WOODLAND SCHOOL DISTRICT
ATHLETIC HANDBOOK

WMS Trojans **WHS Beavers**

2026-2027

TABLE OF CONTENTS

MISSION STATEMENT WOODLAND SCHOOL DISTRICT ATHLETICS	1
ATHLETIC / ACTIVITY PACKET	2
ATTENDANCE	3
MEDICAL CLEARANCE	3
ACADEMIC ELIGIBILITY WOODLAND HIGH SCHOOL	4
ACADEMIC ELIGIBILITY WOODLAND MIDDLE SCHOOL	5
GENERAL REGULATIONS	6
SPORTSMANSHIP	7
ATHLETIC CODE	8
RESPONSIBILITIES FOR ATHLETES, COACHES, AND PARENTS	12
THE WOODLAND WAY	13
WSD CORE VALUES (GRIT)	14

MISSION STATEMENT
WOODLAND SCHOOL DISTRICT ATHLETICS

Dedicated to the conviction that athletic and academic success are intertwined, the mission of the Woodland School District athletic program is to achieve and maintain a culture of excellence and integrity through a diverse offering of athletic activities that promote both personal and collective growth.

All of our athletes, through participation and achievement, will have unparalleled opportunities to develop GRIT and extend their potential in skill development and preparation for the next level of athletic, academic, and social success. This is accomplished by fostering a sense of family in a professional, caring, and fun environment in which there is open communication and enthusiastic teamwork among athletes, coaches, parents, peers and the community. It takes a village!

WSD student athletes will become servant leaders that express gratitude and earn the respect of others by doing things the right way - The Woodland Way. Ultimately, our mission is to offer experiences through our athletic program that will have a positive impact on our athletes lives both now and in the future.

ATHLETIC / ACTIVITY PACKET

Welcome to Woodland School District Athletics: Please read the following information if you desire to participate in our interscholastic activities. You are eligible to participate only if you meet the following requirements:

- Are living with parents/guardians in a residence located within our school district boundary and meet all WIAA residential requirements as described in section 18.9.0 of the WIAA handbook
- Attended school last semester and received transcript grades
- Are not under a short-term, long-term, emergency-expulsion, or expulsion from school
- Have not reached your 15th birthday prior to June l of the previous school year for middle level sports and be under 20 years of age on September 1 for the WHS fall season, December 1, for the WHS winter season, or March 1 for the spring season
- Have completed a physical examination during the past 24 months
- Have transferred to this school for reasons other than to participate in athletics
- Do not use, provide to others, or possess a legend drug and have not violated this school's policies or the schools from which they are transferring from codes on alcohol and tobacco or legend drugs
- Are academically eligible in school
- Complete the required number of practice days
- **Fees paid: ASB card (WMS $20.00 / WHS $35.00) and seasonal participation fee (WMS $50.00 / WHS $75.00). These fees can be waived (see below).**

Our school's athletic code and eligibility policies are attached. Please review this information with your parents. Athletic registration must be completed in Final Forms. Go to woodlandschools.org and then the athletic page for the link to Final Forms. Associated Student Body fee, participation fee, and valid physician's physical must be returned to the designated school office before athletic clearance can be obtained. If you qualify for free/reduced lunch your fees can be waived. If you need financial assistance in order to participate, please contact the middle or high school office and ask for directions. It is our goal to make sure that there are no barriers (financial or otherwise) keeping our students from participating in extracurricular activities.

Please read the following information carefully.

