

# Kenai Peninsula Borough School District

## Elementary Handbook SY 2018-2019



Co-Curricular Activities Guidelines  
Adopted June 2018

## TABLE OF CONTENTS

<b>INTRODUCTION and INFORMATION REGARDING INTRAMURALS</b>	<b>3</b>
<b>KPSAA EXECUTIVE BOARD</b>	<b>4</b>
<b>I. PHILOSOPHY STATEMENT</b>	<b>5</b>
<b>II. KPSAA AUTHORITY</b>	<b>6</b>
<b>III. ENFORCEMENT OF GUIDELINE POLICIES/APPEALS</b>	<b>7</b>
A. Student Infractions/KPSAA Policy Due Process	7
B. School Infractions/KPSAA Policy Appeals	8
C. Potential Penalties	8
<b>IV. STUDENT ELIGIBILITY</b>	<b>9</b>
A. Parent/Student Responsibilities for Participation	9
B. Student Requirements for Participation	9
C. Student Scholastic Eligibility for Participation	10
<b>V. CONCUSSION INFORMATION</b>	<b>11</b>
ASAA Parent’s Guide to Concussions in Sports	12
ASAA Parent and Student Acknowledgement and Consent	17
<b>VI. PARTICIPATION GUIDELINES FOR ACTIVITIES</b>	<b>18</b>
A. Student Rules	18
B. Dismissal Rules	18
C. Uniforms/Equipment Rules	18
D. Participation Fee	18
<b>VII. GENERAL ACTIVITIES POLICIES FOR THE KPBSD</b>	<b>19</b>
A. Travel Limitations	19
B. Scheduling Limitations	19
C. Cancellation of Outdoor Activities Due to Cold Temperatures	19
D. Awards	19
E. Suggested Admission Fees	19
F. Cheerleaders	19
G. Required Participation	19
H. Master District Activity Calendar	19
<b>VIII. GUIDELINES FOR INTRAMURAL SPORTS</b>	<b>20</b>
A. Soccer	20
B. Wrestling	21
C. Cross-country Skiing	22
D. Basketball	23
E. Volleyball	24
F. Cross-country Running	25
<b>IX. DISTRICTWIDE FORENSICS</b>	<b>26</b>
A. Sponsoring Elementary School Responsibilities	26
B. Districtwide Activity Rules	27
C. Sponsoring Elementary School Activity Responsibilities	29
D. Post Activity Duties	29
<b>X. INTRAMURAL SPONSOR'S RESPONSIBILITIES</b>	<b>30</b>

<b>XI.</b>	<b>PRINCIPAL'S RESPONSIBILITIES</b>	<b>32</b>
<b>XII.</b>	<b>CO-CURRICULAR CALENDAR OF EVENTS</b>	<b>33</b>
<b>XIII.</b>	<b>CONCLUDING STATEMENT</b>	<b>34</b>
<b>XIV.</b>	<b>KENAI PENINSULA SCHOOL ACTIVITIES ASSOC. BY-LAWS</b>	<b>35</b>
	<b><u>APPENDICES INDEX</u></b>	<b>41</b>
<b>APPENDIX A</b>	Co-curricular Participation Consent Form	42
<b>APPENDIX B</b>	Elementary School Activities Guidelines	43
<b>APPENDIX C</b>	Elementary Intramural Participation Fee Form	46
<b>APPENDIX D</b>	Staffing Guidelines	47
<b>APPENDIX E</b>	Intramural Sponsor's Evaluation	48
	Intramural MBO Plan	49
<b>APPENDIX F</b>	Consideration Criteria for Addition/Deletion of Activities	50
<b>APPENDIX G</b>	Sports Camp Application	51
<b>APPENDIX H</b>	Sports Camp Summary Sheet	52
<b>APPENDIX I</b>	Chemical Use Assessment Form	53
<b>APPENDIX J</b>	Wind Chill Chart	54
<b>APPENDIX K</b>	Participation Fee Waiver	55
<b>APPENDIX L</b>	Procedures for Dealing with Bodily Fluids as Related to HIV and Hepatitis	56
	Communicable Disease Precautions	58
	<b>INTEREST SURVEY RESULTS</b>	<b>59</b>

## INTRODUCTION

These guidelines are revised annually for the benefit of those persons charged with the task of conducting the co-curricular programs of the KPBSD. It is hoped that these guidelines will simplify some of the problems that may arise and assist administrators and sponsors (especially new personnel) in working with the activities which enhance the learning of our students.

KPSAA acknowledges that the diversity of the Borough's schools, the distances between them, and the differences in size and instructional design make it most impractical for all activity programs to be subjected to one mandatory system of participation.

## INFORMATION REGARDING INTRAMURALS

Intramural guidelines are developed by the Kenai Peninsula Schools Activities Association for the purpose of establishing the manner in which schools conduct intramurals.

Intramural activities provide an equal opportunity for all students in grades 4-6 to:

- a. participate in activities
- b. develop an awareness of individual and team sports
- c. enjoy sports
- d. practice good sportsmanship

These guidelines will assist elementary schools in maintaining appropriate and safe intramural activities.

Elementary Schools have the flexibility to conduct other intramural activities not listed in the handbook. All schools conducting intramural activities should adhere to established procedures for filling stipend positions and follow KPSAA activity philosophy.

Intramural coaches are encouraged to work with volunteer parents and high school/college students in conducting intramural programs. KPSAA suggests that intramural supervisors coordinate and observe volunteers in an effort to maintain district activity philosophy. Scheduling the number of intramural activity sessions per week is a local building decision.

In order to facilitate the number of students participating in intramural activities and to meet student skill levels, schools may adjust National Federation of State High School Association Rules for sport activities. Exceptions to rules as developed by KPSAA are established due to student safety and skill development needs, and may NOT be modified. Intramural teams may be scheduled to play games with intramural teams from another school in order to encourage maximum student participation, to support student enjoyment of the activity, and to provide an environment in which good sportsmanship skills are applied. In keeping with District activity philosophy at the elementary level, all-star type teams are not permitted.

**KPSAA EXECUTIVE BOARD**

**President**

**Trevan Walker**, Seward High School  
Secondary Administrator

**Executive Secretary**

**Kari Dendurent**, Principal  
Homer Middle School

**Board Members**

**Kyle McFall**, Soldotna High School  
Activity Representative

**Conrad Woodhead**, Chapman School  
Elementary School Representative

**Dan Carstens**, Nikiski Middle/High School  
Representative at Large

**Kent Peterson**, Soldotna High School  
High School Representative

**Dan Beck**, Kenai Middle School  
Vice President and Middle School Representative

**Steve Klaich**, Nikolaevsk School  
Executive Board Secretary and K-12 School Representative

**Jeremy Hamilton**, Parent Representative

**Mike Illg**, Board of Education Representative

**Mary Blossom**, Soldotna Prep School  
Executive Board Non-voting Administrative Secretary

## I. PHILOSOPHY STATEMENT

The Kenai Peninsula Borough School District believes co-curricular activities are an integral part of the educational program. Activities shall be tailored to the physical, mental, emotional and social maturity levels of the youth participating in them. We believe each student should have an opportunity to participate in a broad number of activities based on his/her own talents and interests. It is the intent of the District to encourage participation in activities. District sponsored co-curricular activities shall be approved by the board, administered by the Kenai Peninsula School Activities Association, and supervised by the building administrator.

Emphasis shall be given to the ideals of sportsmanship, fair play, and ethical conduct by students, coaches or advisors, and spectators.

Participation in activities is a privilege to be granted to those students who meet the minimum standards of eligibility adopted by the KPBSD and those additional standards established by each school for its own students.

### PHILOSOPHY

#### ELEMENTARY

The primary goal of all elementary co-curricular programs shall be the involvement of the maximum numbers of participants. Individual involvement along with the principles of sportsmanship, teamwork, and commitment shall be emphasized while developing skills relative to the programs offered. The concept of "having fun" in a safe and healthy environment should be considered the first priority.

Activities will be primarily intramural in nature. Travel for elementary activities will not be funded by the Kenai Peninsula Borough School District.

#### MIDDLE LEVEL

The primary goal of the middle level co-curricular programs is to encourage student participation and to afford individual students the opportunity to further develop the skills required to participate in their chosen activities.

Priority should be given to the development of individual abilities while emphasizing the concept of "having fun" in a safe and healthy environment within the framework of furthering the principles of sportsmanship, teamwork, and commitment to a goal.

The district provides opportunities for students to participate in co-curricular activities with emphasis on intramural activities. An interscholastic program will be conducted in conjunction with an intramural activity as appropriate.

#### HIGH SCHOOL

The primary goal of the high school co-curricular program is to involve students in district sponsored activities that serve their interests and talents. These programs should promote positive attitudes through active participation, individual improvement, healthy competition, and the involvement of the community.

High School co-curricular programs focus on interscholastic competition as appropriate. Emphasis shall be given to skill development, principals of sportsmanship, teamwork, commitment to a goal, and "having fun" in a safe and healthy environment.

Interschool activity programs shall be conducted in accordance with law, policy, school handbooks and the Elementary Activities Handbook, Middle School Activities Handbook, or High School Activities Handbook

Activity handbooks shall be reviewed by the Kenai Peninsula School Activities Association and approved annually by the Board of Education.

## II. KPSAA AUTHORITY

The KPBSD activity guidelines and other KPBSD pertinent policies govern all co-curricular activities. Co-curricular activities shall be defined as those activities for which a supervisor is provided a specific salary to supervise a specific activity. The specific name of the specific activity shall be clearly designated on the co-curricular contract of the supervisor. For purposes of clarification, co-curricular activities are divided into (1) athletic-related co-curricular activities and (2) non-athletic co-curricular activities.

All policies contained in this document and KPBSD policies apply to participants in **athletic-related activities** in which students participate.

All policies contained in this document and KPBSD policies apply to participants in **non-athletic-related activities** representing the KPBSD at school-sponsored, on- and off-campus events.

### III. ENFORCEMENT OF GUIDELINE POLICIES/APEALS

#### A. Student Infraction/KPSAA Policy Due Process

##### 1. LEVEL I Suspensions from Athletic Teams for Violation of Handbook Regulations.

When a school has cause to believe that a student has violated law, policy, regulation or school district activity handbook rules that could result in suspension from a team for the remainder of the season, the administrator or his designee shall conduct a hearing that meets the following due process conditions:

*Prior to any disciplinary action taken the student shall be provided:*

1. Oral or written notice of the charges.
2. An explanation of the evidence if the student denies the charges.
3. An opportunity to present the student's view of the incident.

A student charged with a rule violation may continue to participate until a determination is made in each case by a school official. An informal hearing shall be held as soon as knowledge of a violation is known to the school. The student's parent shall be notified orally and in writing of the decision prior to the student's removal from any team or as soon afterward as practical.

Students suspended from athletic teams shall not be permitted to participate in other school-related or school supervised activities following removal by the unit administrator from one activity until other provisions of activity guidelines are fulfilled, or until an appeal filed by the student or his parent, causes the removal to be overturned.

