

**NORTH KITSAP SCHOOL DISTRICT
ATHLETIC DEPARTMENT
MISSION STATEMENT**

The North Kitsap School District Athletic Department, in partnership with the community, will provide diverse athletic experiences to meet the needs of all students in a safe, nurturing environment, instilling the values of sportsmanship, integrity, teamwork, and citizenship.



NORTH KITSAP SCHOOL DISTRICT BOARD OF DIRECTORS

Cindy Webster-Martinson -- District 1
Jim Almond -- District 2
Beth Worthington -- District 3
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**NORTH KITSAP SCHOOL DISTRICT
STUDENT ATHLETIC HANDBOOK
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NORTH KITSAP SCHOOL DISTRICT ADMINISTRATORS

Laurynn Evans..... Superintendent
 Chris WillitsAssistant Superintendent, Human Resources and Operations
 Jeff SweeneyExecutive Director of Teaching and Learning
 Tim GarrisonDirector, Curriculum and Instruction/Elementary
 Michael OlsenDirector, Student Support
 Rachel Davenport.....Director, Special Education/Secondary/Technology
 Jason Rhodes.....Executive Director, Finance and Business Operations

District Web Page: <http://nkschools.org>

SCHOOL	PHONE	PRINCIPAL	ATHLETIC COORDINATOR
Kingston HS	360- 396-3300	Christy Cole	Richard Henert 396-3312
North Kitsap HS	360-396-3100	Megan Sawicki	Matt Stanford 396-3125
Kingston MS	360-396-3400	Craig Barry	Laurie Ellison 396-3474
Poulsbo MS	360-396-3200	Joshua Emmons	Ahn Tran 396-3291

OPERATIONS

North Kitsap School District Transportation Jeffery McGarvey - Director360-396-3076
 North Kitsap School District Food/Nutrition Dan Blazer - Director360-396-3278
 North Kitsap School District Facilities/Maint Bill Wilson - Director360-396-3055
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 Julie Marfut, Grounds Lead360-396-3061
 Kingston High School Athletic Medicine TBD360-396-6104
 North Kitsap High School Athletic Medicine Julie Leslie360-396-3165

STUDENT ATHLETIC HANDBOOK

LETTER TO PARENTS

Welcome to the Athletic Department for the North Kitsap School District. We offer a wide range of school-sponsored activities and are excited to see your student student-athlete benefit from being involved in these activities.

Research has shown that activities like sports and clubs can positively affect your child both inside and outside the classroom, including higher grades and graduation rates. Furthermore, students will build the skills and habits that make them more successful both in school and outside of the classroom. They will make friends and gain mentors who can boost their self-esteem and help them avoid risky behaviors. Ultimately, students who connect to school through extracurricular or outside activities are often more successful in their secondary education, as well as post-secondary education. Colleges and businesses seek out students who have connected to outside activities and built the skills and habits to be successful. Please explore the following overview of programs offered at each of our secondary schools to find options for your student. If you have questions, please contact your school's athletic coordinator:

Kingston High School: Richard Henert
North Kitsap High School: Matt Stanford
Kingston Middle School: Laurie Ellison
Poulsbo Middle School: Anh Tran



School Athletic/Activity Offerings

Middle School Seasons

Kingston Middle School/Poulsbo Middle School	
Fall	Football Cross Country* Volleyball Cheer (PMS)
Winter 1	Girls Soccer Boys Basketball Cheer (PMS) Drill Team (KMS)*
Winter 2	Girls Basketball Wrestling* Cheer (PMS)
Spring	Track and Field*

***6th Grade student athletes may participate in these offerings**

High School Seasons

Kingston High School/North Kitsap High School	
Fall	Football Cross Country (Co-Ed) Volleyball Girls Soccer Girls Swimming Cheer Debate (Forensics)
Winter	Boys Basketball Girls Basketball Wrestling (Co-Ed) Boys Swimming Gymnastics Cheer Debate (Forensics)
Spring	Baseball Softball/Fastpitch Golf (Co-Ed) Boys Soccer Girls Tennis Track and Field (Co-Ed)

Student Standards for Athletic Eligibility

Part of being a successful student-athlete is maintaining positive behaviors and habits at school. The North Kitsap School District believes that student-athletes who pay close attention to their grades, attendance, and behavior are more successful than those who do not; to this end, student-athletes are expected to uphold the expectations outlined below.