ATTENDANCE

A. The intent of this policy is to reinforce the importance of school attendance for all students.

B. Athletes are expected to be in attendance the entire day in order to participate in athletic events. An unexcused absence from one or more periods will result in a one game suspension. It is recommended that whenever possible, absences are pre-arranged. After 5 days, an unexcused absence cannot be reversed. **In the event of an unexcused absence, students will have 5 school days (1 week in total) for parents and/or guardians to excuse the absence in accordance with state attendance policies. In the event of an unexcused absence, the following procedure will apply:**

1. The first violation will result in a conference with the Head Coach, and will be followed by sport specific team discipline as determined by the coaching staff
2. Second offense will equate to a 1 contest suspension
3. Third offense will result in a meeting with the Athletic Director, Parent/Guardian, and may result in dismissal from the program

C. In the event of a late-night return on a school day from an athletic event, the coach and athletic director or district designee will determine attendance arrangements for the following school day. However, every attempt will be made to schedule games with limited travel times or to arrange long district trips on days prior to non-school days.

D. Students who are ineligible for attendance or academic reasons may not be allowed to travel with the team to away events.

MEDICAL CLEARANCE

When an athlete is seen by any medical services, for any injury or condition, the school will need a clearance from the medical personnel who treated the athlete. The clearance should indicate that the student is cleared for practice/competition, and that the athlete is not taking any medication that would impact their participation. If limited participation is approved, the limitations need to be specifically indicated. Any athlete suspected of sustaining a head injury must be cleared by a licensed health care provider before returning to play (HB 1824). Those licensed to perform physical examinations include a Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Registered Nurse Practitioner (ARNP), Physician's Assistant (PA), and Naturopathic Physician.

WHS ACADEMIC ELIGIBILITY

A student shall have passed the minimum number of classes as listed in 18.7.0 (5 out of 6) in the immediately preceding semester/trimester in order to be eligible for competition during the succeeding semester/trimester (WIAA 18.7.4). Students are also expected to maintain this standard throughout the season. Grades will be checked weekly, and any student who does not meet this standard during pre-season grade checks or subsequent grade checks will be placed on academic suspension until they are passing at least 5 out of 6 classes.

Athletes with "incompletes" will have the first 5 weeks of the subsequent semester to make up for credit. If the incomplete(s) deem the athlete ineligible, they will remain ineligible until the incomplete(s) are cleared.

Pre-season eligibility will be determined by the following:

High School Fall Sports - previous **semester grades**
Note: Freshmen will only be eligible for probation, not suspension for fall sports.
High School Winter Sports - **current 1st semester grades**
High School Spring Sports - **current 2nd semester grades**

Athletes will be checked weekly to make sure they are meeting the WIAA standard of passing 5 out of 6 classes. If a high school student takes 5 classes their senior year, they must pass all 5 to be eligible.

Athletes on academic suspension may participate in practice, but not compete in games.

- A student will be placed on academic probation at the start of the fall sport season if they failed to pass 5 out of 6 classes in the second semester of the previous school year.
    - The probation period for high school students shall be from the end of the previous semester through the fourth (4th) Saturday in September.
        - If, at the end of the probation period, the student is passing in the minimum number of classes required above, the student may then be removed from probation.
        - If the student fails to meet the academic standards of rule 18.8.4 at the end of the probation period, the student will be placed on academic suspension for three (3) weeks and will be ineligible for contests.
- If a winter athlete has 2 or more Fs after 1st semester, they will be suspended for the first 5 weeks of the succeeding semester. Athletes will remain on suspension for the duration of the suspension period and until they have met standard.
- If a student is not passing 5 out of 6 classes during weekly grade checks throughout the season, they will be placed on suspension until they are passing at least 5 out of 6.

Running start, alternative education and home school students are expected to meet the education requirements outlined in WIAA 18.6.0 and 18.7.0.

STUDENTS NEW TO THE WOODLAND SCHOOL DISTRICT, upon turning out for a sport, must meet the same academic requirements as listed above, which will be verified by an official transcript from the transferring school. Fax verification will be acceptable academic verification.

