



Bellevue School District #405

12111 NE First Street, Bellevue, Washington 98005 / P.O. Box 90010, Bellevue, Washington 98009-9010

July 22, 2015

As the sport of lacrosse continues to grow throughout the city of Bellevue and its popularity continues to grow with high school students, it is an opportune time to review relevant board policy and administrative procedures that define the relationship between the lacrosse clubs and the school district. Heading into the 2015-2016 school year, please review the following material and contact either your building athletic director or the district Athletic and Activities Department with any questions.

In addition, the building athletic directors and I would like to schedule a meeting with lacrosse board presidents as a means to deepen the relationships between club, school, and district department, while clearly delineating the responsibilities each group takes on in order to maintain a successful high school season. It is our experience that an in person meeting will allow us to further clarify any questions that each board may have, while continuing to build relationships at each of the schools. Please contact your building AD to let them know if you can make a meeting on Monday August 31, 2015 at the ESC West Room 1A at 5:00pm.

In preparation for that meeting, it is important to understand Bellevue School Board Policy 2151 and more specifically, it's associated procedure 2151P, which provides the framework for the spring lacrosse season. .

School [Board Policy 2151](#) – Interscholastic Athletics and [Procedure 2151P](#): The procedure is important because it includes language that outlines how Bellevue School District schools may add athletic offerings considered to be non-WIAA sports.

The remainder of this document will break up the vital portions of the procedure and provide some additional clarification to provide context for each board as we move into the new school year.

Non-WIAA Sports

While it is important to understand the entire procedure, as non-WIAA sports are held to the same standards as a WIAA sport, there is specific language within the procedure which explains the relationship between club and school. Included below is the language from the procedure with additional explanations where relevant for lacrosse:

- A. The Bellevue School District Board of Directors has authorized club sports in Water Polo, Lacrosse, and Girl's Badminton as "non-WIAA sports" within the meaning of Policy 2151. Students who participate in approved non-WIAA sports must be residents of the Bellevue School District. The Board will not authorize a club sport for a high school where the high school has a WIAA-sanctioned sport or activity.
 - a. For teams with members from more than one high school, the home high school will be determined by the high school principals in consultation with the Athletic Directors. Any club sports allowed under this policy include only students who reside within the Bellevue School District.
- B. These three non-WIAA sports were approved on the basis of the following conditions:
 - a. Parents and/or participants provide the funds to pay for:
 - i. coaches' salaries, **(the BSD Coach's CBA sets the salary schedule for coaches – see E below)**
 - ii. equipment (including helmets, helmet inspections and reconditioning, if needed for such sport),
 - iii. mouthpieces,
 - iv. uniforms,
 - v. pool fees (if applicable),
 - vi. officials' fees (if applicable),

