

Matanuska Susitna Borough School District

High School Co-Curricular Handbook

2009-2010

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STUDENT ACTIVITIES MISSION STATEMENT

The primary purpose of the Student Activities program is to meet those school-related interests and needs of students that are not provided for by the curricular program of the school.

STUDENT ACTIVITIES PHILOSOPHY

Extracurricular programs extend the schools' educational objectives of learning, working together, fair-play, and civility.

The Matanuska Susitna Borough School District seeks to offer a wide range of activities that promote safe, healthy environments.

Whereas winning is important, it should never be purchased at the cost of fair-play and good sportsmanship. We demand that every coach and sponsor make it their highest priority that their students constantly pursue the highest standards of ethical care and respectful demeanor.

STUDENT ACTIVITIES PROGRAM OBJECTIVES

In keeping with the District's educational goals, school activities encourage students to:

1. Live productive, healthy lives.
2. Promote cooperation, fair-play, and civility.
3. Develop positive attitudes toward vocational and recreational activities.
4. Increase their leadership skills.
5. Improve self concept, appreciation of others, and the skills of group work.
6. Improve their attitudes toward school.
7. Be part of an organization dedicated to positive peer pressure.

All high school activities are conducted in accordance with ASAA By-laws, Rules, and Policies. Additional standards may be established by the Matanuska Susitna Borough School District (MSBSD).

DUTIES AND RESPONSIBILITIES - ADULTS

Superintendent/Chief School Administrator

The overall responsibility for the operation, policies and procedures which govern the extra-curricular programs of the MSBSD rests with the Superintendent of Schools or Chief School Administrator (CSA).

Principal

The principal of a school is responsible for promoting and conducting the activities program within his/her school in accordance with ASAA and MSBSD policies. A school's principal may assign some or all of the duties listed below, but the Principal has the ultimate responsibility to ensure that the following duties are carried out and that all District

policies and procedures are followed. Responsibility for any violation of the following rests with the building administrator.

1. Student and player eligibility and behavior.
2. Supervision and fiscal responsibility for all activity funds in their site budget or site activity account.
3. Hiring, terminating, and supervision of the coaching and activity staff.
4. Interpreting and enforcing ASAA and MSBSD policies and procedures.
5. Maintenance of all required records and reporting and filing all reports to the Board of Education, MSBSD Central Administration, ASAA, and other agencies as required.
6. Ensuring supervision at all scheduled games and events.
7. Preparing a comprehensive yearly schedule of extra-curricular events.
8. Coordinating emergency procedures and coverage's (when appropriate) at all school activities or events.
9. Each school shall have procedures for parental notification should a student emergency arise. Parents should be notified when student transport to a medical center is necessary. Cost of emergency service is usually covered by family insurance plans. In the event there is no family insurance plan, the emergency service costs will be the parents' responsibility. Costs and their responsibility should always be secondary to student safety.
10. Ensuring that there is a meeting each year with all coaches and sponsors to review security, activities code, handbooks, paperwork, team rules, coaching responsibilities, etc.
11. Any other duties as necessary.

Activities Director

The Activities Director shall have general supervisory responsibility for the school's activities, will help coordinate programs, and provide professional leadership. Activities Directors' duties shall include:

1. Scheduling events and contacting participating schools for each home contest.
2. Ensuring that when hosting an event:
 - Schools are sent essential, timely information.
 - Arrangements have been made for dressing rooms, showers, etc.
 - First aid equipment is available.
 - Security of personal items has been provided.
 - Appropriate officials have been contacted.
 - Collecting keys after events.
3. Supervising the running and accounting for all gate receipts.
4. Assisting in the annual scheduling of all activities.
5. Overseeing the site activity budget and expenditures.
6. Arranging transportation and housing for all events.
7. Ensuring coaches have filed in the activities office eligibility data, physical forms, emergency treatment cards, parent permission forms, etc.
8. Coordinating the school master activity calendar.

9. Ensuring students have filed a signed statement of participation guidelines.
10. Overseeing inventory, purchase and maintenance of equipment, uniforms, and supplies.
11. Purchasing and distributing athletic awards, letters, and pins.
12. Scheduling awards and banquet ceremonies.
13. Assuming responsibility for working with booster clubs.
14. Assisting in public relations, including newspaper and radio coverage.
15. Purchasing and distributing first aid supplies.
16. Assisting in the screening and hiring of activity personnel.
17. Working as a liaison between the administration, parents, students, and coaching staff.
18. Any other duties as necessary.

Coach

A coach asserts the greatest influence on individual athletes and the health of an athletic program. Therefore, it is of paramount importance that the coach is well versed in the activity and demonstrates the highest form of behavior, leadership, and sportsmanship before the team, student body, faculty, and community. The Coach's duties shall include:

1. Selecting and coaching the team's members.
2. Supervision and responsibility for the general health and welfare of student participation, conditioning, physical examinations, and care of injuries.
3. Obtaining all parental permission and parental information needed for student participation.
4. Adhering to all ASAA and the School District eligibility rules.
5. Supervising the coaching staff and coordinating schedules, practices, and equipment. All assistant coaches and volunteers must be acceptable to the principal.
6. Maintaining an accurate inventory of all equipment. Inventories are to be presented to the Activity Director within two weeks following the end of the activity season.
7. Responsibility for the team's behavior at all team functions and public appearances.
8. The REVIEW of TRAINING RULES and the required written acknowledgment of students and their parents to any rules specific to their activity.
9. Keeping an accurate team roster on file with the office from week one.
10. Selection of captain(s).
11. Traveling with the team when transportation is provided.
12. Assuming the responsibility for being with team members at all practice sessions and for clearing locker rooms and practice areas at the end of practice.
13. Assuring that no practices, games, or meetings occur on Sundays, Thanksgiving, or Christmas day.
14. Maintaining an accurate roll book for practice and game attendance.
15. Having the parental consent for medical treatment form at every contest.
16. Reporting all team-related injuries to the nurse on the District accident report form.
17. Notifying administration and the parents of any player who is removed from the squad.

18. Submitting the End of Season report within 2 weeks of the season's end.
19. Supervising team members until all have left campus.
20. Any other duties as necessary.

Sponsor

A sponsor has tremendous influence on the success of a student group. A student group is often a mirror image of a sponsor's interest and enthusiasm. The following are some of the sponsor's responsibilities:

1. Provide leadership.
2. Promote positive student interest, enthusiasm, and integrity.
3. Obtain office approval for all fund raising, tournaments, public presentations, and performances.
4. Be present at all meetings and activities.
5. Sign all purchase orders.
6. Follow-up with students to make sure they are fulfilling their responsibilities.
7. Encourage good academic standing and ethical behavior.
8. Obtain administrative approval for posters and bulletin announcements.
9. Account for and maintain all uniforms, supplies, and equipment.
10. Develop an annual budget to include travel and expenses not covered by the district, non-stipend sponsors/coaches, uniforms, supplies, and equipment.
11. In all prepared budgets, safety should be given priority for available funds.
12. In developing a yearly budget, each coach/sponsor shall indicate either the school or the booster club as the organization responsible for providing the funds for each request listed in the proposed budget.
13. Obtain pre-approval of the budget by the Principal or designee.
14. Obtain all parental permission and parental information needed for student participation.
15. Assume the responsibility for the behavior of club/activity members at all functions and public appearances.
16. Travel with the group when transportation is provided.
17. Be present at all practice sessions, meetings, or functions.
18. Assure that there are no meetings or activities on Sundays, Thanksgiving, or Christmas Day.
19. Report all injuries that require attention to the nurse on the District's accident form.
20. Notify the office of a student who is removed from an activity.
21. Supervise all students until they have left campus.
22. Any other duties as necessary.