North Kitsap School District is a member of the WIAA and follows all WIAA rules and regulations found in the WIAA handbook. Any changes made to the WIAA Handbook due to passage of amendments and subsequent changes to reference numbers will be made available after August of the current school year. You can find the WIAA handbook on the WIAA webpage: <http://www.wiaa.com>

18.7.1 SCHOLARSHIP - In order to maintain athletic eligibility during the current season, the student shall maintain passing grades, or the minimum grade standards as determined by the school district, if more restrictive. **North Kitsap School District requires students to be passing ALL subjects while in season to be eligible for competition.**

ACADEMICS: In the North Kitsap School District it is our philosophy that student athletes are students first and shall strive to maintain a minimum standard of passing ALL classes each quarter and semester. During the athletic season, student athletes who are receiving a "D" grade will be placed upon probation. Student athletes receiving an "F" grade are ineligible for competition until the grade is brought up and verified by his/her teacher.

Athletic Eligibility Checks- all high school student-athletes will have their academic, behavioral, and attendance progress monitored through eligibility checks every two-three weeks. *Middle school students will have weekly eligibility checks.* Student-athletes will be evaluated for acceptable achievement in three monitored areas: Academics, Attendance, and Behavior. It is highly recommended that student athletes and parents maintain a positive line of communication with school staff to assist in supporting our student athletes.

If a student/athlete provides the school with false information and participates in athletics, the participant will be declared ineligible for one calendar year.

18.7.6 ACADEMIC SUSPENSION PERIOD a student who has been in regular attendance at least fifteen weeks of the previous semester, but who failed to make the minimum grade requirements set by the North Kitsap School District shall be placed on suspension. The student shall be ineligible to participate in contests.

A. 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 and the first five (5) weeks of the succeeding semester.

B. The suspension period for middle level students shall be from the end of the previous semester through the first three (3) weeks of the succeeding semester.

C. Each student is eligible on Monday of the week following the end of the suspension period. Three or more teaching days shall constitute a week.

ATTENDANCE - An athlete shall attend school for one half of the day in order to be eligible to practice or compete on that day. If an athlete receives an unexcused absence for any portion of the day, he/she shall not be eligible to practice or compete on that day. Any excused absence on a day of competition will require approval from the School Athletic Director and/or Building Administration.

If an athlete misses school because of a doctor appointment, or any medical/illness related reason, they must bring a doctor's note stating they are able to participate (WIAA 17.11.4).

* Medical clearance forms can be obtained from the individual schools

NKSD Residency Rules

Having two high schools in the North Kitsap School District can bring excitement, healthy competition, and potential challenges. One of those challenges is athletic eligibility. Violations of the athletic eligibility guidelines not only have an adverse impact on the student-athlete and the teams, but to our communities as well.

The North Kitsap School District wants to remind parents and student-athletes of the residency requirements to participate in high school athletics. These requirements are based on NKSD Board Policy, WIAA rules and state law. These requirements are summarized below. A more complete description can be found on the district websites, the district office and at each high school's athletic office.

A student-athlete must meet the residency requirements. If a student-athlete is found to not be living at the address listed with the district, the student-athlete will be declared ineligible from athletic participation. The student-athlete will also be required to move back to the high school in which their attendance zone reflects their legal address. The

penalty for the student-athlete under WIAA rules is no athletic participation for one calendar year from the date the district receives information on the violation. There are also penalties for the team if WIAA finds we have allowed an ineligible player to participate in athletic contests.

Interscholastic athletics is a part of the high school experience and the district wants all students to have the opportunity to participate. It is important for the parents, student athletes, coaches and teams to follow the rules of the game.

If student-athletes are not attending the high school in which zone they live, the student-athlete is ineligible unless an official transfer has been approved. If you have questions about your student-athlete's eligibility, contact the athletic coordinator at North Kitsap or Kingston High Schools, or District Athletic Director.

NKSD Board Policy 3131 – Each student in the district is required to attend the school designated for the geographical attendance area in which he or she resides.

WIAA rule 18.10.0 – Residence - The place where the family unit has established its home and/or the place where the student is habitually present and to which, when departing, the student intends to return.

Family unit – The adult(s) who has/have had legal custody or legal guardianship of the student for a period of at least one (1) year and with whom the student resides.

WIAA rule 18.10.1 – In order to be eligible to participate and/or represent a member school in an interscholastic contest, the student of that school must be residing within the boundaries of that school district and designated attendance area of the school.

State Law WAC 392-137-115 – As used in this chapter, the term “student residence” means the physical location of a student's principal abode where the student lives the majority of the time.