- vii. transportation (if necessary), **(bus costs for away games, etc – and any transportation for extended trips are included here)**
 - viii. trainers (where required for safety and/or insurance requirements), **(any hours that a school's trainer is asked to be available for events, etc. will be billed to the club as they are not part of the trainer's allotted hours for the year.)**
 - ix. fees for fields (if applicable), **(there is a charge for field usage prior to the high school season – there is no charge for field usage during the season)**
 - x. and site supervision for practice(s) and contests. **(there is a charge associated with any preseason supervision – in addition, there are charges associated with any supervision that is necessary for games, which would include the hiring of police at games)**
- b. Funds must be sufficient to cover any pre and post- season costs.
- c. Funds for coach salaries must be deposited in the appropriate school's ASB account prior to the start of the first practice and will be determined by the District's Budget Office.
- i. All other financial expenses may be paid by the parents/participants as they come due; but they must be timely paid.
 - ii. Should it occur that the District ever finds it must use its own funds to meet a financial obligation or debt incurred by any of these non-WIAA sport activities, the District maintains the right to sever any and all relationships with that sport/activity, will not allow any District involvement with such sport/activity and the authorization provided under this policy will be deemed withdrawn immediately.
- C. Each year the District will provide the groups with a calculation of anticipated costs and monies that need to be deposited with the District prior to the commencement of the sport season. If at any time the requisite funds are not deposited in advance of the season, said sport will NOT be offered and, thereafter, will not subsequently be offered. **(We will commit to providing a projection of expenditures two weeks prior to registration opening for the spring high school season.)**
- D. Insurance coverage is available through the District's insurance providers and appropriate safety measures are in place for the participants, as recommended by the District's insurance advisors/risk managers.
- E. Coaches will and must be paid according to the salary schedule determined by the District and the Bellevue Coaches Association and they must also meet all other requirements concerning other coaches.
- F. WIAA sports will be given first priority for use of fields and other school facilities. **(This does mean some conflicts regarding games and school stadiums. What we would like to do is work on the front end to help determine alternative sites to alleviate some of these issues. See J below.)**
- G. Athletic Directors will oversee and approve the selection, hiring, continuation with District programs and/or recommendation of termination of coaches. All personnel associated with these two sports must adhere to and conform to the rules that the District has for all of its personnel. **(The coach of a high school program, although the money to pay the person is donated by parents through each club, is an employee of the Bellevue School District. As such, the building AD will run through the hiring process established by the school district to have coaches in place for each season. Club boards may suggest candidates, but the decision as to who will coach the team during the high school season rests with the building AD. Also – the person who coaches for the club does not have to be the same person who coaches for the high school.)**
- H. Participants on these teams must conform to the rules and regulations for any student who participates in a school sport/activity/club. This includes, but is not limited to, eligibility for participation and standards for behavior. **(Aligning behavioral expectations in each club to the portion of 2151P that covers athlete behavior will go a long way to eliminating conflict for coaches and athletes. Having behavioral expectations for athletes that are more restrictive than those set forth in 2151P creates a situation where the team's policy is in direct conflict with board policy and procedure. If a situation arose where those team policies were questioned – the board policy/procedure would be the standard to which the athlete is held. Additionally – a student who wants to participate during the school season cannot be sanctioned during the school season for something that happened during the club season. I have added additional language below – and believe this is an area where additional discussion/training is vital. Ultimately, the coach, in a situation where he/she believes a sanction is appropriate for a student, should be in communication with the school during the school season, not the lacrosse board due to privacy laws, etc.)**
- I. Program Supervisors: Athletics and Student Support (Athletic Directors) will oversee and approve the operation of these non-WIAA sports programs (scheduling, transportation, etc.) to ensure that they conform to school and District policy and

procedures. ***(There must be continual and clear communication between the building AD's and the coach of the school program to keep the school program in compliance.)***

- J. A team may find that it needs to use a District school other than its home high school field. For teams with members from more than one high school, the home high school will be determined by the high school principals in consultation with the Athletic Directors. The team's priority will be lesser or equal to community-user groups. This priority relates to high school feeder programs that are tied to a specific high school.

Athletic Code Sanctions

It is well known that students who become involved with/consume drugs, alcohol or tobacco face a suspension from athletics. There is also language in 2151P which states that a student may be sanctioned for behaviors that rise to the level of exceptional misconduct as defined in Policy and Procedure 3241 (Classroom Management, Discipline and Corrective Action) under this Code. A sanction must be applied by **the principal or assistant principal, who may determine an appropriate sanction commensurate with the nature of the activity, the student's offense, honesty, and his/her own conduct, and/or other relevant factors.** It is also important to note that students may appeal any sanction under 2151P. The first level of appeal is to the building principal if the decision was made by an assistant principal. If the sanction was determined by the principal, the appeal goes to the District Athletics and Activities Director.

Exceptional Misconduct is defined in 3241P as follows: The following are prohibited on school or district premises, at school-sponsored events or activities, on school buses or vehicles provided by the District, or if conducted in a manner having a real and substantial relationship to the operation of school or educational programs, and represents exceptional misconduct that can be cause for discipline, suspension or expulsion...Discipline should be progressive, both in terms of the level of discipline as well as the number of days. Also, when considering disciplinary consequences administrators should take into account the developmental level of the student. If extenuating circumstances warrant it, a lesser or greater disciplinary consequence may be used if appropriate.

Included below are those behaviors defined as exceptional misconduct that relate to athletics and/or activities.

