

***OCEANSIDE WEST MIDDLE SCHOOL***  
***Athletic Handbook***  
***2013-2014***

***Eligibility Policy***

***Consent Form***

***Emergency Contact Form***

***Travel Waiver Form***

***Updated August 2013***

## ***STATEMENT OF PHILOSOPHY***

We believe that participation in extra-curricular activities is a privilege, although we work hard to have every student in our school participate in extra-curricular activities throughout the entire school year. We believe that all students should demonstrate excellence in the areas of academics, school citizenry, and attendance. We are committed to doing *'Whatever It Takes'* to ensure academic success for all students.

An Extra-Curricular Activity is defined as any activity that is not directly connected with the regular, instructional program during the school day. It includes all sports, clubs, activities, and other special excursions or events. As representatives of our school, we believe that students represent our school through their behavior in and out of school. The following are the requirements for remaining eligible in each of the aforementioned areas of excellence...

## ***CODE OF CONDUCT***

Participation in extra-curricular activities is a privilege for students. Clubs, activities, and teams are avenues for students to develop leadership skills and to practice using skills, attitudes, and knowledge that will help them become contented, caring, and competent adults. The playing field and clubroom are an extension of the classroom. Participation in activities and athletics contribute to the growth of mind and body. Oceanside West has a rich tradition of good sportsmanship and excellence. Over the years, the names change, but the principles of dedication, desire, hustle, cooperation, and teamwork that those students embodied remain the same.

Students involved in athletics, clubs, and after school activities are the student leaders of O-WEST. As such they are very visible and project an image to the community and younger students. These students represent our school and must maintain a high standard of conduct in and out of school, on and off the playing field, in and out of the clubroom, and as hosts or guests at an event. Students involved in extra-curricular activities will:

- Be respectful to all staff members and officials,
- Obey all school rules,
- Refrain from unlawful behavior,
- Arrive at school on time. In the event of an unexcused tardy, the student will not be able to participate in any after-school activities that day,
- Abstain from the use of alcohol, illegal drugs, and tobacco,
- Recognize visiting teams/groups as honored guests and treat them with courtesy and respect,
- Attend all meetings/practices, even if they cannot actively participate,
- Properly maintain all equipment, uniforms, and supplies.

At athletic competitions the following rules will also apply:

- Players representing Oceanside West will not use unsportsmanlike or unfair tactics—even if used by the other team.

- Student spectators represent the school as much as the contestants and should act accordingly.
- Any spectator who continually evidences poor sportsmanship or who does not follow school rules will be removed from the facility and may be denied the privilege of attending future contests.

***All adults will be held to these aforementioned standards of conduct as well. As adults we have the responsibility of modeling respectful and supportive conduct to our students.***

### ***Suspension of Students***

There are extraordinary situations that demand that a student be suspended from an activity for a specified period of time, or for the entire season/session. If this occurs the parents will be notified immediately. The student and/or parents have the right to a due process appeal.

The student and parent may appeal to school administration within 5 school days. The hearing and ruling for that appeal should be completed within 10 school days of the initial appeal date. All written reports will be shared with school/district administration.

### ***Using, Possessing, Selling, and/or Furnishing Illegal Substances***

Any student using, possessing, selling, and/or furnishing illegal substances will be suspended from any extracurricular activity for, at least, the remainder of the season or session of that extra-curricular activity. School administration will also follow the normal disciplinary procedures for using, possessing, selling, and/or furnishing illegal substances at school, which could lead to suspension, and/or notification of law and/or state agencies.

When a situation like this arises school administration will:

- Discuss concerns with student
- Immediately contact parents as well as notify the parents in writing
- Require the student to submit to a drug test completed by a third party (determined by the school district), which will be paid for by the school district\*
- Notify proper law and/or state agencies
- Require the student to participate in a non-clinical assessment before participating in another school activity
- Have student complete a mandatory awareness/educational group and other recommended services, in order for the student to participate in other activities again in the same or subsequent years.
- **STRONGLY** encourage parents of the student to participate in these experiences with their student.