Harassment-Free Environment

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from “harassment”, “intimidation”, “bullying”, “orientations”, “hazing” and “rough-housing”. Student-athletes engaging in practices that fall outside of a harassment-free environment outlined in North Kitsap School District Policy #3207 (Prohibition of Harassment, Intimidation and Bullying) will be subject to respective school discipline. “Harassment, intimidation or bullying” means any intentionally written message or image -including those that are electronically transmitted- verbal, or physical act, including, but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics. “Harassment, intimidation, or bullying” can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

For additional policy and procedure information refer to district policy #3207 located on our website (www.nkschools.org).

The North Kitsap School District does not discriminate on the basis of gender expression. In regard to this policy, our transgender students are able to participate with the gender's sport they identify with (this may be different than the gender to which they were born) and have the right to use the facility (locker rooms, bathrooms, etc.) of the gender they identify with as well.

Equipment

School equipment checked out to the student-athlete is the student's responsibility. The student-athlete is expected to keep it clean and in good condition. Athletes will be responsible for lost school equipment assigned to them.

Coaches are not permitted to issue equipment to athletes outside of the school-year sports season. Students attending commercial camps or clinics during summer must provide their own equipment and uniforms unless specifically authorized by the building athletic coordinator.

Dropping a Sport

Quitting is an undesirable habit to acquire. A participant shall not drop a sport after the first varsity competition, and be eligible for another sport in the same season, without the approval of the building athletic coordinator and the head coach of the sports involved.

Injuries to the Student-Athlete

An athlete who has been injured should report injuries immediately to the coaching staff (Middle School) and/or Certified Athletic Trainer (ATC) (High School).

1. The ATC (High School) or coaching staff (Middle School) will treat injuries and administer first aid and therapy if in their judgment it is needed.
2. The ATC (High School) or coaching staff (Middle School) may recommend where treatment for sports-related physical problems can be obtained.
3. The ATC (High School) or coaching staff (Middle School) may require that a medical authority check an injury and clear the athlete before allowing the athlete to return to the activity.
4. All visits to a medical professional must be reported to the ATC (High School) or coaching staff (Middle School) and a medical professional's note detailing the visit and clearing the athlete for participation must be on file with the ATC or coach (Middle School). The following information should be included in the note:
 - a. Date of examination
 - b. Diagnosis
 - c. Date of clearance
 - d. Recommended treatment

Travel Rules for Athletes

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

1. All athletes must travel to and from athletic contests in district provided transportation, with the following exception:
A student athlete may ride home with their parent/guardian with written permission given to the coach by the parent /guardian.
2. Athletes may be required to drive themselves or get parental transportation to some practice sites, depending on sport and/or facility availability.
3. Misconduct of any sort while traveling to and from an away contest will be dealt with according to "Conduct and Controls for Athletes" as outlined in this handbook.
4. High school ineligible athletes, for any reason, may be allowed to travel with the team upon approval by the building athletic coordinator in addition to following WIAA 18.3.0. Injuries are not considered to be ineligible. Middle school ineligible athletes, for any reason, are not allowed to travel with the team.
5. Transportation provided for athletes will not stop for food without prior approval from the building athletic coordinator.

When NKSD athletes travel, they are direct representatives of their school, community and families and should conduct themselves accordingly.

NKSD Code of Conduct for Student Athletes

The opportunity to participate in interscholastic athletics is a privilege granted to all students in the district. Participants in this voluntary program are expected to behave consistent with the specific conduct standards established by the administrative staff and athletic coaches. A student who is found to be in violation of this code or associated school rules will be subject to disciplinary action. Provision is made for any student who has allegedly violated one or more of the conduct rules to grieve a disciplinary action as specified in the code. This code is applicable to middle school (6-8) and high school (9-12) students from their initial notification of the code through their attendance in the North Kitsap School District and not solely for the sport season. It is the District's responsibility to annually notify students and parents of the requirements of the Athletic Code.

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 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 athletic medium, it is imperative that team members conduct themselves in a manner that will inspire pride and approval.

All students who participate in the athletic program of the North Kitsap School District will comply with the rules and regulations and will submit to the reasonable discipline of school authorities.

Any student-athlete who willfully performs an act which materially interferes with or is detrimental to the orderly operation of a school's educational and athletic program will be subject to athletic discipline, probation, suspension or expulsion. Such acts shall include, but not be limited to, those described below.

The following acts by a student athlete on school premises (or in reasonable proximity thereto), or off school premises at any school-sponsored activity will constitute sufficient cause for athletic 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 athlete on or off school premises will constitute sufficient cause for athletic 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.

No student athlete will be expelled, suspended or disciplined under these rules and regulations for the performance or failure to perform any act not related to the orderly operation of the athletic program, (i.e., student athletes suspended or expelled from school must be reinstated to athletic participation when reinstated to school), if the act is not related to athletic standards. Also, if a student is suspended from school the student is also suspended from athletics.