- A. Abusing and/or Insulting Teachers while carrying out their official duties.
- B. The Aiding and Abetting of Others in the commission of any of the acts prohibited under this section, as well as the attempt to commit any of these acts, may also be subject to the same disciplinary consequences as the person who committed the act.
- C. Arson meaning intentionally setting a fire or causing an explosion.
- D. Assault meaning being physically violent or using unwarranted force toward another person(s).
- G. Possession, Handling, or Transmission of a Dangerous Weapon. "Dangerous Weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half inches in length. These include but are not limited to the following:
 - 1. Any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means.
 - 2. Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect.
 - 3. Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.
 - 4. Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse.
 - 5. Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse.

6. Slung shot device consisting of a weight, or “shot,” affixed to the end of a long cord.

7. Sand club such as a bag of sand which is used as a weapon.

8. Metal knuckles.

9. Spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement, or locks into an open position.

H. Extortion/Blackmail/Coercion meaning obtaining or attempting to extort obtain money, property, or other consideration by violence or threat of violence, or forcing someone to do something against his or her will by force or threat of violence.

I. False Reporting meaning knowingly and maliciously falsely reporting or falsely corroborating misbehavior of others that did not occur, including spreading a false rumor maliciously at school, or school grounds, on school-provided transportation, or at a school-sponsored function.

J. Fighting which means engaging in or provoking mutual physical contact involving anger or hostility. Fighting includes, but is not limited to, the following:

1. Engaging in mutual physical contact involving anger or hostility.

2. Teasing, harassing, threatening or intimidating others resulting in physical contact involving anger or hostility.

3. Retaliating physically for teasing, harassing, threatening, or intimidating behavior.

4. Verbally inciting or physically supporting a fight by one’s encouragement or presence, including, but not limited to, posturing, making verbal accusations or threats, or drawing spectator attention to a fight (See Aiding and Abetting).

L. The Forging of any District Personnel Signature (including electronic) or the Making of any False Entry or the Alteration of any Document used or intended to be used in connection with the operation of the school.

M. “Harassment, Intimidation or Bullying” means any intentional 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, culture, gender, socio-economic status, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when the intentional written, verbal, or physical act:

1. Physically harms any person or damages the person’s property.

2. Has the effect of substantially interfering with a student’s education.

3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.

4. Has the effect of substantially disrupting the orderly operation of the school.

N. Hazing of any students or persons. “Hazing” includes initiating students into a school, group, grade level, or office through persecuting, harassing, or coercive behaviors that cause or are likely to cause social, emotional, or physical harm. Evidence of hazing may include but is not limited to, activities with any of the following components: degrading, disgraceful, or humiliating behaviors or treatment. The term “hazing” does not include school-authorized athletic events, contests, competitions or other activities that have express administrative approval.

O. Lewd/Obscene Behavior including engaging in inappropriate sexual behavior, including sexual intercourse, oral sex, sexual touching, indecent exposure, or voyeurism, and/or sexual behavior that has the potential to substantially disrupt or obstruct any school function or operation.

P. Look-Alike Weapons that can reasonably be considered a firearm, air soft gun, compressed air gun, or dangerous weapon and used with malicious intent.

Q. Possession, Handling or Transmission of Firearms on school property. This will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

R. Possession, Handling, or Transmission of any Object with malicious intent which can reasonably be considered a Weapon.

S. Possession, Transmission, or Use of Personal Protection Spray Devices without prior written parental/guardian permission is prohibited. Students over 18 years of age and students between 14 and 18 years of age with written parental/guardian permission may possess personal protection spray devices. No one less than 18 years of age may transmit such devices, nor may they be used other than in self-defense as defined by state law.

T. Retaliation means any act of revenge against a person for reporting any violation of the acts prohibited under this policy, as well as any attempted act of revenge.

U. Possession, Handling, or Transmission of a Small folding Knife- a small folding knife is defined as a blade length of 2-1/2 inches or less and with a blade width ½-inch or less.

V. Theft meaning stealing district or personal property having a value of \$50 or more.

W. Trespass/Unauthorized Entry meaning wrongful or unauthorized entry onto district property or facility.

X. Threat to Cause Bodily Harm by any means which causes a person to believe his or her or another person's life, safety, or property is in danger.