The unit administrator shall be reasonably free to determine what evidence shall be considered and the weight given to it. Hearsay evidence is not excluded on those grounds alone. Activity participation may be denied when there is relevant evidence to the extent that a reasonable mind might accept as adequate to support the conclusion that a violation occurred.

Reinstatement to participation must follow provisions elsewhere in this handbook in order that a student may regain privileges withheld.

The student or parent may appeal this decision within five (5) school days to:

##### 2. LEVEL II Appeals of Unit Administrator Decision for Student Infractions

The Executive Secretary of KPSAA shall, upon request for an appeal of a level one decision, conduct a fact-finding investigation within three (3) days of such a request. Every reasonable attempt will be made to review the charges, evidence and testimony of all parties relevant to the case. The Executive Secretary of KPSAA shall act as an impartial third party.

The Executive Secretary shall:

1. Examine the charges against the student.
2. Review the procedure used in making the ruling by the unit administrator or school official.
3. Allow presentation by the administration of the evidence used in determining guilt.
4. Allow an opportunity for the student or parent of the student to cross-examine the administration and examine relevant evidence.
5. Provide an opportunity for both sides to have witnesses present and to call witnesses to testify on their behalf.

A written hearing report shall be made available within three (3) school days. The student or parent may further appeal within five (5) school days to:



**3. LEVEL III KPSAA Board Appeal of Athletic Suspension**

The Executive Secretary of KPSAA shall notify the appealing party within three (3) days of the date when such a hearing with the KPSAA Board will take place. The KPSAA hearing will be scheduled at the next regularly scheduled meeting.

A written hearing report shall be made available within three (3) school days. The student or parent may further appeal within five (5) school days to:

**4. LEVEL IV School Board Appeal of Athletic Suspension**

The school board or their designee shall within three (3) school days notify the appealing party of the date when such appeal hearing shall be conducted. In most cases this would be the next regularly scheduled school board meeting from the time such request was made or no later than forty-five (45) days from the time of the alleged incident.

Procedures for such hearings shall follow normal school board practice.

All procedures past the unit administrator may be tape recorded to provide a record of fact for further reference. These tapes will be made available to both parties if requested.

**B. School Infractions/KPSAA Policy Appeals**

These would include a coach, an administrator, or any circumstance when a school or person responsible to the guideline policies is in violation or opposition to KPSAA policy.

1. **Level I** The school principal will investigate infraction to determine if the situation was a violation.
2. **Level II** The KPSAA Executive Secretary (or designee) investigates and consults with the building administrator to reach a solution.
3. **Level III** The KPSAA President will serve as a hearing officer for the KPSAA Board upon receiving an appeal by the principal of a school or aggrieved party.
4. **Level IV** The KPBSD Board of Education will serve as a hearing board.

**C. Potential Penalties**

1. **Student infractions.** Please refer to Section V., Participation Guidelines for Activities
2. **School infractions**
  - a. Letter of reprimand
  - b. Seeding opportunities
  - c. Forfeiture of contest
  - d. Temporary suspension of the coach or team participation
  - e. Temporary termination of an activity
  - f. Other

## IV. STUDENT ELIGIBILITY

### A. Parent/Student Responsibilities for Participation

#### 1. Physician's clearance

- a. It is recommended that a physician's clearance for sport activities be on file with the coach and the athletic director or principal.
- b. For wrestling, the initial weigh-ins must be recorded by the coach and the records kept on file in the principal's office prior to the start of the season.

#### 2. **Permission form.** A permission form (Appendix A/Co-curricular Participation Consent Form/Elementary School Warning, Assumption of Risk and Hold Harmless Agreement) signed by a parent/legal guardian must be on file with the coach and the athletic director or principal that:

- a. States student and parent/legal guardian knowledge of the guidelines.
- b. Gives parent/legal guardian transportation authorization.
- c. Indicates parent/legal guardian responsibility for health/accident insurance.
- d. Gives parent/legal guardian consent for emergency treatment.

#### 3. **User fee.** A user fee may be charged by the school (Appendix B/Elementary School Intramural Participation Fee Form). If the school chooses to charge the fee, payment must be received prior to beginning the activity or a waiver request must be on file with the principal.

#### 4. **Records.** All records must be in order, and all forms must be on file before the student is eligible to participate in any program.

### B. Student Requirements for Participation

#### 1. **Attendance.** In order to participate in a school-sponsored activity (including practice), students must attend all classes on the day of the school activity or on the last regular day of the week for weekend activities unless otherwise excused by the school.

#### 2. **School grade**

- a. Only students in the fourth, fifth, and sixth grades may participate.
- b. Individual schools may elect to delete grade(s) when appropriate to program(s).
- c. Schools may elect to limit intramural competition to sixth grade students, to fifth and sixth grade students, or other configurations involving fourth grade students due to numbers of players wanting to participate.
- d. KPSAA recommends that: The formation of co-ed teams IS NOT discouraged FOR INTRAMURALS.

#### 3. **Sessions.** During intramural sessions, play may be stopped at any time for the supervisor to provide and reinforce basic skill development and to offer new instruction.

#### 4. **Borough tournaments.** Only students enrolled in the public schools of the KPBSD (including District Correspondence/Connections Program) or students participating in a school intramural program culminating with a Borough tournament may participate in the Borough tournaments. This includes students enrolled in Borough-approved programs.

5. **Enrollment.** Participation in school intramurals is not contingent upon enrollment in the district. Participation is based upon space availability as determined by either the principal or the site based council.

**C. Student Scholastic Eligibility for Participation**

1. **Academic progress** (Optional and may be used for intramurals.)
  - a. Initial eligibility is based on passing cumulative quarter grades.
  - b. Academic standing will be checked weekly.
    - 1) Ineligibility begins the Monday following grade check.
    - 2) Students are ineligible from the Monday following grade check to the next Monday (one calendar week).
2. **Personal conduct.** Classroom conduct may affect eligibility. Any misconduct affecting eligibility must be recorded in the principal's office.

## V. CONCUSSION INFORMATION

(BP/AR 6145.22)

As medical management of sports-related concussion continues to evolve. Recently, there has been a significant amount of new research regarding sports-related concussions in high school athletes.

The Kenai Peninsula School District (KPBSD) seeks to provide a safe return to activity for all athletes following any injury, but particularly after a concussion/head injury. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed athletes:

- are identified, treated and referred appropriately,
- receive appropriate follow-up medical care during the school day (including academic accommodations)
- are fully recovered prior to returning to activity.

According to Alaska state law, **any student suspected of having a concussion must be immediately removed from play.** The student must be evaluated by a health-care provider who is qualified in the diagnosis and treatment of concussion before he/she can return to play. This return-to-play (RTP) form has been developed in an effort to create a standard protocol among KPBSD schools defining the step-by-step process by which students suspected of having a head injury may progressively return to full school participation, inclusive of both cognitive and athletic activities.

## ASAA Parent's Guide to Concussions in Sports (Revised 04/14)

### What is a concussion?

- A concussion is a brain injury which results in a temporary disruption of normal brain function. The injury occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a direct or indirect force. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion. In fact only 3-10% of concussions do produce loss of consciousness.

### Concussion Facts

- It is estimated that over 250,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System, 2010-2011). The CDC estimates 5.5 million sports concussions occur annually in the United States (CDC, 2011)
- Concussions occur most frequently in hockey and football, but girls' soccer, boys' soccer, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to many months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- An athlete should not return to sports when still having symptoms from a concussion as they are at risk for prolonging symptoms and at risk for sustaining additional, more serious, brain injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to recognize.

### What are the signs and symptoms of a concussion?

#### SIGNS OBSERVED BY PARENTS, FRIENDS, TEACHERS OR COACHES

Appears dazed or stunned

Is confused about what to do

Forgets plays

Is unsure of game, score, or opponent

Moves clumsily

Answers questions slowly

Loses consciousness

Shows behavior or personality changes

Can't recall events prior to hit

Can't recall events after hit

#### SYMPTOMS REPORTED BY ATHLETE

Headache

Nausea

Balance problems or dizziness

Double or fuzzy vision

Sensitivity to light or noise

Feeling sluggish

Feeling foggy or groggy

Concentration or memory problems

Confusion

### What should I do if I think my child has had a concussion?

If an athlete is suspected of having a concussion, he or she must be immediately removed from play, be it a game or practice Alaska Statute requires that (1) a student who is suspected of having sustained a concussion during a practice or game shall be immediately removed from the practice or game and (2) a student who has been removed from

participation in a practice or game for a suspicion of a concussion may not return to participation in practice or game play until the student has been evaluated and cleared for participation in writing by an athletic trainer or other qualified person who has received training, as verified in writing or electronically by the qualified person, in the evaluation and management of concussions.

Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. Parents, coaches, and officials are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, you must be aware of the signs and symptoms of a concussion. And, if you suspect a concussion, then your child must stop playing:

**When in doubt, sit them out!**

All athletes who sustain a concussion need to be evaluated by a health care professional who is familiar with sports concussions. You should call your child’s physician and explain what has happened and follow your physician’s instructions. If your child is vomiting, has a severe headache, is having difficulty staying awake or answering simple questions he or she should be taken to the emergency department.

**When can an athlete return to play following a concussion?**

After it is determined that an athlete has suffered a concussion, the athlete may not return to play or participate until the athlete has completed the ASAA Return to Play Protocol. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown us that the young brain does not recover quickly enough for an athlete to return to activity safely in such a short time.

Concerns over athletes returning to play too quickly have led state lawmakers, in Alaska and most other states, to pass laws stating **that no player shall return to play following a suspicion of concussion on that same day and the athlete must be cleared by an appropriate health care professional before they are allowed to return to play in practices or games.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Where an athlete is evaluated as having suffered a concussion, only when an athlete has been completely free of concussion symptoms for 24 hours, are they eligible to be cleared to begin the Return to Play Protocol. The athlete should proceed with activity in a step-wise fashion to allow the brain to re-adjust to exertion. There is a minimum of 24 hours between steps in the Protocol. Some athletes complete one step each day. An individual athlete may be guided through the Protocol more slowly if they are at risk for prolonged concussion or additional brain injury. If symptoms recur during exercise, then exercise is ended and begins the next day at the preceding day’s level.

