

Athletics Checklist

Alsea Middle School/High School Athletics Participation Packet

All Alsea student athletes **MUST** complete all of the following **BEFORE** participating in athletic practices or competitions.

Please check off when complete:

_____ Form A - Handbook / Code of Conduct (signature needed)

_____ Form B – Online Final Forms (signature needed)

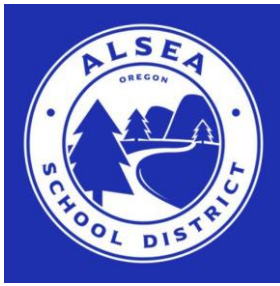
_____ Form C – Parent/Coach Communication (signature needed)

_____ Form D - Coach / Advisor Grade Check & Eligibility Status (signature needed)

_____ Physical - Current Physical on File in the Office

Please submit all forms together to Nicole Davis, Office Manager. When you have successfully completed and submitted all necessary forms to the Athletic Department, your coach will be notified. You will not be allowed to participate until completed forms are received.

If you have any questions, please contact Alsea High School
Office at (541)487-4305.



Alsea School District

PO Box B Alsea OR 97324 • Phone: (541)487-4305 • alsea.k12.or.us

Stacy Knudson Joe Harris Nicole Davis
Superintendent/Principal Vice Principal/AD Office Manager

To: Parents, Guardians, and Student-Athletes

From: Joe Harris, Vice Principal/Athletic Director

RE: Code of Conduct Handbook

Welcome to Alsea School District Middle School/High School Athletics. This handbook contains rules, regulations, eligibility, and school policies of the Athletic/Activities Department.

Comprehensive and balanced interscholastic athletic and co-curricular programs are an integral part of the total educational process. While the interscholastic athletic and co-curricular programs serve as an arena for students to display their talents, students must in turn, be willing to accept the responsibility to self, to team, and to school.

The value of these programs as an educational tool provides opportunities for mastery of established learning outcomes and skill development. The student will demonstrate self-discipline, emotional control and the ideals of positive sportsmanship. The student will be given opportunities and experiences to develop healthy self-esteem. The student will demonstrate ethical qualities and be capable of taking their place in society. These are the goals of Alsea School District Middle School/High School.

Participation in interscholastic athletics and co-curricular programs are a privilege, not a right.

It is my intent that after you have carefully reviewed the information contained within the code of conduct handbook, you better understand the rules, regulations, eligibility, and school policies of the Alsea School District Middle School/High School. If you have any questions about any of the material in this packet, please feel free to call me at 541-487-5635.

Respectfully,

Joe Harris
Vice Principal/Athletic Director

FORM A

Alsea School District Middle School/High School Athletic Handbook and Student Code of Conduct

Athletic Handbook:

The Athletic Parent's Pledge

Like coaches and student athletes, parents must make commitments to the athletic program to assure the best experience for their student athletes. We ask that you read the following pledge and, as needed, discuss your reactions with your child's coach or the school's Athletic Director. Thank you so much for your help and support.

As a parent of an AHS Student-Athlete, I promise:

- ❖ To accompany my child to as many orientations and informational meetings offered by the AHS Athletic Department as my schedule will permit.
- ❖ To work closely with all school personnel to assure an appropriate academic and athletic experience for my child while he/she is a student-athlete for Alsea.
- ❖ To assure that my child will attend all scheduled practices and athletic contests.
- ❖ To require my child to abide by the Athletic Department's eligibility and conduct rules.
- ❖ To acknowledge the coach as the ultimate authority when determining strategy and players' playing time.
- ❖ To promote and set an example of mature behavior for students during athletic contests and to remember that the #1 reason that students participate in athletics is to have fun. Pressure from parents and coaches not associated with the school can destroy a student-athlete's enthusiasm.

Alsea's Athletic Philosophy

The interscholastic athletic program seeks to help student-athletes grow physically, mentally, emotionally, and socially through the challenges of athletic discipline, team participation, and interscholastic competition. The mission is educational and designed to enrich and complement the Alsea School academic experience.

Attendance

Student athletes are expected to be at school, on time, every day.

Absences: Student athletes who are absent from one or more classes will not be allowed to participate in athletic activities on that day. School policy defines an absence as missing more than ten minutes of class. Any suspension, in or out of school, is considered an absence under this policy.

Exceptions:

- ❖ **School sponsored functions:** Student-athletes who miss class due to a school sponsored function such as a field trip may participate on the day the trip occurs.