I. STANDARD APPLICATION OF DISCIPLINE ACTIONS

The athletic code will apply from the student's first signed registration form through his/her athletic eligibility. Disciplinary action will carry over from one school year to the next. (6th grade -8th grade; 9th grade-12th grade)

II. DEFINITION OF TERMS

- A. *Athletic Discipline*** Athletic discipline will mean all forms of corrective action or punishment up to and including exclusion from athletic activities, practices and contests.
- B. *Athletic Probation*** Athletic probation is a period during which a student athlete remains a part of the squad while he/she is given an opportunity to correct the deficiencies in a time prescribed by the building athletic coordinator/ head coach. During probation, student athletes may continue to participate in turnouts and contests.
- C. *Athletic Suspension*** Athletic suspension will be a suspension from athletic participation for a specified number of school days, the duration which may extend beyond the current season. Student athlete may take part in team turnouts and meetings. The suspended student athlete is not allowed to participate in any game related activities.
- D. *Athletic Exclusion*** Athletic exclusion will mean the removal of the student/athlete from the athletic program for an indefinite period of time up to and including their athletic eligibility career.
- E. *In-Season*** Begins with the first WIAA allowable practice day through the conclusion of the WIAA State Tournament for that sport.
- F. *Out of Season*** Any time not in season starting with the WIAA defined beginning fall season and ending with the WIAA defined ending of the spring season.
- G. *Calendar Year*** 365 consecutive days.
- H. *Completed Season*** A season in which a student athlete begins the season within the first week of turnout and completes the season, in good standing, through the conclusion of the WIAA State Tournament for that sport.

III. ALCOHOL, TOBACCO, OR ILLEGAL DRUGS

It is the expectation of the NKSD that students participating in the extracurricular programs will not use tobacco, alcohol, and illegal or legend drugs.

A. Definition of Terms

1. *Actual Possession* The act of having a substance in one's custody or control (i.e., backpacks, lockers, and/or vehicles).
2. *Use* Physical consumption of a substance by means of inhalation, snorting, drinking, absorption, injection or any other method.
3. *Sale* The act of distributing an illegal substance or "look alike" substance by means of exchanging substances for an agreed sum of money or other valuable consideration.
4. *Proximity* Close in distance, time or relationship with other students coming or going from a social gathering, whether inside or outside
5. *Investigative* The process by which an administrator and/or coach arrives at a conclusion regarding a student's violation of the athletic code. The decision will be based on evidence.
6. *Self-Admission* Student admits he/she violated the athletic code and is both cooperative and honest in the investigative process regarding alleged code violation.
7. *Self-Referral* Student refers himself/herself to school personnel prior to any investigation or inquiry into an alleged code violation

B. Disciplinary Action

For on or off campus use of alcohol, tobacco, or illegal drugs, the following disciplinary action will apply:

1. FIRST VIOLATION:

The first violation of the athletic code, whether in season or out of season, the student athlete will miss the first interscholastic contest to follow this suspension if no interscholastic contest should fall within the suspension period.

HIGH SCHOOL

Means of ↓ Discovery ↓	Actual Possession/Use/Sale of Alcohol/Tobacco/Illegal Drugs
Self-Admission	Suspension – 60 school days/45 days maximum may be held in abeyance by principal. (15 days minimum)
Investigative	Exclusion – 60 school days or length of current season, whichever is longer. <i>30 days maximum may be held in abeyance by principal. (30 days minimum)</i>