WMS ACADEMIC ELIGIBILITY

A student shall have passed the minimum number of classes as listed in 18.7.0 (6 out of 7) in the immediately preceding semester/trimester in order to be eligible for competition during the succeeding semester/trimester (WIAA 18.7.4). Students are also expected to maintain this standard throughout the season. Grades will be checked weekly, and any student who does not meet this standard during pre-season grade checks or subsequent grade checks will be placed on academic suspension until they are passing at least 6 out of 7 classes.

Athletes with "incompletes" will have the first 3 weeks of the subsequent semester to make up for credit. If the incomplete(s) deem the athlete ineligible, they will remain ineligible until the incomplete(s) are cleared.

Pre-season eligibility will be determined by the following:

Middle School Fall Sports -	previous **semester grades**
Middle School Winter I Sports -	current **first semester grades**
Middle School Winter II Sports -	current **first semester grades**
Middle School Spring Sports -	current **second semester grades**

Athletes will be checked weekly to make sure they are meeting the WIAA standard of passing 6 out of 7 classes.

Athletes on academic suspension may participate in practice, but not compete in games.

- A student will be placed on academic probation at the start of the fall sport season if they failed to pass 6 out of 7 classes in the second semester of the previous school year.
    - The probation period for middle school students shall be from the end of the previous semester through the fourth (4th) Saturday in September.
        - If, at the end of the probation period, the student is passing in the minimum number of classes required above, the student may then be removed from probation.
        - If the student fails to meet the academic standards of rule 18.8.4 at the end of the probation period, the student will be placed on academic suspension for two (2) weeks and will be ineligible for contests.
- If a student is not passing 6 out of 7 classes during weekly grade checks throughout the season, they will be placed on suspension until they are passing at least 6 out of 7.

NOTE: STUDENTS NEW TO THE WOODLAND SCHOOL DISTRICT, upon turning out for a sport, must meet the same academic requirements as listed above, which will be verified by an official transcript from the transferring school. Fax verification will be acceptable academic verification.

ATHLETIC EQUIPMENT:

A. All students are responsible for all school equipment issued to them.
B. Fines will be issued for the damage or loss of any equipment. The fines will be at the current replacement costs for the equipment.
C. Athletes will not be allowed to participate in subsequent seasons if their equipment fines are not paid in full.
D. No school uniforms will be sold to athletes; state laws governing ASB funds prohibit this.

ATHLETIC AWARDS:

A. To be eligible for an athletic award, the athlete must successfully complete the sport season.
B. The athlete must be recommended by his/her coach.

INSURANCE:

A. Parents/guardians have the option of purchasing insurance for athletics through the school offered **Myers, Stevens, and Toohey** Insurance Program.
B. Parents/guardians must provide the name and policy number of their private insurance carrier.

FEES:

A. All participating athletes must purchase an associated student body card and pay the seasonal participation fee prior to participation.
B. All student athletes must pay a participation fee ($50.00 per sport for WMS and $75.00 per sport for WHS – cheer is $25.00 per season). This fee guarantees participation in the activity as long as the student meets the eligibility requirements. Refunds will only be receipted if a student is cut from the program.
C. Any athlete with outstanding fines (past due library books, textbooks, sports gear, etc.) will not be cleared for participation until the fines have been cleared.

D. To help us get our inventory back in the equipment room on time, please be aware of the following:

- **Deadlines:** Coaches will provide a specific "Return By" date at the end of each season.
- **Late Returns:** Items not returned by the deadline will incur a **$10 late fee**.
- **Ongoing Fines:** To encourage timely returns, an additional **$10** will be added for every **30 days** the items are overdue.

By returning uniforms on time, you help us avoid the high cost of individual replacements and ensure the next team is ready to play. Thank you for helping us take care of our gear!

PHYSICAL EXAM REQUIREMENT:

A. All athletes must provide proof of a current physical examination by a doctor certified to perform physical examinations, or by a WIAA approved medical professional.
B. A copy of the current physical must be on file in the school office prior to participation.
C. The physical must be on the official WIAA form.
D. A physical exam is good for a 24 month time period.