All those who coach, or serve as a sponsor/adviser are expected to:

- Consider safety as your top priority.
- Demonstrate good sportsmanship at all times. You are the leader.
- Have and show respect for your opponent; treat them as guests.

- **ACCEPT THE OFFICIALS' DECISION.** Good sportsmanship implies the willingness to accept and abide by the decisions of the officials. Public protests can only lead to similar behavior by the players and spectators.
- Set a good example for others to follow.
- Refrain from any profanity, as it is not an acceptable part of any activity.
- Maintain self-control at all times.
- Support the values of honest effort in conforming to the spirit as well as the letter of the rules.
- Be mindful of the comments made to the news media.
- Build up your students through positive statement, rather than negative comments
- Provide the Athletic Director a schedule of practices listing places and times.

EVALUATION OF PERSONNEL ON EXTRA-DUTY CONTRACTS

Coaches and sponsors will be evaluated each year. A Principal or Athletic Director will complete the evaluation. Input from all sources may be used for evaluation purposes. The evaluation will then be filed in the Principal's office.

Evaluations used to evaluate coaches and programs are included at the end of this document. It is the Principal or designee's responsibility to ensure coaches and sponsors are in-serviced on forms and expected dates for completion of all evaluation documents.

ESTABLISHMENT OF NEW EXTRA-CURRICULAR PROGRAMS AR 6145 (b)

The Board recognizes the responsibility of the schools to sponsor an adequate, yet reasonable, program of extra-curricular activities and to direct those activities along wholesome and worthwhile lines. To promote these worthwhile activities, a standing committee shall be formed to review proposed additions, deletions, or modifications to the extra-curricular programs and submit a recommendation to the Board for its consideration. This committee will consist of the following representatives:

- One (1) member of central administration
- Two (2) building-level administrators: one (1) representing elementary & one (1) representing secondary
- Two (2) representatives of the teachers' association: one (1) representing elementary & one (1) representing secondary
- One (1) Board member
- Four (4) community representatives
- Five (5) student representatives: one (1) from PHS, one (1) from WHS, one (1) from SVHS, one (1) from HHS, and one (1) from CHS

The general objectives of extra-curricular activities shall be the same as those for the regular curricular program.

All extra-curricular activities shall be recommended by the principal or teaching principal to be approved by the Superintendent/CSA and Board.

The following procedures will be adhered to prior to implementation of any "interscholastic" program:

- The individuals or groups requesting the new program will contact the Superintendent/CSA to present their proposal.
- If the Superintendent/CSA determines sufficient interest and merit exists, he/she will submit this proposal to the review committee.
- It shall be the task of this committee to research and respond to questions concerning extra-curricular activities as included in the Administrative Handbook.
- Once these questions and any others that might arise during the consideration of the new program are answered, the committee shall make a recommendation to the Board for implementation of the new program.
- All requests for implementation shall be made to the Board before December 1 of the year prior to the proposed implementation, so that the Board can make the final determination on implementation or non-implementation, and so an adequate budget can be prepared to successfully implement those programs that are approved.
- If, through the budget process, funds originally designated for the new program do not survive, the new program will not be implemented.
- If it becomes apparent that a newly implemented program or an existing program is not of significant value, a committee made up of those individuals previously designated in this policy will be formed to consider a recommendation for possible revision or termination of the program in question.

CLUBS

Clubs may be established to allow students with similar interests and ideas a chance to become involved in those areas of interest. Clubs established in Mat-Su schools shall be classified as one of the following:

1. Stipend Club (has a contracted sponsor)
2. Student Organized (Limited Open Forum) (This type of organization is covered under Administrative Regulation 6145.5)

In order to be a recognized club member of any activity, the following criteria must be met:

1. Students may organize clubs provided that the club formation and activities are student-initiated and voluntary.
2. Membership in a student-organized club is open to all students.
3. A signed parental permission document will be required for student participation in all school club and sport activities.
4. School staff shall not promote or participate in the meetings of student organized clubs, but each student organized club must have a staff volunteer to supervise meetings for the purpose of maintaining order and protecting student safety.
5. Non-school persons (persons who are neither students nor employees of the Mat-Su School District) shall not direct, control, conduct or regularly attend the meetings or activities of student-organized clubs.
6. The activities of a student-organized club shall take place only during non-instructional time.

7. The school shall not expend public funds to the student-organized club beyond the incidental cost of providing the space for meetings.
8. Student-organized clubs must have a club purpose statement and constitution that is approved by the school principal prior to initiation of club activities. School administration will provide a standard format, requirements and advice on production of the purpose statement and constitution. The statements of purpose and constitution may not: exclude students from membership based on race, religion, nationality, gender, or disability.
9. A student organized extracurricular club may not raise or expend funds for purposes not endorsed in the club statement of purpose and constitution.
10. The school district does not endorse or sponsor the meeting or activities of student- initiated clubs. Student clubs exist as an expression of individual rights and are the sole responsibility of the membership.

Student-organized clubs are expressly prohibited from the following: Interfering with the orderly conduct of the educational purpose and activities of the school; promoting, encouraging, or sanctioning activities that are unlawful abridging the constitutional rights of any person; or compelling a school agent or employee to attend a meeting that is contrary to the beliefs of that agent or employee. The school principal retains the right to prohibit activities and meetings and to disband clubs, which engage in the above- listed conduct.

GENERAL FUND RAISING GUIDELINES

Clubs and student organizations may be allowed to raise funds to accomplish their objectives. The building principal or his/her designee must approve all school sponsored fund raising projects before the activity begins.

Money raised through gate receipts, activity fees, and concession sales at school-sponsored events shall be deposited in the school's activity account. Money raised from these sources of revenue may be used to support that specific program or sport.

Each club, student and athletic organization may, with approval of the Principal or his/her designee, establish a separate fund raising account within the school's activity account for specific projects or fund raising purposes.

In order to gain approval from the Principal or his/her designee for a fund raising activity, the following criteria must be met:

- A fund raising activity must be in compliance with School Board Policy, District Administrative Regulations, and Alaska State Laws.
- There must be a clearly stated purpose as to why the organization wants to raise money.
- The organization must disclose the means by which it intends to raise the money.
- The organization must agree that no candy or bake sales be held in competition with the school lunch program.
- The organization must follow correct district accounting procedures.

- All fund raising activities that involve sales of food products must comply with District Food Service Policy and DEC Regulations.

The principal, or designee, and organization sponsor will approve all purchases involving the use of student activity funds. Each purchase will be made using a purchase order form so correct accounting procedures can be followed. Receipts must be obtained by the purchaser and returned to the activity office.

