.
3. Each team member, while traveling to and from athletic contests, will obey all school bus regulations.
4. It is required that student-athletes be conscientious of what constitutes appropriate dress for home and away contests. The coach of that sport will determine appropriate dress.

RULES AND REGULATIONS-these rules are in effect from the first day of fall sports practice, until the day following the last Awards Banquet in the spring. Our goal is to assist our student athletes in making good choices throughout the school year.

1. Each respective coach shall establish his/her own curfew hours which student-athletes are expected to adhere to during the sports season.
2. Each student-athlete is expected to be an acceptable citizen in school, in the community, and during athletic contests.
3. Attendance at school for the entire day is mandatory. Excused absences must be cleared through the coach and/or athletic director/principal.
4. St. John-Endicott High School recognizes the importance of good sportsmanship. Any student/athlete who uses profane language, obscene gestures, or exhibits behavior deemed inappropriate is unacceptable and will face disciplinary action.

5. Attendance at practice is mandatory. Excused absences must be cleared through the coach and/or athletic director prior to the absences. This must be done through personal contact, phone or email, not through another student. Any student who falsely represents the reason for their absence will be subject to disciplinary action as decided by the coach or athletic director.
6. Individual coaches, following administrative approval may establish additional rules and regulations.
7. Each student-athlete is expected to wear appropriate dress on game days and represent the St. John-Endicott High School and its communities in a positive manner. At a minimum, student-athletes must abide by the dress code outlined in the student handbook at all times.

PROCEDURE FOR VIOLATIONS

A student-athlete who does not abide by the above rules and regulations shall be subject to disciplinary action. Any disciplinary decisions, resulting from any of the above violations, may be subject to the following procedures:

Step One

First Violation – The student-athlete will be suspended from participation for a period equaling one tenth of the competitive season and not be eligible for the next regular scheduled game but must continue to turn out and practice with the team in a regular manner including being with the team during any contest. No special awards may be received.

Step Two

Second Violation During a Twelve-Month Period – The student-athlete will be dropped from the team for the remainder of the season. This suspension must be at least eight weeks in length. Any portion of the suspension not carried out in the current season will carry over to the next sports season the athlete participates in during his/her high school career. For example: If a student incurs a second offense in a given twelve-month period with two weeks remaining in the given season, the athlete will not participate in any competition until six weeks of competitive competition is served in the next sport played. No athletic letter may be received. The suspended player may attend the Awards Banquet and will be expected to travel with the team.

Step Three

Third Violation During a Twelve-Month Period – Administrative decision up to, but not limited to, participation forfeiture for the remainder of the student-athlete's high school career.

DISCIPLINE PROCEDURES FOR THE USE OF ILLEGAL SUBSTANCES

Each actively involved student-athlete shall totally abstain from the use of or direct association with alcoholic beverages, all forms of tobacco (including smokeless, e-cigarettes, & vapor devices), drugs and narcotics. Simply put, if the athlete finds him or herself in a situation where drugs, alcohol or tobacco are being consumed, it is the athlete's responsibility to remove him or herself as quickly as possible.

PROCEDURE FOR VIOLATIONS

A student-athlete who is found to possess or knowingly associate with those who are using illegal substances shall be subject to disciplinary sanctions. The disciplinary decisions resulting from the violation shall be subject to the following procedures:

Honesty Clause:

Any student-athlete who voluntarily admits to association, possession, use, or abuse of alcohol or tobacco, for a "**first violation**", will be allowed the provisions of the "step one" penalty.

Any student-athlete, who refuses to cooperate honestly and is found guilty of violating the athletic code policy, forfeits their right to the “step one” option and will be immediately removed from the athletic participation for the remainder of the sports season. If less than four weeks remain in a season a four-week penalty will be served at the beginning of the next sports season that the student-athlete participates.

***Alcohol & Tobacco (WIAA Policy 18.26.1)** Each WIAA member school shall adopt reasonable rules and regulations pertaining to the use of alcohol or tobacco products that are specific to the middle or high school levels.

Step One

First Violation – The student-athlete will be suspended from participation for four weeks from the date of the initial finding/decision. The suspension may be reduced to two weeks if the student-athlete agrees to participate in an assessment conducted by Palouse Recovery Center, Palouse River Counseling or another approved agency. All costs associated with this assessment will be the responsibility of the student-athlete and his/her parents. The student-athlete is required to attend all team practices and contests during his/her suspension as part of the team, unless it requires early dismissal from school.