MIDDLE SCHOOL

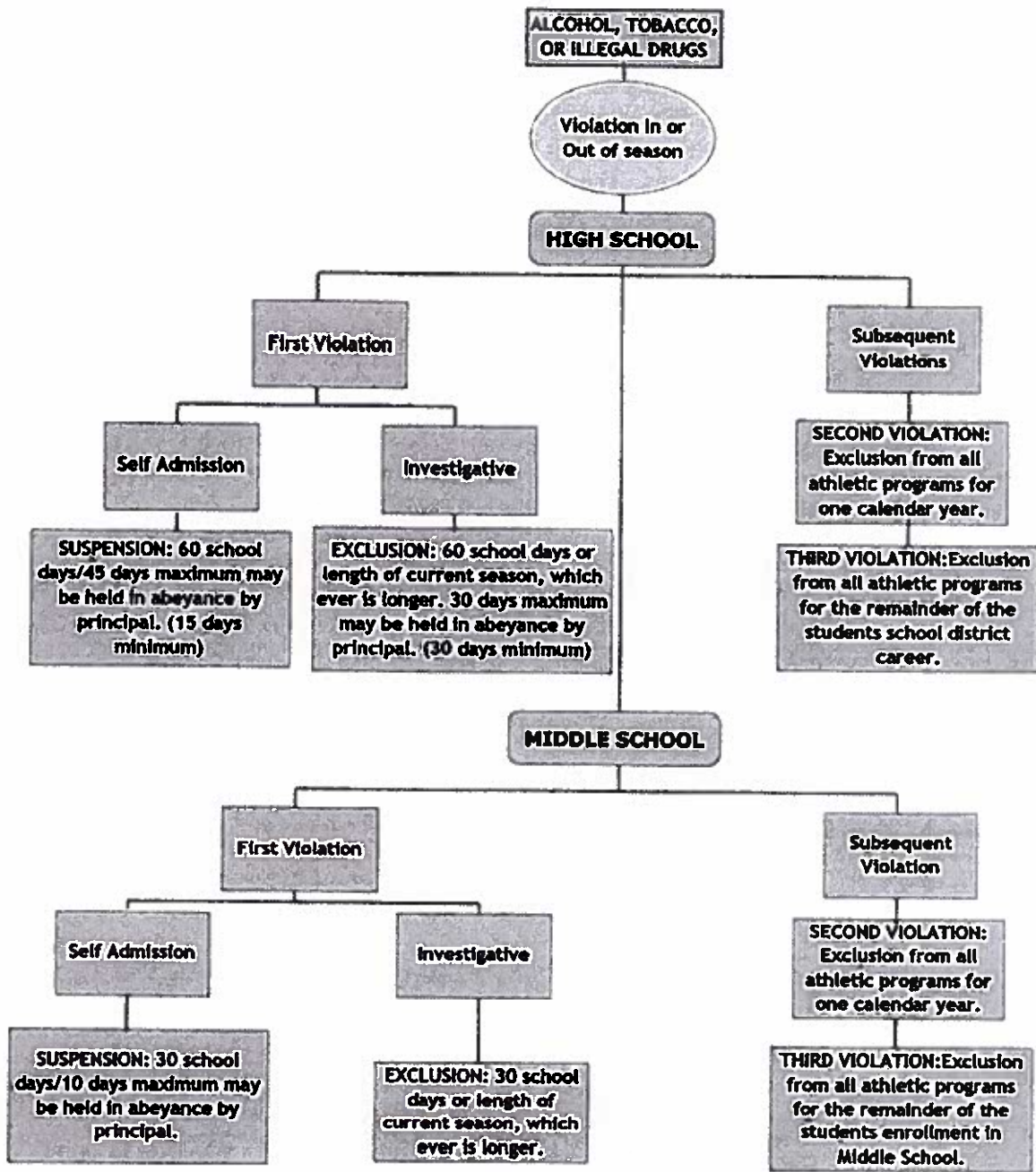
Means of ↓ Discovery ↓	Actual Possession/Use/Sale Alcohol/Tobacco/Illegal Drugs
Self-Admission	Suspension – 30 school days/10 days maximum may be held in abeyance by principal.
Investigative	Exclusion – 30 school days or length of current season, whichever is longer.

2. SECOND VIOLATION:

A second violation of the athletic code, whether in season or out of season, will result in exclusion from all athletic programs in the middle school or high school for one calendar year.

3. THIRD VIOLATION

A third violation of the athletic code; whether in season or out of season, will result in exclusion from all athletic programs for the remainder of the student's middle or high school career. The student may request reinstatement at the end of the calendar year's exclusion. The principal and building athletic coordinator will review the student's progress in making a determination for reinstatement or continuing the exclusion from athletic programs.



IV. LEGEND DRUGS/ANABOLIC STEROIDS – High School and Middle School

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 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:

1. FIRST VIOLATION

The student athlete will be immediately ineligible for interscholastic competition in the current interscholastic sport program for the remainder of the season. Ineligibility will continue until the next sports season in which the student athlete wishes to turn out unless the student accesses the assistance program outlined in the following paragraph. In order to be eligible to participate in the next interscholastic sports season, the student athlete will meet with the school eligibility committee, (head coach, principal, athletic coordinator). Following this review, the principal will take appropriate action. The school principal will have the final authority as to the student athlete's participation in the interscholastic sports program.

A student athlete who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or a controlled substance (RCW 69.50.101) will be given the opportunity for assistance through community agencies at student/family expense. In no instance will participation in a school and/or community-approved assistance program excuse a student athlete from subsequent compliance with this regulation. Successful use of this opportunity by the student athlete may allow him/her to have eligibility reinstated in that athletic season, if approved by the principal.