Guidelines for Student Activity Fund Raising Projects

1. Written approval must be obtained from the principal or his/her designee, for any school sponsored group participating in a student activity fund raising activity on or off the school premises. A copy of such approval should be retained in the files of the activity.
2. All contractual agreements with independent business organizations should be reviewed by the district's business office and signed by the principal(s) of the participating school(s) and the appropriate business establishment.
3. A copy of each executed contract must be forwarded to the district's finance department.
4. Sound accounting procedures must be observed for each activity.
 - a. Where a single school is involved, records and documents must be maintained and cash deposited in the student activity fund of that school.
 - b. Where more than one school is participating, one of the schools should be selected for this purpose.
5. The regulations, accounting, and reporting requirements outlined by the Department of Revenue must be followed.
6. The types of district-authorized games of chance shall be limited to raffles. Pull-tabs and Bingo are prohibited.
7. Raffles will not be permitted unless the school uses a current valid permit from the Department of Revenue, Division of Occupational Licensing.

Agreements on Fundraising Activities and Money Raised

1. All students, parents, and staff involved in a school-sanctioned fund raising activity shall agree that all funds raised by the participants shall revert to the fund maintained within the school activity account for the specific club, student, or athletic organization engaging in the fund raising activity. Should the specific purpose of the fund raising activity, i.e. trip, banquet, etc., fail to materialize, the fund raising activity will cease and any money collected for goods or services not provided should be returned where feasible.
2. Participants involved in fund raising activities shall have no claim on the funds raised. Should the intended purpose of the fund raising activity fail to materialize, the money already collected shall be deposited in the fund maintained within the school activity account for the specific club, student, or athletic organization account. If the club or activity dissolves the funds go directly to the school's general student activity fund.

3. If the participants of an activity agree to pay a portion of the cost of the activity with the balance to be funded through fund raising, the participant is eligible to withdraw his/her portion at any time, if and only if, nonrefundable tickets or other obligations have not been purchased.
4. Individuals who contribute material items for resale by a fund raising activity shall give up all claims to the contributed materials and to any subsequent funds gained by the sale of the contributed materials.

STUDENT GOVERNMENT

Each secondary school may have a student government or council which is organized through its constitution and by-laws; the delegation of authority and responsibility for each school's government may vary between schools. Each student government may have representatives to the Alaska Association of Student Governments (A.A.S.G.), which has an annual conference and workshop. A.A.S.G. makes recommendations to the State Board of Education and other agencies. Student body officers must meet eligibility requirements for the Alaska School Activities Association and the Mat-Su Borough School District.

Officers and representatives are elected annually to provide leadership to each respective school. Each student government must have a sponsor, whose responsibility is to advise and to assure that the organization operates efficiently, effectively, and within the established guidelines and policies.

Some of the responsibilities of a Student Government may include:

- Homecoming
- Student Dances
- Assemblies
- Special Projects Funding
- Elections
- Leadership Training Sessions
- Recommendations to administration, staff, and students
- Community Projects
- Representatives to the Student Advisory Board

DANCES/PROMS

Dances are open only to students of that school. For some specific events a guest (from outside the school) may attend with prior approval of the building's administration, or when posted criteria are met. All dances must end by 11:00 PM., except for proms that must end at 12:00 AM. Sponsors must be on hand at all times and additional chaperones are required.

Organizations may schedule dances under the following criteria:

- They must have approval of the site administration.
- They must have a sponsor and chaperones in attendance at all times.
- Students are not allowed re-entry to any dance.
- There are no refunds after students leave dance area.

- Organizations must complete the Activities Form for dance requests.
- Organizations must provide a guest list.
- The principal may require identification cards for entrance to the dance.

DANCE GUIDELINES AND RULES FOR HIGH SCHOOL

In order to promote a healthy, safe, enjoyable evening for all students, to encourage venues to continue renting their facilities to our school and to have faculty chaperones, the following procedures will be in place for all dances.

1. Guests must be under 20 and middle school students may not attend. One guest per host high school student. Guests must arrive with their host student. Change of guests must be done by Thursday before dance.
2. All students and guests may be checked for illegal or controlled substances prior to entry to the dance area. Security and/or chaperones may conduct bag/purse searches. No beverages of any kind are allowed. Any student who refuses to comply will be denied entry without refund. Students suspected of being under the influence of drugs and/or alcohol after entering will be subject to evaluation.
3. Dancing Guidelines (applies on and off the dance floor)
 - a. Lewd dancing such as "freaking" will result in student and/or couple being asked to leave the dance floor for a 10 minute break and after the second infraction being asked to leave the event and he/she will be ineligible to attend the next dance. Parents/Guardians will be notified.
 - No straddling legs
 - No bending over
 - No grinding
 - No inappropriate touching
 - No "making out" (no overt and/or prolonged public displays of affection)
 - Hands on waists or shoulders only
 - If too many couples are dancing inappropriately, the lights will be turned on and/or music changed as a collective warning for everyone. A verbal warning will be made on the microphone.
4. Dress Code for Formal (Winter Ball and Prom) and Semi-Formal (Homecoming) Dances:

Ladies:

 - Strapless/spaghetti straps are allowed
 - Dress/skirts must be at least mid thigh in length
 - Slits no higher than mid-thigh in length
 - Backless to waist is permitted-below waist is not permitted
 - No garters or other exposed lingerie/undergarments
 - No sheer/see through dresses and not see-through sides or bare sides
 - No excessively low cut dresses or tops, or short skirts
 - No bare midriffs

Gentlemen:

- Collared shirt (semi & formal) and tie (formal)
- Shirts must have sleeves (semi & formal)
- Shirts must remain on (all dances)
- Dress pants or slacks, no jeans (formal)
- No caps/beanies (semi & formal), bandanas, chains or canes (all dances)
- The dress code will remain the same for non-formal dances excluding the formal attire requirement.

If you are unsure if your attire meets these dress standards, please check with Activities Director or Assistant Principal prior to the day of the event. Students not meeting these standards will not be allowed into event until they comply. If they refuse, parents/guardians will be notified.

Once students are admitted into the dance, if they alter their attire in such a way as to make it violate the specified dress code standards, they will be removed from the dance without refund, parents/guardians notified, and they will not be permitted to attend the next dance.

1. Students are not allowed to leave the dance and return.
2. Students must have an ID to purchase tickets. Two (2) ticket limit.
3. A coat check area will be available for personal belongings.
4. All dances must be approved at least one month in advance.
5. All wall and ceiling decorations must be removed at the end of the dance by the sponsor and student group.
6. All students and guests must leave dance location within 20 minutes of end of function. No loitering in parking lots.

YEARBOOK/NEWSPAPER

The sponsors of these activities will meet each year with the principal, or designee, to discuss the advertising prices and procedures to be followed. Advertising in good taste is permitted in senior high school newspapers and yearbooks. Advertising of alcoholic beverages, tobacco, nightclubs, and other items not considered suitable for high school publications is prohibited. The yearbook advisor must approve all advertising sales. The yearbook advisor and/or administrative designee is responsible for final printed content.

ASSEMBLIES

All assemblies must be approved by the administration. Approval will be granted based on the following criteria:

- An approved calendar date.
- Facilities and equipment are available.
- There is an approved agenda and purpose.
- There is a plan for support services.

- There is communication to students and staff.

PARADES

Guidelines for inclement weather are as follows:

- The cut off temperature for playing instruments is 24 degrees F. (Chill factor)
- The cut off temperature for marching in the parade is 10 degrees F (Chill factor)
- Student and directors are to be notified of a decision (marching in the parade) before they leave school on the last day prior to the activity.
- Students dress for the weather - footwear, hats, gloves, regardless of temperature, during the winter months.