Please note that if a student turns in himself/herself for the use, possession, selling, and/or furnishing of illegal substances the student may not be suspended from the team indefinitely, but will have to fulfill the aforementioned requirements for breaking the policy. We will deal with this on a case-by-case basis, and school administration will reserve the right to make the final decision regarding their participation in extra-curricular activities for the remainder of the season or further into the school year.

\* If a student refuses to submit to a drug test, then the student will be treated as if they are directly involved with illegal substances at school and will be suspended from the activity for, at least, the remainder of the season, will be subject to the regular school disciplinary consequences regarding the school Code of Conduct and will also be required to fulfill the aforementioned requirements.

### ***Conduct at Public Events***

Oceanside West sponsors a variety of teams, clubs, and activities to meet the needs of all of our students. Participants of these activities have a special responsibility to represent their school with dignity and good sportsmanship, keeping the following in mind:

1. At the middle level, **our primary emphasis is not on winning**, but on the development of our student-athletes/participants.
2. All athletic opponents and visitors should be considered as guests and shown the respect and courtesy we would expect in return.
3. Cheering should be for our team and never against our opponents.
4. Courtesy and respect should be shown to game officials and decisions should be accepted graciously.
5. Abusive comments and derogatory remarks are always in poor taste and deserve no place in our school program. Comments of this type will not be tolerated by anyone. Students and Parents will be held accountable for them.
6. Students need to learn to succeed with humility and lose with grace.

### ***Activity Guidelines***

1. Activities should begin as soon as possible after school with minimal loss of instructional time.
2. We will limit the amount of publicity for any public events
3. Due to health, safety, and academic reasons, middle level students will only participate on one team during each season.
4. The school administration determines it necessary for practices to be closed.

### **OTHER ATHLETIC RELATED ISSUES**

#### ***Prior to Tryouts***

Before any student-athlete can try out for a team, a student must turn in the Consent Form and Emergency Contact Form (provided at the end of this Handbook). Both forms **MUST** be fully completed – specifically including the proof of insurance and the dates of the last physical performed on the student/athlete and the name of the physician who performed that physical.

RSU 13 Student/Athletes must be carried under a current insurance policy while competing and have had a physical within the last two calendar years.

- a. Student-athletes are required to have one complete physical exam every two years (more if individual conditions require it) in order to participate in interscholastic sports programs.
- b. If a student-athlete receives medical attention for an injury or illness from a physician, that student-athlete must receive in writing from that same physician a new statement of physical fitness before resuming practice.
- c. Injuries requiring either immediate or probable medical attention from a physician should be reported to the athletic director as soon as possible. Coaches have the responsibility of filling out accident reports on injuries within 24 hours and turning them into the athletic director.

### ***Tryouts***

Students can only try out for a sport if they are eligible. They are also permitted to try out for one sport at a time during a season. If not selected as a team member, they may try out for another team, with the approval of the new coach. If selected for a team, a student may not quit and try out for another team.

### ***Equipment and Supplies***

If a student-athlete/participant has unauthorized school equipment/supplies at any time, they may be suspended from all athletics/activities for the entire year. Any equipment/supplies that are found should be returned to the coach/advisor or school administration as soon as possible. Anyone having equipment/supplies or uniforms taken from another school will be suspended for the remainder of the season/session.

### ***Age***

Middle School students who are **16** years old at the beginning of a season will be ineligible for interscholastic sports.

### ***Travel***

Students are expected to travel to and from all games with the team, club, or activity. If a player misses the bus, they will NOT be allowed to participate, unless prior arrangements are made with the coach or advisor. If they have written permission from the custodial parent, with the discretion of the coach or advisor, a student may return with that custodial parent only. **NO EXCEPTIONS** will be granted.

## **RSU 13 POLICY 2.14 - STUDENT ELIGIBILITY**

It is the intent of the RSU 13 School Board to provide a wide array of activities to supplement the educational programs at middle and high schools. Because the academic programs take priority, in order to participate in these extra-curricular activities students must meet standards in academics, behavior, and attendance at school. Extra-curricular activities include, but are not limited to, athletics, clubs, drama, and school-affiliated service organizations. Each Principal shall identify which activities beyond those listed are considered extra-curricular for the purposes of this policy.