Y. Wearing, Carrying, Possessing and/or Displaying Gang-Related Apparel, Grooming, or Exhibiting or Implying Behavior or Gestures which Symbolize Gang Membership or Affiliation by written communication, marks, drawing, painting, design, emblem, etc., upon any school or personal property or one's person or causing and/or participating in activities which intimidate or affect the attendance of another student or staff member.

Z. Vandalism/Property Damage, meaning intentionally causing damage to any district or personal property, including writing, painting, drawing, or otherwise marking graffiti on any district or personal property that is \$50 of damage or more.

AA. Any action, event or group of events which constitutes a Violation of Federal, State or Local Law.

The structure that has been put in place then allows for a coach to work with a student at practice to eliminate problem behaviors. However, there is a communication plan that coaches must follow with athletes (as teachers do with students), when behaviors continue to be a problem or they rise to the level of exceptional misconduct. Coaches must share information with their building AD as they are working with a student, especially when a sanction means the removal of a student from practice or a game. An example of progressive discipline would be for a coach to follow these steps to correct problem behavior:

1. A coach has a student who is not practicing well. The coach encourages the student to practice harder, including a short conversation after practice.
2. Student continues to have issues with practice. Coach sits down with the student prior to practice to have a formal conversation outlining expectations (again) that athlete agreed to at the beginning of the season. Coach explains to athlete that the conversation and the circumstances that led to the conversation will be shared with a parent through email with no additional sanction.
3. Student continues to have issues with practice. Coach informs student that there will be a meeting scheduled with parent, athlete, and coach to review situation and attempts to get player back on track that have been attempted to date. Coach informs the AD of the meeting as well. After the meeting, the coach sends a summary to the parents and the AD. In this meeting any sanctions that will be coming if there are further instances should be detailed.
4. Student continues to have issues with practice. Coach implements the sanctions outlined in the meeting. Coach explains why to the player and why they are being implemented to the parent in an email. The conversation and the email should also outline the next step of disciplinary action should things continue.
5. Student continues to have issues with practice. Coach has reached the point where it means removal from the team. Coach informs AD of this first. A meeting will then need to be set up with coach, parent, athlete, AD and school administrator to review the situation and the stage of discipline where the athlete is currently. The athlete, according to 2151P is given an opportunity to share their perspective. At the end of the meeting, it is the building administrator's final decision as to whether the sanction is commensurate with the nature of the activity, the student's offense, honesty, and his/her own conduct, and/or other relevant factors. Athlete can then be removed from a team.

The process is much shorter for a situation that arises where a student is an immediate danger to him/herself or others (see C, D, G, J, O, P, Q, R, S, X, AA above). In these situations, a student may be immediately removed for a period of time that is

commensurate with the nature of the activity, the student's offense, honesty, and his/her own conduct, and/or other relevant factors – which may mean anything between a short period of time and permanent removal.

It is important to remember that student discipline while part of a school based team is part of their educational record and therefore subject to privacy laws as well. Coaches are directed to work with school personnel to maintain student privacy during these issues. The building AD's will be able to assist coaches and lacrosse boards with information that may be able to be shared.

Scheduling of events during the high school season

The scheduling of any athletic event is a school decision made in concert with our league or a governing body, and does not involve boosters or a club board. To be clear, the scheduling of an event at the school does not involve my office either.

During the season, if there is an issue with a schedule, the communication channel that needs to be followed to address the issue is head coach to athletic director. If the head coach and athletic director cannot come to a resolution, the AD will involve the building principal, who has the final authority for events scheduled at the school.

The building athletic directors and the District Athletic and Activities Department want to work with each lacrosse board to maintain a healthy relationship. The hope is that spending time as the school year begins clarifying key responsibilities and processes will help maintain smooth operations within each club and at each school, even with new board members or new school personnel. We all look forward to meeting with all of you in person.

Sincerely,

Jeff Lowell

District Activities and Athletics Director

Bellevue School District

12111 NE 1st Street

Bellevue, WA 98005

PHONE: 425.456.4010 | lowellj@bsd405.org