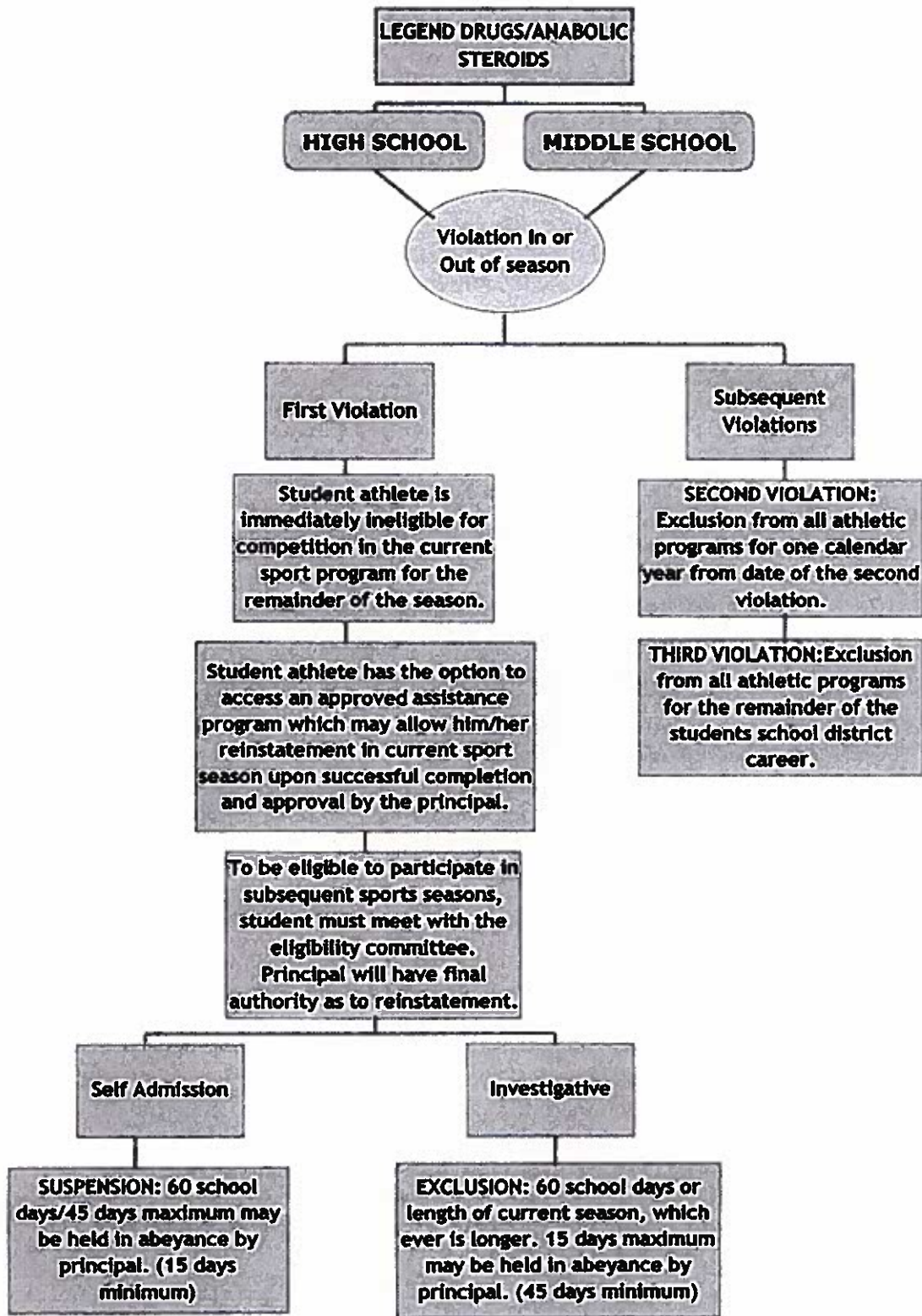
2. SECOND VIOLATION

A student athlete who again violates any provision of RCW 64.41.020 through 69.41.050 or of RCW 69.50 will be ineligible and prohibited from participating in an interscholastic sports program for a period of one calendar year from the date of the second violation.

3. THIRD VIOLATION

A student athlete who violates for a third time RCW 69.41.020 - 69.41.050 or RCW 69.50 will be permanently prohibited from participation in any school district athletic program.