ATHLETIC REGISTRATION FORMS:

A. An athlete and his/her parent/guardian must complete all required athletic registration forms.

SPORTSMANSHIP

1. All Woodland School District athletes will recognize that both as a team and as individuals, they have the responsibility to display the highest degree of good sportsmanship.

2. An athlete who displays inappropriate conduct in practices, contests, or during travel time, will receive a minimum of a verbal warning to possible suspension from the activity.

3. Woodland School District Code of Conduct outlines the following behavioral expectations for our student athletes at all athletic events:

- Accept and understand the seriousness of your responsibility and the privilege of representing your school and community.
- Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- Treat opponents the way you would like to be treated as a guest or friend.
- Refrain from taunting, trash talking, or making any kind of derogatory remarks to your opponents during the game, especially comments of an ethnic, racial, or sexual nature.
- Wish opponents good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- Respect the integrity and judgment of game officials.

ATHLETIC CODE

THIS CODE APPLIES TO STUDENTS WHO PARTICIPATE IN ATHLETIC AND/OR EXTRA-CURRICULAR ACTIVITIES INVOLVING OTHER SCHOOLS.

The opportunity to participate in the activity program is a privilege granted to all students of the district. Participants in voluntary activity programs are expected to conform to specific conduct standards established by coaches, advisors and administrators and those identified in this athletic code. A student found to be in violation of any of the standards and/or rules is subject to disciplinary action, which may include suspension and/or removal from the activity. Provision is made for a student who has allegedly violated one or more of the conduct rules to appeal any disciplinary action, suspension and/or expulsion as specified in this code.

All athletes shall purchase an ASB card. All activity participants must abide by the rules in the Student Handbook.

Athletes shall ride to and from athletic contests in school provided or school approved transportation. They may ride home with their parents only upon a written request/agreement with the coach. Other special circumstances must be approved by the building athletic director/designee.

Athletes must have a valid physical exam that meets WIAA standards prior to any athletic participation, practices, and contests. It is required that student athletes have medical insurance and recommended they have dental insurance. **The school does not cover athletes in cases of athletic injury.**

I. TOBACCO: RCW 28A.600.0l0 and RCW 28A.600.40 grant school districts the authority to adopt and enforce reasonable rules and regulations regarding school conduct for its students. Each WIAA member school is required to adopt rules and regulations for students who possess and/or use tobacco while participating in an interscholastic sports season or other activity governed by the WIAA. The Woodland School District utilizes the following policies and procedures for its athletes with respect to tobacco and **tobacco look-alike** substances. *See "Definitions of Terms"*

A. **First Tobacco Violation**: An athlete/extra-curricular participant who is found to have used or possessed tobacco shall be suspended from interscholastic competition in the team or activity for four (4) weeks during that season or the next season of participation. The athlete may practice with the team, but not participate in competition.

Note: * This 4-week suspension from interscholastic competition may be reduced by 1-week each by fulfilling the following responsibilities (minimizing the suspension from competition to a possible cumulative 2-weeks).

#1 - ***Administrative Recommendation*** - The alleged individual was cooperative, honest, and worked alongside administration throughout the investigative process.

#2 - The alleged individual ***consents and willingly works with counseling staff to complete a drug & alcohol assessment***. (*please note this will come at the financial expense of the family); in the case this resource is not available, a school approved drug and alcohol online course will be acceptable.