GIFTS AND AWARDS

Gifts contributed by school organizations must be approved by the Superintendent/CSA, or designee, and by the respective principals of the school represented by the organization's memberships.

Any real or personal property donated to the District or to a particular school shall be considered as school property. No such gift may be accepted by any individual in the name of the school or in the name of the District without the understanding that the gift is unconditional and that the title for such property remains in the District. Such property may be transferred or used whenever the Superintendent of Schools/CSA finds it expedient and may be sold or replaced without obligation to the donor. Appropriate plates, markers, or other means of identifying the donor may be used.

Awards presented by the school or booster club, such as unattached letters, trophies, metal charms or pins, or similar articles having symbolic value only may be given to students by the school if the cost of the award does not exceed \$100.00. Cash gifts are never accepted. Prior approval must be obtained from the principal before awards are obtained and presented. Jackets or sweaters that cost in excess of \$100.00 may be presented to championship teams or groups by a school or non-school organization with prior approval of the school's principal.

In the case of state championships, the cost may be increased to an amount that does not exceed \$200.00.

STUDENT TRAVEL APPROVAL

Travel is permitted under certain restrictions. If there is an overnight trip that is organized by a club, academic, or athletic organization within a school, approval must be obtained from the principal or his/her designee. A coach or sponsor should also abide by all board policies on school related trips.

Criteria for Student Travel

All decisions relative to approval of out-of-district student travel and the funding for such travel shall be based on the following criteria. The application must document each requirement. Please read carefully BP 3541.1 (a) prior to planning any out-of-district travel.

- Travel must be related to educational or approved activity programs.
- Individuals responsible for scheduling out of district trips should be sensitive to days out of school by student participants.
- Students who miss school while on a school authorized trip or activity shall not be penalized academically. Students who miss school while on a school authorized trip shall be given an opportunity to make up all work and earn all credit or points as if they were in class.
- It is both the student's and sponsor's responsibility to inform the teachers prior to students being absent on school-approved trips. Failure to inform a teacher prior to activity trips may result in the student forfeiting their rights to make up the missed work.
- The number of adults participating in the travel to supervise students must be determined by the Principal or his/her designee. The ratio of adult to students may vary depending on the activity. In general, a ratio of 1 to 10 is suggested. Any staff member traveling with a school group on an authorized trip must secure travel authorization through established leave procedures. Coverage by an administrator or designee is required for regional, state events or events that may be contentious specifically to a school academic or activity program. All high schools will have a plan in place to deal with any issue that may arise.
- School programs for students not traveling must continue at the level expected if the trip did not occur. It is the traveling teacher's responsibility to provide assurances that this will happen.
- Reliable steps should be taken to protect the safety and security of those on the trip.
- Written parent or guardian permission must be secured before a student is allowed to travel. It is the coaches' or sponsors' responsibility to secure the following information on each student before they are allowed to travel: Parents' home and work phone numbers, emergency numbers, health providers, consent to treat, and agreement for early return transportation costs in connection with disciplinary matters.
- Impact of fund raising activities upon the students, the school, and the community must be reasonable and possible within the target community. A plan to handle the cancellation of a participant, the trip itself, or other factors that might result in financial liability associated with advance ticket purchaser not the responsibility of the Mat-Su Borough School District.
- Trips outside the State of Alaska must be approved by the Superintendent/CSA or his/her designee prior to departure. No student groups shall be allowed to travel outside of the state without this approval. The Principal shall be responsible to ensure that Sponsors or Coaches turn into the Superintendent/CSA all district required documentation for approval. This information must be turned in at least

two weeks prior to the scheduled departure of the trip. Failure to meet necessary time lines will result in cancellation of the trip. It should also be noted that ASAA policy requires all member schools who participate in any contest or event with an out of state school to have approval from the Board of Directors of ASAA

- The cost of all travel outside the State of Alaska shall be the responsibility of the individuals traveling or their parents. No student activity funds may be used for out of state travel.
- Applications for travel must be complete when submitted. Failure to provide all information requested may result in denial of travel. ASAA-sanctioned activities taking place within the State of Alaska DO NOT require out-of-district travel forms.

CONFLICT OF INTEREST

Any coach or sponsor wishing to enter into agreements with a specific school or the Matanuska Susitna School District to sell goods, supplies, or services not covered under their contract as a coach or sponsor should refer to Board Policy 2300.

NCAA/NAIA COLLEGE FRESHMAN ELIGIBILITY

The National Collegiate Athletic Association (NCAA) has established criteria that all students wishing to participate at the collegiate level must meet. It is important that all students who wish to earn scholarships and or participate at the collegiate level contact their coach and guidance counselor for the current requirements. Students should contact the National Office at (913) 339-1906 for more information concerning eligibility at the collegiate level.

INELIGIBLE PLAYER VIOLATIONS

A team playing an ineligible player shall forfeit any and all contests in which that player participated. Participation shall include wearing the team uniform.

NUMBER OF EVENTS FOR DISTRICT ATHLETIC SCHEDULES

The Matanuska Susitna School District shall follow the guidelines as established and laid out by the Alaska School Activities Association in regards to the number of scheduled events prior to district and state tournaments.

WEATHER CONDITIONS FOR TRAVEL

Responsibility

The principal or his/her designee is responsible for weather cancellation of any trip or travel. Transportation will also assist schools in assessing and determining the feasibility of travel when asked. The district administration reserves the right to cancel any extra-curricular activity if circumstances or conditions mandate:

Activities - Local (Mat-Su Valley and Anchorage)

1. All activities will be canceled whenever the Matanuska-Susitna Borough schools are closed due to weather, road, or outside environmental conditions.

2. When the outside temperature is -25 degrees F or below, all outside activities will be canceled.
3. Activities scheduled in the Anchorage area, or to the airport will be canceled whenever Anchorage schools are closed due to weather, road, or outside environmental conditions.

Activities-Long Distance (Outside the Mat-Su Valley and Anchorage Area)

Activities scheduled outside the of the Mat-Su Anchorage area will be canceled whenever the schools in the destination's area are closed due to weather, road, or outside environmental conditions.

1. Activities will be canceled whenever the raw temperature is below -45 degrees F in the destination area for any extended area (20 miles or more) along the route of travel.

****All students must carry appropriate cold weather gear when traveling on long distance trips. It is recommended that schools provide cellular phones for the coach or sponsors of event.**

Travel Phone Numbers:

National Weather Service	1-800-472-0391
Road & Weather Conditions	511
AK. Dept. of Transportation	269-4760
Fairbanks	456-7623
WX Weather	452-3553
Kenai Soldotna	262-9228
Valdez	835-4242
Thompson Pass	835-4545
Web site	cirrus.sprl.umich.edu/wxnet/

FOOD SERVICE POLICY

When a school food function is open to the public it must meet the following criteria. The function must be approved by the school administration.

1. All food and supplies must be secured from an approved source.
2. The food function must comply with the type of kitchen permit, i.e., and heat and serve (satellite) kitchens for elementary schools; preparatory kitchens for middle, junior, and senior high schools.
3. The site must have a limited food service permit issued by DEC.

Guidelines

The following regulations apply only when the activity is open to the public:

1. All food must be from an approved source, not from private homes. Approved source means that the food has been approved by USDA/FDA and is sold through a licensed outlet at the local level. Bakery items would not fall under this requirement.

Example: Goods purchased at grocery stores or wholesale outlets that carry products approved by USDA/FDA.