The goals of this policy are student engagement and accountability. To achieve these goals, schools offer academic support in an environment that allows impacted students access to extra-curricular activities.

In this policy, “Principal” is used to mean “principal or designee” and “parent is used to mean “parent or legal guardian.”

### Keeping Students Engaged

The RSU 13 staff members strive to keep students engaged in their education and their school. Participation in extra-curricular activities can be an essential aspect of engagement. Academic success is the primary purpose of schooling, but for many students extra-curricular activities are the hook that keeps them connected to school. While many students are able to achieve a balance between these academics and activities, there are those that find this difficult. This policy attempts to assist all students achieve the balance, using activities as a means to keep engagement high.

### Holding Students Accountable

Students are responsible for their academic success. When additional academic support is offered to restore eligibility status students are expected to follow the plan of action presented.

Students are responsible for their behavior. There is an expectation that students who participate in extra-curricular activities will conform to the school’s behavioral standards at all times. Consequences for unacceptable behavior that conflict with extra-curricular activities will prevent the student from participating in those activities.

Students are responsible for attendance. They must be present on the days that extra-curricular activities - including practices, rehearsals, and competitions - are taking place. A student who is unable to attend school and classes on the day of an extra-curricular activity will not be eligible to participate in that activity on that day. Compelling circumstances such as a death in immediate family or extended physician’s appointment will be considered on a case-by-case basis and may be excused.

### Academic Support

The Principal will designate the manner in which academic support is administered in each school. This includes, but is not limited to, a mandated after-school study hall for students on probation, mandatory attendance at the after-school homework club, and mandatory daily contact with the teacher of the class in which the student is struggling.

Coaches and activity advisors will be notified immediately by the Principal when a player is ineligible. All coaches/advisors are aware that academic support services and consequences for inappropriate behavior take precedence over competitions, practices, meetings, or other extra-curricular activities. Coaches/advisors are encouraged to take an active interest in the overall well being of the students under their supervision and to support and promote all assistance offered.

Students who are ineligible for extra-curricular activities will be notified immediately of their status. Parents of these students will be notified as soon as possible. If an academic support plan is necessary, that plan should be clearly communicated to the student and parents and each should be supplied with a written copy of that plan.

The policy identifies acceptable standards for students in grades 6-12 in three specific areas:

1. Academic Eligibility
2. Conduct Eligibility
3. Attendance Eligibility

## **RSU 13 Eligibility Standards Grades 6-8**

This portion of the policy applies to all students attending RSU 13 schools in grades 6-8 who choose to participate in school-sponsored extra-curricular activities.

### **1. Academic Eligibility**

Students participating in extra-curricular activities in grades 6-8 are expected to pass all of their classes to remain academically eligible to fully participate in those activities.

Grade checks will be conducted periodically in each quarter throughout the school year to identify all students receiving a failing (F) or incomplete grade in any class. The Principal will check the list of students who have failing/incomplete grades against the active extra-curricular rosters. Students who have failing/incomplete grades, and are participants in extra-curricular activities, will be immediately notified they are on academic probation. When notified, the student will be advised of the academic support plan he/she must follow to restore eligibility. A written copy of this plan will be issued to the student and his/her parents.

During the period of academic probation, the student

- A. Will be allowed to participate in practices, rehearsals and meetings, and to attend home games/events connected with their activities as long as these events do not conflict with any element of the student's support plan;
- B. Will not be allowed participate in competitions, club activities, or plays;
- C. Will not be allowed to travel with teams, clubs or organizations to functions outside of the school if those functions, events, games that take place Monday-Thursday; and
- D. Will not be allowed to participate but will be allowed to travel with teams, clubs or organizations to functions outside of the school if those functions, events, games that take place Friday-Sunday.

As soon as the student's failing/incomplete grade is restored to standard, eligibility is restored. The Principal will receive confirmation of the student's restored status from the teacher of each class in which the student was struggling. Coaches/Advisors must await confirmation from the Principal or Athletic Director before allowing students on academic probation to participate in competition.

Students in grades 6-8 receiving a failing grade at the end of the school year will be given a fresh start the following fall.

### **2. Conduct Eligibility**

Consequences for unacceptable behavior at school will take priority over any extra-curricular activity.