B. **Second Tobacco Violation**: An athlete/extra-curricular participant will be removed from the team/activity for the remainder of the season.
See "Appeal Process"

C. **Third Tobacco Violation**: An athlete/extra-curricular participant will be removed from the team/activity for a period of one calendar year from the date of the violation. *See "Appeal Process*

II. ALCOHOL and MARIJUANA: RCW 28A.600.010 and RCW 28A.600.40 grant school districts the authority to adopt and enforce reasonable rules and regulations regarding school conduct for its students. Each WIAA member school is required to adopt rules and regulations for students who possess and/or use alcohol or marijuana while participating in an interscholastic sports season or other activity governed by the WIAA. Woodland School District utilizes the following policies and procedures for its athletes with respect to alcohol or marijuana use, sale, distribution and/or possession. An athlete/extra-curricular participant found by criminal conviction or otherwise to have used, sold, distributed or be in possession of marijuana or alcoholic beverages, shall be: *See "Definitions of Terms"*

A. **First Violation:** Disqualified from participation in WIAA or school activities during that season. Ineligibility shall continue until the next sports season in which the participant wishes to participate. If the athlete/extra-curricular participant consents to participate in drug/ alcohol assessment and follows the recommendations of the assessment (the expense of to be incurred by the parent or student), then the suspension will be reduced to four weeks maximum during that season or the next season of full participation. Proof of assessment and following of the assessment recommendation must be evident before eligibility can be reinstated. During the suspension/disqualification, the student may practice, at the discretion of the coach, with the team/activity, but not participate in competition or programs involving other schools.

B. **Second Alcohol or Marijuana Violation:** Suspension from participation in any WIAA or school activity for one calendar year from the date of the second violation.
See "Appeal Process"

C. **Third Alcohol Violation:** Permanent suspension from participation in a WIAA or school-sponsored extracurricular activity.
See "Appeal Process"

III. LEGEND DRUGS, INCLUDING ANABOLIC STEROID USE, POSSESSION, AND/OR SALE, NON-PRESCRIBED MOOD OR PERFORMANCE ENHANCING/CHANGING DRUGS, NARCOTICS, HALLUCINATORY AGENTS.
RCW 69.41.020 - 69.41.050 A violation of these statutes or any state/federal statutes pertinent to use, possession and/or sale shall constitute a violation of the athletic code of the Woodland School District, rendering the athlete subject to disciplinary actions. *See "Definitions of Terms"*

A. **First Violation:** A participant shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. Ineligibility shall continue until the next sports season in which the participant wishes to participate. In order to be eligible to participate in the next interscholastic sports season, the student athlete shall meet with the school eligibility board consisting of coaches and administrators selected by the principal, to request approval to participate. The school eligibility board will recommend to the principal appropriate action to be taken in the student athlete's case. The school principal shall have the final authority as to the student athlete's participation in the interscholastic sports program.

A participant who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or controlled substances and controlled substance analogs (RCW 69.50.101 identified substances) shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility reinstated in the athletic program, pending recommendation by the school eligibility authority.

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

C. **Third Violation:** A participant who violates for a third time RCW 69.41.020 - 69.41.050 or of RCW 69.50 shall be permanently ineligible for interscholastic competition.
See "Appeal Process"

ATHLETES ATTENDING FUNCTIONS WHERE ALCOHOL, MARIJUANA, TOBACCO OR OTHER DRUGS ARE BEING ILLEGALLY CONSUMED: Athletes who attend a gathering where tobacco, drugs, and/or alcohol are being used illegally, must, upon learning of the presence and/or use of such substances, leave. Failure to leave will result in discipline as an alcohol, tobacco, or drug violation as described above.

ANY INCOMING ATHLETES OR OUTGOING ATHLETES TO/FROM ANOTHER MEMBER DISTRICT MAY NOT BECOME IMMEDIATELY ELIGIBLE WITHOUT COMPLETING THE CONDITIONS OF INELIGIBILITY *(WIAA 18.10.1)*

DEFINITIONS OF TERMS:

"or otherwise" refers to if a coach or school administrator becomes aware of the use of alcohol or drugs by an individual or a group of individuals at a party, "kegger," or any other time. Awareness on the part of school personnel can be from admission by the individual(s) involved, substantiated reports, or multiple witnesses to the act of using alcohol or drugs.

"used" is defined as illegal use of alcohol or drugs in any amount, no matter how small (i.e. one sip).