Means of ↓ Discovery ↓	Actual Possession/Use/Sale of Legend and Anabolic Steroids
Self-Admission	Suspension – 60 school days/30 days maximum may be held in abeyance by principal. (30 days minimum)
Investigative	Exclusion – 60 school days or length of current season, whichever is longer. <i>15 days maximum may be held in abeyance by principal.(45-day minimum)</i>



V. REINSTATEMENT PROCESS

Application for reinstatement following any form of athletic discipline will be reviewed by the principal and/or building athletic coordinator upon completion of the following:

- A. Presentation of a letter of rationale and explanation for reinstatement
- B. Tobacco, alcohol and/or drug assessment by an individual or agency acceptable to the school district. Results and recommendations will be available to the parents and school administration
- C. Proof that a tobacco, drug/alcohol, counseling, or intervention/prevention education program has been completed.

VI. ATHLETIC DISCIPLINE PROCEDURES

A. Removal from turnout or contests:

- 1. Coaches may remove student athletes from participation in a contest or turnout if their conduct is disruptive.

B. Athletic Probation:

- 1. The coach will inform the school's athletic coordinator of the planned discipline.
- 2. The student athlete will be informed of the infractions/inappropriate behavior(s), corrective behaviors needed and the number of days on probation.
- 3. The coach may send a district approved athletic discipline letter to the parent/guardian with copies to the building athletic coordinator, principal and district athletic director.
- 4. Upon completion of the probation period, the student athlete will confer with the coach and building athletic coordinator to determine if the probation will be extended, or if the athlete will be recommended for suspension from athletic activities.

C. Athletic Suspension or Exclusion:

- 1. Prior to the suspension or exclusion of athletic activities for any student a conference will be held with the student athlete as follows:
 - a. The head coach, building athletic coordinator, or school administrator will present the student with (1) an oral and/or written notice of alleged misconduct and violation of the athletic code and/or school district rules; (2) reference to the code and/or rules; (3) the evidence in support of the allegations; and (4) the corrective action or discipline to be recommended.
 - b. The student-athlete will be provided the opportunity to present an explanation and share their views.
- 2. Following the conference with the student-athlete, the head coach and/or school athletic coordinator may recommend athletic suspension or exclusion to the principal.

3. If the principal imposes athletic suspension or exclusion, the student-athlete will be orally notified of the action taken and written notice will be mailed to the student's parent/guardian within three (3) school days providing the following:
 - a. The disciplinary action taken
 - b. The reason for such disciplinary action; and,
 - c. The right to an informal conference
4. The discipline action will continue notwithstanding the implementation of the grievance procedure unless the principal/designee elects to postpone such action.
5. A copy of the suspension or exclusion notice will be sent to the District Athletic Director.

GRIEVANCE PROCEDURES

When discipline is imposed under the Athletic Code, the following grievance process will be implemented:

- A. Any student or parent/guardian who is aggrieved by an athletic suspension or exclusion shall have the right to an informal conference with the principal, building athletic coordinator and any other involved employee. The written grievance must be submitted to the principal within five (5) school days of the written notice of disciplinary action. The principal/designee will hear the grievance within five (5) school days of receipt of the grievance and render a written decision within five (5) days after hearing it.
- B. The aggrieved student or parent/guardian may present a written grievance to the Superintendent/designee within three (3) school days of the principal/designee's decision. The Superintendent/designee will hear the aggrieved and district representative(s), reviews the evidence collected and renders a written decision within ten (10) school days of the conference.
- C. The aggrieved student or parent/guardian may grieve the Superintendent/designee's decision to the Board of Directors within three (3) days of the decision. The Board shall hear the grievance at its next regularly scheduled meeting or special meeting and render a decision within ten (10) school days of hearing the grievance. This decision will be final.

College Recruitment

In the event you should be contacted personally by a college recruiter, you have an obligation to work through your coach, school counselor, and the building athletic coordinator. 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 and school counselors regarding NCAA rules governing recruiting. Rule violations could result in loss of eligibility.

Athletic Registration Procedure

The following forms must be properly completed and turned in for a student-athlete to be eligible to compete in a NKSD athletic program:

1. Emergency/ Insurance Information and Consent Form
 2. Pre-participation Physical Examination Form (good for 24 months)
 3. North Kitsap School District Athletic Registration Form and Concussion Informed Consent
 4. Sport-specific informed consent form
 5. Participation Fee Contract
- All student-athletes are required to purchase an ASB card.
 - All school fines must be paid prior to a student-athlete being allowed to participate in any NKSD athletic program.
 - Any student participating in NKSD Athletics must be a registered student in the district.