2. The food function must fit within the limitation of the school kitchen. Most elementary school kitchens are approved only for heating and warming prepared food from an approved source. Example: A spaghetti dinner where sauce purchased from an approved source is heated and the noodles are boiled or a carnival booth selling Chinese egg rolls, purchased at a grocery store, heated in the school kitchen.
3. The food function can be catered. Catering means the caterer, licensed to do business, brings the prepared food, serves it and cleans up the kitchen or the catered food from the licensed caterer, is served by and cleaned up by a food service employee.
4. The food function must be supervised by a food service employee.

The following school activities are considered private and do not fall under the licensing or inspection regulations but are the responsibility of the school district to monitor:

1. Potlucks are considered private when they are held for specific events and not open to the public at large. The participants in the food event are limited to specific groups easily identified as separate from the general public of the school. Example: An awards potluck for the Spanish Club students and their parents or an author's tea for the fourth grade students and their parents is appropriate.
2. Parties are considered private when they occur in individual classrooms or are held for a specific purpose with a specific limited population. Example: A Halloween party or an Honor Society Induction Reception is appropriate.
3. Individual classroom activities that involve food for teaching purposes, snacks or reward incentives are considered private. These types of food activities are within academic freedom and are not the responsibility of the municipal, state or federal health agencies. Example: An ethnic food project or snacks prior to taking standardized testing. These events should be approved by the appropriate school administration officer in each school.

School Fund Raising Events Involving Food Items

Many school fund raising events are food functions. Schools will review on an annual basis the policy and procedures to be followed for these types of food events. All school-sponsored food sales events which fall outside the Federal Nutrition Program **MUST** fit within BP 3554 "Other Food Sales".

- Bake sales are acceptable. A bake sale means an informal sale of candy or baked goods, not filled or covered with a potentially hazardous food, to the public at a fixed location for a period of time not to exceed four periods of 14 consecutive days or less during the calendar year. Example: Cheerleader's bake sale after school, or PTA bake sale on back-to school night. Note: Goods such as pumpkin pie, custard or filling goods not allowed.
- Fruits and vegetable sales are acceptable as long as the fruit/vegetable is not cut and the handling is consistent with acceptable health and sanitation standards. Sale of cut up fruit or vegetables is not allowed unless prepared in the school kitchen

- under guidelines covered by DEC and or Nutrition Services. Example: Oranges and grapefruit sold by the case. NOTE: Cut vegetables or fruit prepared at home and brought to school for such activities are not allowed.
- Candy Sales of prepackaged goods from approved vendors is acceptable. Example: The band sells chocolate bars.
 - Donut sales: Each individual donut needs to be wrapped and goods need to be purchased from an approved source. The location of sale must have a hand-washing sink available and individuals selling need a food handler's card. Example: The student government sells donuts before school.
 - Concession stands may sell prepackaged goods and popcorn. The kitchen license will cover popcorn preparation with the condition that individuals popping, handling and cleaning the equipment have a hand-washing sink available and access to the school's kitchen for proper sanitation is provided. All machines need to be sanitized as often as needed with a minimum of once a month. Example: Concessions sold in the gym area at school athletic events. NOTE: Hot dogs nachos, pizza and similar items need to be pre-approved by D.E.C and have a plan that indicates areas of concern such as refrigeration, heating, location and adequate hand-washing sinks. The sale of these items is not allowed unless specifically approved with an on site inspection by D.E.C.
 - School stores that sell prepackaged food items must be in compliance with the Mat-Su Borough School District agreed upon procedures. A separate permit will not be necessary under the umbrella agreement.

Adult support groups such as PTA or Booster Clubs that are raising money through food sales that involve school events must be in compliance with the School District procedures. Example: The swim team parents selling snacks at a swim meet or a FFA spaghetti feed must be in compliance.

If major kitchen equipment or storage facilities are used by an activities club or athletic team, an approved district food service employee must be on duty. The person or group will be charged for salaries, fringe benefits and any other out of pocket expenses

No food or other items are to be stored in the kitchen except during the hours stated on the building use permit for supervision of the kitchen for school functions not involving use of major equipment or storage facilities (no food service employee required).

The district does not provide expendable supplies (e.g., trays, napkins, etc.) to the organization unless previously arranged through the Food Service Department. Charges will be assessed for such use.

The using organization is responsible for leaving the kitchen in a clean and acceptable condition whether the group is school or non-school related and/or whether or not a maintenance and operational charge is being made.

ATHLETIC/ACTIVITY BOOSTER ASSOCIATIONS AND CLUBS

Board Policy 1230 recognizes that parents may wish to form organizations such as booster clubs to support athletic teams and other extra curricular clubs and groups. While welcoming the participation of such organizations, the board policy also recognizes that they are independent of individual schools and the District unless formally recognized by the Board as "school connected organizations".

Athletic/Activity Booster Associations and Clubs frequently perform a valuable service by engaging in fund raising and other support activities of benefit to students participating in district activities. Coaches/Sponsors are, therefore, encouraged to cooperate with their efforts to promote specific teams and activities.

These organizations make significant contributions to athletic teams and other activities. Money and material contributions from them include items such as capital improvements for facilities, major purchases in support of specific activities, warm-up clothing and uniforms, awards and similar recognition, travel, food, and hospitality. Booster clubs also contribute to coaches' out-of-pocket expense during team trips, camps, and coaching apparel.

In the event a member of an Athletic/Activity Booster Association or Club asks, a coach/sponsor about a specific activity's needs or proposes a monetary or material contribution to that activity the coach/sponsor should feel free to discuss the subject. No monetary contribution for any purpose should be received directly by any coach or sponsor; however, the money should be deposited in the school's activity account in a fund designated for the activity in question. See *General Fund Raising Guideline*. Contributions of property or services should not be accepted without the prior approval of the building Principal or his/her designee and will become property of the Matanuska-Susitna School District upon receipt.

Each athletic/activity Booster Associations/Club sport/activity should have a constitution and by-laws on file with the school principal. The sections of these documents must delineate specifically how the finances of the organization will be administered. Each booster club may have a separate checking account and accounting system. Booster Clubs that have separate checking accounts may not use the school name (i.e. Wasilla High School Football Boosters). A Booster Club may use the school mascot and sport for checking accounts (i.e. Warriors Football Boosters). Funds deposited by a booster club into the school activity account will be distributed in accordance with school district accounting procedures. The Booster association must have nonprofit status per section 501(c)(3) of the Internal Revenue Code. Booster Clubs will operate under this umbrella non-profit status. Fund raising activities must have clear distinction between student-raised funds that are deposited in school activity accounts and athletic/activity booster club raised funds that are deposited in the booster club accounts. District guidelines and procedures must be followed in relationship to gambling and controlled substances when students are engaged in

fundraising activities for booster clubs. Students represent the school and the district even though the booster club may be a private organization.

Contributions and other assistance from Athletic/Activity Booster Associations and Clubs are subject to the following restrictions:

1. Contributions may not be used to augment the compensation of any district employee or to fund positions not authorized by the district.
2. Contributions may be used to provide compensation to individuals occupying coaching or sponsorship positions authorized by the district provided that:
 - All coaches or sponsors will be paid per the compensation established by the district for his/her position in the Negotiated Agreement; and
 - The contribution is accepted by the School Board in accordance with Board Policy 3290. Booster Clubs may not directly hire any coach or sponsor.
3. Though students may participate in the fund raising activities of Athletic/Activity Booster Associations and Clubs, they should not be compelled or coerced into doing so by any coach/sponsor, nor shall a student's participation or failure to participate in such a fund raising project sponsored by a booster club be permitted to influence a coach's or Sponsor's treatment of the student.
4. Except for special awards or recognitions, contributions may not be used to benefit some students participating in an activity but not others. Contributions must be for the benefit of the entire team, club, or activity.
5. Contributions may not be used to support activities outside the ASAA designated season for an activity, other than end-of season recognition events.
6. Booster club contributions must not violate rules of the ASAA or the National Collegiate Athletic Association (NCAA).
7. Booster clubs may assist students interested in raising funds for summer clinics or training camps as long as the fund raiser is designated specifically for that purpose, no school funds are used, no school uniforms are provided, that the school has no association or sponsorship of the event and the event is open to all students.

Contributions that would violate the restrictions set forth above should not be accepted.

Booster Clubs are cautioned to be sure to stay within NCAA/NAIA/ASAA Guidelines. Booster Clubs are encouraged to become familiar with these guidelines to protect a student's eligibility for participation at the collegiate level.

The Mat-Su School District reserves the right to form a district-wide advisory committee to review Athletic/Activity Booster Association and Club issues as needs and issues are identified.

ADMINISTRATIVE PROCEDURES FOR ADDITIONAL OR VOLUNTARY COACHES

The Matanuska-Susitna Borough School District has allocated coaching positions to maintain the safety and supervision of the activity program. However, additional coaches may be necessary based on need.

Criteria

- The number of participants requires additional staff for supervision purposes.
- The environmental conditions such as facility or location require additional staff for safety/supervision purposes.
- The coach/sponsor's requested assistant is acceptable to the school's administration.

Procedures for Hiring Additional Staff

1. All additional staff allocations must be requested and justified in writing. All requests must be approved by the Principal and Superintendent/CSA or his/her designee.
2. All funds to support additional coach/sponsor stipends must be from approved MSBSD funding accounts and follow district procedures.
3. Established MSBSD hiring practices will apply to hiring of additional coaches/sponsors.
4. Established MSBSD training requirements will apply to any additional staff hired.
5. Additional positions are approved on a year-by-year basis.

Sharing of Allocated Stipends

The pay range established by the negotiated agreement has been determined to be a fair compensation for the job to be performed. Staff members may work part-time and split an activity stipend when total combined time worked is equal to the full activity stipend position.

Volunteers

Many MSBSD programs have parents and interested community members willing to volunteer to aid in program development. The philosophy of the MSBSD encourages parents and community members to be part of the school programs. Volunteers are welcome to assist in a variety of ways. Most of these jobs are identified and delegated by the staff member in charge of the activity. A volunteer coach is defined as a person who works directly with students on the field or court in practice or game situations. The guidelines for volunteer coaches are as follows:

- Must be approved by the building principal. Approval must be obtained each year.
- Must obtain an Interested Person's Report from the Alaska State Troopers.
- Must be willing to serve without reward from any source.
- Must be under the direct supervision of a MSBSD coach at all times.
- May not directly supervise students without a MSBSD administrator or coach present.
- Volunteers that are employed by the MSBSD in another capacity, at a different work site, must give priority to the paid position.

- Should coaching responsibilities conflict with the regular MSBSD job, the following procedures for release time are to be followed:
 1. The principal of the hosting school must make contact with the employee's principal to receive permission.
 2. Approval must be obtained prior to any commitment related to team travel.
 3. The requesting school must provide the funds for substitutes, if required, and all other expenses associated with the arrangement.

OUTSOURCED SPORTS

Currently, MSBSD offers several "outsourced sports" for students to participate in: girl's softball, boy's baseball, riflery, and hockey at SVHS. These sports operate under specific guidelines which may differ from co-curricular guidelines as outlined in this handbook. Specifically, outsourced sports are NOT funded in any way by the MSBSD or individual school sites. Each of these sports must maintain its own budget and expenditure details for all aspects of the activity: uniforms, transportation, etc. Any coach who will be in direct supervision of student athletes must meet all coaching guidelines, including obtaining fingerprints and an Interested Person's Report, completing the appropriate MSBSD application packet, passing a TB test, and completing the ASAA Coaching classes. All athletes participating in outsourced sports must meet all MSBSD and ASAA eligibility requirements. Additionally, activity fees for outsourced sports may be different from those outlined in AR 3260 (below).

ACTIVITY FEES (AR 3260) Pay to Participate Co-Curricular/Electives

In accordance with AR 3260, the Board has adopted the fee schedule listed below. All schools must adhere to this fee schedule. Fees are due in full when the paperwork to participate in an activity is submitted. If the fee is not paid a student may not participate. No waiver or reduction of the sports fee is given for students who participate in multiple sports. Materials/activities fees may not be charged for required courses.

High School Sports	\$100	Students who qualify for free/reduced lunch will pay one-half the sports fee.
High School Electives	\$15-\$20	Funds that are collected from students enrolled in an elective class are applied to the respective class.
High School Clubs	\$15	No fee will be charged for Student Government, Yearbook, or National Honor Society. Fees may increase depending on club transportation needs.
Middle School Sports	\$60	Students who qualify for free/reduced lunch will pay

		one-half the sports fee.
Middle School Exploratories	\$20	
Elementary Activities	\$5	

The maximum total amount of fees charged for High School sports is \$300 per student, per year. Other fees are charged according to the schedule.

An activity is defined as a club or sport, which has a stipend coach or sponsor.

The following guidelines apply to this fee:

- Those activities that "pay to play" include all ASAA competitive programs with the exception of Honors Music, Solo Ensemble, Drama, Debate, and Forensics, and Foreign Language Declamation. These competitions will be assessed a club fee for participation. Also included are those clubs and activities that have a sponsor who is issued a District extra-curricular stipend.
- All fees are to be collected as part of the eligibility process. Final date for payment of fees will be within ten school days of the first organized practice or meeting. Students who have not paid their fees or made arrangements for the fees to be waived within this ten-day time limit will be removed from the club or team.
- Any student who is not selected for the team will have the fee returned to them. The final team determination will be made and announced to students within the first five days of the season. No student is allowed to tryout for the team without paying the fee or obtaining an approved activity fee waiver.
- Fees are collected according to standard district accounting procedures.
- In the event of student injury, removal from the team for disciplinary reasons, school transfer or withdrawal, no refunds will be available after the first five days of the season.

ELIGIBILITY

In order to participate (try-out, practice, or play) in a school-sponsored activity:

- A physician's clearance permitting student participation must be on file at the school. This clearance is good for one year but must not expire during the season of the sport in which the student is participating.
- A parent's consent for emergency treatment of the student must be signed and on file, and participation guidelines must be acknowledged.
- The parent/legal guardian must sign and file with the school a release of the district and assumption of the financial responsibility in the event of injury to the student.
- All records must be in order, fees must be paid or a waiver on file, and all forms must be in the Activity Office before the student is eligible to participate in any athletic program.
- Practice Rule: Athletic participants must have ten (10) days of practice before they are eligible to compete in a game unless a waiver has been granted by ASAA because of participating in a continuous activity. ASAA may waive five days of the ten required for students participating in overlapping sports. This waiver does NOT

apply to the sports of football, hockey, wrestling, or cheerleading. (There is an ASAA exception for wrestlers who play football.)