**Concussion Return to Play Protocol (ASAA, 2/18/2012)**

- ☐ **Symptomatic Stage:**
- ☐ Physical and Cognitive Rest.
- ☐ Then Incremental Cognitive Work, without Provoking Symptoms.
- ☐ **If no symptoms, then:**
- ☐ **Day 1:**
- ☐ Begin when symptom free for 24 hours.
- ☐ 15 min **light aerobic** activity (walk, swim, stationary bike, no resistance training).
- ☐ **If no symptoms, then:**
- ☐ **Day 2:**

- ☐ 30 min **light-mod aerobic** activity (jog, more intense walk, swim, stationary bike, no resistance training).
- ☐ **Start PE Class** at previous day's activity level.
- ☐ As RTP Protocol activity level increases, PE activity level remains one day behind.
- ☐ **If no symptoms, then:**
- ☐ **Day 3:**
- ☐ 30 min **mod-heavy aerobic** activity (run, swim, cycle, skate, Nordic ski, no resistance training).
- ☐ **If no symptoms, then:**
- ☐ **Day 4:**
- ☐ 30 min **heavy aerobic** (hard run, swim, cycle, skate, Nordic ski).
- ☐ 15 min **Resistance Training** (push-up, sit-up, weightlifting)
- ☐ **If no symptoms, then:**
- ☐ **Day 5:**
- ☐ **Return to Practice, Non-contact Limited Participation** (Routine sport specific drills).
- ☐ **If no symptoms, then:**
- ☐ **Day 6:**
- ☐ **Return to Full-Contact Practice**
- ☐ **If no symptoms, then:**
- ☐ **Day 7:**
- ☐ **Medically Eligible for Competition when completes RTP Protocol and is cleared by Healthcare Professional**
- ☐ **ASAA Eligibility Criteria** must be met before return to competition.

**If symptoms recur at any step, the athlete should cease activity and be reevaluated by their health care provider.**

#### **How can a concussion affect schoolwork?**

Following a concussion, many athletes have difficulty with cognitive work: thinking, focusing attention, calculating, attending school, doing homework, taking tests. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

Following concussion, athletes should begin with a period of rest, in which they avoid cognitive work. As concussion symptoms diminish and the athlete feels able, he/she can begin trials of cognitive work, e.g. reading, texting, computer, TV, videos, school. The introduction of cognitive work should be in short increments which increase progressively in length, so long as symptoms do not recur or worsen with the work. For example, start with 30 minutes of computer time, and, if symptoms do not worsen, try one hour later in the day. If several hours of cognitive work are well tolerated at home, try attending a half day of school. When a full day of school is tolerated add homework.

Academic accommodations may be necessary for students attempting to attend school when they still have concussion symptoms. In many cases it is best to lessen the athlete's class load early on after the injury. This may include staying

home from school for a few days, followed by a lightened schedule for a few days, or perhaps a longer period of time, if needed. Decreasing the stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time. If cognitive work at any time provokes or exacerbates symptoms, then the work should be discontinued and there should be cognitive rest until the symptoms subside. The student can attempt to advance cognitive work again on the day following resolution of the increased symptoms.

#### **What can I do?**

- Learn to recognize the “Signs and Symptoms” of concussion as listed above.
- Emphasize to administrators, coaches, and other parents your concerns and expectations about concussion and safe play.
- Teach your athlete to tell the coaching staff if the athlete suspects that they or a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year or over the summer to appropriate school staff. This will help in monitoring and protecting injured athletes as they move to the next season’s sports.

#### **Why is it so important that an athlete not return to play until they have completely recovered from a concussion?**

Athletes who are not fully recovered from an initial concussion are significantly vulnerable for recurrent, cumulative, and even catastrophic consequences of a second concussive injury. The risk of such difficulties is diminished if the athlete is allowed time to recover from the concussion and return to play decisions are carefully made. No athlete should return-to-sport or other physical activity when symptoms of concussion are present.

#### **Is a “CAT scan” or MRI needed to diagnose a concussion?**

Diagnostic imaging tests, which include CT (“CAT”) and MRI scans, are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g. skull fracture, bleeding, swelling), the tests are typically normal, even in athletes who have sustained a severe concussion. A concussion is diagnosed based upon the athlete’s story of the injury and a physical examination.

#### **What is the best treatment to help my child recover more quickly from a concussion?**

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) all may worsen the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms lessen, you can allow increased access to computers, video games, etc., but the access must be lessened if symptoms worsen.

#### **How long do the symptoms of a concussion usually last?**

The symptoms of a concussion will usually go away within two weeks of the initial injury. However, in some cases, symptoms may last for several weeks, or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms and disability underscores the need for careful management of all concussions.

#### **How many concussions can an athlete have before he or she should stop playing sports?**

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as mechanism of injury and length of symptoms following the concussion, are very important and must be considered when assessing an athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports can only be reached following a thorough review of the athlete’s concussion history, coupled with a thorough and frank discussion between you, your doctor, and your child.

#### **I’ve read recently that concussions may cause long-term brain damage in professional athletes. Is this a risk for high school athletes who have had a concussion?**

The issue of “chronic encephalopathy” in some former NFL and NHL players has received much media attention. Very little is known about what may be causing dramatic abnormalities in their brains. These players had long professional careers after playing in high school and college. In most cases, they played more than 20 years and suffered multiple concussions in addition to thousands of other blows to their heads. Alcohol, steroid, and other drug use may also have



contributed to the brain changes. The average high school athlete does not accumulate nearly the number of potentially injurious blows to the brain as a professional player. But we know that the teenage brain is much more vulnerable to injury and to more severe injury than the older brain. And the fact that we know very little about the long-term effects of concussions in young athletes is further reason to very carefully manage each and every concussion.

**What will happen when my child completes the Return To Play Protocol?**

When the Return to Play Protocol has been successfully completed, the athlete will be examined by the responsible healthcare provider. Additional tests may be appropriate. The provider will sign a medical clearance to resume competition. The Return To Play Protocol together with medical examination is the internationally recognized process by which concussed athletes are returned to athletic participation as safely as possible. Completing the Return to Play Protocol and medical examination does not mean that the brain has fully recovered from concussion or that there is not risk in returning to competition. But it is the safest way that physicians know at this time. Participation in athletics is accompanied by risk of injury, permanent disability, and death. Having recently sustained a concussion, an athlete is at increased risk for another head injury. Once the athlete is medically eligible to return to competition, the parent and athlete will be asked to sign consent, accepting the risk in returning to play.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports," from materials by the OSAA's Medical Aspects of Sports

Committee and from materials prepared by the NFHS Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) or [www.nfhs.org](http://www.nfhs.org) for more information.

If you have any further questions regarding the policies and procedures for managing concussions in Alaska student athletes or want to know how to find a concussion specialist in Alaska, please visit the Alaska School Activities Association website, [asaa.org](http://asaa.org), and your school district website.

ASAA SMAC rev 2 18 2012

Adopted 4/15

**ASAA Parent and Student Acknowledgement and Consent**

E 6145.22(2)

The Kenai Peninsula Borough School District requires that each athlete, and each athlete’s parent/guardian, receive a copy of its guide entitled “A Parent’s Guide to Concussion in Sports”. This guide sets forth a description of the nature and risks of Concussion.

Parents and athlete should review the Guide, discuss it at home, and direct any questions to the coach, school nurse, or activities principal.

Parents and athletes need to annually acknowledge receipt of “A Parent’s Guide to Concussion in Sports”, and understand its contents.

**Student/Parent/Guardian Acknowledgement (required for all athletes)**

I acknowledge that I have received a copy of “A Parent’s Guide to Concussion in Sports”, and understand its contents.

**Student Signature**

**Print Name**

**Date of Birth**

**Date**

Parent/Guardian signature is required for all athletes under 18 years of age. If 18 or older, the athlete must sign below consent.

**Parent/Guardian Signature**

**Print Name**

**Date**

*Adopted 7/2012*

## VI. PARTICIPATION GUIDELINES FOR ACTIVITIES

### A. Student Rules

1. **Basic Training:** In order to promote a positive co-curricular environment, basic training rules are established that require student-athletes to abide by both school and district policies as well as civil laws of the community. Training rules are in effect 24 hours a day and will be enforced from the first day of the season as set by the school or ASAA calendar. A co-curricular participant will be suspended from participation or practice for that sport/activity season or thirty (30) consecutive school days, whichever is longer (except as provided in paragraph 2) for items a, b, & c:
  - a. Alcohol – under the influence, in possession, in proximity\*
  - b. Illegal drugs and/or paraphernalia – influence, possession, delivery, proximity
  - c. Misuse or abuse of prescribed drugs or over-the-counter substances.
  - d. Tobacco use or possession in any form will result in a two-week suspension from competitive participation, not practice. A second offense will cause dismissal from participation and practice from that activity for remainder of the season.

*\*Proximity is defined as being in the same vehicle, house, location, party, etc. where you know alcohol/drugs are in illegal possession by minors or you willingly remain in a location where you are aware alcohol/drugs are being illegally consumed.*

2. **Chemical Assessment:** If a student is dismissed from participation or practice because of "b" or "c" above, s/he must have a chemical assessment and/or possible counseling (as appropriate) and complete the recommendations from the assessment (Appendix I/Chemical Use Assessment Form) before s/he can participate in another activity. With administrative approval, and upon completion of appropriate assessment and counseling, the student/athlete will become eligible to participate in practice for the last ten (10) days of their thirty (30) day suspension.
3. **Conduct.** Suspension from activities for a period of time up to thirty consecutive school days or the remainder of the activity season (to be determined by the coach/principal) shall result from:
  - a. Fighting
  - b. Vandalism
  - c. Theft and/or possession of known stolen property.
  - d. Other disciplinary situations which may arise. Suspensions carry over to the next year unless going from middle school to high school.
4. **Other** misconduct occurring while on school grounds or while engaged in school sponsored activities will be subject to penalties according to School Board Policies.

**B. Dismissal Rule.** Any student who is cut from a sport/activity for disciplinary reasons will not be eligible to practice or play another sport/activity during the season of that sport/activity.

### C. Uniforms/Equipment Rules

1. **Student responsibility.** Uniforms/equipment issued to a student are her/his responsibility for return or replacement.
2. **Penalty.** If the uniforms/equipment are not returned, replaced, or paid for, the letter/award shall not be awarded nor any additional equipment be issued to the participant for any activity.
3. **Use.** Uniforms/equipment are not to be worn or used by any student except during practice or play in the school-sponsored event in which the student participates.

### D. Participation Fee.

1. A maximum of **\$15** per activity may be charged in order to run intramural programs at each site, excluding forensics.
2. Students, who are unable to pay all or part of the fee, may submit a letter requesting a waiver.

## VII. GENERAL ACTIVITIES POLICIES FOR THE KPBSD

### A. Travel Limitations

1. **Vehicles.** Students traveling to or from all District-sponsored practices or contests not held at your home site must do so in school provided vehicles, unless specifically released in writing by their parent or legal guardian and approved by the building administrator to travel by some other method. "Home site" is defined as the location where your school is hosting an event or where all schools share a site. (e.g., Soldotna Sports Center).

### B. Scheduling Limitations

1. **Starting time.** Districtwide events may not begin before 10:00 a.m. This includes pre-event sponsors' meetings.

### C. Cancellation of Outdoor Activities Due to Cold Temperatures

1. **Definition.** Prolonged outdoor activities shall be defined as those activities requiring a student to remain outside for more than fifteen minutes.
2. **Prolonged outdoor activity.** Prolonged outdoor activities will be canceled when temperatures drop below -10 degrees Fahrenheit when applying the wind chill factor (Appendix J/Wind chill Chart).
3. **All outdoor activities.** All outdoor activities will be canceled when temperatures drop below -15 degrees Fahrenheit when applying the wind chill factor (Appendix J/Wind chill Chart).