Step Two

Second Violation During a Student-Athlete’s High School Career – The student-athlete will lose one calendar year of athletic participation from the date of the second violation suspension (i.e. August 15, 2016 to August 15, 2017). The student-athlete will be required to submit to an assessment conducted by Palouse Recovery Center, Palouse River Counseling or another approved agency prior to athletic reinstatement.

Step Three

Third Violation During a Student-Athlete’s High School Career – The student-athlete will lose participation for the remainder of his/her high school career.

LEGEND DRUGS AND CONTROLLED SUBSTANCES (WIAA POLICY 18.26.2 OR AS IT MAY CHANGE)

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

Step One

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

An athlete that is found to be in violation of WIAA Rule 18.26.2 (Legend Drugs and Controlled Substances) shall have two options:

- A. The athlete will be ineligible for participation in contests for the remainder of that interscholastic sports season and must meet with the school eligibility board in order to be eligible to compete in the next interscholastic sports season. The school eligibility board will make a recommendation to the principal. The school principal shall have the final authority regarding the student’s participation in further interscholastic sports programs.
- B. The athlete may choose to seek and receive help for a problem with use of legend drugs or controlled substances. Successful utilization of school and/or community assistance

programs may allow him/her to have eligibility reinstated in that athletic season, pending recommendation by the eligibility board and principal.

Step Two

Second Violation – A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.

Step Three

Third Violation – A participant who violates for a third time RCW 69.41.020-69.41.050 or of RCW 69.50 shall be permanently ineligible for interscholastic competition (for the remainder of the student's high school career).

PARENT NOTIFICATION AND APPEAL PROCESS

When a violation is alleged, an administrator will verify parent notification. If requested, the parent/guardian will be granted an informal conference with the building principal, athletic director or their designee. If disciplinary sanctions are recommended, the parent/guardian will be provided a notice containing specific charges, the recommended sanction, and the student's right to a hearing provided the request is made in writing within three days of receipt of said notice. The requested hearing will be held within five school days of the request. Hearing officers shall include a district administrator, coach (not in season) and/or advisor, and a teacher. Unless circumstances dictate otherwise, the hearing will be open to all parties involved. Deliberations of the hearing officers will be closed. The decisions of the hearing will be final.

PARTICIPATION REQUIREMENTS TO EARN A VARSITY LETTER-AWARDS ARE TO BE WORN BY ONLY THOSE STUENTS ACTUALLY EARNING THE LETTER

1. Football letters shall be awarded to those athletes who have played in at least 1/2 of the total number of quarters per season, including play-offs and tournaments, or at the discretion of the coach.
2. Basketball letters shall be awarded to those athletes who have played in at least 1/2 of the total number of quarters per season, including tournaments and play-offs, or at the discretion of the coach.
3. Baseball letters shall be awarded to those athletes who have played in 1/2 of the total number of innings or regularly scheduled interscholastic contests or play-offs in one season. Athletes who pitch a total of twelve (12) innings in regularly scheduled interscholastic contests during the season shall be awarded a letter, or at the discretion of the coach.
4. Track letters shall be awarded to those athletes who earn 30 points at meets during the season or at the discretion of the coach.
5. Volleyball letters shall be awarded to those athletes who have played in at least 1/2 of the total number of games per season, or at the discretion of the coach.
6. Cheerleading letters shall be awarded to those cheerleaders who participate in all assigned activities during the given season. Excused absences granted by the coach will be excluded.
7. Golf letters shall be awarded to those athletes who qualify for and participate at district match or at the discretion of the coach.
8. Cross Country letters shall be awarded to those athletes who score points for the team in 1/2 of the meets during the season or at the discretion of the coach.
9. Wrestling letters shall be awarded to those athletes who have participated in at least 1/2 of the total number of varsity matches per season, or at the discretion of the coach.

Concussion Information Sheet

What can happen if my child keeps on playing with a concussion or returns to 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 athletes will often under report symptoms of injuries and concussions are not different. As a result, education of administrators, coaches, parents and students is the key for student-athletes 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 is 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/>