"distributed" is defined as: 1. giving anyone else a drink or drugs; 2. providing a place for student athletes or extracurricular participants to consume alcohol or drugs (i.e. handing someone a drink at a party or allowing drinks to be distributed at your house if hosting a party).

"possession" is defined as being in physical possession of illegal drugs, including controlled substances, or related drugs, or alcohol as well as being present in any environment where the illegal use of such drugs or controlled substances or alcohol is taking place including, but not limited to, athletes/participants presence at parties or other gatherings where others are selling, using, in physical possession of, or delivering non-prescription mood or performance enhancing/changing drugs, narcotics, hallucinogens, controlled substances, or legend drugs including anabolic steroids.

APPEAL PROCESS FOR DISCIPLINARY ACTION:

Any parent or student who is aggrieved by the imposition of discipline shall have the right to an appeal as outlined in Board Policy No. 2151P in the section titled "Appeal Process for Disciplinary Action". The athlete will be ineligible during the appeal process.

PHYSICAL APPEARANCE:

An athlete shall maintain the dress and grooming standards of the team set by the coach. Refusal to meet this standard will be grounds for removal from the team.

UNSPORTSMANLIKE CONDUCT:

Athletes and coaches shall exhibit appropriate conduct in practices and/or contests. Inappropriate conduct including profanity, shall be grounds for removal from the game or practice. If a player or coach is ejected from a game, they shall be suspended until after the next scheduled game. He/she will not be allowed to attend practice or games during the suspension. A second ejection shall result in the player or coach being suspended for the remainder of the season.

TITLE IX COMPLIANCE:

Woodland Public School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Vicky Barnes, Title IX Officer, Civil Right Coordinator, and Affirmative Action Officer, 800 Second St. Woodland, WA 98674, barnesv@woodlandschools.org, (360) 841-2702 Jake Hall, 504 Coordinator, 800 Second St. Woodland, WA 98674, hallj@woodlandschools.org, (360) 841-2725. You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online at www.woodlandschools.org.

RESPONSIBILITIES FOR ATHLETES, COACHES, AND PARENTS

A successful experience is the goal of all participants with an athletic program. It is the responsibility of many groups of people that will create an environment in which this goal is realized. Woodland School District is committed to providing a successful experience for all participants. The individual responsibilities are listed in the chart below.

	Student/Athlete	Coaches	Parents/Guardians
Home	1. Get adequate rest 2. Eat a nutritious diet 3. Follow all training rules 4. Complete all homework 5. Maintain conditioning during the off-season	1. Set team goals 2. Organize and use good time management 3. Keep current all program rules	1. Provide a nutritious diet 2. Allow homework time 3. Encourage and support 4. Recognize the positive experience of participating whether the student is a starter or reserve.
School	1. Practice good citizenship 2. Maintain high academic standards 3. Promote team accomplishments and those of teammates 4. Take pride in dress and appearance 5. Set academic goals	1. Pre-season parent meeting 2. Communicate openly with parents 3. Be a positive role model 4. Push to improve your program 5. Participate in workshops/ clinics	1. Follow established procedures when communicating with school or coach 2. Be an active volunteer 3. Join a support/booster organization 4. Support all academic efforts
Practice	1. Meet all eligibility requirements 2. Be there, make the time commitment 3. Set goals and work to improve 4. Be prepared to practice, play, listen and take directions 5. Push self and others to reach full potential 6. Support team goals 7. Be a positive team member 8. Follow all practice guidelines 9. Know when to focus and when to have fun 10. Accept accountability for results	1. Display a positive attitude 2. Organize and plan practices 3. Have informal meetings with parents 4. Supervise athletes at all times 5. Enforce rules about attendance for school and practice 7. Teach fundamental skills 8. Explore avenues to help take athletes to the next level 9. Promote “team” building activities 10. Discipline in an appropriate and consistent manner 11. Recognize contributions by all 12. Make decisions based on what is best for the athlete	1. Have transportation when needed, in a punctual manner 2. Accept team discipline, support and team rules 3. Work cooperatively with coach to encourage work ethic
Games	1. Be a quality representative of Woodland High School 2. Play hard and play to win 3. Play fair and safely 4. Accept your role within the team 5. Demonstrate good sportsmanship towards opponents and teammates 6. Be positive on the court and on the bench 7. Accept game results graciously 8. Respect decisions made by coaches and officials 9. Keep winning and losing in perspective	1. Have good control of team activities 2. Display good sportsmanship 3. Respect the decision of officials 4. Allow players to perform their best without fear of failure 5. Coach in a positive manner 6. Accept accountability for results 7. Teach winning as an objective, but not the only measure of individual and team success	1. Model good sportsmanship 2. Respect the decisions made by officials and coaches 3. Recognize outstanding performances by all competitors 4. Keep winning and losing in perspective 5. Support all athletics 6. Respect coaching decisions involving playing time 7. Don’t coach from the stands 8. Value the contributions of all players 9. Work cooperatively with the coaching staff.