### D. Awards

1. **Events.** Individual ribbons **may** be awarded.
2. **Places.** Places given **may** be first, second, third, fourth, fifth, and sixth places. Participation ribbons may be awarded to all other students.

E. **Suggested Admission Fees.** All elementary activities will be free to the public.

F. **Cheerleaders.** There shall be no cheerleaders or related groups at the elementary school level.

### G. Required Participation

1. **Playing time.** Playing time **within an event** should be distributed equally among participants.

H. **Master District Activity Calendar.** All dates and sites for forensics are final and firm when placed on the KPBSD activity calendar. The two exceptions to this rule are a major education conflict or an act of God.

1. **Dates and Sites.** Dates and sites for districtwide or regional forensics shall be determined at the spring general meeting of the Kenai Peninsula School Activities Association.

## VIII. GUIDELINES FOR INTRAMURAL SPORTS

### SOCCER

#### A. School Responsibilities

1. Maintain the conduct of participants.

#### B. Rules

1. National Federation of State High School Association Rules will serve as optional guidelines for intramural soccer with the following required exceptions:
  - a. Field dimensions: At the discretion of the school.
  - b. A #4 ball will be used.
  - c. Equipment
    - 1) **Running** shoes or soft-cleated soccer shoes will be worn.
    - 2) Shin guards are recommended to be worn throughout the duration of the game.
  - d. Game duration: At the discretion of the school.

#### C. Sportsmanship

1. KPSAA recommends that the players shake hands after each intramural contest.

#### D. Classifications.

1. Intramural activities may be coed or separated with boys and girls having separate teams.

## **WRESTLING**

### **A. School Responsibilities**

1. Check the wrestling area and equipment. Make sure the wrestling mats are clean, disinfected, and excessive equipment is removed from the play area or properly stored for safety reasons.
2. Maintain the conduct of participants.

### **B. Rules**

1. National Federation of State High School Association Rules will serve as optional guidelines for intramural wrestling with the following required exceptions:
  - a. General criteria for match making:
    - 1) Within five pounds of the opponent's weight.
    - 2) Within one year of the opponent's age.
  - b. A match will consist of three, one-minute rounds.
  - c. Protective headgear will be worn throughout the duration of each match.
  - d. Tennis/gym/wrestling shoes will be worn throughout the duration of each match.
  - e. Weight requirements
    - 1) Each participant's weight will be recorded at least twice throughout the season.
    - 2) The first weigh-in will occur during the first week of practice and prior to the school's first match.
    - 3) The second weigh-in will occur during the fourth week of practice.
    - 4) All weigh-ins will be conducted, recorded, and maintained by each activity supervisor.

### **C. Sportsmanship**

1. KPSAA recommends that wrestlers shake hands after each intramural contest.

### **D. Classifications.**

1. Participants wrestle with their own sex.

## CROSS-COUNTRY SKIING

### A. School Responsibilities.

1. The School is responsible for determining the ski location and distances students will ski.
2. Maintain the conduct of participants.

### B. Meet Rules

1. National Federation of State High School Association Rules will serve as optional guidelines for intramural cross-country ski contests.
2. Suggested classifications and distances

	Division	Age	Distances
a.	Boys	9 and under	1200 meters
	Girls	9 and under	1200 meters
b.	Boys	10	1600 meters
	Girls	10	1600 meters
c.	Boys	11	2000 meters
	Girls	11	2000 meters
d.	Boys	12 and over	2400 meters
	Girls	12 and over	2400 meters

3. Participants must ski in their age classification.

### C. Optional Intramural Meet Guidelines

1. Mark the course. Use a florescent paint or an appropriate marker to mark the entire course by drawing arrows at every turn and using cones as trail markers. Make certain that the start and finish lines are clearly distinguishable for each distance. The course may be marked the day before the event.
2. Set up the finish chute. The finish should narrow down to a comfortable width at the finish line with a long chute at least fifty feet long leading to the recorder's table.
3. Check the course. If marked the day before, check the course to make sure all obstacles are removed and the markings are clearly visible.
4. Assign trail marshals. Position trail marshals at crucial areas. Their job will be to see that athletes remain on the designated course.
5. Ski the course. After all teams have arrived, the meet director should ski the course with all participants so there is no question about where the race will be held.

## BASKETBALL

### A. School Responsibilities

1. Check the court and equipment. Make sure that both baskets are at a height of nine feet, the court is clean, and excessive equipment is removed from the playing area or properly stored for safety reasons.
2. Maintain the conduct of participants.

### B. Rules

1. National Federation of State High School Association Rules will serve as optional guidelines for intramural basketball, and the following exceptions will be followed:
  - a. Game length to be determined by the school.
  - b. A "junior-size" ball will be used.
  - c. Free throws will be shot from eleven feet.
  - d. Goals must be set at nine feet.
  - e. The three-second lane will be modified to agree with the eleven-foot free throw line.
  - f. There will be no full-court press.
  - g. There will be no three-point shots/baskets.
2. KPSAA recommends that players shake hands after each intramural contest.

### C. Classifications. Teams are composed of boys teams, girls teams, or coed teams.



## VOLLEYBALL

### A. School Responsibilities

1. Check the court and equipment. Make sure the net is set at a height of 6 feet, 7 inches; the court is clean; and excessive equipment is removed from the playing area or properly stored for safety reasons.
2. Maintain the conduct of participants.

### B. Rules

1. National Federation of State High School Association Rules will serve as optional guidelines for intramural volleyball play with the following required exceptions:
  - a. Participants
    - 1) All students in grades 4-6 are eligible. If the activity has too many students and not enough staff to maintain proper safety/supervision, then the school may make the decision to involve only grade 6 or grades 6 and 5, or grades 6, 5, and 4.
  - b. Match (To be determined by the school)
  - c. Equipment
    - 1) The height of the net will be 6 feet, 7 inches for grades 4, 5, and 6.
    - 2) It is recommended that all teams use the "Trainer II" ball; otherwise, a regulation volleyball is to be used.
    - 3) The official's stand may consist of only a small ladder or step stool. A table will not be permitted.
  - d. Service
    - 1) Sixth grade will serve behind the regular base line.
    - 2) Fourth and fifth grade will serve six feet inside the base line.
2. KPSAA recommends that players shake hands after intramural contests.

### C. Classifications. Teams are composed of girls, boys, or coed.

## CROSS-COUNTRY RUNNING

### A. School Responsibilities.

1. The school is responsible for determining the run location and distances students will run.
2. Maintain conduct of participants.

### B. Meet Rules

1. National Federation of State High School Association Rules will serve as optional guidelines for intramural cross-country running.
2. Suggested classifications and distances

	Division	Age	Distances
a.	Boys	9 and under	800 meters
	Girls	9 and under	800 meters
b.	Boys	10	1200 meters
	Girls	10	1200 meters
c.	Boys	11	1600 meters
	Girls	11	1600 meters
d.	Boys	12 and over	2000 meters
	Girls	12 and over	2000 meters

3. Participants must compete in their age classification.

### C. Optional Intramural Meet Guidelines

1. Mark the course. Use florescent paint to mark the entire course by drawing arrows at every turn and using cones as trail markers. The course may be marked the day before the event.
2. Set up the finish chute. The finish should narrow down to a comfortable width at the finish line with a long chute at least seventy-five feet long leading to the recorder's table.
3. Check the course. If marked the day before, check the course to make sure all obstacles are removed and the markings are clearly visible.
4. Assign trail marshals. Position trail marshals at crucial areas. Their job will be to see that intramural participants remain on the designated course.
5. Walk the course. After all teams have arrived, the meet director should walk the course with all participants so there is no question about where the race will be held.

**IX. GUIDELINES FOR DISTRICTWIDE ACTIVITY  
FORENSICS**

- A. Sponsoring Elementary School Responsibilities.** The principal of the sponsoring school or his designee will serve as the tournament director. This person will be responsible for insuring that the following duties are carried out:
1. Establish a board of control. Three individuals, appointed by the tournament director, must serve on the board of control and be present on the day of the tournament to resolve any conflicts, make decisions when circumstances warrant, and supervise the overall tournament proceedings. The tournament director and board of control will meet two months prior to the meet.
  2. Send an information letter to all participating schools. This letter must be sent to all elementary schools approximately two months before the tournament date. The letter should include the following information:
    - a. The date, time, and location of the meet. Remember, no elementary Districtwide activity may start prior to 10:00 a.m. (including coaches' meetings).
    - b. A copy of the KPSAA forensics rules.
    - c. A reply form for schools to indicate their intention to participate in the meet and the names of suggested judges.
  3. Send a packet of materials to participating schools one month before the meet. The packet should include the following information:
    - a. A map to the school which shows the parking areas.
    - b. Entry forms and an explanation of the information needed; i.e., student name, grade, category, and title. No ties may be sent to the District meet.
    - c. Information on the rules of the meet and the duties of the judges.
    - d. Other information regarding concessions, coaches' meetings, etc.
  4. Arrange a meeting of officials and compile a list of responsible adults to staff the following positions:
    - a. Room hostess\* who will be responsible for introducing the contestants and keeping the activity on schedule.
    - b. Timer\* who will be responsible for timing each contestant and announcing the three-minute time limit.
    - c. Three judges\* who will be responsible for recording scores for each contestant who performs.
    - d. Door monitor\* who will be responsible for making sure no one enters or leaves while presentations are in progress (recommended).
    - e. Official recorder who will be responsible for receiving the judges' scores and announcing the winners of each event.
    - f. Assistant recorder who will be responsible for the tabulation and listing of the winners.
    - g. Ribbon distributor who will be responsible for the distribution of ribbons as recognized by the official recorder.
- \* Assigned per room/event of each division while presentations are in progress.

5. Plan for building arrangements. There should be enough rooms for each category of each division. Allow for hospitality and makeup rooms and arrange for an assembly area for the final winning performances.
6. Plan for food and drink concessions for both contestants and spectators.
7. Arrange for the typing of the schedule of events prior to the meet.
8. May acquire award and participation ribbons. Check with the KPSAA Executive Secretary or designee two months prior to the meet to confirm the purchase of the appropriate number of ribbons.
9. Contact the media to arrange newspaper and public relations personnel representation during the activities.
10. Arrange for the necessary equipment:
  - a. An appropriate number of judges' rating sheets.
  - b. Stopwatches for each room plus two extra.
  - c. Calculators for each room plus two extra.
  - d. Hall and room signs for the events.
  - e. Copies of the judges' duties and responsibilities.
  - f. Copies of maps, which display room assignments.
  - g. Table and score charts for compiling winners.