- ❖ **Pre-arranged:** Student-athletes may participate if they are pre-arranged by their parents with the attendance office 24 hours prior to the start of the day the absence will occur. All prearranged absences must be approved by the principal or his designee.
- ❖ **Emergencies:** Student athletes may participate on the day of an absence if the absence is due to an emergency. All emergency excuses will be granted by the principal or his designee.
- ❖ Chronic absences or tardies by student athletes will result in a referral to the Superintendent.

Behavior

This behavior policy applies to all students participating in or attending extracurricular activities, including, but not limited to athletics, cheerleading, adjudicated music competitions, speech and debate competitions, theatrical productions, choir, and band/orchestra concerts, dances, class trips, National Honor Society, and Student Council. Publicly representing the Alsea School District in these co-curricular activities is a privilege. The school, coaching staff, and advisors have very high expectations for the behavior of participants. It is expected that student-athletes will not engage in any behavior on or off campus that brings discredit on themselves, the team, or the school. Frequent or severe violations of school rules or policies will result in a conference with the athletic director, principal and coach to determine continued eligibility of the athlete.

Switching Sports-in season

Student-athletes may only switch sports in season with the unanimous approval of a committee including the athletic director, principal, and both coaches involved. Students may use this option only one time per year.

Parent/Coach Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to student-athletes. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.

Communications you should expect from your child's coach:

- Expectations the coach has for your child, as well as all the other players on the team.
- Location and times of all practices and games (these are subject to change)
- Procedures should your child become injured in a practice or contest
- Any discipline that has resulted in the exemption of your child from practice or a contest.

Communications coaches expect from parents:

- Concerns expressed directly to the coach. (If your child has a concern, please encourage them to try communicating with their coach before you intervene)
- Notification of any schedule conflicts well in advance (Ex: doctor appointments or vacations)
- Specific concerns in regard to a coaches' philosophy and/or expectations.

Appropriate concerns to discuss with coaches:

- The treatment of your child mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

Issues not appropriate to discuss with coaches:

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

If you have a concern to discuss with a coach, the procedure you follow is:

- Call to set up an appointment. The school number is 541-487-4305.
- If the coach cannot be reached, call the Athletic Director, Joe Harris, at 541-487-4305, or email: joe.harris@alsea.k12.or.us
- Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature usually don't promote positive resolutions.

Eligibility

-Athletes who receive an "F" and/or have a GPA under 2.0 at the beginning of a new semester or at the three (3) week grade check shall be placed on probation for the following 3 weeks. A student that falls below 90% attendance rate during a semester, will be placed on probation as well. During the probationary period, the athlete shall be allowed to practice and participate with his/her team in contests/performances, but will be required to attend mandatory after school study hall. The grades for the last grading period of the school year will determine initial eligibility/probation for the fall sports season.

-If the athlete continues to have an "F," a GPA under 2.0, and/or missing assignments in classes with a "D" or "F" at the following 3-week grade check, student-athletes shall be declared ineligible for the following week. It will be the student's responsibility to work on their academics and try to get eligible. If on Thursday the following week the student has shown progress, has no "F's" or "D's" and above a 2.0 GPA, the administration may reinstate the student on a week-to-week basis. The student must continue to gain additional study help and maintain the district's grading standard; student athletes shall be permitted to participate in athletic contests. Student athletes must continue to submit satisfactory weekly progress reports by 4:00 p.m. on Thursday or the last day of the week to the Athletic Director.

-It is the responsibility of the student/athlete to get the grade check completed by the date specified by the Athletic Director. If they do not complete a grade check sheet they will be ineligible for that week. Two weeks in a row of non-turned in grade check sheets will place the student ineligible for the rest of the semester.

Managers shall fall under the same eligibility standards and follow the same academic eligibility rules as athletes.

-OSAA Eligibility - At final semester grades, students who have not passed a minimum of five classes will be declared OSAA (Oregon School Activities Association) ineligible. In the event a student is OSAA ineligible, the student will be unable to participate in OSAA sanctioned activities for the remainder of the semester. OSAA does not allow for reinstatement until the

following semester grades. For a listing of current OSAA sanctioned activities, go to www.osaa.org.

-According to OSAA Rule 8, an eligible student must be enrolled in a minimum of five classes each day. A full-time student is one who is enrolled in school, attending regularly and passing five subjects. Additionally, a student is eligible if in the immediate preceding semester, the student was enrolled in school, attended regularly, and passed five subjects. Students must also meet Minimum Satisfactory Progress Requirements as related to credits toward graduation.

Alsea Participation Requirements

All student athletes shall have a current physical examination form on file with the Athletic Director **PRIOR** to their participation in practices and contests. According to ASD policy JHCA, a licensed health practitioner must have approved all athletes for participation.