Standards for Letter Awards

In all cases the judgment of the head coach will be the deciding factor in determining who will become "eligible" to be awarded a letter. Each sport will have its own unique lettering criteria. Below are some basic guidelines or general standards:

1. Must have completed the season *in good standing*, unless injured or excused by the coach for special reasons.
2. Must have complied with the Athletic Code of Conduct
3. Must have been in regular attendance at turnouts.
4. Must have turned in all equipment and/or paid all fines and obligations

Parent Code of Conduct

- I will encourage good sportsmanship by being a positive role model.
- I will try my best to make athletics a positive experience for everyone involved, i.e., participants, coaches, officials, and spectators.
- I will insist my player treat other players, coaches, officials, and fans with respect.
- I will reinforce the school's drug and alcohol free policies and refrain from using alcohol and other drugs before or during contests.
- I will do my best to understand and appreciate the rules of the contest.
- I will show appreciation for an outstanding play by either team.
- I will be a "team" fan, not a "my child" fan.
- I will help my student-athlete learn that success is measured by the development of skills, not winning or losing.
- If I have a concern, I will talk to the coach at the appropriate time and place, i.e., never before, during, or immediately after a contest.
- I will do my best to remember my ticket to a school athletic event provides me with the privilege of observing the contest, not berating officials, coaches, or players.

Concussion Form 1



North Kitsap School District Concussion Fact Sheet for High School Sports Fact Sheet for **Parents**

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even a “ding” or a bump on the head can be serious.



What are the signs and symptoms of concussion?

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or can take days or weeks to appear. If your teen reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

Signs observed by athletic trainer, coaches, parents or guardian	Symptom reported by athlete
<ul style="list-style-type: none"> ◆ Appearing dazed or stunned ◆ Is confused about assignment ◆ Forgets plays ◆ Is unsure of game, score, or opponent ◆ Moves clumsily ◆ Answers questions slowly ◆ Loses consciousness ◆ Shows behavior or personality changes ◆ Can't recall events prior to hit ◆ Can't recall events after hit 	<ul style="list-style-type: none"> ◆ Headache ◆ Nausea ◆ Balance problems or dizziness ◆ Double or fuzzy vision ◆ Sensitivity to light or noise ◆ Feeling sluggish ◆ Feeling foggy or groggy ◆ Concentration or memory problems ◆ Confusion



What should you do if you think your teenage athlete has a concussion?

- ◆ Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
- ◆ Keep your teen out of play. Concussions take time to heal. Don't let your teen return to play until a health care professional says it's OK. Athletes who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your teen for a lifetime.
- ◆ Tell your teen's athletic trainer and coaches about any recent concussion. Athletic Trainers and coaches should know if your teen had a recent concussion in ANY sport. Your teen's athletic trainer and coaches may not know about a concussion your teen received in another sport or activity unless you tell them. Knowing about the concussion will allow the athletic trainer and coach to keep your teen from activities that could result in another concussion.
- ◆ Remind your teen: It's better to miss one game than the whole season.

It's better to miss one game than the whole season.



Concussion Form 2



North Kitsap School District Concussion Fact Sheet

for High School Sports
Fact sheet for **STUDENT-ATHLETES**



What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Can occur during practices or games in any sport.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or had your "bell rung."

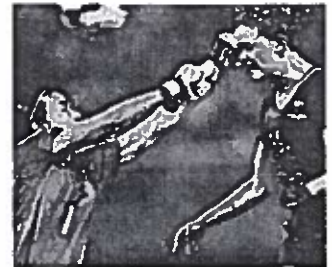
How can I prevent a concussion?

It's different for every sport. But there are steps you can take to protect yourself from concussion.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets). In order for equipment to protect you, it must be:
 - Appropriate for the game, position, and activity
 - Well maintained
 - Properly fitted
 - Used every time you play

What are the symptoms of a concussion?

- Nausea (feeling that you might vomit)
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Headache
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems (forgetting game plays)
- Confusion



What should I do if I think I have a concussion?

- **Tell your athletic trainer, coaches and your parents.** Never ignore a bump, blow, or jolt to the head. Also, tell your coach if one of your teammates might have a concussion.
- **Get a medical check up.** A licensed health care professional can tell you if you have had a concussion and when you are OK to return to play.
- **Give yourself time to recover.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause permanent brain damage, and even death in rare cases. Severe brain injury can change your whole life.

How do I know if I've had a concussion?

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up days or weeks after the injury. It's best to see a health care professional if you think you might have a concussion. An undiagnosed concussion can affect your ability to do schoolwork and other everyday activities. It also raises your risk for additional, serious injury.

It's better to miss one game than the whole season.

Information from:
Department of Health and Human Services- Center for Disease Control and Prevention
http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm



