


**Kenai Peninsula Borough School District**

**SY 2014—2015**



# **High School Handbook**



**Co-Curricular Activities Guidelines**  
***Administrator/Sponsor Edition***  
**Adopted June 2014**



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## INTRODUCTION

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

The **guidelines and recommended procedures** outlined in this handbook **cannot be altered** unless approval is granted by KPSAA and/or the KPBSD Board of Education.

## KPSAA EXECUTIVE BOARD

### **President**

**Curtis Schmidt**, Soldotna Prep School

### **Executive Secretary**

**John O'Brien**, Director  
Secondary Education & Student Activities

### **Board Members**

**Amy Johnson**, Homer High School  
Activity Representative

**Nancy Hamburg**, Planning & Operations  
Executive Board Non-voting Secretary

**Justin Zank**, Voznesenka School  
Elementary School Representative

**Treva Walker**, Seward High School  
Executive Board Vice President and Administrative Representative at Large

**Alan Fields**, Kenai Central High School  
High School Representative

**Jason Bickling**, Seward Middle School, Moose Pass  
Middle School Representative

**TBA**, K-12 School Representative

**TBA**, Parent Representative

**Bill Holt**, Board of Education Representative

## **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, principles 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/APPEALS

#### 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 yearly physician's clearance for sport activities must be on file with the coach and the athletic director or principal. (ASAA, Article XI, Section 1).
2. **Permission form.** A permission form (Appendix A/KPBSD Athletic/Activity Participation Registration including ASAA Parent and Student Acknowledgement and Consent for Concussions, page 39) 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 (Appendix B/High School Activities 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. **Hold harmless form.** A completed hold harmless form (Appendix A/KPBSD Athletic/Activity Participation Registration) must be on file with the coach and a copy must be on file with the athletic director or principal prior to any participation.
4. **User fee.** A user fee payment (Appendix A/KPBSD Athletic/Activity Participation Registration) must be received prior to the first contest or a waiver request must be on file with the athletic director or principal.
5. **Records.** All records must be in order and all forms must be on file before the student is eligible to begin practice in any program.

##### B. Student Requirements for Participation in Interscholastic Activities

1. **Enrollment.**
  - a. Interscholastic Program: In order to participate in a school-sponsored activity (including practice), a student must meet one of the following criteria:
    - 1) All freshman, sophomores, and juniors must be properly registered and enrolled in at least five (5) semester classes or their equivalent, in an Alaska School Activities Association member school within the district. Seniors who are on track to graduate and who have passed all parts of the High School Graduation Qualifying Exam (HSGQE) must take at least four (4) semester units of credit, or the equivalent, to be eligible. All other seniors must be enrolled in a minimum of five (5) semester units of credit or the equivalent to be eligible.
    - 2) A student attending KPBSD approved correspondence, alternative or charter program during the first semester of ninth grade; and a student transferring from out-of-district who attends one of the above KPBSD approved programs after the first semester of the ninth grade, must designate an Alaska School Activities Association member school within the district as the School of Eligibility. The School of Eligibility of a student, other than a first semester freshman, who transfers to a KPBSD approved correspondence, alternative or charter programs from another school within the district will be the member school from which the student transferred.
    - 3) Students enrolled in non KPBSD alternative education programs and non KPBSD accredited home schools as defined under AS 14.30.365, and who are otherwise eligible to participate in ASAA high school interscholastic activities may select a school of eligibility within KPBSD. Non KPBSD alternative education program and accredited home school program students should pre-register for high school participation at their chosen "School of Eligibility" prior to the start of the season so that eligibility can be verified prior to

the first day of practice of a specific activity season. PLEASE SEE: APPENDIX O ASAA Guidelines for Implementing AS 14.30.365; APPENDIX O ASAA Checklist for High School Students (AS 14.30.365); and APPENDIX O Checklist for Administrators (AS 14.30.365)

- 4) All students must maintain at least an overall 2.0 grade point average (GPA) during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA with the KPBSD's grading system.
  - b. Establishing eligibility: For transfer purposes, a student establishes eligibility at a school by enrolling in and attending that school for fifteen (15) school days or by participating in an interscholastic activity.
  - c. Extension of Classroom Competitions:
    - 1) Students desiring to participate in classroom extensions (band, drama, etc.) must be enrolled and passing in that class at that school.
    - 2) The student is not required to be enrolled in five (5) district classes.
  - d. Intra-mural Activities: Students enrolled in less than five (5) classes or non-enrolled students may participate in intramural on a space available basis determined by the building administrator and/or the site-based council.
2. **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.
  3. **School grade.** Students in the eighth grade and below are ineligible for participation as members of high school athletic teams. This includes cheerleading (ASAA, Article XII, Section 2.c)
  4. **Age.** A student who becomes nineteen (19) years of age before August 1 shall be ineligible for interscholastic competition (ASAA, Article XII, Section 6).
  5. **Practice.** Athletic participants must have ten separate days of practice in the same activity prior to the first day of competition unless a waiver has been granted because of participation in a continuous activity (ASAA, Article VII, Section 5). Students may not have practices waived for football, gymnastics, hockey, wrestling or cheerleading.
  6. **Participation.** A student may participate in no more than four (4) seasons in any specific interscholastic activity. Participation in any interscholastic contest shall be considered as one year or season of participation in that activity. (ASAA, Article XII, Section 3).
  7. **Recruitment/undue influence.** Transfer from one school to another for athletic purposes because of undue influence by anyone connected directly or indirectly with the school shall cause a student to forfeit eligibility for at least one year from the date of enrollment (ASAA, Article XII, Section 5).

#### C. Student Scholastic Eligibility for Participation

*The following rules apply to all students who are present members of co-curricular activities (effective first student day of 2006-2007):*

1. Academic Progress: ASAA requires that all students have passing grades in five (5) semester units of credit to participate in the next semester. Seniors who are on track to graduate and who have passed all parts of the High School Graduation Qualifying Exam (HSGQE) must take at least four (4) semester units of credit or the equivalent to be eligible. Other seniors must be enrolled in a minimum of five (5) semester units of credit or the equivalent to be eligible. In addition, all students must maintain at least an overall 2.0 grade point average (GPA) during the current semester to remain eligible.

Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system. KPBSD further requires that all students be passing in all enrolled classes at the time of eligibility checks. The Connections Program,

Distance Education Program, Credit Recovery Programs, Alternative Schools, Standards Based Schools (River City Academy and Susan B. English) are responsible for determining their students' progress at each eligibility check and follow the same guidelines as the rest of the district. All of these programs listed are responsible for determining their students' progress at each eligibility check. All of these programs and correspondence students must meet the same time frame requirements as students within the traditional school setting.

Students in non-KPBSD alternative Programs and non-KPBSD accredited home school programs must meet all ASAA and KPBSD eligibility requirements and timeframe requirements with the exception of regular attendance at the school of eligibility.

- a. 2.0 GPA checks will be done each mid-quarter and quarter end. Additionally, students must be passing all classes at this time. Semester grades will be used at the end of quarters two and four for both 2.0 GPA and failing grades. A schedule of eligibility check dates will be printed annually in the KPSAA High School Handbook.
  - b. Students determined to be ineligible at the mid-quarter check will begin their ineligibility on the *first school day* following the grade check until the next eligibility check. Students may regain their eligibility after seven calendar days if they meet the 2.0 GPA and are passing all their classes within the next five school days. Otherwise, they remain ineligible until the next eligibility check.
  - c. At the end of the quarter, eligibility determination will be made on the first Wednesday of the new quarter.
  - d. Students that are ineligible as a result of a 2<sup>nd</sup> semester failing grade or a GPA of less than 2.0 at the end of the second semester will begin their ineligibility immediately for any sport continuing into the summer and will continue through the first day that practice begins at that school for the sport in which that student participates in the fall and will run for three calendar weeks. Classes passed during the summer school can be used to regain eligibility as soon as the class is successfully completed if the student has a GPA of not less than 2.0 and has passed at least five (5) semester units with the previous semester and summer school combined.
  - e. Students who are ineligible as a result of not having passed five (5) semester units during the spring semester may count courses taken in summer school toward those five (5) semester units.
  - f. After the second eligibility violation, the athlete may be removed from the team/activity.
  - g. Students receiving an incomplete at the end of a quarter will be ineligible until the incomplete is changed to a passing grade.
  - h. Only students who are eligible shall be allowed to travel or associate with the team during home or away contests.
2. **Personal conduct.** Classroom conduct may affect eligibility. Any misconduct affecting eligibility must be recorded in the principal's office.
  3. **Enrollment.** To be eligible during a school semester for participation in interscholastic activities, a student must:
    - a. Be properly registered as defined by ASAA policy.
    - b. Be carrying a minimum of five (5) classes that lead to the granting of credit towards graduation. Seniors who are on track to graduate and who have passed all parts of the High School Graduation Qualifying Exam (HSGQE) must take at least four (4) semester units of credit, or the equivalent. All other seniors must be enrolled in a minimum of five (5) semester units of credit or the equivalent to be eligible.
    - c. Be in regular attendance in all school classes in which enrolled.
  4. **Class changes--add/drop**
    - a. If a student transfers classes after the second week of the semester, s/he must be passing in all classes to maintain eligibility.

- b. If a student transfers classes after the second week of the semester and is not passing in all classes, the student will remain ineligible until the next eligibility check.

#### **D. School Transfer Eligibility**

**The end of summer is defined as the first day of enrollment or the first day of practice in a fall sport.**

1. **Student transfers.** A student-athlete who transfers enrollment with a corresponding change of residence of parents (or other persons with whom the student has resided for a period of time approved by the state high school association) shall be eligible at the new school as soon as properly certified. A student-athlete who transfers enrollment, whether adult or not, without a corresponding move by her/his parents (or other persons with whom the student has resided for a period of time approved by the state association) shall be required to be in attendance in the new school for eighteen (18) weeks from the date of enrollment in order to establish athletic eligibility. By state association adoption, the requirement of eighteen weeks attendance for a student-athlete may be waived but not shortened. Inter district transfers may not be approved solely for athletic purposes.
2. **ASAA vs. school district policy.** A school district may establish its own policy regarding intra-district transfer as long as it is at least as stringent and not in conflict with the ASAA transfer rule. The district's policy must be submitted to the ASAA Executive Secretary for approval. Upon approval, the district policy will prevail.
3. **Season of participation and eligibility of transfer students.** A student who transfers to Alaska from another state and who has completed a full season in a sport as defined by that state including tournaments (where qualified) in the current school year shall not be eligible for the same sport during the remainder of the school year at the receiving school in Alaska.
4. **Citizenship Rule.** A student who is expelled from a school within the state of Alaska will not be eligible in another school within the state of Alaska during the duration of the expulsion.
5. **Foreign student transfers.**
  - a. Foreign students
    - 1) Students from foreign countries involved in official exchange programs approved by the Executive Secretary, including but not limited to the American Field Service, Rotary International, and Youth for Understanding, are eligible for participation when waived by the Executive Secretary.
    - 2) Schools, which have exchange students who desire to participate in interscholastic activities, are required to communicate with the Executive Secretary to seek eligibility for such students. The following information must be provided:
      - a) Name of students.
      - b) Name of programs.
      - c) Indication that the students will be in attendance for no less than a complete semester and that the students did not participate in the same sport (for which eligibility is being sought) at another school earlier in the same school year.
    - 3) Exchange students must also be eligible by all other rules; i.e., not graduated from a secondary school, not over age and passing the previous semester in five (5) subjects.
    - 4) Students transferring from home school programs will be treated as out-of-district transfers.
  - b. Alaskan students
    - 1) Alaskan students involved in exchange/travel programs, including but not limited to the American Field Service, Rotary International, and Youth for Understanding, are eligible for interscholastic sports participation upon return to their home school when such requests are made prior to the semester/year of travel/study and waived by the KPSAA Board designee.

- 2) Such students must otherwise be eligible by all other rules; i.e., no subjects failed in their last semester of attendance at their Alaskan High School (ASAA, Article XII, Section 9.16).

#### E. Student Transfer Waiver Policy

1. **Step 1.** All requests for waivers must be initiated with the KPSAA Executive Secretary. If the waiver is approved, the request will be forwarded to the state and is subject to ASAA approval. The following documents must be supplied when submitting a waiver request:
  - a. Letters from the appropriate administrator certifying reasons for the waiver request.
  - b. A letter from the parent/legal guardian stating the reasons for the request.
  - c. Official transcripts from all schools involved if applicable.
2. **Step 2.** If the waiver request is denied in Step 1, an appeal may be made through the KPSAA Board. If the waiver is approved, the waiver request will be forwarded to the state and is subject to ASAA approval.
3. **Step 3.** If the waiver request is denied in Step 2, an appeal may be made to Board of Education.

### V. PARTICIPATION GUIDELINES FOR ACTIVITIES

- A. **Tobacco, alcohol and controlled substances policy. (ASAA 2008-2009 Handbook, p. 53; TAD Policy)** In order to ensure consistency of tobacco, alcohol and controlled substances use policies by the member schools of the Kenai Peninsula School Activities Association, and in cooperation with the Alaska School Activities Association, the following policy is adopted:
1. **Prohibited Conduct:** The possession, distribution or use of any tobacco products, alcohol, and controlled substances by a student-athlete or activity participant, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth herein. Additionally, being in the same vehicle, house, location, party, proximity, etc. where alcohol/drugs are known to be in illegal possession by minors or willingly remaining in a location or \*proximity where alcohol/drugs are being illegally consumed will result in the same penalties set forth herein. TAD policy and Proximity: Beginning SY 2013-2014, no longer enter proximity violations into the ASAA TAD data base. Enter only in Power School.
  2. **Time Period During Which Policy Applies:** The policy in this section applies to any student who is participating or has participated in interscholastic activities starting from the student's first participation in interscholastic activities, including formal practices which precede interscholastic competition after the initial signing of the Student/Parent/Legal Guardian (TAD) Acknowledgement Form, at any ASAA member school, and continuing until the student graduates from high school. This policy applies during "calendar days" as defined in the ASAA handbook (p. 54, 2008-09 edition).
  3. **Educational Component:** The educational component is a critical part of the policy and is comprised of four parts; Pre-Participation Orientation, First Offense, Second Offense, and Third Offense. ASAA will provide the first three parts of this component for member schools on DVD and through the ASAA website. (ASAA's educational component is applicable to member high schools only.)
  4. **Cumulative and Progressive Penalties:** Violations of this policy will be cumulative and progressive, as described in the following paragraph, throughout a student's high school years. If a student transfers from one ASAA member school to another ASAA member school, the student's cumulative violations will accompany such transfer and shall be the basis for any additional penalties should further violations occur.
  5. **Penalties for Violation of this Policy:**

**First Offense** The student will be suspended from interscholastic activities and practice for ten (10) calendar days. Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the First Offense educational component. For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule with the ten (10) calendar days period of suspension, the student's period of suspension will start over again; the First Offense educational

component will become mandatory and no forgiveness will be granted. This process will continue until the student has demonstrated ten (10) calendar days without a subsequent tobacco violation. A student who has not completed a suspension or re-suspension under the first Offense penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this policy.

**Second Offense** The student will be suspended from interscholastic activities and practice for forty-five (45) calendar days. Both the student and parent/guardian must complete the Second Offense educational chemical assessment component (see below) prior to the student's return to practice or competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Second Offense educational component. A student may need additional days of practice before returning to competition (Article 7, Section 5; ASAA).

**Third Offense** The student will be suspended from interscholastic activities and practice for one (1) calendar year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Third Offense educational component. A student may need additional days of practice before returning competition (Article 7, Section 5; ASAA).

**Fourth Offense** The student's privilege to participate in interscholastic activities and practice is revoked for the remainder of the student's high school years.

All elements of reporting, enforcement, and administration of the above participation guidelines will be in accordance with Alaska School Activities Association, Kenai Peninsula Borough School District and Kenai Peninsula School Activities Association General Information and Policies.

*\*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.*

**TAD Policy and Proximity: Beginning 2013-2014, no longer enter proximity violations into the ASAA TAD data base. Enter only in Power School.**

6. **Chemical assessment.** If a student is dismissed from participation or practice because of alcohol or drug infraction, 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.
7. **Conduct.** Suspension from activities for a period of time up to thirty (30) 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
8. **Other** misconduct occurring while on school grounds or while engaged in school sponsored activities will be subject to penalties according to Board of Education policies.

## **B. Dismissal Rules**

1. **Discipline.** 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.



2. **Voluntary quit.** A student who voluntarily quits a sport/activity season will not be eligible to practice or play in another sport/activity during the season of that sport/activity without administrative approval.

**C. Uniforms/Equipment Rules**

1. **Student responsibility.** Uniforms/equipment issued to a student is 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.

**D. Participation Fees**

1. **A fee of \$150** per activity shall be charged for football, basketball (boys and girls), baseball, softball, volleyball, wrestling, Nordic skiing, swimming, and hockey.
2. **A fee of \$100** per activity shall be charged for cross-country running, cheerleading, performance dance, soccer and track.
3. Music festival participation fees for high school choir is \$20.00 and high school band \$25.00.
4. Students who are unable to pay all or part of the fee must complete the waiver request form, which is then filed in the administrator's office.
5. The maximum participation fee assessed any family will not exceed **\$500** per year at the high school level only.

**E. Additional Coach/Sponsor Rules**

1. **Additional rules.** With administrative approval, coaches may establish additional training rules that are not in conflict with KPSAA guidelines or Board of Education policy, e.g., schedules, curfews, etc., for each sport.
2. When students of opposite sex travel together, appropriate behavior will be outlined, expected and enforced by the coach.
3. **Rules on file.** All rules will be on file with the building administrator prior to the season start.
4. **Holiday practices.** Co-curricular activity practices and games shall not be held on the following holidays: Thanksgiving Day, Christmas Day, New Year's Day, and/or on any Sunday. Under rare exceptions, contests and performances may occur on Sundays and holidays with building administrator approval. If students decline to participate on these rare occasions, they may do so at no penalty to themselves.
5. **Special school-wide rules.** There may be special school-wide rules affecting co-curricular participation beyond the rules established by the Co-curricular Activities. Guidelines must be included in the individual school's student guidelines.

## VI. GENERAL ACTIVITIES POLICIES FOR THE KPBSD

### A. Travel Limitations

1. **Vehicles.** Students traveling more than a 25 mile radius 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 or his/her designee to travel by some other method. "Home Site" is defined as the location where your school is hosting an event or all schools share a site (e.g. Soldotna Sports Center).
2. **Length of trips.** Regularly scheduled activity trips shall be limited to no more than three (3) consecutive school days for any one activity. Any exception to this rule must have prior approval by the KPSAA Executive Secretary.
3. **Freshman teams.** Freshmen and/or "C" teams ("C" teams are those made up primarily of freshmen with some sophomores) travel off the Peninsula is permitted under the following conditions:
  - a. Travel must be on a highway to a school within the region.
  - b. Travel is permitted only with junior varsity/varsity teams on a space available basis.
  - c. A second trip may be permitted if it does not require time out of school and additional expense.
4. **Mode of travel.** School vehicles shall be used for all extended activity trips. When traveling off the peninsula between the months of November and March inclusive, teams must arrive back at the school site no later than 1:00 a.m. unless prearranged with the building administrator.
5. **For all activity trips between November 1st and March 31st,** all students must have in their possession the following items or appropriate alternatives:
  - 1 pull-over hat
  - 1 pair of warm long pants
  - 1 heavy winter coat
  - 1 pair warm shoes
  - 1 pair of warm socks
  - 1 pair of gloves or mittens
  - 1 bed roll (overnight trip)

Coaches/Sponsors are responsible for checking that each student has these items in possession before leaving the school's parking lot. If a student cannot obtain these items before departure time, he/she will not be allowed to travel with the team.

### B. Scheduling Limitations

1. **School day.** All contests between two or more schools shall be scheduled outside of the students' regular school day for the host school, unless approved by the building principal and the KPSAA Executive Secretary.
4. **Borough Cross Country Running Race** will be held midweek (Tuesday) and the race will be a distance of 3 kilometers.
5. **Borough tournaments.** Borough tournaments will be held in cross-country running, Nordic skiing and track and field. Borough Tournaments were developed for the benefit of student athletes and the schools involved. Schools with teams in these three sports shall participate in the Borough meets. Borough tournaments may not begin before 9:00 a.m. This includes pre-event sponsors' meetings.
6. **Priorities.** Schedule conference commitments first, Peninsula non-conference schools on a home/away bi-annual basis second, and then include other contests.

**C. Specific Sport Schedule Limits** (excluding regional and state tournaments)

<u>Sport</u>	<u>Number of Events</u>
Basketball	22
"C" Basketball	15
Baseball	22
Softball	22
Cross-country running	10
Nordic skiing	15
Football	1 per week
"C" Football	6
Soccer	16
Hockey	22
Swimming/Diving	15
Track and Field	10
Volleyball	22
"C" Volleyball	20
Wrestling	24 weigh-ins

**D. 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 activities.** Prolonged outdoor activities will be canceled when temperatures drop below -10 degrees Fahrenheit when applying the wind chill factor (Appendix K/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).

**E. Sport Season Practice Rules**

1. **Season starting date.** Practice for a sport may not begin before the day listed by the KPBSD as the season's starting date.
2. **State tournament.** There will be no practice sessions during the school year after the state tournament.
3. **Practice.** Athletic participants must have ten separate days of practice before they are eligible to compete in any contest unless a waiver has been granted because of participation in a continuous activity (ASAA, Article VII, Section 5).

**F. Awards**

1. **Written guidelines.** Written guidelines for earning letters/awards will be given to participants during the first week of practice.
2. **Filing of guidelines.** These guidelines will be on file in the principal's office.

**G. Suggested Admission Fees**

1. **General admission** (school-sponsored activities)

Adults	\$5.00
Seniors (over 65)	\$3.00
Students	\$2.00
Preschool	Free if accompanied by an adult
Families	\$15.00 if the student(s) is/are accompanied by a parent
Parents of Home Team	\$2.00 per parent, per game, for parents of participants in that activity.

2. **No charge.** The home school will admit without charge all competitors, cheerleaders (in uniform), coaches, managers and bus or van drivers of the visiting school.
3. **Activity cards.** Student activity cards may be honored at all regular season activities (optional for each school).
4. **AASA Cards.** AASA cards issued to coaches and administrators are to be honored at regular season activities and regional tournaments.

#### H. Team Selection

1. **Cut policy.** The KPBSD allows for a cut policy in all high school sport areas. Criteria for selecting the team are determined by the coach of each sport.
2. **Criteria.** These criteria should be well defined for aspiring athletes at the beginning of each season.

#### I. Participation Limitations

1. **Basketball.** No basketball player shall participate in more than six quarters of basketball in one day (excluding tournaments and jamborees).
2. **Baseball.** A pitcher shall not pitch more than ten (10) innings in a three (3) day period.
3. **Softball.** Each team will be allowed to attend one invitational tournament (pool play) per season, with games limited to no more than 1 hour and 5 minutes (allowing the teams to finish the inning) which will not be considered full games and do not count against the 22 game limit.
4. **Volleyball.** No volleyball player shall participate on more than two levels of teams (C-JV or JV-V) in one day against the same opponent.
5. **Hockey.** No hockey player shall participate in more than six game periods in one day without a minimum of a two-hour break between games (excluding overtime and tournaments). The maximum allowable periods for double-headers shall be six.
6. **Cheerleading Guidelines**

**Stunting Squad** (as defined by Rule 1; Article 1 of the NFHS Spirit Rules Book):

- a. Coach must successfully complete a Stunt Safety Certification Course held by a national cheerleading organization, preferably AACCA. All coaches must also successfully complete the Alaska Coaches Education Program as per Article 10 in the ASAA Handbook. All coaches must hold a current first aid card.
- b. Squads must have a certified coach present while stunting and tumbling at all practices and sporting events. If a full certified, stunt endorsed coach is not present at practice or sporting events, the squad will not practice or perform tumbling or stunting maneuvers.
- c. Squads must follow all safety and stunting guidelines as stated in the Nation Federation of State High School Association Spirit Rules Book. Coaches will be provided with NFHS Spirit Rules Book by the school.
- d. Squads must practice tumbling and stunts with mats as set forth in the National Federation of State High School Associations Spirit Rules Book.
- e. Qualifying sheet showing which stunts the student can perform must be on file with coach and administration.

**General:**

- a. Coach must attend practices and sporting events.
- b. Coach or designee must attend fundraising events and community service events.
- c. Squads must follow all safety and stunting guidelines as stated in the National Federation Spirit Rules Book.
- d. Student must meet all eligibility rules as established by school.

#### J. Blood Handling Procedures (see Appendix L)

## **VII. Student Government**

### **A. Mission Statement**

The purpose of student government in the KPBSD is to provide an educationally appropriate forum for students to take an active ownership in their schools and their school district.

### **B. Responsibilities of KPSAA Director**

The director of KPSAA and the designated Executive Secretary for said office are responsible for:

1. Maintaining a current file of conference activities for the Peninsula Borough Association of Student Councils.
2. Disseminating a pre-conference packet to the school hosting the fall KPBSD Student Council Meeting by the end of the first week of school.
3. Collecting the minutes of the KPBSD Student Council Meeting and a packet of conference materials (agenda, revised Borough Student Council By-laws) within one month of the meeting.
4. Scheduling, with approval of the hosting school, a date for the fall KPBSD Student Council Meeting by May 1st of each school year.
5. Providing information of meeting date and site for publication in the KPBSD calendar.
6. Scheduling and funding at least three Student Council Presidents meetings and/or teleconferences per year.

### **C. Responsibilities of KPSAA Board**

1. Schedule date of annual meeting – **TUESDAY, September 23, 2014 at Kenai Central High School**
2. Establish rotation of host schools
3. 2015-16 Nikiski High School      2016-17 Homer High School      2017-18 Soldotna High School  
2018-19 Seward High School

### **D. Responsibilities of Hosting School**

1. Invite all borough schools at least three weeks in advance and include information about the office of the Board of Education student representative (responsibilities and how to become a candidate).
2. Develop a schedule of events and an agenda for the fall meeting, providing this information at least one week before the meeting to each borough school.
3. Arrange for keynote speaker, guests, leadership workshops, presidents meeting, and activities.
4. Conduct the meeting according to borough by-laws.
5. Provide minutes to each borough school within one month of the meeting.
6. Provide a packet of minutes, revised borough by-laws, and all conference materials to the KPSAA Director within one month of the meeting.

### **E. Objectives of KPBSD Student Council Meeting are to:**

1. Elect a student representative to the Kenai Peninsula Borough School District's Board of Education.

2. Discuss current student issues and give input to the elected representative.
3. Amend and pass by-laws pertaining to the association.
3. Exchange ideas and provide leadership training workshops.
4. Organize a meeting of Kenai Peninsula Borough School Council Presidents as per Borough Student Council By-Laws.

**F. Student Representative to KPBSD Board of Education**

**1. Qualifications:**

- a. Any student currently enrolled as a junior or senior in a KPBSD high school.
- b. Has completed at least one semester in a KPBSD high school.
- c. Has a minimum of 2.0 GPA.
- d. Meets eligibility requirements stated for student activities in the KPBSD activity handbook.
- e. Received more than 50% of the vote (each attending school has 10 votes).
- f. Receive endorsement of his/her student council advisor.

**2. Duties and responsibilities:**

- a. Attend all KPBSD Board of Education meetings.
- b. Represent and be the voice of the students of this district on all issues at these meetings.
- c. Communicate with all secondary student councils in the district at the fall meeting, by teleconference and by mail as necessary.

**G. Presidents Meetings and/or Teleconferences**

1. The chairperson of borough student council presidents and the student representative to the Board of Education will co-chair and schedule meetings and/or teleconferences.
2. Participants are to include the presidents of all district high school student councils, or their designated representative.
3. Responsibilities of the co-chairs for teleconference:
  - a. Schedule and arrange meetings/teleconferences.
  - b. Notify all participants of time and procedure in advance.
  - c. Prepare agenda for meetings/teleconference and conduct the meeting.
    - 1) Inform participants of happenings at Board of Education meetings relevant to secondary students.
    - 2) Gather input, ideas and opinions from the district student councils.

## **VIII. COACH'S RESPONSIBILITIES**

1. Select and coach individual participants in the skills necessary for excellent achievement in the sport.
2. Plan and schedule a regular program of practice in season.
3. Work closely with the athletic director in scheduling interscholastic contests.
4. Maintain and recommend the purchase of equipment, supplies and uniforms.
5. Maintain the necessary physical forms, insurance eligibility forms and records as required by ASAA, KPSAA, and the local school.
6. Oversee the safety conditions of the facility or the area in which the assigned sport is conducted at all times students are present.
7. Establish performance criteria for participation in interscholastic competition in the sport.
8. Enforce discipline and sportsmanlike behavior at all times. Establish and oversee penalties for breach of such standards by individual students.
9. Maintain personal/professional conduct and dress standards commensurate with the ideals of the KPBSD interscholastic activity program.
10. Be familiar with all pertinent rules, regulations, policies and procedures of ASAA, the regional affiliate, KPSAA and the local school.
11. Perform other duties pertinent to the sport as assigned by the principal or designee.
12. Share responsibilities listed under Section X, Athletic Director's Responsibilities, as delegated by the principal (for schools not having an athletic director).
13. Ensure that chaperones accompany each sex for all school-sponsored, overnight activities and ensure appropriate behavior occurs.
14. Agree to the use of the High School Coach's Evaluation Form (Appendix E). This form is for use by the administrator, athletic director and/or the activity sponsor for the purpose of improvement only.
15. Be currently certified in first aid as required by ASAA regulation, and have a fully equipped first aid kit on hand.
16. Possess and be familiar with the national federation handbook for his/her sport.
17. Develop sport manager job descriptions, which include locker room responsibilities. The descriptions must be on file with the athletic director/principal prior to the start of the season.
18. Be responsible for filling out an accident report for any significant injury and filing it with the student's health records.
19. In most cases it is not appropriate for coaches to have their own children accompany the team and be present in the bench area.
20. Have all training rules and regulations signed by parents and on file with the building administrator.
21. Distribute written guidelines for earning a letter.
22. To immediately report any KPSAA policy/rule violations to the building administrator.

## **IX. ACTIVITY SPONSOR'S (NON-ATHLETIC) RESPONSIBILITIES**

1. Select and coach individual participants in the skills necessary for excellent achievement in the event.
2. Plan and schedule a regular program of practice in season.
3. Work closely with the athletic director in scheduling events.
4. Maintain and recommend the purchase of equipment, supplies and uniforms.
5. Oversee the safety conditions of the facility or area in which the assigned event is conducted at all times students are present.
6. Establish the criteria for participation in performance at festivals and concerts.
7. Enforce discipline and appropriate 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 interscholastic activity program.
9. Be familiar with all pertinent rules, regulations, policies and procedures of ASAA, the regional affiliate, KPSAA and the local school.
10. Assume any other duties pertinent to the event as assigned by the principal or designee.
11. Ensure that chaperones accompany each sex for all school-sponsored overnight activities.
12. Provide coaches with the Administrator/Sponsor Edition of the KPSAA Co-curricular Activities Guidelines.

**Consideration:** All reasonable consideration will be given to those students selected for all-borough honor festivals. (If a student is selected for both all-borough events, s/he will be allowed to participate without penalty or intimidation.)



## **X. ATHLETIC DIRECTOR'S RESPONSIBILITIES**

1. Schedule all athletic events including contracting all opposing schools for each home contest.
2. Submit the athletic budget and semi-annual expenditures of activities report for submittal to the building administrator and site council.
3. Arrange transportation and housing for all events.
4. Assume the responsibility for completion and maintenance of eligibility data, physical forms, emergency treatment cards, parent permission forms, etc.
5. Assume responsibility for providing ticket takers and other game personnel necessary for all home events.
6. Coordinate the school activities calendar.
7. Secure certified game officials.
8. Insure that each participating athlete has on file the signed statement (Appendix A) that s/he has read the KPBSD Activities Guidelines (Appendix B).
9. Inventory, purchase and maintain equipment, uniforms and supplies.
10. Assume responsibility for procurement and distribution of athletic awards, letters and pins for all sports.
11. Schedule all awards and banquets and assume general coordination of those events.
12. Assume responsibility for working closely with support clubs.
13. Coordinate with the activity director and/or drama/auditorium director in scheduling of events in existing facilities.
14. Assume responsibility for public relations with the community including newspaper and radio coverage of athletic events.
15. Assume responsibility for the purchase and dissemination of all first aid and other medical supplies used in the athletic programs.
16. Assist in the screening and hiring of all athletic personnel.
17. Work as a liaison between the administration and the coaching staff.
18. Completion of some duties may be required outside of the school calendar year and school day.

Revised/Adopted 10/04

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

1. Be directly responsible to the superintendent.
2. Assume full responsibility for the athletic and activity programs in the building.
3. Maintain line authority over athletic directors, coaches, activity directors and sponsors.
4. Be responsible for the continuous evaluation and improvement of the school's athletic and activity programs.
5. Assume ultimate responsibility for the supervision of athletic and activity functions listed below:
  - All home activities.
  - Activities away from home when crowd control or safety is expected to be an issue.
  - Regional tournaments, State tournaments and other state required travel.
  - In the event of scheduling conflicts or a shortage of supervisory personnel, duties may be shared with administrative staff from other participating schools if jointly agreed upon.
  - The principal may also designate other supervisory personnel other than a coach or a sponsor to take his/her place when necessary.
6. Consult with the athletic director and the executive directors of activities on matters of administrative procedures and functions.
7. Be responsible for modifying and recommending budgetary items for the building's athletic and activity programs.
8. Follow all regulations and rules established by ASAA, Region II, Region III and Region IV.
9. Administer the guidelines established by the Co-curricular Activities Guidelines.
10. Delegate/share responsibilities listed under Section X. Athletic Director's Responsibilities if the school does not have an athletic director.
11. Ensure that athletic and activity sponsors are familiar with activities rules.
12. Be responsible for assigning the most qualified individual(s) to the coaching duties or sponsorships of the co-curricular activities at the building and clearly name the specific activity on the contractual agreement.
13. Shall provide for safety of officials at each contest.

## **XII. MUSIC ACTIVITIES CALENDAR OF EVENTS**

### **Activity Sites and Dates for 2014-15**

<b><u>Date</u></b>	<b><u>Event</u></b>	<b><u>Location</u></b>
October 20, 21, 2014	Honor Choir (H.S.)	Soldotna High School
February 9, 10, 2015	Mass Choir (H.S.)	Kenai Central High School
March 23, 24, 2015	Honor/Mass Band (H.S.)	Homer High School

**Borough music festivals were developed for the enrichment of students and the communities involved. Schools shall participate in all Borough festivals and not schedule conflicting events on these dates.**

### **Music Festival Participation Fees**

**High school choir participation fee: \$20.00 High school band participation fee: \$25.00**

### **High School Gate Fees**

**Adults - \$5.00 Senior Citizens - \$3.00 Students - \$2.00 Family - \$15.00**

### **MUSIC FESTIVAL SITE ROTATION**

<b><u>YEAR</u></b>	<b><u>MASS CHOIR</u></b>	<b><u>HONOR CHOIR</u></b>	<b><u>HONOR/MASS BAND</u></b>
2014-15	Kenai Central High	Soldotna High	Homer High
2015-16	Kenai Central High	Homer High	Soldotna High
2016-17	Kenai Central High	Kenai Central High	Kenai Central High

\* Note: The Kenai Peninsula Borough School Board gives Kenai Peninsula Student Activities (KPSAA) Executive Secretary the authority to change these dates and locations in an as needed basis without KPBSD School Board approval.

### **XIII. HIGH SCHOOL BOROUGH TOURNAMENTS**

#### **CALENDAR OF EVENTS**

<b><u>Date</u></b>	<b><u>Event</u></b>	<b><u>Location</u></b>
September 16, 2014	Cross-country running	Nikiski High
February 14, 2015	Nordic Skiing	Nikiski High
May 9, 2015	Track and Field	Seward High

**Borough Tournaments were developed for the benefit of student athletes and the schools involved. Schools with teams in these three sports shall participate in the Borough meets.**

#### **BOROUGH TOURNAMENTS ROTATION SCHEDULE**

<b><u>Year</u></b>	<b><u>Cross-country running</u></b>	<b><u>Nordic Skiing</u></b>	<b><u>Track and Field</u></b>
2014-15	Nikiski High	Nikiski High	Seward High (Hosted by) @ TBA
2015-16	Soldotna High	Kenai Central High	Homer High (Hosted by) @ TBA
2016-17	Seward High	Homer High	Soldotna High
2017-18	Homer High	Soldotna High	Kenai Central High

- Note: The Kenai Peninsula Borough School Board gives Kenai Peninsula Student Activities (KPSAA) Executive Secretary the authority to change these dates and locations in an as needed basis without KPBSD School Board approval.

#### **XIV. ELIGIBILITY CHECK DATES**

##### **School Year 2014-15**

<u>First Quarter</u>	<u>Second Quarter</u>	<u>Third Quarter</u>	<u>Fourth Quarter</u>
September 22, 2014	November 17, 2014	February 9, 2015	April 20, 2015
**October 20, 2014	**January 5, 2015	**March 16, 2015	**May 20, 2015

**Students that are ineligible as a result of 4<sup>th</sup> quarter failing grade or a GPA of less than 2.0 at the end of the second semester will begin their ineligibility on the first day that practice begins at that school for the sport in which that student participates in the fall and will run for three calendar weeks.**

The eligibility dates, for schools on alternate academic calendars, i.e. Russian village and across the water K-12 schools, will be posted on their websites.

**\*\*End of quarter.**

## **XV. 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.

**XVI. 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. In matters of high school, the high school representative will be weighted with two votes.
4. 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.

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## APPENDIX A

### KPBSD Athletic/Activity Participation Registration

User Fee Form, Consent Form, 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.

#### Eligibility Requirements for students participating in KPBSD and ASAA sponsored activities:

- This form must be complete and on file in the Activities office for **each** sport/club in which the student participates.
- A physical is required every 12 months and cannot expire during the season in which the student is currently participating.
- These forms (Appendix A and physical form) must be on file before the first practice or tryout.
- See attached Appendix B for further requirements including Scholastic Eligibility.

#### Activities: Place an 'X' next to the activity your student is participating in.

The following activities require a **\$150 participation fee**:

Football \_\_\_ Wrestling \_\_\_ Ice Hockey \_\_\_ Basketball \_\_\_ Swimming & Diving \_\_\_ Volleyball \_\_\_ Nordic Skiing \_\_\_ Baseball \_\_\_ Softball

The following activities require a **\$100 participation fee**:

Cross Country Running \_\_\_ Track & Field \_\_\_ Performance Dance \_\_\_ Football Cheerleading \_\_\_ Basketball Cheerleading \_\_\_ Soccer \_\_\_

Requests for refund of fees must be made prior to the first contest. Fees may be prorated due to extenuating circumstances. Students removed from participation for discipline reasons or who quit will not be eligible for a refund. A \$500 annual family limit applies to high school participation fees. Unless waived by the school administration, fees are due prior to the first contest.

- I give my consent for the named KPBSD student to participate in the above named activity.
- I have read the Kenai Peninsula Borough School District activity guidelines (Appendix B) and understand their content.
- I have read and understand the eligibility requirements and code of conduct, including training rules (Appendix B) required of students participating in KPBSD and ASAA sponsored activities.
- I understand the coach may add specific rules and regulations for the activity that he/she supervises.
- I understand the dangers and risks of participating in the named activity range from minor sprains and contusions, to major injuries including concussion, spinal injuries, disfigurement, and injuries that may cause paralysis or even death.
- I understand the possibility a serious injury may impair my abilities to earn a living, to engage in other business, social and recreational activities; and to generally enjoy life.
- I understand the above warnings and recognize the importance of following coaches' instructions regarding playing techniques, training and other team rules and I agree to obey such instructions.
- I understand KPBSD and ASAA will not assume responsibility for injuries sustained in the co-curricular programs.
- I understand that primary accident insurance coverage is my responsibility.
- If my student is a non-KPBSD alternative education program/homeschool student, I further understand that the KPBSD secondary accident insurance will not cover my student.
- I give my consent to emergency treatment, hospitalization, or other medical treatment as may be necessary by a physician, qualified nurse, emergency medical personnel or hospital in the event of an injury or illness.
- I authorize the school to transport my child to and from KPBSD activities via KPBSD approved transportation.
- I hereby waive on behalf of myself and the participating student named, any liability of the sponsoring high school, KPBSD, or ASAA, or any of its officers, agents or employees for injuries sustained in the co-curricular program.
- I accept financial and legal responsibility of the named student in the event of injury or illness.
- I accept financial and legal responsibility of the named student for property damage, lost equipment and/or disciplinary sanctions.
- I accept the responsibility to pay the cost for transportation should any student be sent home early from an out of town event as a result of their behavior.
- Except for claims arising from sole negligence or willful misconduct of the school district, I hereby agree to hold the KPBSD, 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 high school programs. The terms hereof shall serve as a release for my heirs, estate, executor and all members of my family.
- We (student and parent/guardian) consent to abide by the ASAA's rules and regulations, KPBSD's rules and regulations, and my school of eligibility's rules and regulations.

\_\_\_\_\_  
Participant/Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Contact's Printed Name

\_\_\_\_\_  
Parent/Guard. Phone # (H)

\_\_\_\_\_  
Parent/Guard Phone # (W)

\_\_\_\_\_  
Parent/Guard. Phone # (Cell)

**NOTE:** If you are a **KPBSD Connections student** or **non-KPBSD alternative education/homeschool student**, you must obtain the signature of your Program Director for each activity you participate in and leave a copy of this form in his/her office.

\_\_\_\_\_  
Connections Program Director Signature

\_\_\_\_\_  
Date

Revised 7/13

## MEMO

To: Elementary, Middle and High School Administrators, Athletic Directors, and Coaches  
 From: John O'Brien, Director of Secondary Education & Student Activities  
 Re: Concussion Guidelines and Education and Requirements (BP/AR 6145.22)  
 Date: July 1, 2012

Alaska State law requires school districts to ensure that all coaches are trained in concussion awareness, provide clear guidelines for response to suspected/actual concussions, formalize "return to play" procedures, and educate parents and athletes on concussion awareness.

KPBSD and KPSAA have established and adopted the following expectations for all KPBSD schools and coaching staff:

- 1) All coaches (paid and volunteer) who work with KPBSD high school athletes must take the CDC/NFHS "Free online training for Coaches of High School Sports" course before their first practice with athletes. This course is applicable to students of all ages. They will need to print off the certificate of completion before they log off and provide a copy to the Athletic Director. AD's will then send completed certifications to Human Resources, who have a district Google doc to keep track of coaches who have completed the training. AD's and administrators will have access to view the doc. The course can be found by going to the CDC page entitled Heads UP: Concussion in High School Sports or at:  
<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>.

Refresher Training: All coaches will receive subsequent training at least every three years. Coaches will complete refresher training in conjunction with their Sports First Aid certification three year renewal, even if the renewal date occurs sooner than three years following initial concussion training. The Superintendent or designee may require refresher training more often if it is determined to be necessary on an individualized or group basis.

- 2) A copy of the ASAA "A parent's Guide to Concussion in Sports" must be provided to parents and athletes. They will sign the ASAA Parent and Student Acknowledgement and Consent form confirming they were provided the information about concussions. These forms can be found on the ASAA or KPSAA sites for printing and distribution. You are to keep copies in the AD's office files along with other paperwork.
- 3) This applies to all sports including intramurals, not just football and hockey. Please remind your football coaches that full contact should not take place until after the third practice.
- 4) When a concussion is suspected or confirmed, guidelines are set forth in the new ASAA Return to Play form (please replace all former KPBSD Return to Play forms with this one) which can be found in the KPSAA handbook and online at the KPSAA web page.

**\*\* Please go over these expectations with your coaching staff\*\***

If you have any questions or concerns regarding concussions, please contact John O'Brien at (907) 714-8884.



## 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), and
- 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.

National Federation of State  
High School Associations



## **A Parent's Guide to Concussion in Sports**

### **What is a concussion?**

- A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

### **Concussion Facts**

- It is estimated that over 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System)
- Concussions occur most frequently in football, but girl's lacrosse, girl's soccer, boy's lacrosse, wrestling and girl's 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 several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- An athlete should not return to sports while still having symptoms from a concussion as they are at risk for prolonging symptoms and further 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 fully recognize.

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

SIGNS OBSERVED BY PARENTS, FRIENDS, TEACHERS OR COACHES	SYMPTOMS REPORTED BY ATHLETE
Appears dazed or stunned	Headache
Is confused about what to do	Nausea
Forgets plays	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or fuzzy vision
Moves clumsily	Sensitivity to light or noise
Answers questions slowly	Feeling sluggish
Loses consciousness	Feeling foggy or groggy
Shows behavior or personality changes	Concentration or memory problems
Can't recall events prior to hit	Confusion
Can't recall events after hit	

### 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. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. Parents and coaches 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 are suspicious, 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 immediately.

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

After suffering a concussion, **no athlete should return to play or practice on that same day.** 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 in such a short time.

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

Once an athlete no longer has symptoms of a concussion and is cleared to return to play by health care professional knowledgeable in the care of sports concussions he or she should proceed with activity in a step-wise fashion to allow the brain to re-adjust to exertion. On average the athlete will complete a new step each day. The return to play schedule should proceed as below following medical clearance:

*Step 1:* Light exercise, including walking or riding an exercise bike. No weight-lifting.

*Step 2:* Running in the gym or on the field. No helmet or other equipment.

*Step 3:* Non-contact training drills in full equipment. Weight-training can begin.

*Step 4:* Full contact practice or training.

*Step 5:* Game play.

**If symptoms occur at any step, the athlete should cease activity and be re-evaluated by their health care provider.**

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

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

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.

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

- Both you and your child should learn to recognize the "Signs and Symptoms" of concussion as listed above.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she suspects that 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 to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

### **Other Frequently Asked Questions**

#### **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. Such difficulties are prevented 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 at-risk participation when symptoms of concussion are present and recovery is ongoing.

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

Diagnostic testing, which includes 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), they are not normally utilized, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's 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 use of computers, phone, 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 one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. 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 indicates 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 how the injury happened 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 is a decision best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

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

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or shear force of head trauma seen by professional football players. However, 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 concussion.

E 6145.22(1)

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's 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) for more information.

If you have any further questions regarding concussions in high school athletes or want to know how to find a concussion specialist in your area please contact Michael C. Koester, MD, ATC and Chair of the NFHS Sports Medicine Advisory Committee at [michael.koester@slocumcenter.com](mailto:michael.koester@slocumcenter.com).

April 2010

Added 3/2012

AASB POLICY REFERENCE MANUAL  
3/12

## ASAA Parent and Student Acknowledgement and Consent

The \_\_\_\_\_ School District requires that each athlete and each athlete's parent/guardian, receive a copy of its guide entitled "A Parents Guide to Concussion in Sports". This guide sets forth a description of the nature and risks of Concussion.

Parents and athletes 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 Parents 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 Parents 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**



## ASAA Release for Student to Resume Participation Following a Concussion

### Note to Medical Providers

Only those medical providers, as defined in **AS 14.30.142**, may determine when an athlete is eligible to return to athletic and academic participation following a concussion or suspected concussion. The medical provider must attest in writing that they meet the minimum qualifications set by law. 1) If an athlete is removed from activity because of suspected concussion, but is found **not to have a concussion**, then appropriate return to play is determined by the health care provider. 2) National medical organizations recommend and school districts require **that ALL Student Athletes with a concussion successfully complete a supervised, progressive, incremental physical and cognitive exertion program** prior to resuming full athletic activities. This program does not begin until after all symptoms of the concussion have resolved. It is to take place over a minimum of 6 days, with at least 24 hours between each step. The rate of progression through the steps in the program is individualized. Factors that may slow the rate are history of previous concussions, number/severity/duration of concussive symptoms, young age, and risk of sport. Physical or cognitive activity that provokes recurrence of concussive symptoms may delay recovery and increase risk of future concussion. If symptoms recur at any step, then physical and cognitive activity stop for 24 hours and are then re-initiated at the previous step.

Day 0 - 24 hours without concussion symptoms during physical and cognitive rest.

- **If no return of symptoms, then:**

Day 1 - 15 Minutes of Light Aerobic Activity (Walk, Exercise Bike, Etc).

- Trial half day school. No homework. No tests.

- **If no return of symptoms, then:**

Day 2 - 30 Minutes of Light to Moderate Aerobic Activity.

- Trial full day school. No homework. No tests.

- **If no return of symptoms, then:**

Day 3 - 30 Minutes of Moderate to Heavy Aerobic Activity

- Full day school. Regular homework assignments. No testing.

- **If no return of symptoms, then:**

Day 4 - 30 Minutes of Heavy Aerobic Activity and 15 Minutes of Resistance Exercise (Push-ups, Sit-ups, Weight Lifting).

- Full day school. Regular homework. Regular testing.

- **If no return of symptoms, then:**

Day 5 - Return to Practice for **NON CONTACT Limited Participation**.

- **If no return of symptoms, then:**

Day 6 - Return to Full Practice WITH CONTACT.

- **If no return of symptoms, then:**

Day 7 - Return to Competition

Student Athlete's Name	Date of Concussion	Date of Birth	School
	___/___/___	___/___/___	

Cleared to return following completion of graduated return to play program ☐ Cleared ☐ Not Cleared

I certify that I am a Medical Provider authorized under AS 14.30.142 to evaluate, manage, and determine return to play for an athlete with a concussion. Furthermore, I certify that I have followed ASAA's concussion return to play criteria.

Signed	Print Name	Date
		___/___/___

Added 3/2012

AASB POLICY REFERENCE MANUAL

3/12

# ASAA School/Medical Concussion Care Plan

Patient Name: _____	
DOB: _____	Age: _____
Date: _____	ID/MR# _____
Date of Injury: _____	

**You have been diagnosed with a concussion** (also known as a mild traumatic brain injury). This personal plan is based on your symptoms and is designed to help speed your recovery. Your careful attention to it can also prevent further injury.

**Rest is the key.** You should not participate in any high risk activities (e.g., sports, physical education (PE), riding a bike, etc.) if you still have any of the symptoms below. It is important to limit activities that require a lot of thinking or concentration (homework, job-related activities), as this can also make your symptoms worse. If you no longer have any symptoms and believe that your concentration and thinking are back to normal, you can slowly and carefully return to your daily activities. Children and teenagers will need help from their parents, teachers, coaches, or athletic trainers to help monitor their recovery and return to activities.

Today the following symptoms are present (circle or check). _____ No reported symptoms			
Physical	Thinking	Emotional	Sleep
Headaches Nausea Fatigue Visual problems Balance Problems	Sensitivity to light Sensitivity to noise Numbness/Tingling Vomiting Dizziness	Feeling mentally foggy Problems concentrating Problems remembering Feeling more slowed down	Irritability Sadness Feeling more emotional Nervousness Drowsiness Sleeping more than usual Sleeping less than usual Trouble falling asleep

<b>RED FLAGS:</b> Call your doctor or go to your emergency department if you suddenly experience any of the following			
Headaches that worsen Seizures Neck pain	Look very drowsy, can't be awakened Repeated vomiting Slurred speech	Can't recognize people or places Increasing confusion Weakness or numbness in arms or legs	Unusual behavior change Increasing irritability Loss of consciousness

## ASAA School/Medical Concussion Care Plan Continued

### RETURNING TO DAILY ACTIVITIES

1. Get lots of rest. Be sure to get enough sleep at night- no late nights. Keep the same bedtime weekdays and weekends.
2. Take daytime naps or rest breaks when you feel tired or fatigued.
3. Limit physical activity as well as activities that require a lot of thinking or concentration. These activities can make symptoms worse. • Physical activity includes PE, sports practices, weight-training, running, exercising, heavy lifting, etc. • Thinking and concentration activities (e.g., homework, classwork load, job-related activity).
4. Drink lots of fluids and eat carbohydrates or protein to main appropriate blood sugar levels.
5. As symptoms decrease, you may begin to gradually return to your daily activities. If symptoms worsen or return, lessen your activities, then try again to increase your activities gradually.
6. During recovery, it is normal to feel frustrated and sad when you do not feel right and you can't be as active as usual.
7. Repeated evaluation of your symptoms is recommended to help guide recovery.

### RETURNING TO SPORTS

1. **You should NEVER return to play if you still have ANY symptoms** - (Be sure that you do not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration.)
2. Be sure that the PE teacher, coach, and/or athletic trainer are aware of your injury and symptoms.
3. It is normal to feel frustrated, sad and even angry because you cannot return to sports right away. With any injury, a full recovery will reduce the chances of getting hurt again. It is better to miss one or two games than the whole season.

#### **The following are recommended at the present time:**

- ☐ Do not return to PE class at this time
- ☐ Return to PE class
- ☐ Do not return to sports practices/games at this time
- ☐ Gradual return to sports practices under the supervision of an appropriate health care provider (e.g., athletic trainer, coach, or physical education teacher).
  - Return to play should occur in gradual steps beginning with aerobic exercise only to increase your heart rate (e.g., stationary cycle); moving to increasing your heart rate with movement (e.g., running); then adding controlled contact if appropriate; and finally return to sports competition.
  - Pay careful attention to your symptoms and your thinking and concentration skills at each stage of activity. Move to the next level of activity only if you do not experience any symptoms at the each level. If your symptoms return, let your health care provider know, return to the first level, and restart the program gradually.

## ASAA School/Medical Concussion Care Plan Continued

### GRADUAL RETURN TO PLAY PLAN

Day 0 - 24 hours without concussion symptoms during physical and cognitive rest.

- **If no return of symptoms, then:**

Day 1 - 15 Minutes of Light Aerobic Activity (Walk, Exercise Bike, Etc).

- Trial half day school. No homework. Not tests.

- **If no return of symptoms, then:**

Day 2 - 30 Minutes of Light to Moderate Aerobic Activity.

- Trial full day school. No homework. No tests.

- **If no return of symptoms, then:**

Day 3 - 30 Minutes of Moderate to Heavy Aerobic Activity

- Full day school. Regular homework assignments. No testing.

- **If no return of symptoms, then:**

Day 4 - 30 Minutes of Heavy Aerobic Activity and 15 Minutes of Resistance Exercise (Push-ups, Sit-ups, Weight Lifting).

- Full day school. Regular homework. Regular testing.

- **If no return of symptoms, then:**

Day 5 - Return to Practice for **NON CONTACT Limited Participation.**

- **If no return of symptoms, then:**

Day 6 - Return to Full Practice WITH CONTACT.

- **If no return of symptoms, then:**

Day 7 - Return to Competition

### This referral plan is based on today's evaluation:

\_\_\_\_ Return to this office. Date/Time \_\_\_\_\_

\_\_\_\_ Refer to: Neurosurgery\_\_\_\_ Neurology\_\_\_\_ Sports Medicine\_\_\_\_ Physiatrist\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_ Refer for neuropsychological testing

\_\_\_\_ Other \_\_\_\_\_

### ASAA School/Medical Concussion Care Plan completed by:

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX C

### KENAI PENINSULA BOROUGH SCHOOL DISTRICT HIGH SCHOOL ACTIVITIES GUIDELINES

#### I. PHILOSOPHY STATEMENT

The KPBSD believes co-curricular activities are an integral part of the educational program. We believe each student should have an equal opportunity to participate in a broad number of activities based on her/his own talents and interests. It is the intent of the District to encourage participation in activities.

The following regulations governing activities in the District strive to treat all participants in like programs in a fair and equal manner without personal bias.

Participation in activities is understood to be a privilege and not an inherent right of the student. Signing of the *Co-curricular Participation Consent Form* indicates knowledge of and willingness to abide by the established rules and regulations of the KPBSD.

#### 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. All policies contained in this document and KPBSD policies apply to participants in **athletic-related activities** during the sport season in which students participate. All policies contained in this document and KPBSD policies apply to participants in **nonathletic-related activities** representing the KPBSD at school-sponsored, on- and off-campus events.

#### III. ENFORCEMENT OF GUIDELINE POLICIES/APPEALS

##### A. Student Infractions/KPSAA Policy Appeals Process

1. **Level I** Principal
2. **Level II** KPSAA Executive Secretary
3. **Level III** KPSAA Board
4. **Level IV** KPBSD Board of Education

#### IV. STUDENT ELIGIBILITY

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

1. **Physician's clearance.** A yearly physician's clearance for sport activities must be on file with the coach and the athletic director or principal (ASAA, Article XI, Section 1).
2. **Permission/ Hold Harmless form.** A permission/hold harmless form signed by a parent/legal guardian must be on file with the coach and the athletic director or principal.
3. **User fee.** A user fee payment must be received prior to the first contest or a waiver request must be on file with the athletic director or principal.
4. **Records.** All records must be in order, and all forms must be on file before the student is eligible to begin practice in any program.

##### B. Student Requirements for Participation in Interscholastic Activities

1. **Enrollment.**
  - a. Interscholastic Program: In order to participate in a school-sponsored activity (including practice), a student must meet one of the following criteria:
    - 1) All freshman, sophomores, and juniors must be properly registered and enrolled in at least five (5) semester classes or their equivalent, in an Alaska School Activities association member school within the district. Seniors who are on track to graduate and who have passed all parts of the High School Graduation Qualifying Exam (HSGQE) must take at least four (4) semester units of credit, or the equivalent, to be eligible. All other seniors must be enrolled in a minimum of five (5) semester units of credit or the equivalent to be eligible.
    - 2) A student attending a KPBSD approved correspondence, alternative or charter program during the first semester of the ninth grade; and a student transferring from out-of-district who attends one of the above approved programs after the first semester of the ninth grade, must designate an Alaska School Activities Association member school within the district as the School of Eligibility. The School of Eligibility of a student, other than a first semester freshman, who transfers to a KPBSD approved correspondence, alternative or charter program from another school within the district will be the member school from which the student transferred.\*
    - 3) Students determined to be ineligible at the mid-quarter check will begin their ineligibility on the first school day following the grade check until the next eligibility check. Students may regain their eligibility

after seven calendar days if they meet the 2.0 GPA and are passing all their classes within the next five school days. Otherwise, they remain ineligible until the next eligibility check.

- b. Establishing eligibility: For transfer purposes, a student establishes eligibility at a school by enrolling in and attending that school for fifteen (15) school days or by participating in an interscholastic activity.
- c. Extension of Classroom Competitions:
  - 1) Students desiring to participate in classroom extensions (band, drama, etc.) must be enrolled and passing in that class at that school;
  - 2) The student is not required to be enrolled in five district classes.
- d. Intramural Activities: Students enrolled in less than five classes or non-enrolled students may participate in intramurals on a space available basis determined by the building administrator and/or the site-based council.
- 2. **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.
- 3. **School grade.** Students in the eighth grade and below are ineligible for participation as members of high school athletic teams. This includes cheerleading (ASAA, Article XII, Section 2.c).
- 4. **Age.** A student who becomes nineteen (19) years of age before August 1 shall be ineligible for interscholastic competition (ASAA, Article XII, Section 6).
- 5. **Practice.** Athletic participants must have ten (10) separate days of practice in the same activity prior to the first day of competition unless a waiver has been granted because of participation in a continuous activity (ASAA, Article VII, Section 5). Students may not have practices waived for football, gymnastics, hockey, wrestling or cheerleading.
- 6. **Participation.** A student may participate in no more than four (4) seasons in any specific interscholastic activity. Participation in any interscholastic contest shall be considered as one year or season of participation in that activity (ASAA, Article XII, Section 3).
- 7. **Recruitment/undue influence.** Transfer from one school to another for athletic purposes because of undue influence by anyone connected directly or indirectly with the school shall cause a student to forfeit eligibility for at least one year from the date of enrollment (ASAA, Article XII, Section 5).

*\*A student attending a KPBSD approved correspondence, alternative or charter program who wishes to change his/her School of Eligibility during the school year, will be ineligible for interscholastic competition at the new School of Eligibility for eighteen (18) school weeks..*

#### **ASAA Handbook**

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

- 1. **Academic Progress.** ASAA requires that all students have passing grades in five (5) semester units of credit to participate in the next semester. Seniors who are on track to graduate and who have passed all parts of the High School Graduation Qualifying Exam (HSGQE) must take at least four (4) semester units of credit or the equivalent to be eligible. Other seniors must be enrolled in a minimum of five (5) semester units of credit or the equivalent to be eligible. In addition, all students must maintain at least an overall 2.0 grade point average (GPA) during the current semester to remain eligible.

Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system. KPBSD further requires that all students be passing in all enrolled classes at the time of eligibility checks. The Connections Program is responsible for determining their students' progress at each eligibility check. Correspondence students must meet the same time frame requirements as students within the traditional school setting.
- a. 2.0 GPA checks will be done each mid-quarter and quarter end. Semester grades will be used at the end of quarters two and four. A schedule of eligibility check dates will be printed annually in the KPSAA High School Handbook.
- b. Students determined to be ineligible at the mid-quarter check will begin their ineligibility on the *first school day* following the grade check until the next eligibility check. Students may regain their eligibility after seven calendar days if they meet the 2.0 GPA and are passing all their classes within the next five school days. Otherwise, they remain ineligible until the next eligibility check.
- c. At the end of the quarter, eligibility determination will be made on the first Wednesday of the new quarter.
- d. Students receiving less than a 2.0 GPA or a failing grade at the end of a quarter shall be ineligible from that Wednesday until the next eligibility check.
- e. Students that are ineligible as a result of a 2<sup>nd</sup> semester failing grade or a GPA of less than 2.0 at the end of the second semester will begin their ineligibility immediately for any sport continuing into the summer and will continue through the first day that practice begins at that school or the sport in which that student

participates in the fall and will run for three calendar weeks. Classes passed during the summer school can be used to regain eligibility as soon as the class is successfully completed if the student has a CPA of not less than 2.0 and has passed at least five (5) semester units with the previous semester and summer school combined.

- f. Students who are ineligible as a result of not having passed five (5) semester units during the spring semester may count courses taken in summer school toward those five (5) semester units.
  - g. After the second eligibility violation, the athlete may be removed from the team/activity.
  - h. Students receiving an incomplete at the end of a quarter will be ineligible until the incomplete is changed to a passing grade.
  - i. Only students who are eligible shall be allowed to travel or associate with the team during home or away contests.
2. **Personal conduct.** Classroom conduct may affect eligibility. Any misconduct affecting eligibility must be recorded in the principal's office.
3. **Enrollment.** To be eligible during a school semester for participation in interscholastic activities, a student must (ASAA, Article XII, Section 1):
- a. Be properly registered.
  - b. Be carrying a minimum of five classes that lead to the granting of credit towards graduation. Seniors who are on track to graduate and who have passed all parts of the High School Graduation Qualifying Exam (HSGQE) must take at least four (4) semester units of credit, or the equivalent. All other seniors must be enrolled in a minimum of five (5) semester units of credit or the equivalent to be eligible.
  - c. Be in regular attendance in all school classes in which enrolled.
4. **Class Changes--add/drop**
- a. If a student transfers classes after the second week of the semester, s/he must be passing in all classes to maintain eligibility.
  - b. If a student requests a transfer of classes after the second week of the semester and is not passing in all classes, the student will remain ineligible until the next eligibility check.

## V. PARTICIPATION GUIDELINES FOR ACTIVITIES

- A. **Tobacco, alcohol and controlled substances policy. (ASAA 2008-2009 Handbook, p. 53; TAD Policy)** In order to ensure consistency of tobacco, alcohol and controlled substances use policies by the member schools of the Kenai Peninsula School Activities Association, and in cooperation with the Alaska School Activities Association, the following policy is adopted:
- 7. **Prohibited Conduct:** The possession, distribution or use of any tobacco products, alcohol, and controlled substances by a student-athlete or activity participant, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth herein. Additionally, being in the same vehicle, house, location, party, \*proximity, etc. where alcohol/drugs are known to be in illegal possession by minors or willingly remaining in a location or proximity where alcohol/drugs are being illegally consumed will result in the same penalties set forth herein.
  - 8. **Time Period During Which Policy Applies:** The policy in this section applies to any student who is participating or has participated in interscholastic activities starting from the student's first participation in interscholastic activities, including formal practices which precede interscholastic competition after the initial signing of the Student/Parent/Legal Guardian (TAD) Acknowledgement Form, at any ASAA member school, and continuing until the student graduates from high school. This policy applies during "calendar days" as defined in the ASAA handbook (p. 54, 2008-09 edition).
  - 9. **Educational Component:** The educational component is a critical part of the policy and is comprised of four parts; Pre-Participation Orientation, First Offense, Second Offense, and Third Offense. ASAA will provide the first three parts of this component for member schools on DVD and through the ASAA website. (ASAA's educational component is applicable to member high schools only.)

10. **Cumulative and Progressive Penalties:** Violations of this policy will be cumulative and progressive, as described in the following paragraph, throughout a student's high school years. If a student transfers from one ASAA member school to another ASAA member school, the student's cumulative violations will accompany such transfer and shall be the basis for any additional penalties should further violations occur.
11. **Penalties for Violation of this Policy:**

**First Offense** The student will be suspended from interscholastic activities and practice for ten (10) calendar days. Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the First Offense educational component. For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule with the ten (10) calendar days period of suspension, the student's period of suspension will start over again; the First Offense educational component will become mandatory and no forgiveness will be granted. This process will continue until the student has demonstrated ten (10) calendar days without a subsequent tobacco violation. A student who has not completed a suspension or re-suspension under the first Offense penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this policy.

**Second Offense** The student will be suspended from interscholastic activities and practice for forty-five (45) calendar days. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Second Offense educational component. A student may need additional days of practice before returning to competition (Article 7, Section 5; ASAA).

**Third Offense** The student will be suspended from interscholastic activities and practice for one (1) calendar year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Third Offense educational component. A student may need additional days of practice before returning competition (Article 7, Section 5; ASAA).

**Fourth Offense** The student's privilege to participate in interscholastic activities and practice is revoked for the remainder of the student's high school years.

All elements of reporting, enforcement, and administration of the above participation guidelines will be in accordance with Alaska School Activities Association, Kenai Peninsula Borough School District and Kenai Peninsula School Activities Association General Information and Policies.

*\*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.*

TAD Policy and Proximity: Beginning 2013-2014, no longer enter proximity violations into the ASAA TAD data base. Enter only in Power School.

2. **Chemical assessment.** If a student is dismissed from participation or practice because of alcohol or drug infraction, 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 Board of Education Policies.

#### **B. Dismissal Rules**

1. **Discipline.** 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.
2. **Voluntary quit.** A student who voluntarily quits a sport/activity season will not be eligible to practice or play in another sport/activity during the season of that sport/activity without administrative approval.

#### **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.

#### **D. Participation Fees**

1. A fee of **\$150** per activity shall be charged for football, basketball (boys and girls), baseball, softball, volleyball, wrestling, Nordic skiing, swimming and hockey.
2. A fee of **\$100** per activity shall be charged for cross-country running, cheerleading, performance dance, soccer and track.
3. Students who are unable to pay all or part of the fee must complete the waiver request form, which is then filed in the school's office.
4. The maximum participation fee assessed any family will not exceed **\$500** per year at the high school level only.

#### **E. Additional Coach/Sponsor Rules**

1. **Additional rules.** With administrative approval, coaches may establish additional training rules that are not in conflict with existing KPSAA guidelines or School Board policy, e.g., schedules, curfews, etc. for each sport.
2. **Rules on file.** All rules will be on file with the building administrator prior to the season start.

### **VI. GENERAL ACTIVITIES POLICIES FOR THE KPBSD**

**A. Travel Limitations "Vehicles"** - Students traveling on school days more than a 25 mile radius to or from District-sponsored 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 (e.g. Soldotna Sports Center).

#### **B. Awards**

1. **Written guidelines.** Written guidelines for earning letters/awards will be given to participants during the first week of practice. These guidelines will be on file in the principal's office.

#### **C. Team Selection**

1. **Cut policy.** The KPBSD allows for a cut policy in all high school sport areas. Criteria for selecting the team are determined by the coach of each sport. Criteria should be well defined at the beginning of each season.

### **VII. 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.

**APPENDIX D**
**EXTRA-CURRICULAR STAFFING 12/13**

SMALL SCHOOLS	XC RUN	SOC-B	SOC-G	FBALL	BB-B	BB-G	WREST	VBALL	HOCKEY	N-SKI	T/F	CHEER	BAND	CHORUS	MUSIC	DRAMA	FORENS	CLUBS	YBOOK	COMPUT	INTRA	NEWS	TOTAL
COOPER LNDG																					2		2
NANWALEK																					2		2
HOPE																					2		2
MOOSE PASS																					2		2
PT. GRAHAM																					2		2
RAZDOLNA																					2		2
VOZNESENKA																					2		2
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14	0	14

ELEM SCHOOLS	XC RUN	SOC-B	SOC-G	FBALL	BB-B	BB-G	WREST	VBALL	HOCKEY	N-SKI	T/F	CHEER	BAND	CHORUS	MUSIC	DRAMA	FORENS	CLUBS	YBOOK	COMPUT	INTRA	NEWS	TOTAL
TEBUGHNA																							0
CHAPMAN																					3		3
W. HOMER ELEM																					5		5
K-BEACH																					5		5
MCNEIL																					3		3
MT. VIEW																					5		5
NIKOLAEVSK																					2		2
NINILCHIK																					3		3
NIKISKI NORTHST																					5		5
PAUL BANKS																							0
REDOUBT																					5		5
S.B. ENGLISH																					1		1
SEARS																							0
SEWARD ELEM																					5		5
SOLDOTNA ELEM																					5		5
STERLING																					4		4
TUSTUMENA																					4		4
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	55	0	55

JH SCHOOLS	XC RUN	SOC-B	SOC-G	FBALL	BB-B	BB-G	WREST	VBALL	HOCKEY	N-SKI	T/F	CHEER	BAND	CHORUS	MUSIC	DRAMA	FORENS	CLUBS	YBOOK	COMPUT	INTRA	NEWS	TOTAL
TEBUGHNA																					2		2
CHAPMAN	1	1			1	1	1	1			1				1						2		10
HOMER MID	1	2	2		2	2	1	2		1	2				2						5		22
KENAI MID	1	2	2		2	2	1	2		1	3				2						12		30
NIKISKI MID	1	2	2		2	2	1	2		1	2				2						6		23
NIKOLAEVSK	1				1	1		1													4		8
NINILCHIK	1				1	1	1	1			1										2		8
SEWARD MID	1	1	1		1	1	1	1		1	2				1						5		16
SOLDOTNA MID	2	3	3		3	3	2	3		2	5				2						12		40
S B ENGLISH					1	1	1	1			1										1		6
VOZNESENKA							1														2		3
															2								2
<b>TOTAL</b>	9	11	10	0	14	14	10	14	0	6	17	0	0	0	12	0	0	0	0	0	53	0	170

HIGH SCHOOLS	XC RUN	SOC-B	SOC-G	S/D	FB	BBB	GBB	WR	VB	HK	N-SKI	T/F	SB	BB	CHEER	BAND	CHORUS	MUSIC	DRAMA	DANCE	CLUBS	YBOOK	INTRA	AD	TOTAL
TEBUGHNA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				2	1			3
HOMER HS	2	2	2	2	4	3	2	2	2	2	2	2	2	2	1	1	1		2		4	1		1	42
KCHS	2	2	2	2	4	3	2	2	2	2	2	3	2	2	1	1	1		2	1	4	1		1	44
NANWALEK	N/O	N/O	N/O	N/O	N/O	0	0	N/O	N/O	N/O	N/O	N/O	N/O	N/O	1	1	1								0
NIKISKI HS	1	2	1	N/O	4	2	2	2	2	N/O	0	1	0	0	1	1	1		2	1	4	1		1	29
NIKOLAEVSK	1	N/O	N/O	N/O	N/O	1	1	0	1	N/O	N/O	N/O	0	0	0	0	0				3	1			8
NINILCHIK	N/O	N/O	N/O	N/O	N/O	1	1	1	1	N/O	N/O	0	0	0	1	0	0	1	1		3	1	1		12
SEWARD HS	2	1	1	1	2	3	2	2	2	N/O	1	2	0	0	1	0	0	1	2		4	1		1	29
SKYVIEW	2	1	2	1	4	3	2	2	2	N/O	2	3	2	0	2	1	1		2		4	1		1	38
SOLDOTNA HS	2	2	2	2	4	3	2	1	2	2	2	3	2	1	1	1	1		2	1	4	1		1	41
S B ENGLISH	N/O	N/O	N/O	N/O	N/O	1	0	0	1	N/O	N/O	1	N/O	1	0	0	0	1	1		3	1	1		11
VOZNESENKA	N/O	N/O	N/O	N/O	2	N/O	N/O	1	N/O	N/O	N/O	N/O	N/O	N/O	N/O				3						5
																									3
<b>TOTALS</b>	12	10	10	8	24	20	14	13	15	6	9	15	8	6	8	5	5	6	14	3	35	10	4	6	266
<b>GRAND TOTALS</b>	21	21	20	8	24	34	28	23	29	6	15	32	8	6	8	5	5	18	14	3	35	10	126	6	505

**Insert 2<sup>nd</sup> page of Extra Curricular Staffing here**

## APPENDIX E

### TEAM/STAFFING GUIDELINES

Activity	Minimum for Team/Coach	1st Asst.	2nd Asst.	3rd Asst.	4th Asst.
Football*	22	22	40+	50+	60+
Cross-country Running (B and G)	8	20			
Volleyball	8	20	30+		
Swimming (B and G)	10	20			
Basketball	8	20	25"		
Wrestling	8	20			
Hockey	12	20			
Track and Field (B and G)	10	18	40+		
Cross-country Skiing	8	20			
Soccer	18	30			
Softball	12	20			
Baseball	12	20			

Football\*      1 head, 2 assistants maximum for varsity only  
                          3rd and 4th assistants must have junior varsity program and C team

Revised/Approved 4/14

## HIGH SCHOOL COACH'S EVALUATION

Name	School	Position
<b>Professional and Personal Relations</b>		<div>Satisfactory</div> <div>Needs Improvement</div>
1. Cooperation With Building Principal		— —
2. Cooperation With Athletic Director		— —
3. Rapport With Coaching Staff of the School		— —
4. Organization With Staff		— —
5. Relationship With Participants		— —
6. Relationship With Game Officials		— —
7. Relationship With Opponents		— —
8. Conduct During Games		— —
9. Conduct During Practices		— —
10. Ability to Motivate Staff and Players Toward Desired Goals		— —
11. Comments:		— —
<b>Coaching and Related Areas</b>		
1. Caliber and Quality of Instruction		— —
2. Teaching of Fundamental Skills		— —
3. Handling of Athletic Injuries		— —
4. Care of Equipment		— —
5. Maintenance of Necessary Forms and Records		— —
6. Ability to Recommend and Cooperate		— —
7. Supervision of Participants and Team Discipline		— —
8. Organization of Practice Sessions		— —
9. Management of Inventory		— —
10. Compliance With Purchasing Procedures		— —
11. Game Activity Organization		— —
12. Compliance With State and Region Policies		— —
13. Compliance With KPSAA Guidelines, Philosophy, Policies		— —
14. Comments:		— —
Assistant Coach's Signature		Date
Head Coach's Signature		Date

## Related Information

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

## APPENDIX F

### HIGH SCHOOL HEAD COACH'S EVALUATION OF ASSISTANTS

Name	Sport
------	-------

Name of Head Coach	Date
--------------------	------

1. The head coach's evaluation should be completed at the conclusion of the coaching assignment. The assistant coach is rated on a scale from 1 - 5 (5 being the highest value). Areas that do not apply to the coach's responsibilities should be left blank.

#### ADMINISTRATION

a. Care of Equipment	1 2 3 4 5
b. Organization of Staff	1 2 3 4 5
c. Self-organization	1 2 3 4 5
d. Practice Organization	1 2 3 4 5
e. Adherence to Policy	1 2 3 4 5
f. Public Relations	1 2 3 4 5
g. Supervision	1 2 3 4 5
h. Completion of Duties	1 2 3 4 5

#### SKILLS

a. Knowledge of Fundamentals	1 2 3 4 5
b. Presentation of Skills	1 2 3 4 5
c. Conditioning	1 2 3 4 5
d. Game Preparation	1 2 3 4 5
e. Prevention/Injury Care	1 2 3 4 5
f. General Knowledge	1 2 3 4 5
g. Current Rules	1 2 3 4 5

#### RELATIONSHIPS

##### Enthusiasm--Working With

a. Students	1 2 3 4 5
b. Sport Staff	1 2 3 4 5
c. Faculty	1 2 3 4 5
d. Community Groups	1 2 3 4 5

#### PERFORMANCE

##### Area of Responsibility

a. Execution of Team	1 2 3 4 5
b. Attitude of Team	1 2 3 4 5
c. Conduct During Practice	1 2 3 4 5
d. Conduct During Game	1 2 3 4 5

#### Discipline

a. Firm but Fair	1 2 3 4 5
b. Consistent	1 2 3 4 5

#### SELF-IMPROVEMENT

a. Attends Staff Meetings	1 2 3 4 5
b. Attends Clinics/Workshops	1 2 3 4 5
c. Self-motivated	1 2 3 4 5

#### Communications With

a. Individuals	1 2 3 4 5
b. Team	1 2 3 4 5

2. Additional Comments:

3. Assistant Coach's Comments:

Assistant Coach's Signature	Date
-----------------------------	------

Head Coach's Signature	Date
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**APPENDIX F****HIGH SCHOOL HEAD COACH'S EVALUATION  
MBO PLAN**

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Name

---

Position

---

Date

1. What are three or four priorities that you have for your program during the upcoming season?
  
  
  
  
  
  
  
  
  
  
2. How are your major strengths or special abilities as a coach able to meet these goals?
  
  
  
  
  
  
  
  
  
  
3. In what areas would you as a coach like to improve or develop further?
  
  
  
  
  
  
  
  
  
  
4. What means can you use to achieve personal development?
  
  
  
  
  
  
  
  
  
  
5. What contributions can you as a coach make to the athletic department and to the school?
  
  
  
  
  
  
  
  
  
  
6. Comments by the athletic director:

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Coach's Signature

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Athletic Director's Signature

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Date

## **APPENDIX G**

### **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 Instructional Services. (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 Instructional Services, 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 Instructional Services, the District bargaining agent for the teacher organization and the Board of Education.
4. Final action by the Board of Education.



## APPLICATION FOR ADDING/COMBINING AN ACTIVITY

A completed ***application*** must be received by the KPSAA Executive Board sixty (60) days prior to the start of the activity season. Please email completed form to KPSAA Executive Secretary John O'Brien, JO'Brien@KPBSD.k12.ak.us

1. Activity, school and contact information

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2. Need

---

---

3. Budgetary considerations (equipment, coaches, instructional personnel, etc.)

---

---

4. Probationary Period

---

5. Facility

---

6. Number of Participants

---

7. Community Support/Parent Advisory Committee Support

---

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8. Coaching (Instructional Personnel) Available

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9. Compatibility with Regions and the Borough

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10. Out-of-School Time Required (Students and Teachers)

---

---

11. Safety

---

---

12. Weather

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---

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX G (2)

### CONSIDERATION CRITERIA FOR ADDITION OF OUTSOURCED ACTIVITIES

#### Guidelines

1. Activity, school, sponsor group, contact information.
2. Need.
3. Budgetary ability (equipment, coaches, administrative supervision, etc.)
4. Availability of facilities.
5. Participant roster.
6. Community, site council, school support.
7. Qualified coaching staff.
8. Compatibility with District, Region and State programs.
9. Out of school time required.
10. Safety, insurance and liability considerations.
11. Seasonal and weather factors.
12. Title IX impact.

#### Process for Adding an Outsourced Activity

1. A Letter of Intent from the outsource committee must be received by the KPSAA Executive Board six (6) months prior to the start of a new outsourced activity and its corresponding season.
2. Submission of the application to the KPSAA Executive Secretary with a copy to the Assistant Superintendent of Administrative Services and the building administrator of the effected school. ***The application must address all of the above consideration criteria. The application must be received by the KPSAA Executive Board sixty (60) days prior to the start of the activity season.***
3. Review by KPSAA Executive Board.
4. Recommendation by the KPSAA Executive Board to the Superintendent and Board of Education.
5. Final action by the Board of Education.
6. Sanctioned status formally requested from ASAA. If for any reason, ASAA will not sanction the activity, the outsourcing arrangement may be terminated.

#### Conditions

1. Outsourcing available only for those activities sanctioned by ASAA (Article 7, Bylaws and Constitution) and not currently offered by the Kenai Peninsula Borough School District.
2. The application process should begin no less than six (6) months prior to the beginning of the activity with a letter of intent of the KPSAA Executive Secretary.
3. A signed outsource agreement must be on file and an Administrative Stipend (\$300 for each activity) must be paid prior to the start of the activity season.
4. All KPBSD and KPSAA policies and practices are to be followed by the outsourcing agency, including scheduling/building use, eligibility checks, hold harmless agreements and other required paperwork.
5. Outsource agreements will be for a term of one (1) year or season, depending upon the nature of the activity.
6. An End of Season Analysis must be completed at the end of the activity season and sent to the KPSAA Executive Secretary. This form includes an Intent to Re-file section.
7. A completed application will be required to be submitted annually for an existing outsourced activity. ***The application must address all of the above consideration criteria. The application must be received by the KPSAA Executive Board sixty (60) days prior to the start of the activity season.***

## APPLICATION FOR OUTSOURCED ACTIVITIES

A **Letter of Intent** from the outsource committee must be received by the Kenai Peninsula School Activities Association (KPSAA) Executive Board six (6) months prior to the start of a new outsourced activity and its corresponding season.

A completed **application** must be received by the KPSAA Executive Board sixty (60) days prior to the start of the outsourced activity season.

1. Activity, school, sponsor group and contact information:

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2. Need:

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3. Budgetary ability (equipment, coaches, administrative supervision, etc.):

Please attach a budget showing anticipated revenues and expenditures.

4. Availability of facilities:

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5. Participant roster:

Please attach a student signed sign-up sheet.

6. Community, site council, school support:

Please attach letters of support from the above named groups.

7. Qualified coaching staff (must be an Alaska Certified Coach):

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8. Compatibility with District, Region and State programs:

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9. Out of school time required:

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10. Safety, insurance and liability considerations:

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11. Seasonal and weather factors:

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12. Title IX impact:

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Outsource activities are only available for the activities sanctioned by the Alaska School Activities Association (ASAA), Article 7, Bylaws and Constitution, and not currently offered by the Kenai Peninsula Borough School District.

An outsource application must be approved by the KPBSD's Board of Education.

A signed outsourced agreement and administrative stipend (\$300 for each activity) must be paid prior to the start of the activity season.

All KPBSD and KPSAA policies and practices are to be followed by the outsourcing agency, including scheduling/building use, eligibility checks, hold harmless agreements and other required paperwork.

An End of Season Analysis must be completed at the end of the activity season and sent to the KPSAA Executive Secretary. This form includes an Intent to Re-file section.

**A completed application will be required to be submitted annually for an existing outsourced activity and must be received by the KPSAA Executive Board sixty (60) days prior to the start of the activity season.**

## APPENDIX H

### SPORTS CAMP/CLINIC/LEAGUE APPLICATION

This application **must** be completed and returned to the KPSAA Executive Secretary for approval prior to the start of activity.

1. _____ Type of Camp	2. _____ Purpose of Camp
3. _____ Group Hosting Camp/Sponsors	4. _____ School Location of Camp/Phone No.
5. _____ Name of Clinician	6. _____ Address of Clinician
7. _____ Date(s) of Camp	8. _____ Number of Sessions
9. _____ Age (Grade) of Participants	10. _____ Cost Per Participant
11. _____ Anticipated Number of Boys	12. _____ 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
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**APPENDIX I****SPORTS CAMP SUMMARY SHEET**

Name of Activity	Date of Camp	Camp Director
------------------	--------------	---------------

**Please answer the following:**

1. How many participants attended the camp?

Boys	_____	Girls	_____
------	-------	-------	-------
2. What age (grade bracket) attended?

Boys	_____	Girls	_____
------	-------	-------	-------
3. Was the facility adequate? (If no, please explain.)

Yes	_____	No	_____
-----	-------	----	-------
4. Suggestions regarding facilities, support needed, etc.:
5. Problems encountered:
6. Finances:
  - a. Finances received from student participant fees: \$ \_\_\_\_\_
  - b. Finances received from other supporting sources: \$ \_\_\_\_\_
  - c. Total expenses: \$ \_\_\_\_\_

Camp Director's Signature	Date
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**APPENDIX J**

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
CHEMICAL USE ASSESSMENT FORM**

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

Parent/Legal Guardian: \_\_\_\_\_

School: \_\_\_\_\_

School Contact Person: \_\_\_\_\_

Reason for Referral: \_\_\_\_\_

**INFORMATION RELEASE**

I, \_\_\_\_\_ (parent/legal guardian) give permission for (agency)  
\_\_\_\_\_ to release information to the school regarding (student)  
\_\_\_\_\_ diagnosis, treatment recommendations, and program  
completion dates.

\_\_\_\_\_  
Parent/Legal Guardian's Signature Date

**TO BE COMPLETED BY AGENCY**

Evaluation Diagnosis: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date to Start Projected Completion Date Actual Completion Date

\_\_\_\_\_  
Agency's Signature

APPENDIX K

WINDCHILL 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
	10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-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 L

<b>KENAI PENINSULA BOROUGH SCHOOL DISTRICT</b> <b>PARTICIPATION FEE WAIVER REQUEST</b>
---

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 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 M

### 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 wipes. 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 the 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 wipes 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 which 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 wipes should be used. Hands should then be washed in soap and water as soon as possible.

## APPENDIX M

### 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 wipes

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.

## APPENDIX N

### GENDER EQUITY/TITLE IX SECTION

The KPBSD will comply with the provisions of Title IX of the Education Amendments of 1972, the Alaska Administrative Code, (4 AAC 06.520), and all amendments thereto. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any activities regulated by the District.

The School District must provide substantially equal opportunities for each gender, and must, to the maximum extent practicable, accommodate the interests of students as expressed in the ***Interest Survey***. In developing or amending a plan, the KPBSD will evaluate its co-curricular recreational activities, interscholastic athletic activities, and intra-scholastic athletic activities to ensure that the activities available to each gender are substantially equal based on an end of the season/activity ***Analysis Form*** and the following criteria:

- Equipment & supplies
- Schedule of games & practice times
- Travel schedules & trips taken
- Opportunities to receive coaching
- Assignment of coaches & tutors
- Provision of locker, practice and competitive facilities
- Provision of administrative support services
- Publicity

Each year the District will publish in the handbook:

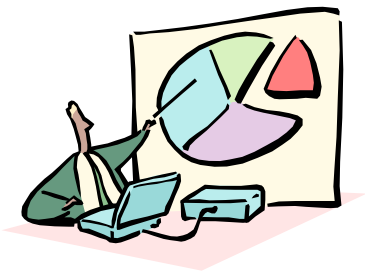
1. A participation summary from the previous year's activities.
2. A statement from the Executive Secretary of KPSAA that the District is in substantial compliance with Title IX and the above criteria as verified by the schools with respect to 4 AAC 06.520 (**below**).
3. The summary results from the ***Interest Survey*** conducted every three years to determine student interest in specific co-curricular, recreational and athletic activities. The results of this survey shall be utilized in planning future offerings within the District.

Separate teams for each sex are permissible, but not required, in contact sports or where selection for teams is based on competitive skill. Contact sports include wrestling, ice hockey, football, basketball, and any other sport "the purpose or major activity of which may involve bodily contact." Whenever a school has a team in a given sport for one sex only, athletic opportunities for the other sex must be provided.

Key to compliance is that the relevant comparison is between the overall benefits provided to all women's teams and the overall benefits provided to all men's teams. Although discrepancies in specific same-sport benefits may highlight some potential problems, Title IX is intended to ensure overall equivalence in athletic opportunities and benefits, not single sport equivalence.

Therefore, determining compliance requires us to assess the overall impact of the above areas on the girls' programs as compared to the boys' programs as a whole. In the interests and abilities of our female students/athletes, the KPBSD meets the requirements as set forth by the provisions of Title IX of the Education Amendments of 1972, the Alaska Administrative Code (4 AAC 06.520), and all amendments thereto.

Dave Spence, Executive Secretary  
Kenai Peninsula School Activities Association



## KPSAA END OF SEASON ANALYSIS FORM FOR ACTIVITIES

In order to ensure equity and Title IX compliance in all of our school district's activities, please complete this *Analysis Form* at the conclusion of each activity season.

DATE \_\_\_\_\_ ACTIVITY \_\_\_\_\_ LEVEL (C, JV, V) \_\_\_\_\_

OUTSOURCE ACTIVITY \_\_\_\_\_

	MALE	FEMALE
1. Number of Participants	_____	_____
2. Uniforms provided each athlete	_____	_____
3. Additional equipment provided each athlete	_____	_____
4. Number of home events	_____	_____
5. Number of away events	_____	_____
6. Number of scheduled trips	_____	_____
<i>~Please attach a season game schedule~</i>		
7. Days and hours of practice (weekly average)	_____	_____
8. Number of coaches assigned	_____	_____
9. Number of pep assemblies	_____	_____
10. Number of games attended by cheerleaders	_____	_____
11. Number of games attended by pep band	_____	_____

### SUPPORT SERVICES: Were the following services comparable for both male and female?

	YES	NO
1. Booster clubs	_____	_____
2. Locker facilities	_____	_____
3. Practice facilities	_____	_____
4. Competitive facilities	_____	_____
5. Tutoring services (where applicable)	_____	_____
6. Media coverage	_____	_____

Signature: \_\_\_\_\_ School: \_\_\_\_\_

**This page is to be completed by the school.**

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**This page is to be completed by the Outsourcing Agency.**

1. Please provide a brief summary of your activity season.

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2. From your perspective, what can be done to improve the quality of this activity for the students of the school district?

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3. Do you plan on submitting an application to provide this activity for students next year?

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

**Agency Rep:** \_\_\_\_\_

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



**Insert KPBSD High School Participation Summary  
2005 - 2014**

## **ASAA Guidelines for School Administrators When Implementing AS 14.30.365 in ASAA Member Schools**

February 2013

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Alaska Statute, AS 14.30.365, also called the “Home School Law” goes into effect on July 1, 2013. This law will permit students who are enrolled in “alternative education programs” and accredited home schools as defined under AS 14.30.365, and who are otherwise eligible to participate in high school interscholastic activities, to select a “school of eligibility” within a public school district. The following suggestions and guidelines have been developed to aid school administrators in fully implementing the “letter and the spirit” of the law. For further clarification, contact ASAA or your district level administration.

It is important to fully understand the definition of “alternative education program” and “accredited” under the statute so that there is no confusion as the implementation date approaches.

“Alternative Education Program”: The Association adopts the statutory definition, in AS 14.30.365 (c) (1), of “alternative education program” as a public secondary school that provides a nontraditional education program, including the Alaska Military Youth Academy; a public vocational, remedial or theme-based program; a home school program that is accredited, as defined in this section, a charter school authorized under AS 14.03.250-14.03.290; and a statewide correspondence school that enrolls students that reside outside of the district in which the student resides and provides less than 3 hours a week of scheduled face-to-face student interactions in the same location with a teacher who is certified under AS 14.20.020.

“Accredited”: For purposes of determining whether a home school program is “accredited” such as to qualify as an alternative education program herein, the State Department of Education and Early Development (DEED) will identify agencies and organizations which accredit home school programs which have standards similar to Alaska’s standards; the Association shall regard as “accredited” those home school programs which have been accredited by such agencies and organizations. A private home school which does not seek accreditation by such agencies or organizations may seek accreditation by completing a self-study through DEED, and will be deemed to be accredited if DEED determines that the home school meets the 14 standards for an accredited school.

Important Note: The statute will not affect the eligibility of high school students who are currently enrolled in ASAA member school districts’ alternative programs such as charter school, vocational schools, and district home school or correspondence programs.

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### Background Information

- The statute goes into effect on July 1, 2013 throughout the state.
- ASAA worked closely with school districts in 2012 to make the necessary amendments to ASAA Bylaws and Policies to pave the way for full implementation with a minimum of problems in 2013-14.

- It is recommended that school districts adopt policies and procedures based on the statute and ASAA Bylaws and Policies.

#### Implementation

- It is recommended that school districts, prior to the beginning of the school year, provide public notice of the eligibility rules and of the opportunity for alternative education program students to pre-register for high school participation at a “school of eligibility,” so that the eligibility of these students can be verified prior to the first day of practice of a specific activity season.
- ASAA requires school districts to keep records of all students participating under this statute because they will be used to determine future school classification and ASAA dues, beginning in 2014-15.
- ASAA has developed two checklists to assist parents/students and school administrators in understanding the statute and in determining student eligibility. They are found separately under the titles:
  - **ASAA Eligibility Checklist for High School Students Enrolled in Alternative Ed. Programs**
  - **ASAA Eligibility Checklist for School Administrators**

All parties will find these helpful in facilitating the process of determining the eligibility of “alternative education program” students.

- “Alternative education program” students must meet all ASAA and member school district eligibility requirements with the exception of regular attendance at the “school of eligibility.” Schools which permit “ineligible” students to participate will be subject to penalty under ASAA Bylaws.

#### ASAA Eligibility Requirements for “Alternative Education Program” Students

1. Students must physically reside within the attendance area of your school, or if not, have received approval of your school’s governing body to establish your school as the “school of eligibility.”
2. Students must be enrolled in grades 9-12 in an “alternative education program” as defined in AS 14.30.365.
3. Students must be enrolled in at least the minimum number of classes according to ASAA and school district enrollment requirements.
4. Students must meet or exceed ASAA’s Semester Credit Rule for the immediately preceding semester, including the GPA requirement.
5. Students must not have transferred directly from a member school to start the 2013-14 school year (transfers will require a 90 school day period of ineligibility).

6. Students must not have been enrolled in high school for more than eight consecutive semesters since first enrolling in ninth grade; and students may not compete in a specific high school sport or activity for more than 4 seasons.
  7. Students will not turn 19 years of age on or before August 1, 2014.
  8. In accordance with ASAA Bylaws, students must be amateurs in each sport and activity in which they want to participate.
  9. Students must not have been recruited by a person who coaches at the “school of eligibility” or by another school representative.
  10. In accordance with ASAA Bylaws, students must have submitted to a sports physical exam within the prior twelve months and agree to provide a copy to the school.
  11. If they are hockey players, students must be aware of the limitations on non-school participation during the high school under ASAA’s Dual Participation Supplemental Rule for hockey.
  12. Students are aware of and agree to comply with ASAA’s “Play for Keeps” tobacco, alcohol and drug (TAD) education program.
  13. Students are aware of and agree to comply with ASAA’s or the school district’s Concussion Awareness/Education/Management Program.
- It is recommended that the administrator explain to students that the statute does not guarantee that they will be chosen by coaches to fill spots on competitive teams.
  - If the member school decides to charge a participation fee for “alternative education program” students, ASAA encourages the adoption of a “fair share” policy.

## ASAA Eligibility Checklist for School Administrators

February 2013

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This document has been developed by ASAA to aid member school administrators who will have the responsibility of determining the eligibility status of “alternative education students” as defined in AS 14.30.365(c) (1) (see page 3), who have identified your school as their requested “school of eligibility.”

- ☐ REGISTER: Before being eligible to participate in high school interscholastic activities, an “alternative education student” must register with the ASAA member school at which he/she is requesting to participate. This will be called the “school of eligibility.” School districts are encouraged to adopt a policy which provides public notice and a period of pre-registration.
- ☐ DEMONSTRATE ELIGIBILITY: An “alternative education student” must demonstrate eligibility by providing verifiable written evidence of meeting ASAA and school district student eligibility requirements.

NOTE: Please review the following checklist with the student and parents. Unchecked boxes will likely mean that the student has NOT demonstrated eligibility.

- ☐ The student is officially enrolled in grades 9-12 in an “alternative education program” as defined on page 3 of this document.

If student is officially enrolled in an “accredited” home school, the “accreditation agency” has been recognized by the Alaska DEED as defined on page 3.

Name of accreditation agency \_\_\_\_\_

- ☐ The student’s residence is physically located within the attendance area of my school; or if not, the student has requested to participate at my school and has received approval of my school’s governing body to do so.
- ☐ The student is currently enrolled in at least 5 semester units of credit, or the equivalent, each of which counts toward graduation through the student’s alternative education program. (exception for Seniors – see Enrollment on page 3).
- ☐ The student passed at least 5 semester units of credit, or the equivalent, which count toward graduation, with at least an overall 2.0 GPA for the previous semester (exception for incoming Freshman and Seniors – see Previous Semester Credits on page 3).
- ☐ The student is not seeking to transfer eligibility from another ASAA member school to my “school of eligibility.” Any request to transfer the student’s eligibility from another member high school will be subject to ASAA’s transfer rule, Bylaw Article 12, Section 9.

- ☐ The student has not been enrolled in high school for more than eight consecutive semesters since first enrolling in 9<sup>th</sup> grade. (For definition of “consecutive” see page 3). Also, the student has not previously participated for four seasons in a sport or activity for which he/she is seeking eligibility.
- ☐ The student will not turn 19 on or before August 1, 2014.
- ☐ The student is an amateur in each sport and activity in which he/she wants to participate in accordance with ASAA Bylaw Article 8.
- ☐ The parent and student affirm that he/she has not been recruited by a coach at my school, nor by any other school representative, to play on a team at my “school of eligibility.” If the student is a hockey player, he/she understands that ASAA’s Supplemental Rules limit playing on a non-school hockey team during the high school season.
- ☐ The student has had a sports physical exam within the prior 12 months, and agrees to provide a copy of such to my “school of eligibility.”
- ☐ The student and parent are aware that participation in ASAA’s “Play for Keeps,” tobacco, alcohol and drug (TAD) education program is a requirement of eligibility.
- ☐ The student and parent are aware that participation in ASAA’s Concussion Education/Awareness/Management Program for student-athletes is a requirement of eligibility.
- ☐ The student and parent understand that AS 14.30.365 does not guarantee the student a position on a school team.
- ☐ The student and parent understand that my “school of eligibility” may charge a fee, on a “fair share” basis, for participation in an interscholastic sport or activity as defined in AS 14.30.365.
- ☐ The student and parent understand that the student must remain eligible, according to ASAA rules and those of the governing body of my “school of eligibility”, in order to participate in high school interscholastic activities. Schools which permit “ineligible” students to participate will be subject to penalties in accordance with ASAA Bylaws.

**Definitions:**

“Alternative Education Program”: The Association adopts the statutory definition, in AS 14.30.365 (c) (1), of “alternative education program” as a public secondary school that provides a nontraditional education program, including the Alaska Military Youth Academy; a public vocational, remedial or theme-based program; a home school program that is accredited, as defined in this section, a charter school authorized under AS 14.03.250-14.03.290; and a statewide correspondence school that enrolls students that reside outside of the district in which the student resides and provides less than 3 hours a week of scheduled face-to-face student interactions in the same location with a teacher who is certified under AS 14.20.020.

“Accredited”: For purposes of determining whether a home school program is “accredited” such as to qualify as an alternative education program herein, the State Department of Education and Early Development (DEED) will identify agencies and organizations which accredit home school programs which have standards similar to Alaska’s standards; the Association shall regard as “accredited” those home school programs which have been accredited by such agencies and organizations. A private home school which does not seek accreditation by such agencies or organizations may seek accreditation by completing a self-study through DEED, and will be deemed to be accredited if DEED determines that the home school meets the 14 standards for an accredited school.

The “School of Eligibility” shall be the public school (1) that, based on the residence of the parent or legal guardian, the student would be eligible to attend were the student not enrolled in an alternative education program; or (2) at which the student requests to participate, if (A) the student shows good cause, as determined by the governing body of the Public School the student would be eligible to attend were the student not enrolled in an alternative education program and (B) the governing body of the school in which the student seeks to participate in interscholastic activities approves.

“Enrollment” – seniors who are “on track” to graduate and who have passed all parts of the HSGQE, when required by statute, must be enrolled in at least four one credit courses, or semester units or the equivalent, each of which counts toward graduation.

“Previous Semester Credits” – All incoming, first year freshmen, are eligible. All first semester seniors must have passed at least five-one credit courses, or semester units or the equivalent, which count toward graduation, during the immediately preceding semester. All second semester seniors who are on track to graduate, must have passed at least four-one credit courses, or semester units or the equivalent, which count toward graduation, during the immediately preceding semester.

“Consecutive” semesters include all semesters, including semesters in which the student is enrolled in any school or is enrolled in another school, after the student’s initial entry in 9<sup>th</sup> grade.

## Student Information Sheet

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**Student Name**

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**Parent(s) Name**

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**Student Signature**

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**Parent Signature**

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**Home Address**

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**Phone Number**

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**Email Address**

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**Name of alternative education program (i.e. IDEA)**

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**If a home school, it is accredited by**



**ASAA Eligibility Checklist  
For High School Students  
Enrolled in Alternative Education Programs as Defined  
In AS 14.30.365 (c) (1)  
February 2013**

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Before you participate in high school interscholastic activities, you must be eligible and you must register with the ASAA “school of eligibility” at which you are requesting to participate. Please review the following checklist with your parents. Unchecked boxes will likely mean that you are NOT eligible. For questions, see the principal or athletic director at your requested “school of eligibility.”

- ☐ I am officially enrolled in grades 9-12 in an “alternative education program” as defined on page 3 of this document.

If I am officially enrolled in an “accredited” home school, my school is accredited by the following agency as defined on page 3. \_\_\_\_\_

- ☐ My residence is physically located within the attendance area of my requested “school of eligibility;” or I have requested to participate at another school and have received approval of that school’s governing body to do so.
- ☐ I am currently enrolled in courses totaling at least 5 semester units of credit or the equivalent, each of which counts toward graduation through my alternative education program. (Exception for seniors – see Enrollment on page 3.)
- ☐ I passed 5 semester units of credit or the equivalent, which count toward graduation, with at least an overall 2.0 GPA, during last semester’s grading period (for exceptions for incoming freshman and seniors, see Previous Semester Credits on page 3).
- ☐ I understand that once I have established my “school of eligibility,” any subsequent request to transfer my eligibility to another high school will be subject to ASAA’s transfer rule, Bylaw Article 12, Section 9.
- ☐ I have not been enrolled in high school for more than eight consecutive semesters since first enrolling in 9<sup>th</sup> grade. (For definition of “consecutive” see page 3.) Also, I have not previously participated for four seasons in a sport or activity for which I am seeking eligibility.
- ☐ I will not turn 19 on or before August 1, 2014.
- ☐ I am an amateur in each sport and activity in which I want to participate in accordance with ASAA Bylaw Article 8.

- ☐ I have not been recruited by a school coach or other school representative to play on a team at my "school of eligibility." If I'm a hockey player, I understand that ASAA's Supplemental Rules limit playing on a non-school hockey team during the high school season.
  - ☐ I have had a sports physical exam within the prior 12 months, and I agree to provide a copy of this to my chosen "school of eligibility."
  - ☐ I am aware of and agree to participate in ASAA's "Play for Keeps," tobacco, alcohol and drug (TAD) education program as a requirement of eligibility.
  - ☐ My parent(s)/guardian(s) and I are aware of ASAA's Concussion Education/Awareness/Management Program for student-athletes and will comply with its requirements.
  - ☐ My parent(s)/guardian(s) and I understand that AS 14.30.365 does not guarantee that I will be selected to fill a spot on a team.
  - ☐ I understand that "schools of eligibility" may charge a fee, on a "fair share" basis, for my participation in an interscholastic sport or activity.
  - ☐ I understand that in order to participate in high school interscholastic activities, I must remain eligible according to ASAA rules and those of the governing body of my "school of eligibility" which may be more strict than ASAA's.
- 

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Parent/Guardian Printed Name

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Parent/Guardian Date

\_\_\_\_\_  
School of Eligibility

\_\_\_\_\_  
School District

## Definitions:

“Alternative Education Program”: The Association adopts the statutory definition, in AS 14.30.365 (c) (1), of “alternative education program” as a public secondary school that provides a nontraditional education program, including the Alaska Military Youth Academy; a public vocational, remedial or them-based program; a home school program that is accredited, as defined In this section, a charter school authorized under AS 14.03.250-14.03.290; and a statewide correspondence school that enrolls students that reside outside of the district in which the student resides and provides less than 3 hours a week of scheduled face-to-face student interactions in the same location with a teacher who is certified under AS 14.20.020.

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The “School of Eligibility” shall be the public school (1) that, based on the residence of the parent or legal guardian, the student would be eligible to attend were the student not enrolled in an alternative education program; or (2) at which the student requests to participate, if (A) the student shows good cause, as determined by the governing body of the Public School the student would be eligible to attend were the student not enrolled in an alternative education program and (B) the governing body of the school in which the student seeks to participate in interscholastic activities approves.

“Enrollment” – seniors who are “on track” to graduate and who have passed all parts of the HSGQE, when required by statute, must be enrolled in at least four one credit courses, or semester units or the equivalent, each of which counts toward graduation.

“Previous Semester Credits” – All incoming, first year freshmen, are eligible. All first semester seniors must have passed at least five one-credit courses, or semester units or the equivalent, which count toward graduation, during the immediately preceding semester. All second semester seniors who are on track to graduate, must have passed at least four one-credit courses, or semester units or the equivalent, which count toward graduation, during the immediately preceding semester.

“Consecutive” semesters include all semesters, including semesters in which the student is enrolled in any school or is enrolled in another school, after the student’s initial entry in 9<sup>th</sup> grade.

### Composite Tally of April 2012

<b><u>Grades 4 &amp; 5:</u></b> <b><i>(Top 4 choices)</i></b>	<b><u>Female Responses</u></b>	<b><u>Male Responses</u></b>
Soccer	183	217
Basketball	123	185
Nordic Skiing	64	64
Volleyball	124	55
Wrestling	53	119
Cross Country Running	110	113
Flag Football	57	177
Tumbling	118	47
Forensics	75	50
Computer Club	74	140
Drama	140	54
Chess/Checker Club	49	96
Arts & Crafts	234	121
Other	110	108

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<b><u>Grades 6 &amp; 7:</u></b> <b><i>(Have or will participate during current year)</i></b>	<b><u>Female Responses</u></b>	<b><u>Male Responses</u></b>
Soccer	108	103
Volleyball (girls)	125	2
Wrestling	12	73
Basketball	94	108
Cross Country Running	61	55
Nordic Skiing	35	41
Track & Field	100	82
<b><i>(Other intramural activities I would participate in-choose 3)</i></b>		
Soccer	143	132
Volleyball	180	13
Basketball	107	163
Flag Football	68	165
Drama	149	52
Forensics	66	41
Computer Club	41	93
Other	82	109

---

**Grades 8-11:*****Fall Season*****Female Responses*****have/will******try out*****Male Responses*****have/will******try out***

Cross Country Running

94

128

Swimming

126

117

Football

33

337

Volleyball

293

11

***Winter Season***

Basketball

203

238

Ice Hockey

37

121

Wrestling

23

195

Nordic Skiing

74

62

***Spring Season*****Female*****have/will*****Male*****have/will***

Track &amp; Field

95

168

Soccer

148

210

Baseball

74

Softball

79

***Currently Not Offered*****Female*****would*****Male*****would***

Tennis

127

101

Gymnastics (outsourced; not on campus)

143

48

Rifle

104

261

Girls' Hockey

91

***(Other activities I would participate in-choose 3)*****Female****Male**

Cheerleading

145

16

Drama

142

97

Foreign Language Club

78

66

Newspaper

57

51

Yearbook

165

79

Debate

61

51

Student Council

79

58

VSLO's

9

27

Intramurals

40

71

Other

29

43

## GLOSSARY OF HANDBOOK TERMS

<b>Eligibility:</b>	<p>A student must maintain eligibility in order to participate on a team/activity. Eligibility includes:</p> <ol style="list-style-type: none"><li>1. A current physical on file at the school (for sports).</li><li>2. A current parent permission form signed and on file.</li><li>3. Attendance in all enrolled classes (minimum of 4 or equivalent).</li><li>4. Passing grades in all enrolled classes based on cumulative quarter grades at each eligibility check.</li><li>5. Abiding by all basic training rules as outlined.</li></ol>
<b>Ineligibility:</b>	<p>A student who is ineligible may not participate in contests, travel with the team/group, or act in capacity for the team/group. Academically ineligible students may practice with the team/group.</p>
<b>Participation:</b>	<p>When a student with other team members travels to, attends, dresses and prepares for an activity.</p>
<b>Jamboree:</b>	<p>An athletic contest that is not the length of a regular game or match.</p>
<b>Scrimmage:</b>	<p>A scrimmage is a practice and should be treated as such. Scrimmages with other teams or schools do not count as games as long as:</p> <ol style="list-style-type: none"><li>1. There is no official game clock or score kept</li><li>2. There is no admission charge</li><li>3. There were no advertisements or announcements</li></ol>
<b>Practice:</b>	<p>A supervised activity in which the coach is present and instructing the athletes and conducting drills.</p>
<b>Tournament:</b>	<p>When more than two teams are present and compete possibly resulting in more than one contest being played by each team.</p>
<b>Co-curricular:</b>	<p>Activities which include all sports and those school sponsored activities that you audition for, or to which you are elected. Included are any clubs for which KPSAA stipends are used.</p>



# 2014-2015 ASAA Calendar

Adopted 12-17-13 / Revised 1-6-14

## FALL ACTIVITIES

Activity	Classification	Weeks	1st Practice	1st Contest	Last Contest	Date & Site
CC Running	All	5-13	Aug. 4.....	Aug. 15.....	Sept. 27.....	Oct. 4 @ Bartlett HS Trails
Tennis	All	5-14	Aug. 4.....	Aug. 15.....	Oct. 4.....	Oct. 10-11 @ Alaska Club North/East
Football	Small	5-15	Aug. 4.....	Aug. 15.....	Oct. 4.....	Oct. 10-11: Semifinals @ Higher Seed Oct. 18: Final @ AFS
Football	Medium	5-15	Aug. 4.....	Aug. 15.....		TBD
Football	Med/Large	5-15	Aug. 4.....	Aug. 15.....	Oct. 4.....	Oct. 10-11: Quarters @ Higher Seed Oct. 17-18: Semifinals @ AFS Oct. 25: Finals @ AFS
FB Sideline Cheer	Small	5-15	Aug. 4.....	Aug. 15.....	Oct. 18.....	None
	Med/Large	5-16	Aug. 4.....	Aug. 15.....	Oct. 25.....	None
Competitive Cheer	All	5-16	Aug. 4.....	Aug. 15.....	Oct. 25.....	None
Girls Flag FB	All	5-15	Aug. 4.....	Aug. 15.....	Oct. 18.....	None
Coed Soccer	Borealis	5-15	Aug. 4.....	Aug. 15.....	Oct. 18.....	None
Girls Gymnastics	All	6-18	Aug. 11.....	Aug. 22.....	Nov. 8.....	None
Swim/Dive	All	6-18	Aug. 11.....	Aug. 22.....	Nov. 1.....	Nov. 7-8 @ Bartlett HS
Girls Volleyball	3A/4A	6-19	Aug. 11.....	Aug. 22.....	Nov. 8.....	Nov. 13-14-15 @ Alaska Airlines Center
Rifle	All	11-23	Sept. 15.....	Sept. 26.....	Dec. 13.....	None
Girls Volleyball	2A	13-23	Sept. 29.....	Oct. 10.....	Dec. 6.....	Dec. 11-12-13 @ Dimond HS
Coed Volleyball	Mixed Six	13-23	Sept. 29.....	Oct. 10.....	Dec. 6.....	Dec. 11-12-13 @ Dimond HS
Wrestling	1A-2A-3A	13-23	Sept. 29.....	Oct. 10.....	Dec. 6.....	Dec. 12-13 @ Anchorage Christian HS
Bowling	All	13-34	Sept. 29.....	Oct. 17.....	Feb. 28.....	None

## WINTER ACTIVITIES

Activity	Classification	Weeks	1st Practice	1st Contest	Last Contest	Date & Site
Hockey	All	16 - 32	Oct. 20.....	Oct. 31.....	Feb. 7.....	Feb. 12-13-14 @ Curtis Menard - Wasilla
Girls Hockey	All	16 - 32	Oct. 20.....	Oct. 31.....	Feb. 14.....	None
HK Sideline Cheer	All	16 - 33	Oct. 20.....	Oct. 31.....	Feb. 21.....	None
Wrestling	4A	17/8-31	Oct. 29.....	Nov. 14.....	Jan. 31.....	Feb. 6-7 @ ASD Site
Nordic Skiing	All	18 - 33	Nov. 3.....	Nov. 14.....	Feb. 14.....	Feb. 19-20-21 @ Kincaid Trails - Anc
Basketball	1A	22 - 37	Dec. 1.....	Dec. 12.....	Mar. 7.....	Mar. 14-18 @ Sullivan Arena/ ASD
Basketball	2A	22 - 37	Dec. 1.....	Dec. 12.....	Mar. 7.....	Mar. 16-17-18 @ Sullivan Arena / ASD
Basketball	3A-4A	22 - 37	Dec. 1.....	Dec. 12.....	Mar. 7.....	Mar. 19-20-21 @ Sullivan Arena / UAA
BB Sideline Cheer	All	22 - 37	Dec. 1.....	Dec. 12.....	Mar. 21.....	Mar. 17 @ South Anchorage HS
Competitive Cheer	All	22 - 37	Dec. 1.....	Dec. 12.....	Mar. 21.....	Mar. 17 @ South Anchorage HS

## SPRING ACTIVITIES

Activity	Classification	Weeks	1st Practice	1st Contest	Last Contest	Date & Site
Track & Field	All	36 - 47	Mar. 9.....	Mar. 20.....	May 23.....	May 29-30 @ Dimond HS
Soccer	All	36 - 47	Mar. 9.....	Mar. 20.....	May 23.....	May 28-29-30 @ AFS / Eagle River HS
Baseball	All	36 - 48	Mar. 9.....	Mar. 20.....	May 30.....	June 4-5-6 @ Mulchay Stadium
Softball	All	36 - 48	Mar. 9.....	Mar. 20.....	May 30.....	June 4-5-6 @ South Davis Complex - FAI

## ACADEMIC & FINE ARTS

Activity	Week	Regular/Post Season	State Championships
			Date & Site
Student Gov. Fall Conference		Unlimited.....	Oct. 30-Nov. 1 @ Mat. Career & Tech HS
All-State Music Festival	20	Unlimited.....	Nov. 20-21-22 @ East Anchorage/West
Debate, Drama, Forensics	33	Unlimited.....	Feb. 19-20-21 @ East Anchorage HS
World Language	34	Unlimited.....	Feb. 28 @ East Anchorage HS
Student Gov. Spring Conference	36	Unlimited.....	April 9-10-11 @ TBD
All-State Art Festival	42	Unlimited.....	April 24
Solo & Ensemble Festival	44	Unlimited.....	May 7-8-9 @ UAA / East Anchorage HS

### ASAA Board of Directors Meetings

Fall Meeting	Oct. 5-6	Anchorage
Early Winter Meeting	Dec. 14-16	Anchorage
Late Winter Meeting	Feb. 16-17	Anchorage
Spring Meeting	Apr. 26-28	TBD

### Sports Medicine Advisory Committee Meetings

Oct. 1-2, 2014 - Anchorage  
Jan. 14-15, 2015 - Anchorage

### State Wide Scheduling: Wednesday, Jan. 28th, 2015

#### HSGOE DATES

(Re-confirm with your school)

Sept. 30 - Oct. 2, 2014 & March 31 - Apr. 2, 2015

#### SAT DATES

(Re-confirm with your school)

Oct. 4, 2014 / Nov. 1, 2014 / Dec. 6, 2014

Jan. 24, 2015 / Mar. 7, 2015 / May 2, 2015 / June 6, 2015