All student-athletes, including managers and statisticians, must have parent permission form, proof of insurance, and interval history form on file with the Athletic Director before participating in practices or contests. Low-cost insurance is available through the school office.

Uniforms and Equipment

Student-athletes will be issued uniforms and sport specific equipment that is the property of the school district. The athlete is responsible for the reasonable care and safekeeping of all items issued to them during the sport season. At the end of the sport season, all district property must be returned to the coach of the sport. Equipment for the next season will not be distributed until all sports equipment from the previous season has been returned. Failure to do so could result in a fee for replacement of the missing uniform/equipment.

Transportation

Student-athletes shall travel to and from away contests in district provided transportation. Any student-athlete not riding the bus will be ineligible to participate in the contest unless specifically exempted by the athletic director, principal or designee. In the event an athlete needs to make alternative transportation arrangements to away contests, please make them at least 24 hours in advance when possible. With the permission of the principal, athletic director, or coach, a player may be released only to a parent or guardian after away contests, unless prior arrangements have been made.

Parents must sign their children out with the bus driver before leaving with their children from a contest. Parents/guardians must complete the **“away game sign out sheet”** if the athlete is being transported by an individual other than their parent. That individual must be at least 18 years of age.

Tobacco, Drug, Vape and Alcohol Policy

It is understood that substance or chemical abuse can be treated, and if a student-athlete requests help, the student-athlete will be referred to school staff for assistance. (Honesty clause: any athlete who comes forward and admits his/her violation on a first offense prior to being caught, reported or cited has the option to write a research paper and make a presentation as outlined by the administration and coaches in lieu of suspension.)

In the event a student-athlete is on/taking, sells, distributes or possesses alcoholic beverages, narcotics or other illegal substances during or prior to the sports season, the following sanctions will be imposed:

1. The student athlete will be given a one-week suspension from all contests. They may participate in practices. They must also complete a research paper and present their research in front of the School Board. The School Board shall decide if other consequences will be incurred.
2. A third-party drug and alcohol evaluation must be performed by a competent professional. The District must be able to confirm the appointment before the student may return to the extracurricular activity.
3. The consequence will be a one calendar year suspension from any form of competition for any sport. The suspension will begin on the date the infraction is noted by the district.

Student Code of Conduct:

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault*;
2. Hazing, harassment*, intimidation*, bullying or menacing* [as prohibited by Board policy JFCF]
3. Coercion*;
4. Violent behavior or threats of violence or harm* [as prohibited by Board policy JFCM];
5. Disorderly conduct, including disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon*** [as prohibited by Board policy JFCJ]
7. Vandalism/Malicious Mischief/Theft [as prohibited by Board policies ECAB]
8. Sexual Harassment [as prohibited by Board policy JBA/GBN]
9. Use of tobacco**, alcohol or drugs**, including drug paraphernalia [as prohibited by Board policies [JFCG/JFCH/JFCI];
10. Use or display of profane or obscene language;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

* In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such a request to ODOT. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

** In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine as provided by ORS 167.400. Any person who distributes, sells or causes to be sold tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. ORS 475.999.

*** Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

Firearms are defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

Destruction device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

DISCIPLINE/DUE PROCESS [JG]

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion [loss of driving privileges and loss of right to apply for driving privileges], loss of privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to disciplinary actions, including suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he or she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

Detention

A student may be detained outside of school hours for not more than two hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Suspension [JGD]

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student both by a phone call and in a written letter.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

Students who are suspended from school are marked as a Suspended Absence on their attendance record. Students may be given assignments to do while suspended. In some cases, students may be permitted to come in (when the suspension is over) and make up tests or assignments if the test or assignment covered a period longer than the day(s) suspended.

A suspension from school may also result in a student being ineligible for activities on the next extracurricular date (games, meets, dances, etc.)

Expulsion [JGE]

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

No student may be expelled without a hearing unless the student's parent or the student, 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

Loss of Transportation

Parents are responsible for transportation to the school their student attends first period and transportation home from the school their student attends the last period of the day.

Discipline of Disabled Students [JGDA, JGEA, and JGEA-AR]

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

DISCIPLINARY CONSEQUENCES

School officials may consider the student's past positive behavior record prior to taking any action. If a student's inappropriate behavior is directly related to an identified handicap or disability that is defined in a student's Individual Education Plan (IEP), school officials will take such conditions into account.

A suspension from school will also result in a student being ineligible for activities on the next extracurricular date (games, meets, dances, etc.)