**B. District Wide Activity Rules**

1. Duties of participating schools:
  - a. Inform the host school of intent to participate thirty days prior to the meet.
  - b. Become familiar with the KPSAA rules for the meet.
  - c. Return completed entry forms to the host school at least two weeks (fourteen days) prior to the meet. Students in the "Original" category must submit a copy of their presentation with the school's entry forms.
2. Entry rules:
  - a. A contestant may represent a school in only one category. Ties must be decided prior to submitting entries to the meet.
  - b. A contestant may not repeat any materials s/he has previously presented.
  - c. Each contestant who performs will be judged and her/his score recorded.
3. Disqualification rules:
  - a. Failure to yield to the time limit. "Time" must be called by the timekeeper, but contestants who immediately stop will not be disqualified. Timing starts as soon as the participant begins to speak, including stating the title and author.
  - b. Questioning the judges' decision beyond the point of clarification.
  - c. Failure to comply with the proper procedures of each category.

- d. Failure to perform on time when called. If the participant is not in the classroom when the roll is called, then s/he will not be allowed to perform.
  - e. Failure to meet the entry requirements.
4. Judging rules:
- a. The decisions of the judges are final.
  - b. Any harassment or provoking with malicious intent will result in elimination.
  - c. Ties are permitted at the District meet only.
  - d. The qualifications and selections of the judges are the responsibility of the host school. (See Section A. 1. regarding the establishment of a board of control.)
  - e. Each judge should keep all of her/his judging sheets until all contestants for a given category have performed. At the completion of all presentations within that category, the judges should review all judging sheets and adjustments to the number scores and notes if needed. This will ensure that all participants will be judged against the entire field of participants.
5. Explanation of District Forensic Categories:
- a. Divisions:
    - 1). Fourth Grade division
    - 2). Fifth Grade division
    - 3). Sixth Grade division
  - b. Classifications:
    - 1) Humorous Poetry:
      - three minutes or less
      - humorous poem or selection from a humorous poem
      - selection must be memorized
      - special clothing/makeup allowed
      - no props allowed
    - 2) Non-humorous Poetry:
      - three minutes or less
      - non-humorous poem or selection from non-humorous poem
      - selection must be memorized
      - special clothing/makeup allowed
      - no props allowed
    - 3) Humorous Prose:
      - three minutes or less
      - selection must be memorized
      - special clothing/makeup allowed
      - no props allowed
    - 4) Non-humorous Prose:
      - three minutes or less
      - selection must be memorized
      - special clothing/makeup allowed
      - no props allowed
    - 5) Prose or Poetry, Multiple (humorous and non-humorous (literature role-play, choral recitation, or skit)
      - two or more participants
      - five minutes or less
      - selection must be memorized
      - special clothing/makeup allowed
      - no props allowed
    - 6) Storytelling

- five minutes or less
- story must be complete (have beginning and ending)
- selection must be memorized
- special clothing/makeup allowed
- no props allowed

7) Interpretive Reading

- three minutes or less
- may be humorous or non-humorous
- may be selection or whole piece, but must fit timing requirements
- selection is NOT to be memorized
- script or book MUST be used
- participants must make eye contact with the judges during the reading
- no props allowed

8) Interpretive Reading, Multiple (Readers Theater)

- two or more participants
- five minutes or less
- may be humorous or non-humorous
- may be selection or whole piece, but must fit timing requirements
- selection is not to be memorized
- script or book must be used
- all members must make eye contact with judges during the reading
- all members of the group must speak
- no props allowed

Note: Original writings may be used in all classifications which do not have established originality conditions. Sponsors or regional and site forensic events may add or delete categories.

**C. Sponsoring Elementary School Activity Responsibilities**

1. Assign rooms. Rooms should be marked with signs indicating the category being presented.
2. Distribute supplies. Each room should be provided with the appropriate number of stopwatches, calculators, and judges' score sheets.
3. Arrange scorer's table and winners' chart. Sufficient material should be available for officials to tabulate and record results for public display.
4. Distribute awards. Award ribbons may be presented to winning performers after the presentation has been recognized by the official recorder. Ribbons will be forwarded to schools for contestants who were unable to stay until the conclusion of the meet.
5. Meet with the judges. Duties, rules, and regulations should be reviewed with all judges and room hosts.
6. Organize concessions. Check with the concessionaires to review last-minute needs.
7. Prepare for the public presentation. Arrange for a public address system and podium with an appropriate stage setting, lights, and seating.
8. Welcome guests and provide assistance. Direct contestants and observers to their respective performing area.

**D. Post Activity Duties**

1. Make copies of final results. At the conclusion of the meet, the tournament director will reproduce the final results of all categories of each division and distribute them to all participating schools.

2. Send results to newspapers. A copy of the results should be delivered to each of the Peninsula's newspapers along with a brief summary of the day's events and a description of any outstanding performances.
3. Develop a written evaluation. Write a brief summary of the activity including any suggested changes and proposals. A copy of the evaluation should be kept on file, and a copy should be sent to the KPSAA Executive Secretary.
4. Send thank you notes to judges and helpers. A written expression of gratitude should be sent to each person who assisted in the meet.
5. Develop a packet of material (forms, letters, guidelines, a list of judges, etc.) that should be forwarded to the next year's host school.
6. Inform the KPSAA Executive Secretary about the number of awards to be ordered for the next year's event.

## **X. INTRAMURAL SPONSOR'S RESPONSIBILITIES**

1. Select and coach individual participants in the skills necessary for excellent achievement in the sport.
2. Plan and schedule an intramural schedule enabling students equal participation.
3. Work closely with the principal in scheduling interscholastic contests.
4. Maintain and recommend the purchase of safe equipment and supplies.
5. Maintain the necessary physical forms, insurance eligibility forms, and records as required by KPSAA and the local school.
6. Oversee the safety conditions of the facility or the area in which the assigned activity is conducted at all times students are present.
7. Enforce discipline and sportsmanlike behavior at all times. Establish and oversee penalties for breach of such standards by individual students.
8. Maintain personal/professional conduct and dress standards commensurate with the ideals of the KPBSD co-curricular activity program.
9. Be familiar with all pertinent rules, regulations, policies, and procedures of KPSAA and the local school.
10. Perform other duties pertinent to the activity as assigned by the principal or designee.



## **XI. PRINCIPAL'S RESPONSIBILITIES**

1. Be directly responsible for the total athletic and activity programs of the building.
2. Maintain line authority over coaches and sponsors.
3. Be responsible for the continuous evaluation and improvement of the school's athletic and activity programs.
4. Assume ultimate responsibility for the supervision of athletic and activity functions.
5. Be responsible for modifying and recommending budgetary items for the building's athletic and activity programs as well as submitting the athletic budget and semi-annual expenditures of activities report for submittal to the site council.
6. Follow all regulations and rules established by the Co-curricular Activities Guidelines.
7. Be present during all co-curricular activities held at the building. The principal may designate another person (other than a coach or sponsor) to take her/his place.
8. Be responsible for assigning the most qualified individual(s) coaching duties or sponsorships of the co-curricular activities at the building, and clearly name the specific activity on the contractual agreement.
9. Insure that athletic and activity sponsors are familiar with activity rules.
10. Provide coaches with copies of the KPSAA Administrator/Sponsor Edition of the Elementary School Co-curricular Activities Guidelines and the National Federation Handbooks for their sport/activity.
11. Shall provide for safety of officials at each contest.

Revised 10/04

## XII. CO-CURRICULAR CALENDAR OF EVENTS

### Interschool Activities

<u>Activity</u>	<u>Beginning Date</u>	<u>Ending Date</u>
Soccer	TBA	
Basketball	TBA	
Wrestling	TBA	
Volleyball	TBA	
Cross-country Running	TBA	

**All dates are at the discretion of the school.  
Schools are encouraged to coordinate their schedules with the community.**

### DISTRICT WIDE ELEMENTARY FORENSICS

<u>Activity</u>	<u>Tournament Date</u>	<u>Site</u>
Forensics	February 24, 2018	Tustumena Elementary School

### **XIII. CONCLUDING STATEMENT**

Activity guidelines will be reviewed and revised annually. Recommendations for inclusions or revisions are to be submitted to the KPSAA Executive Secretary prior to the annual spring general meeting of the Kenai Peninsula School Activities Association (KPSAA). **(SEE BYLAWS)**

**XIV. KENAI PENINSULA SCHOOL ACTIVITIES ASSOCIATION  
BY-LAWS  
(Approved April 2014)**

Article I	NAME
Article II	PURPOSE
Article III	MEMBERSHIP
Article IV	MEMBERSHIP MEETINGS
Article V	VOTING
Article VI	SANCTIONED ACTIVITIES
Article VII	LOCAL CONTROL
Article VIII	KPSAA BOARD
Article IX	ELECTION OF BOARD
Article X	TERM OF BOARD MEMBERSHIP
Article XI	BOARD OFFICERS
Article XII	BOARD MEETINGS
Article XIII	EXECUTIVE SECRETARY
Article XIV	POWERS AND DUTIES OF BOARD
Article XV	FINANCE
Article XVI	AMENDMENT OF BY-LAWS

## **ARTICLE I – NAME**

This organization shall be known as the Kenai Peninsula School Activities Association (KPSAA).

## **ARTICLE II – PURPOSE**

The purpose of the Association shall be to promote and control co-curricular activities sanctioned by the members and to assist in the promotion of other activities.

## **ARTICLE III – MEMBERSHIP**

1. Membership shall consist of all public schools in the Kenai Peninsula Borough School District, defined as schools having grades 4 through 12, or any combination thereof.
2. Membership means recognition of the authority of the Association and full compliance with its rules.
3. A high school is defined as a school which offers grades 9 through 12 or any combination thereof.
4. A junior high is defined as a school which offers grades 7 and 8.
5. A middle school is defined as a school which offers grades 6 through 8 or any combination thereof.
6. An elementary school is defined as a school which offers grades 4 through 6 or any combination thereof.
7. The KPSAA Board will hear any appeal for organizational structure other than those named above.

## **ARTICLE IV – MEMBERSHIP MEETINGS**

1. One general membership meeting shall be held annually.
2. Meetings will be conducted in accordance with Roberts Rules of Order.
3. The spring meeting shall be held in early April to allow the school board time to consider handbook changes.
4. The KPSAA Board shall be authorized to change the meeting dates of the general membership meeting if conflicts exist, with two weeks' notice prior to the originally scheduled meeting date.
5. Agendas for the spring meeting shall be distributed to member schools no later than seven days prior to the meeting date.
6. In general, handbook changes will be considered at the spring meeting. Handbook changes deemed to be needed immediately may be considered throughout the year. Information will be dispersed to all schools for input at least seven days prior to action. Recommended changes will then go to the school board for their approval at their next meeting.

## **ARTICLE V – VOTING**

1. Each building administrator shall be allowed one vote.
2. In his/her absence, the building administrator may designate another person from his/her building to vote.
3. The voting membership shall vote/decide on matters pertaining to:
  - A. Selection of Executive Board
  - B. Bylaws Amendments

- C. Tournament Sites
- D. Co-curricular Handbook

#### **ARTICLE VI – SANCTIONED ACTIVITIES**

1. Tournament sites and dates will be selected annually at the regular spring meeting.
2. Each participating school shall have submitted their proposals for suggested activities and tournament sites by the last Tuesday of March.
3. The Board shall act on these proposals at the spring meeting.