- Students must meet all ASAA and MSBSD academic requirements for eligibility.

When a student transfers from a school where he/she has been participating or there has been a lapse in practice time, the following guidelines will apply:

- If a student has completed the required practices but has not competed for whatever reason for less than two weeks, no additional practices are required before returning to competition with the concurrence of the coach.
- If a student misses between two and four weeks of practice and competition, five additional days of practice and the concurrence of the coach are required before returning to competition.
- If more than four weeks have been missed, the student must have ten additional days of practice and concurrence of the coach before returning to competition. This is an ASAA regulation.

Attendance Rule

To be eligible for an activity or contest, a student must satisfy the below requirements regarding practice and competitions.

Practice

A student must have been in attendance for at least half the school day to participate in that day's practice or meeting.

Games/Competitions/Representations

- A student must be in full attendance on the day of an activity.
- If an event is held on a weekend, the student must be in full attendance the day prior to the contest.
- Students must be in full attendance the day following a weekday activity.

Not following the above rules will result in the student forfeiting the next scheduled competitive day until he/she reestablishes his/her eligibility.

The only exceptions to above rules would apply to students attending school-related events, having received prior administrative approval, or when unusual circumstances have led the principal or his/her designee to authorize an absence.

School attendance for all Region and State events is at the discretion of the building administration.

Eligibility Requirements Maximum Participation:

- a. No student enrolled in a four-year high school may participate in more than four (4) seasons in any specific interscholastic activity. No student enrolled in a three (3)

- year high school may participate in more than three (3) seasons in any specific interscholastic activity.
- b. Participation in a single interscholastic contest shall be considered as one (1) season of participation in that activity.
 - c. Each student will have eight (8) consecutive semesters of eligibility after they begin grade nine. (No fifth year seniors will be permitted without approval from ASAA).
 - d. A student who becomes nineteen (19) years of age on or before August 1 shall be ineligible for interscholastic competition.
 - e. No student shall be allowed to participate in any extra curricular activities after earning a high school diploma or its equivalent.

Recruiting

If a student or his/her family is offered and accepts reward, or was unduly influenced to reside in a school's attendance area, that student will be deemed ineligible to participate in interscholastic activities.

Dual Participation

A student participating as a member of a high school team must give priority to the high school program. Missing a practice or competition to participate on a team outside the school program may result in removal from the high school team or activity.

A student athlete may participate on more than one team within the school during the same sport season if approved in writing by coaches, parents, and the school's administration.

Academic Eligibility Requirements for Practice and Participation

In order to be eligible to participate in interscholastic activities during any semester a student must:

- a. High School student athletes will not be allowed to play or travel while academically ineligible. Students in the process of obtaining eligibility through the Alaska School Activities Association (ASAA) waiver process may tryout and practice pending the outcome of the waiver request.
- b. To be eligible to participate in extracurricular activities; all second semester freshmen, sophomores, juniors as well as seniors who are not on track to graduate and or who have not passed all parts of the High School Graduation Qualifying Exam (HSGQE), must have passed at least five (5) semester units of credit, or the equivalent, toward graduation, during the previous semester. At the end of each semester all students must have a 2.0 grade point average and comply with all other minimum ASAA requirements. Seniors who are on track to graduate and who have passed all parts of the HSGQE must successfully have completed five courses the previous spring for early fall sports.
- c. Second semester seniors who are on track to graduate and who have passed all parts of the High School Graduation Qualifying Exam (HSGQE) must be enrolled in

- a minimum of four (4) semester units of credit, or the equivalent. Toward graduation, during the previous semester with a 2.0 GPA.
- d. All courses needed for eligibility need to specifically lead to meeting MSBSD graduation requirement. Only one Pass/Fail course of Student Aide is allowed each semester, for Juniors and Seniors in good academic standing only. Community Service credits are not acceptable.
 - e. All students must have maintained at least an overall 2.0 GPA for the previous semester. The 2.0 grade point requirement shall commence at the end of the first nine-week grading period for all first year ninth graders.
 - f. For the purpose of this section, academic deficiencies may be made up through successful completion of correspondence courses or summer school.
 - g. The eligibility period will begin on or before the sixth working day after the end of the previous quarter (AR 5121 (a)). Each school site will determine its own specific eligibility date within that guideline. The grades must be posted on the computerized report card by that date.
 - h. Students making up grades from 2nd semester during the summer must have an official record of the final grade and credit prior to the first academic contact day. If a student fails to have summer work completed, graded, recorded and confirmed by the school administrator prior to the first academic contact day, then the student will be ineligible to practice/participate in activities during the first academic quarter.
 - i. Students making up a credit (to meet the requirement of BP 6145.1b) from 2nd semester during the summer must have an official record of the final grade and credit, prior to the first academic contact day. If a student fails to have summer work completed, graded, recorded and confirmed by the school administrator by the first academic contact day, the student will be ineligible to practice/participate in activities during the first academic semester.
 - j. A grade of incomplete is considered as not passing until the incomplete is changed on the official school records.
 - k. Correspondence study students must meet the same time frame as regular students.
 - l. Athletes must adhere to the ASAA Citizenship Rule and Controlled Substance, Alcohol and Tobacco Policy (Bylaw Article 12, Section 8.)
 - m. An athlete must meet the above requirements to be considered eligible. All eligible athlete names must be on the master eligibility list that is sent in to ASAA by the school.

Transfer/Residency

A student-athlete who transfers because of his/her parent's change of residence shall be eligible at the new school as soon as properly certified. A student-athlete who transfers enrollment, without a corresponding move by his/her parents, shall be required to attend their new school for 90 days to establish athletic eligibility; the 90 days are counted by using school days and district in-service/work days. By state association adoption, the 90

days attendance requirement may be waived but not shortened. Ninth graders establish their eligibility when they register in the ninth grade.

- Season of participation for eligibility of transfer students: A student who transfers to Alaska from another state 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.
- Foreign Student Transfer Rule: Foreign students involved in official exchange programs approved by the Council on Standards for International Foreign Student Exchange, including but not limited to the American Field Student Service, Rotary International and Youth for Understanding, are eligible for participation when waived by the Executive Director of the Alaska Schools Activity Association. Schools that have exchange students who desire to participate in interscholastic activities are required to communicate with the Executive Director of Alaska Schools Activity Association to seek eligibility for such students, and they must provide the following information:
 - a. The name of the student
 - b. The name of the program
 - c. An indication that the student(s):
 - i. will be in attendance for no less than a complete semester.
 - ii. did not participate in the same sport (for which eligibility is being sought) at another school earlier in the same school year.
- Such exchange students must otherwise be eligible by all other rules.

Alaska students involved in exchange/travel programs, including but not limited to the American Field Study Service, Rotary International and Youth for Understanding, are eligible for interscholastic sports participation upon return to their home school when a request for waiver of the semester credit rule is made to the Association and waived by the Executive Director of the Alaska Schools Activities Association. The request for waiver must be submitted on the Alaska Student Foreign Exchange/Travel Program Waiver form. Alaska students involved in exchange/travel programs must be otherwise eligible by all other rules.

Participation in interscholastic competition while involved in an exchange travel program will count toward the maximum years or seasons of participation in that specific competition as defined in Bylaw Article 12, Section 3 of the ASAA handbook.