#### **A. Suspension**

A student serving a school suspension (out of school or in school) will not be eligible to participate in any extra-curricular activities until the period of suspension concludes. Once this period concludes, the student will be eligible to participate fully in extra-curricular activities unless the Principal specifically identifies a different course of action.

Students who are ineligible for extra-curricular activities due to school suspension will not travel with teams to games, sit on the bench with teams during games, attend practice sessions, club or organization meetings or events, or attend any competitions held at the school they attend, until the period of suspension has concluded.

## B. Detention

Detention will take priority over extra-curricular activities. A student serving detention must serve on the day prescribed by the Principal. If detention conflicts with any extra-curricular activity, the student will not participate in the activity on that day.

Students who miss travel with their team, club, or organization because of detention may not participate with that team, club, or organization on that day. The student is not permitted to travel to the away game in a private vehicle after detention has been served to be eligible to play that day. Students transported by private vehicles to away games on days when a detention or suspension has been served may not sit with the team on the team bench during the competition.

Students who skip mandated detentions and attend extra-curricular activities will be subject to additional consequences from the Principal and suspended from all extra-curricular activities for five (5) days.

## 3. Attendance Eligibility

### A. Absent all Day

Students must be present on the days in which extra-curricular activities, including practices, rehearsals, or competitions are taking place. A student who is unable to attend school and classes on the day of an extra-curricular activity will not be eligible to participate in that activity on that day.

### B. Dismissed Early

Students who leave school early due to illness will not be eligible to participate in extra-curricular activities on that same day.

### C. Exceptions

Compelling circumstances, such as a death in family or a physician's visit will be considered on a case-by-case basis by the Principal provided they are verified by a note from the parent.

# OCEANSIDE WEST CONSENT GIVEN

## *Student/Athlete Agreement*

This is to confirm that I have read and understand the Athletic Handbook and Eligibility Policy and agree to abide by the policies outlined in the previous pages.

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Student's Name (Please print clearly)

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Student's Signature

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Date

## *Parent/Guardian Agreement*

This is to confirm that I have discussed the Activities Handbook with my son/daughter and will support her/him in abiding by the policies as outlined on the previous pages. Additionally, I give my consent for the above-signed to participate in the athletic programs circled below: (please circle all that may apply during the current school year).

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Parent/Guardian Name (Please print clearly)

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Parent/Guardian Signature

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Date

Baseball

Basketball

Cheerleading

Cross Country

Field Hockey

Football

Soccer

Softball

Track (Outdoor)

Wrestling

Golf

## **Photograph Use Consent (circle one please)**

The above-signed parent/guardian hereby:

**ALLOWS**

**DOES NOT ALLOW**

RSU 13 to use images of the above-named student on the RSU 13 website.

## Oceanside West Athletic Emergency Contact Form

All Students participating in athletics at O-West **MUST** fill out and return this form *completely and accurately* **BEFORE** they are allowed to attend practices or games with their teams.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please Print Clearly)

Address: \_\_\_\_\_

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Birth Date: \_\_\_\_\_ Date of Last Physical: \_\_\_\_\_  
Month/Day/Year Month/Day/Year

Physician Performing Physical: \_\_\_\_\_  
(Please Print Name Clearly)

Insurance Policy: Company: \_\_\_\_\_ Policy #: \_\_\_\_\_  
(All RSU 13 Student/Athletes *must* be covered under an insurance policy when participating in athletics)

### Where can your parents be reached if not at home?

Mother: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
First Name Last Name  
Work Phone: \_\_\_\_\_

Father: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
First Name Last Name  
Work Phone: \_\_\_\_\_

List Two Neighbors or Nearby Relatives who will assume temporary care of your child if you cannot be reached.

1. \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
First Name Last Name  
Work Phone: \_\_\_\_\_

2. \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
First Name Last Name  
Work Phone: \_\_\_\_\_

In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his/her instructions. If it is impossible to contact this physician, the school may take whatever arrangements seem necessary.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Physician's Name – Please Print Clearly)

\_\_\_\_\_  
Physician's Telephone #

**Please List All Allergies (use back of form if necessary):**