Form A
Alsea Athletic Handbook and Student Code of Conduct Parent Agreement

I have received and read the Alsea School District Middle School/High School Athletic Handbook and Student Code of Conduct that govern participation in all Interscholastic Athletics and Co-Curricular Programs sanctioned by Alsea School District and the rules and provisions stated therein.

I have also read and understand the Alsea School District Tobacco/Alcohol/Drug/Inhalant Policy for students who desire to participate in athletic and extracurricular programs at Alsea Middle/High School.

I, as the parent/guardian, understand my responsibility to ensure my student athlete follows all the above rules and responsibilities to the best of their ability while my child is a participant of activities at Alsea School District.

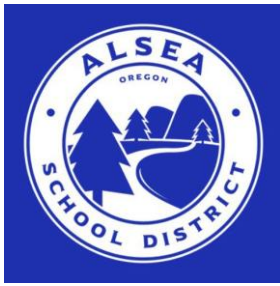
Parent Name: _____

Parent Signature: _____ Date: _____

I, as the student, understand my responsibility to follow all the above rules and responsibilities to the best of my ability while participating in activities at Alsea School District.

Student Name: _____

Student Signature: _____ Date: _____



Alsea School District

PO Box B Alsea OR 97324 • Phone: (541)487-4305 • alsea.k12.or.us
Stacy Knudson Joe Harris Nicole Davis
Superintendent/Principal Vice Principal/AD Office Manager

Form B Final Forms: Athletics website for student/parent information

The Alsea School District uses the following website to ensure that every student is up to date on their ability to participate in athletics safely. It is important that all the fields are completed prior to your student athlete's participation.

Alsea Final Forms: <https://alsea-or.finalforms.com/>

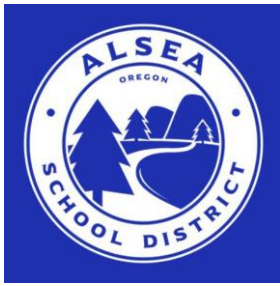
Once completed please send a copy of your students sports physical to the High School Office to remain on file. Physicals **MUST** be done every **2 years** to ensure safety.

I hereby acknowledge my responsibility to complete the above required forms prior to my student being able to compete in athletics at Alsea School District. I understand that not completing these forms will result in my students' inability to participate until they are completed.

Parent Name: _____

Parent Signature: _____ Date: _____

Please return this signed to the High School Office/Athletic Department prior to the start of the current sports season



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Superintendent/Principal Vice Principal/AD Office Manager

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Form C Parent/Coach Communication

Parenting and coaching can be both rewarding and challenging. We want to work in partnership with parents to provide the most rewarding experience for our athletes. When your child becomes involved in our programs, you have a right to understand what expectations are placed on your child and what we expect from parents. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach

1. Philosophy of the coach.
2. Expectations the coach has for the team.
3. Locations and times of all practices and contests.
4. Team requirements, i.e. fees, special equipment, off-season conditioning, fundraising.
5. Lettering criteria.
6. Procedure should your child be injured during participation.

Communication coaches expect from parents

1. Concerns expressed directly to the coach. These concerns must be discussed at an appropriate time and place.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

As your child becomes involved in the programs at Alsea Middle/High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

Coaches are professionals. They make decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those on the parent / coach communication handout, must be left to the discretion of the coach.

Signature Required on next page





ALSEA SCHOOL DISTRICT Activity Transportation Release Form

Per the Athletics & Activities Handbook: A student shall ride to and from any athletic contest or other activity in transportation arranged for and approved by the school. Permission to leave the traveling party will be granted when the parent or guardian personally contacts the school office or the coach with a specific written request to have the student ride with another **adult over the age of 21**. Notification is to be approved by a building administrator prior to the departure for the activity. This Activity Transportation Release Form will be completed by parent/guardian prior to departure for the activity if the student is being released to someone other than parent/guardian. Coach or designee will release student directly to the identified person (receiving party) authorized to pick up the student.

Name of Student(s):			
Date Request Submitted:			
School:			
Trip Activity:		Date of Trip:	
Destination of Trip:			

I authorize above named student(s) to be released to travel home from the away activity described above with:

Name of Driver:			
Driver's Relationship to Student:			
Driver's Address:			
Driver's Phone: (Home)		(Work)	
Insurance Company:			
Reason for Request:			

I have instructed the driver named above to meet at the site with the coach or advisor in charge of the trip to personally effect the transfer of responsible to receiving party named below.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Parent or Guardian	Approved by: <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Administrator / Transportation Supervisor Date:
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The above named student(s) have been released to my charge at:

Location:	Time:	Date:
		<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Receiving Party

Distribution: Send One Copy to School Office; One to Coach/Advisor; and One to Parent/Guardian