#### **ARTICLE VII – LOCAL CONTROL**

1. A school may request an Executive Board inquiry into rule violations by presenting a written request to the Executive Secretary.
2. The host school must secure qualified officials to control all athletic contests, in accordance with rules in the appropriate activity manual and the co-curricular handbook.
3. High school interscholastic competition and activities shall be bound by ASAA contracts between schools involved.
4. Violations of contracts shall be dealt with in accordance with ASAA regulations.
5. No contract shall be considered valid until signed by two parties from each school involved, one of whom must be an administrator.
6. All waivers must be forwarded to the KPSAA Executive Secretary before sending to the ASAA office.
7. Local requests or concerns shall be submitted in writing to the building principal, who in turn will submit them to the executive secretary for disposal. When necessary, the KPSAA Board will make final disposition.

#### **ARTICLE VIII – KPSAA BOARD**

1. The KPSAA Board shall consist of the president, vice president, secretary, six directors, and a non-voting executive secretary.
2. Representative members shall be selected from the following areas:
  - A. One secondary administrator
  - B. One high school representative
  - C. One junior high school representative
  - D. One elementary representative
  - E. One activities representative-at-large
  - F. One representative-at-large
  - G. One school board member
  - H. One parent appointed by the School Board
  - I. One K-12 school representative

### **ARTICLE IX- ELECTION OF KPSAA BOARD**

1. The KPSAA President shall appoint a nominating committee whose members will be certified employees of the KPBSD. This committee will provide names of appropriate nominees for vacancies. These names shall be provided for the published agenda at the spring general membership meeting.
2. Should a vacancy occur, the KPSAA Board is authorized to appoint a qualified replacement for the duration of the unexpired term.
3. Elected members of the KPSAA Board shall consist of KPBSD certified staff only.
4. Seating of newly elected officers shall occur at the next regularly scheduled meeting following the election.

### **ARTICLE X – TERM OF MEMBERSHIP**

The following two-year rotation shall be established for all board members except the parent representative which is to be a three-year term, the school board and assembly representatives and the executive secretary.

A. Even Year Election – Four newly elected members

1. Secondary Administrator
2. Activities Representative-at-large
3. Representative-at-large
4. One K-12 school representative

B. Odd Year Election – Three newly elected members

1. High School Representative
2. Middle School Representative
3. Elementary Representative

C. Three Year Term – Parent Representative

### **ARTICLE XI – OFFICERS**

The president, vice president and secretary shall be elected annually by the members of the Executive Board from its own membership at the board meeting following the regular spring general membership meeting.

### **ARTICLE XII – BOARD MEETINGS**

1. The KPSAA Board shall hold a minimum of four meetings annually.
2. Meeting dates are to be determined by the KPSAA Board.
3. Special meetings of the Board may be called as needed by the Executive Secretary or the President
4. Agenda items should be submitted to the Executive Secretary prior to the regularly scheduled meeting.
5. The Executive Secretary shall notify each board member of the time and place for each regular meeting and provide an agenda.
6. Discussions during the regular meetings shall be restricted to KPSAA Board members and the Executive Secretary unless resource persons are called upon to speak by the Chair.

7. Guests wishing to address the KPSAA Board will be allowed ten (10) minutes for their presentation.
8. Official minutes of the regular meetings will be posted in the *Meetings* section of the KPSAA homepage and member schools will be notified via email within fifteen days following the meeting.

#### **ARTICLE XIII – EXECUTIVE SECRETARY**

1. The Executive Secretary shall be a non-voting member appointed by the Superintendent.
2. The Executive Secretary shall have the authority to call special meetings of the KPSAA Board.
3. The Executive Secretary shall serve as liaison between the school board and KPSAA.
4. The Executive Secretary shall carry out the financial duties spelled out in Article XV of these bylaws.
5. In the event of changes or amendments of these bylaws, the Executive Secretary shall provide amended copies to all member schools each year.
6. The Executive Secretary shall have the authority to decide upon waiver requests on behalf of the KPSAA Board.
7. In the absence of the Executive Secretary, the president shall have the authority to decide upon waiver requests.
8. The Executive Secretary shall carry out all other duties assigned by the KPSAA Board or these bylaws.

#### **ARTICLE XIV – POWERS AND DUTIES OF THE KPSAA BOARD**

1. The KPSAA Board shall constitute the administrative body of the organization, subject to the restraint of the ASAA bylaws, Regions II and III bylaws, KPSAA bylaws and KPBSD board policy.
2. The KPSAA Board shall determine the time and place of its meetings in accordance with Article XII of the association bylaws.
3. A simple majority of the KPSAA Board membership shall constitute a quorum.
4. The KPSAA Board shall have general supervision of all co-curricular activities of the member schools and shall interpret the rules thereof. Activities are not restricted solely to athletics.
5. The KPSAA Board shall have the power to make investigations relative to the violation of rules.
6. The KPSAA Board shall rule on all protests and determine the penalties, not otherwise specified, for violations of the provisions of the bylaws.
7. The KPSAA Board shall have the authority to appoint special and standing committees to assist in the arrangements and supervision of various activities and contests.
8. The KPSAA Board shall have the authority to approve or disapprove contests or activities.
9. The KPSAA Board shall determine suitable awards for winners of contests sponsored by KPBSD.
10. KPBSD will provide trophies and awards for all borough-sanctioned tournaments and activities. Traditionally, students in high school junior varsity races are recognized at the borough tournaments.
11. The KPSAA Board shall insure that host schools provide qualified officials for all interscholastic contests.
12. The KPSAA Board shall have the authority to prepare and approve the annual co-curricular budget request presented to the Superintendent.



13. The KPSAA Board shall hear all appeals on waiver request decisions made by the Executive Secretary or president.

#### **ARTICLE XV – FINANCE**

1. The Executive Secretary shall be responsible for preparing the annual co-curricular budget, subject to approval by the KPSAA Board and for its presentation to the Superintendent.
2. The Executive Secretary shall make an annual report to the general membership at the spring meeting. This report shall include a complete review of the financial activities of the Executive Secretary's office, as well as a detailed report of activities participation and expenditures per school.

#### **ARTICLE XVI – AMENDMENT OF BYLAWS**

1. Amendments to these bylaws will be agreed upon by the KPSAA Board, sent out to all schools thirty days prior to approval for input and then voted on at the next scheduled meeting.
2. In the event that more than one amendment is to be considered at a time, they may be approved by consent agenda.
3. A call for reconsideration of any change of the bylaws may be initiated by a request signed by thirty –three percent (33%) of the member schools. The reconsideration shall take place at the next regular meeting.
4. Amendments to the bylaws become effective immediately following their adoption unless otherwise set forth by the amendment.
5. Proposed amendments to the bylaws must be presented by Article and paragraph, written in full.

*Revised February 2014*

**APPENDICES INDEX**

**APPENDIX A**

Co-curricular Participation Consent Form  
Elementary School Warning, Assumption of Risk and Hold Harmless Agreements

**APPENDIX B**

Elementary School Activities Guidelines

**APPENDIX C**

Elementary Intramural Participation Fee Form

**APPENDIX D**

2018-2019 Staffing Guidelines

**APPENDIX E**

Intramural Sponsor Evaluation (Optional)  
Intramural MBO Plan (Optional)

**APPENDIX F**

Consideration Criteria for Addition/Deletion of Activities

**APPENDIX G**

Sports Camp Application

**APPENDIX H**

Sports Camp Summary Sheet

**APPENDIX I**

Chemical Use Assessment Form

**APPENDIX J**

Wind Chill Chart

**APPENDIX K**

Participation Fee Waiver

**APPENDIX L**

Procedures for Dealing with Bodily Fluids as Related to HIV & Hepatitis B  
Communicable Disease Precautions

**CO-CURRICULAR PARTICIPATION CONSENT FORM  
ELEMENTARY SCHOOL WARNING, ASSUMPTION OF RISK  
And  
HOLD HARMLESS AGREEMENT**

This form affects your legal rights and responsibilities. Please read it carefully before you sign it and ask questions if there is anything you do not understand.

\_\_\_\_\_

Student Name *(Please Print)*

School

Date

**FOR ALL SPORTS AND ACTIVITIES**

I understand that all co-curricular activities have a certain degree of risk. I also understand these risks may include injury ranging from minor sprains and contusions, to major injury, possible paralysis, or even death. I understand the possibility of serious injury may impair my future abilities to earn a living; to engage in other business, social and recreational activities; and to enjoy life generally. Having read and understood the above warning, I recognize the importance of following coaches' instructions regarding playing techniques, training and other team rules, and I agree to obey such instructions.

I have read the Kenai Peninsula Borough School District activity guidelines and understand their contents. I understand that the Kenai Peninsula Borough School District and Alaska School Activities Association will not assume responsibility for injuries sustained in the co-curricular programs. I also understand that primary accident insurance coverage is my responsibility. I give consent for emergency treatment to be administered to my child. I also authorize the school to transport my child for any co-curricular activity.

Except for claims arising from the sole negligence or willful misconduct of the school district, I hereby agree to hold the Kenai Peninsula Borough School District, its employees, representatives and coaches, harmless from any and all liability, actions, debts, or claims of every kind whatsoever which may arise by or in connection with participation of my child/ward in activities related to the above mentioned middle school programs. The terms hereof shall serve as a release for my heirs, estate, executor and all members of my family.

Having read the above warning and having understood the dangers and potential risks involved in playing or practicing these activities, I give my consent as the parent/legal guardian of \_\_\_\_\_ (student's name) to participate in the following program:

\_\_\_\_\_

\_\_\_\_\_

Student Signature

Grade

Date

\_\_\_\_\_

Parent/Legal Guardian Signature

Date

*Note: If you are a KPBSD Connections student, you must obtain the signature of the Connection's Program Director for each activity you participate in and leave a copy of this form in his/her office.*

\_\_\_\_\_

Connections Program Director Signature Date

## APPENDIX B

### KENAI PENINSULA BOROUGH SCHOOL DISTRICT Elementary School Activities Guidelines

#### I. PHILOSOPHY STATEMENT

The Kenai Peninsula Borough School District believes co-curricular activities are an integral part of the educational program. Activities shall be tailored to the physical, mental, emotional and social maturity levels of the youth participating in them. We believe each student should have an opportunity to participate in a broad number of activities based on his/her own talents and interests. It is the intent of the District to encourage participation in activities. District sponsored co-curricular activities shall be approved by the Board of Education, administered by the Kenai Peninsula School Activities Association, and supervised by the building administrator.

Emphasis shall be given to the ideals of sportsmanship, fair play, and ethical conduct by students, coaches or advisors, and spectators.

Participation in activities is a privilege to be granted to those students who meet the minimum standards of eligibility adopted by the KPBSD and those additional standards established by each school for its own students.

The primary goal of all elementary co-curricular programs shall be the involvement of the maximum numbers of participants. Individual involvement along with the principles of sportsmanship, teamwork and commitment shall be emphasized while developing skills relative to the programs offered. The concept of "having fun" in a safe and healthy environment should be considered the first priority.