Harassment, Intimidation and Bullying, Sexual Harassment, Discrimination and Civil Rights

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB Form but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer Jake Hall, 800 Second St. Woodland, WA 98674, hallj@woodlandschools.org, (360) 841-2725 that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:
If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:
A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's *HIB Policy 3207* and *Procedure 3207P.*

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P visit Policies and Procedures.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit Policies and Procedures.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

> Civil Rights Coordinator: Vicky Barnes, barnesv@woodlandschools.org, (360) 841-2702
>
> Concerns about sex discrimination, including sexual harassment:
> Title IX Coordinator: Vicky Barnes, barnesv@woodlandschools.org, (360) 841-2702
>
> Concerns about disability discrimination:
> Section 504 Coordinator: Jake Hall, 800 Second St. Woodland, WA 98674, hallj@woodlandschools.org, (360) 841-2725
>
> Concerns about discrimination based on gender identity:
> Gender-Inclusive Schools Coordinator: Vicky Barnes, barnesv@woodlandschools.org, (360) 841-2702

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation

- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the disagrees with the written decision of the superintendent or designee, the complainant may appeal the decision to the district's Board of Directors by filing a written notice of appeal with the superintendent within ten (10) calendar days following the date upon which the complainant received the response, then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)
The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)
The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: https://www2.ed.gov/about/offices/list/ocr/index.html
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, *visit Policies and Procedures.*.

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Vicky Barnes, barnesv@woodlandschools.org, (360) 841-2702

Woodland School District Athlete Consent Page

Harassment, Intimidation and Bullying, Sexual Harassment
Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)
Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, and details examples of what HIB might look like.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

- To review the district's Nondiscrimination Policy 3210 and Procedure 3210P visit Policies and Procedures.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

- To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit Policies and Procedures.

Athletic Code

I acknowledge that a hard copy of the Woodland School District Athletic Handbook is available upon request/accessible online. I have read, understand, and agree to abide by the rules/regulations covered in the Woodland School District Athletic Code and any other expectations set forth by the specific program I am participating in.

Inherent Risk

I am aware that the sport for which I am participating is a HIGH-RISK SPORT and that practicing or competing in this sport will be a dangerous and unpredictable activity involving MANY RISKS OF INJURY. I understand that the dangers and risks of practicing and competing include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, blindness, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing in this sport may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities and generally to enjoy life.

This form must be signed seasonally by students prior to participation in Woodland School District Athletics. If you have questions regarding any of the information provided in the handouts, please contact the athletic director at your school, Taylor Adrian: adriant@woodlandschools.org

By signing below, I certify that I covered this document and the HIB and Sexual Harassment policies with one or more of my coaches and understand the materials.

_____	_____	_____
Student Athlete Name (Print)	Student Athlete (Signature)	Date