#### II. STUDENT ELIGIBILITY

##### A. Parent/Student Responsibilities for Participation

1. **Physician's clearance**
  - a. It is recommended that a physician's clearance for sport activities be on file with the coach and the athletic director or principal.
  - b. For wrestling, the initial weigh-ins must be recorded by the coach and the records kept on file in the principal's office prior to the start of the season.
2. **Permission form.** A permission form signed by a parent/legal guardian must be on file with the coach/sponsor and the principal that:
  - a. States student and parent/legal guardian acknowledge inherent risk of participation in an activity.
  - b. Gives parent/legal guardian transportation authorization.
  - c. Indicates parent/legal guardian responsibility for health/accident insurance.
  - d. Gives parent/legal guardian consent for emergency treatment.
3. **User fee.** A user fee may be charged by the school. If the school chooses to charge the fee, payment must be received prior to beginning the activity or a waiver request must be on file with the principal.
4. **Records.** All records must be in order, and all forms must be on file before the student is eligible to participate in any program.

##### B. Student Requirements for Participation

1. **Attendance.** In order to participate in a school-sponsored activity (including practice), students must attend all classes on the day of the school activity or on the last regular day of the week for weekend activities unless otherwise excused by the school.
2. **School grade**
  - a. Only students in the fourth, fifth, and sixth grades may participate.
  - b. Individual schools may elect to delete grade(s) when appropriate to program(s).
  - c. Schools may elect to limit intramural competition to sixth grade students, to fifth and sixth grade students, or other configurations involving fourth grade students due to numbers of players wanting to participate.
  - d. KPSAA recommends that: The formation of co-ed teams IS NOT discouraged FOR INTRAMURALS.
3. **Sessions.** During intramural sessions, play may be stopped at any time for the supervisor to provide and reinforce basic skill development and to offer new instruction.
4. **Borough tournaments.** Only students enrolled in the public schools of the KPBSD (including District Correspondence/Connections Program) or students participating in a school intramural program culminating with a Borough tournament may participate in the Borough tournaments. This includes students enrolled in Borough-approved programs.
5. **Enrollment.** Participation in school intramurals is not contingent upon enrollment in the district. Participation is based upon space availability as determined by either the principal or the site based council.

##### C. Student Scholastic Eligibility for Participation

1. **Academic progress** (Optional and may be used for intramurals.)
  - a. Initial eligibility is based on passing cumulative quarter grades.
  - b. Academic standing will be checked weekly.

- 1) Ineligibility begins the Monday following grade check.
  - 2) Students are ineligible from the Monday following the grade check to the next Monday (one calendar week).
6. **Personal conduct.** Classroom conduct may affect eligibility. Any misconduct affecting eligibility must be recorded in the principal's office.

### III. PARTICIPATION GUIDELINES FOR ACTIVITIES

#### A. Student Rules

1. **Basic Training.** In order to promote a positive co-curricular environment, basic training rules are established that require student/athletes to abide by school and district policies as well as civil laws of the community. Training rules are in effect 24 hours a day and will be enforced from the first day of the season as set by the activity calendar. A co-curricular participant will be suspended from participation and practice for that activity season or thirty (30) consecutive school days, whichever is longer (except as provided in paragraph 2) for items a, b, & c:
  - a. Alcohol – under the influence, in possession, in proximity\*
  - b. Illegal drugs and/or paraphernalia – influence, possession, delivery, proximity
  - c. Misuse and/or abuse of prescribed drugs or over-the-counter substances.
  - d. Tobacco use or possession in any form will result in a two-week suspension from competitive participation, not practice. A second offense will cause dismissal from participation and practice from that activity for the remainder of the season.

*\*Proximity is defined as being in the same vehicle, house, location, party, etc. where you know alcohol/drugs are in illegal possession by minors or you willingly remain in a location where you are aware alcohol/drugs are being illegally consumed.*

2. **Chemical assessment.** If a student is dismissed from participation or practice because of "b" or "c" above, s/he must have a chemical assessment and/or possible counseling and complete the recommendations from the assessment before s/he can participate in another activity. With administrative approval, and upon completion of appropriate assessment and counseling, the student/athlete will become eligible to participate in practice for the last ten (10) days of their thirty (30) day suspension.
3. **Conduct.** Suspension from an activity for a period of time up to thirty consecutive school days or the remainder of the activity season, to be determined by the coach/principal, shall result from:
  - a. Fighting
  - b. Vandalism
  - c. Theft and/or possession of known stolen property
  - d. Other disciplinary situations which may arise
4. **Other misconduct** occurring while on school grounds or while engaged in school sponsored activities will be subject to penalties according to School Board Policies.

**B. Dismissal Rule.** Any student who is cut from a sport/activity for disciplinary reasons will not be eligible to practice or play another sport/activity during the season of that sport/activity.

#### C. Uniforms/Equipment Rules

1. **Student responsibility.** Uniforms/equipment issued to a student are her/his responsibility for return or replacement.
2. **Penalty.** If the uniforms/equipment are not returned, replaced, or paid for, the letter/award shall not be awarded nor any additional equipment be issued to the participant for any activity.
3. **Use.** Uniforms/equipment are not to be worn or used by any student except during practice or play in the school-sponsored event in which the student participates.

#### D. Participation Fee.

1. A maximum of **\$15** per activity may be charged, in order to run intramural programs at each site, excluding forensics.
2. Students, who are unable to pay all or part of the fee, may submit a letter requesting a waiver.

### IV. GENERAL ACTIVITIES POLICIES FOR THE KPBSD

#### A. Travel Limitations

1. **Vehicles.** Students traveling to or from all District-sponsored practices or contests not held at your home site must do so in school provided vehicles, unless specifically released in writing by their parent or legal guardian and approved by the building administrator to travel by some other method. "Home site" is defined as the location where your school is hosting an event or where all schools share a site. (e.g., Soldotna Sports Center).

#### B. Scheduling Limitations

1. **Starting time.** District wide events may not begin before 10:00 a.m. This includes pre-event sponsors' meetings.

#### C. Cancellation of Outdoor Activities Due to Cold Temperatures

1. **Definition.** Prolonged outdoor activities shall be defined as those activities requiring a student to remain outside for more than fifteen minutes.
2. **Prolonged outdoor activity.** Prolonged outdoor activities will be canceled when temperatures drop below -10 degrees Fahrenheit when applying the wind chill factor.
3. **All outdoor activities.** All outdoor activities will be canceled when temperatures drop below -15 degrees Fahrenheit when applying the wind chill factor.

#### D. Awards

1. **Events.** Individual ribbons **may** be awarded.
2. **Places.** Places given **may** be first, second, third, fourth, fifth, and sixth places. Participation ribbons may be awarded to all other students.

**E. Suggested Admission Fees.** All elementary activities will be free to the public.

**F. Cheerleaders.** There shall be no cheerleaders or related groups at the elementary school level.

**G Required Participation**

1. **Playing time.** Playing time **within an event** should be distributed equally among participants.

**H. Master District Activity Calendar.** All dates and sites for forensics are final and firm when placed on the KPBSD activity calendar. The two exceptions to this rule are a major education conflict or an act of God.

1. **Dates and Sites.** Dates and sites for district wide or regional forensics shall be determined at the spring general meeting of the Kenai Peninsula School Activities Association.

Revised/Approved 6/7/04

**ELEMENTARY SCHOOL**  
**CO-CURRICULAR PARTICIPANT USER FEE CONTRACT**

\_\_\_\_\_

Student Name (printed)                      School                      Grade                      Date

**Activity Fee Obligations**

In an effort to supplement available state and District funds for our co-curricular programs, a fee will be collected from student participants. This revenue will be used to cover travel and official costs, additional coaching salaries, as well as replacement of equipment and uniforms. The student shall pay the appropriate fee by the beginning of the activity in order to participate. In the case this deadline cannot be met, the student must make specific arrangements with the athletic director. Payment of the user fee provides **for participation only** and **does not guarantee playing time** in competitions, or any similar guarantee.

**ACTIVITY FEE CHARGES**

**Elementary school students** shall be charged **\$15** per activity.

The activity your child is participating in at this time is:

\_\_\_\_\_

**Refund of Activity Fees**

**Full Refund:** Students who are cut from a co-curricular activity during the first ten (10) days of practice will receive a full refund.

**Prorated Refund:** Students injured or having special extenuating circumstances during the same activity season will receive a prorated refund, the amount of which will be determined by the coach and athletic director/administrator.

**No Refund:** Students who quit and/or withdraw from a team due to disciplinary reasons will not receive a refund.

\* \* \* \* \*

I have read and understand the above terms and conditions and agree to abide by the same.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Parent/Legal Guardian  
Signature

\_\_\_\_\_

Date

**APPENDIX D**

**STAFFING GUIDELINES  
in Grades 4-6**

<b>Student Numbers</b>	<b>Intramural Position(s)</b>
175+	5
100-174	4
50-99	3
30-49	2
30 or less	1

**STAFFING DEPENDENT UPON ANNUAL BUDGET AND STIPEND AMOUNTS PARALLEL THE NEGOTIATED AGREEMENT.**

Staffing formula is not applicable to Cooper Landing, Hope, Moose Pass, Port Graham, Nanwalek, Razdolna, and Voznesenka.

Revised/Approved 6/92



**APPENDIX E**

**INTRAMURAL SPONSOR EVALUATION**

**Sample**

Name	School	Position
<b>Professional and Personal Relations</b>		<b>Satisfactory</b>
		<b>Needs Improvement</b>
1. Cooperation With Building Principal		—
2. Rapport With Intramural Staff of the School		—
3. Organization		—
4. Relationship With Participants		—
5. Conduct During Intramurals		—
6. Ability to Motivate Intramural Participants		—
7. Comments: _____		

**Coaching and Related Areas**

1. Quality of Intramural Activity Instruction	—	—
2. Teaching Basic Skills	—	—
3. Handling of Intramural Injuries	—	—
4. Care of Equipment	—	—
5. Maintenance of Necessary Forms and Records	—	—
6. Ability to Recommend and Cooperate	—	—
7. Supervision of Participants	—	—
8. Organization of Daily Intramurals	—	—
9. Management of Inventory	—	—
10. Compliance With KPSAA Guidelines, Philosophy, Policies	—	—
11. Comments: _____		

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

**Related Information**

1. Areas of Strength: \_\_\_\_\_  
\_\_\_\_\_
2. Areas Needing Improvement: \_\_\_\_\_  
\_\_\_\_\_
3. Plan of Action for Improvement: \_\_\_\_\_  
\_\_\_\_\_



## **APPENDIX F**

### **CONSIDERATION CRITERIA FOR ADDITION/DELETION OF ACTIVITIES**

#### **Guidelines for Additions, Combinations, and Deletions**

1. Need.
2. Budgetary considerations (equipment, coaches, instructional personnel, etc.).
3. Probationary period.
4. Facility.
5. Number of participants.
6. Community support/parent advisory committee support.
7. Coaching (instructional personnel) available.
8. Compatibility with Regions and the Borough.
9. Out-of-school time required (students and teachers).
10. Safety.
11. Weather.

#### **Process for Adding/Combining an Activity**

1. Submission of application to the KPSAA Executive Secretary with a copy to the Assistant Superintendent of Instruction. (Letter must speak to the consideration criteria.)
2. Review by KPSAA Executive Board.
3. Recommendation by the KPSAA Executive Board to the Superintendent, Assistant Superintendent of Administrative Services, Assistant Superintendent of Instruction, the District bargaining agent for the teacher organization, and the Board of Education.
4. Final action by the Board of Education.

#### **Process for Deleting an Activity**

1. Annual school-by-school evaluation coordinated by the KPSAA Executive Secretary.
2. KPSAA Board review of the program based upon established criteria.
3. Recommendation by the KPSAA Executive Board to the Superintendent, Assistant Superintendent of Administrative Services, Assistant Superintendent of Instruction, the District bargaining agent for the teacher organization, and the Board of Education.
4. Final action by the Board of Education.

**APPENDIX G**

**SPORTS CAMP APPLICATION**

This application **must** be completed and returned to the KPSAA Executive Secretary for approval by April 1 of the year the sports camp is to be held.

- |   |   |
|---|---|
| 1. _____<br>Type of Camp                | 2. _____<br>Purpose of Camp                   |
| 3. _____<br>Group Hosting Camp/Sponsors | 4. _____<br>School Location of Camp/Phone No. |
| 5. _____<br>Name of Clinician           | 6. _____<br>Address of Clinician              |
| 7. _____<br>Date(s) of Camp             | 8. _____<br>Number of Sessions                |
| 9. _____<br>Age (Grade) of Participants | 10. _____<br>Cost Per Participant             |
| 11. _____<br>Anticipated Number of Boys | 12. _____<br>Anticipated Number of Girls      |
13. Is the insurance/liability statement to the parent/legal guardian included on/with the pupil registration form?  
Yes [ ] No [ ]

_____ Camp Sponsor's Signature	_____ Building Principal's Signature	_____ Community School Coordinator's Signature (Where Applicable)
_____ Date	_____ Date	_____ Date

\*\*\*\*\*

Approved [ ]  
Disapproved [ ]

_____ KPSAA Executive Secretary's Signature	_____ Date
--	---------------





APPENDIX J

WIND CHILL CHART

		TEMPERATURE																	
	Calm	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
5	36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52	-57	-63	-63
10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-72	-72
WIND	15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77
MPH	20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68	-74	-81
	25	29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71	-78	-84
	30	28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73	-80	-87
	35	28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76	-82	-89
	40	27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78	-84	-91
	45	26	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79	-86	-93
	50	26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81	-88	-95
	55	25	18	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	-82	-89	-97
	60	25	17	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69	-76	-84	-91	-98

APPENDIX K

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
PARTICIPATION FEE WAIVER REQUEST**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Activity: \_\_\_\_\_

Participation Fee: \_\_\_\_\_ Amount Request to be Waived: \_\_\_\_\_

Reason(s) for requesting this waiver: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be able to pay a portion or this entire fee at a later date?

Yes \_\_\_\_\_ If so, when? \_\_\_\_\_ No \_\_\_\_\_

Have you received a waiver in another activity this year?

Yes \_\_\_\_\_ No \_\_\_\_\_

Participation fees have become necessary as the budget for providing co-curricular activities has steadily declined. This revenue is used to supplement reduced travel money, official costs, and replacement of equipment and uniforms. If you will not be able to pay the participation fee for this activity, are you willing to complete tasks assigned by the coach or athletic director to compensate for the lack of revenue? Such tasks may include working in concession stands, taking tickets, cleaning or washing activity vans, etc.

Yes \_\_\_\_\_ No \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

This waiver has been granted \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*Date*



## APPENDIX L

### PROCEDURES FOR DEALING WITH BODILY FLUIDS AS RELATED TO HIV & HEPATITIS B

#### **BLEEDING DURING A GAME OR PRACTICE:**

Whenever a participant suffers a laceration or wound where oozing or bleeding occurs, the practice or game should be stopped and the player should be escorted from the playing area for the appropriate treatment. The student-athlete should not return to the practice/game until the bleeding has been stopped and the open wound properly covered. ***Have students clean up their own blood whenever possible.***

#### **PROCEDURES FOR CLOTHING CONTAMINATED WITH BLOOD OR FLUIDS:**

During a game or practice, if uniforms and other clothing become saturated with blood or other body fluids containing visible blood, to the extent that the blood could be transferred from one person to another by touch, that part of the uniform should be changed and the skin cleaned with soap and water or antiseptic towelettes. Upon removal of the clothing, the item(s) should be placed in a plastic bag and sealed until laundering. Clearly mark the plastic bag so those handling it know that it contains items soiled with blood.

Items soiled with blood, or body fluids containing visible blood, should be handled as little as possible. These items do not need to be washed separately. A normal laundry cycle may be used according to the washer and detergent manufacturer's recommendations. Hot water is not necessary for decontamination purposes.

Properly discard plastic bag that laundry was in.

***Protective gloves should be worn anytime another person's blood is involved and throughout this entire process.*** Gloves need to be changed and discarded after contact with each student athlete. Remove gloves and discard if they are not of the general-purpose utility variety. Wash your hands immediately even though protective gloves are worn.

When it is not feasible to wash your hands immediately after exposure, an antiseptic cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes should be used. Hands should then be washed in soap and water as soon as possible.

#### **PROCEDURES FOR CLEANING WASHABLE SURFACES CONTAMINATED WITH BLOOD OR BODY FLUIDS:**

- A. **For small areas of contamination** (i.e. droplets on wrestling mat, gym floor, pool deck, etc.)
1. Have immediately available a squirt or spray bottle containing **fresh** bleach solution or an EPA-approved disinfectant. (The fresh bleach solution should be mixed daily and should be a dilution of 1 part bleach to 100 parts water. This is the equivalent of 1/4-cup bleach to each gallon of water or 1 tablespoon bleach to each quart of water.) An approved disinfectant that we have in stock is QT. We would recommend its use, especially on wrestling mats.

**Do not use bleach together with any other disinfectant.**

2. While wearing protective gloves, spray the contaminated area with the cleaning solution. Gloves used for cleaning contaminated surfaces may be single-use latex gloves, or multiple-use general-purpose utility (rubber) gloves. Use disposable towels to clean the contaminated surface. Repeat until all visible blood and other body fluids have been removed. Use clean disposable towels each time the procedure is repeated.
3. Properly discard all contaminated disposable materials.
4. Wash hands as described in the above procedure. When it is not feasible to wash your hands immediately after exposure, an antiseptic in conjunction with clean cloth/paper towels or antiseptic towelettes should be used. Hands should then be washed in soap and water as soon as feasible.

- B. **For large areas of contamination** (i.e. large pools of blood, vomitus or urine):

1. While wearing protective gloves, use **fresh** bleach solution or an EPA-approved disinfectant. (The fresh bleach solution should be mixed fresh daily and should be a dilution of 100 parts water to 1 part bleach. This is the equivalent of 1/4-cup bleach to each gallon of water or 1 tablespoon bleach to each quart of water.) (QT is an EPA approved disinfectant which is stocked in our warehouse.)
  
2. When using mops, a two-bucket system is recommended - one bucket to wash the soiled surface and one bucket to rinse. Detailed instructions are as follows:
  - In bucket #1, dip, wring and mop up blood or body fluids containing visible blood.
  - Dip and wring in bucket #1 and mop a second time.
  - Dip and wring out mop in bucket #1.
  - Dip and wring mop in bucket #2 that contains clean disinfectant.
  - Mop contaminated area again.
  - Rinse and wring mop again in bucket #2.
  
3. Properly dispose of the used cleaning solution from both buckets down a drainpipe immediately after each occurrence.
  
4. Soak the mop in a fresh bleach solution or EPA-approved germicide immediately after use. (We recommend QT, which we stock in the warehouse.)
  
5. Rinse both buckets in fresh bleach solution or an EPA-approved disinfectant after use. After rinsing the buckets, rinse the sink.
  
6. Remove gloves and discard if they are not of the general-purpose utility variety. General purpose utility (rubber) gloves may be disinfected and reused, but should be discarded if they are peeling, cracked, discolored or if they have punctures, tears or evidence of deterioration.
  
7. Wash hands immediately even though protective gloves are worn. When it is not feasible to wash your hands immediately after exposure, an antiseptic cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes should be used. Hands should then be washed in soap and water as soon as possible.

## APPENDIX L

### COMMUNICABLE DISEASE PRECAUTIONS

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is greater risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Precautions for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. Routine use of latex gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
2. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
3. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate.
4. Clean all blood-contaminated surfaces and equipment with a solution made from a 1-100 dilution of household bleach or other disinfectants before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of or disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.
10. Have kit prepared and available at the bench for all practices and contests.
  - Cleaning solution
  - Gloves
  - CPR Mouthpiece, etc.
  - Plastic bags for disposal
  - Antiseptic towelettes
  - Disposable towels
11. All officials should carry a pair of gloves in their pocket, i.e. referees, coaches, trainers, etc.
12. Refer to the specific sport rules for additional information.

**INTEREST SURVEY RESULTS**  
**Composite Tally of April 2015**

**Grades 4 & 5**

**I have/will try out this year:**

	Male Responses	Female Responses
Soccer	273	228
Basketball	280	200
Nordic Skiing	100	105
Volleyball	78	260
Wrestling	188	44
Cross Country Running	147	267
Flag Football	267	42
Tumbling	41	179
Forensics	34	83
Computer Club	231	104
Drama	36	198
Chess/Checkers	137	56
Arts & Crafts	156	331
Other	356	257
Baseball	238	2
Softball	22	233

**Grades 6 - 8**

***(Have or will participate during current year)***

**Male Responses**

**Female Responses**

Soccer	160	167
Volleyball	11	230
Wrestling	110	12
Basketball	180	156
Cross Country Running	61	60
Nordic Skiing	45	31
Track & Field	133	117

***(Other intramural activities I would participate in)***

Soccer	142	124
Volleyball	32	186
Basketball	167	125
Flag Football	206	67
Drama	45	145
Forensics	36	71
Computer Club	97	41

**Grades 9-11**

**I have/will try out this year:**

***Fall Season***

**Male Responses**

**Female Responses**

Cross Country Running	173	141
Swimming & Diving	116	152
Football	349	6
Volleyball	29	264

***Winter Season***

Basketball	290	190
Ice Hockey	190	68
Wrestling	221	8
Nordic Skiing	147	129

**Spring Season**

Track & Field	267	255
Soccer	356	257
Baseball	238	2
Softball	22	233

**Currently Not Offered**

Tennis	26	27
Gymnastics (outsourced, not on campus)	24	26
Rifle	65	16
Girls' Hockey	22	46

**Other activities I would participate in**

Cheerleading	22	72
Drama	81	210
Foreign Language Club	62	80
Newspaper	39	23
Yearbook	112	198
Debate	72	62
Student Council	123	300
Intramurals	55	85
VICA	15	35