Grading systems may differ between the schools a student is transferring from to the school he/she is going to. In such an instance, if a student is ineligible by district and ASAA regulations at the school of origin, the student will be ineligible until the first grading period has elapsed at the school transferred to. An example would be a student attending a school that uses an A, B, C, I grading system. If the student has less than a 2.0 GPA from the previous grading period he is ineligible. The student is ineligible even if the

"I" that caused the GPA to go below 2.0 would qualify as a "D" at the receiving school, and this adjustment would raise the GPA to 2.0 or above.

Waiver

A waiver request must be initiated by the student. To request a waiver for any of the foregoing eligibility rules, he/she must present the following to the activity office:

- Official transcripts must be presented from all schools involved.
- A letter from a parent/legal guardian stating the reason for the waiver request.
- The activity principal will forward the request to the ASAA office.

DENIAL OF PARTICIPATION—DUE PROCESS PROCEDURES

The following regulations shall be observed in the administration of the extracurricular activity program. All students are expected to comply with local, state, and federal laws, the rules regulations of ASAA, the Mat-Su Borough School District, and their home school.

General Standards

- The Mat-Su District's participation standards shall apply to all students involved in any and all district or school sponsored activities. In addition to the general rules each coach or advisor may develop specific team or club rules for his/her particular group or team. Any rules or regulations developed by a coach or sponsor must be approved and on file in the Activities Principal's office prior to implementation. Students are to be notified in writing of both general rules and any rules specific to the activity.
- It is the responsibility of the coach or sponsor to administer reasonable disciplinary action for violation of the rules and regulations governing the activity.
- Violations of activity rules may result in immediate suspension or removal from the activity. In all cases the coach or sponsor must follow the procedures listed below.
- It is also the coach/advisor's responsibility to communicate with the parents, discuss the situation and reasons with the student, and inform the proper school administrator, prior to carrying out appropriate disciplinary actions.
- In all cases, the Superintendent or designee retain the right to review and revise any disciplinary action or decision.

Denial of Participation

A student may be denied participation in an extracurricular activity on a temporary or permanent basis. A temporary denial is defined as a suspension from participation, which is less than permanent. A permanent denial is a suspension from participation for the remainder of the season.

The following procedures apply when an advisor or coach seeks to suspend a student from participation on a temporary or permanent basis.

- When an advisor or coach intends to deny participation of a student in an activity, the coach or sponsor shall meet with the student and present the reasons for denial

of participation, the length of suspension, and give the student an opportunity to respond to the charges.

- If after meeting with the student the coach or sponsor implements sanctions, it is the responsibility of the coach or sponsor to communicate the reasons and sanction to the parents of the student.
- If the student or parent wishes to appeal the decision of a coach or sponsor, the parent or student must present within 24 hours of the coach's decision a written request to the principal for an appeal of the coach or sponsor's decision. The principal shall appoint an assistant principal to hear the matter. All appeals should take place within two working days of a written appeal request.
- If the parent or student is not satisfied with the assistant principal's decision they may appeal the decision to the building principal. The principal's decision shall be final on decisions concerning extracurricular activity sanctions and participation with the possible exception of a permanent denial.
- Procedures for conducting an appeal shall be as follows.
 - The principal or his/her designee shall serve as the hearing officer.
 - The coach sponsor shall present the reasons for the sanction and the length of the sanction.
 - The student or parent may then present evidence or reasons why the student should not be denied participation. The hearing officer need not allow anyone other than the student and/or parent/guardian to attend the hearing.
 - The Principal or his/her designee shall make their decision known to the parent and or student in writing within 24 hours of the hearing.
 - During the appeals process the student may not participate in the activity.
 - There is no provision for an appeal beyond the building principal in the case of a temporary denial of participation in an extracurricular activity.
 - A permanent denial of activity participation during the sports season may be appealed to the office of the Superintendent/CSA. (A temporary denial of participation will not be deemed a permanent one simply because it may end a student's season.) For example, a first offense sanction may end a student's season because of the timing of the infraction. This timing does not trigger additional appeal rights.

PARTICIPATION LIMITATIONS

Interscholastic sports competition in the Mat-Su School district is intended to provide participation in competitive programs for individuals at similar levels of skill development in that activity. Further, such competition should be provided within some age classification. The following is the practice of the Mat-Su School District:

"C" Team composition	9th & 10th graders
"J.V." Team composition	9th through 12th graders
Varsity Team composition	9th through 12th graders

All Mat-Su participants must follow ASAA guideline concerning the number of competitions or portions of competitions that a student can participate in on a daily and weekly basis.

EXTRA-CURRICULAR PARTICIPATION REGULATIONS

Basic Training Rules

These rules shall be in effect, and will be enforced, from the first day of the season until the final awards banquet.

Drug/Alcohol/Tobacco Violations

Students engaged in extra-curricular activities are prohibited from engaging in the following conduct:

- The possession, ingestion, being in proximity, delivery, or sale of alcoholic beverages, illegal drugs (controlled substances), or any other intoxicants or substances purported to be alcoholic beverages or illegal drugs. Proximity is described as being in the same car, house, party, etc., where the alcohol or controlled substance is being used.
- Being under the influence of alcoholic beverages, illegal drugs, or any other intoxicants.
- The use or possession of tobacco or tobacco products.
- The possession, ingestion, delivery, or sale of prescription or non-prescription drugs with the intent to enhance athletic performance.

All drug, alcohol, and tobacco infractions are cumulative, District-wide, and considered substance abuse issues.

School Jurisdiction

Extracurricular sanctions apply regardless of where the violations occurred. The school has extracurricular jurisdiction over evening and weekend behavior outside our direct supervision--24 hours a day during an activity season. Students may be subjected to school sanctions for their training rules violations depending on the location of the offense and its degree of illegality.

When a student is suspended from school or serving an activity suspension, that student is not allowed on the property where any district team is participating, which includes all out of district competitions or practices.

The School's Burden of Proof

As stated earlier, extracurricular activities are a privilege for those willing to accept higher standards. When a question of propriety arises, the school will evaluate situations based on a preponderance of evidence standard. This means that the school official will gather evidence from all parties reasonably related and make a determination based on what is most likely to have happened. The deciding party (school officials) must be only 51% certain that events happened a certain way.

The school has a strong interest in promoting a drug-free environment in its extracurricular programs. Students will be held responsible for not putting enough space between themselves and illegal activity which endangers themselves or others.

Presumptive Sanctions for Training Rule Violations

The below sanctions will be imposed for students found in violation of training rules. While serving a training rules violation sanction, students will be banned from any participation in their extracurricular activity. This ban includes practice, the practice area, and any games related to the activity—including weekend games and away games.

Any student participating in activities who uses, possesses, or is in the proximity of drugs, alcohol, tobacco, or any non-prescribed controlled substance, will be subjected to the following sanctions.

Tobacco, Alcohol and Controlled Substances (TAD) Policy

In order to ensure adoption of tobacco, alcohol and controlled substances use policies by member schools and districts, ASAA requires that member schools and districts adopt the following policy. This is intended to set forth minimum restrictions and penalties, subject to greater or additional restrictions or penalties which may be adopted by member schools or school districts.

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.
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 this section. The policy first goes into effect on July 28, 2008 for students playing football, football cheerleading and tennis.
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 to member schools on DVD and through the ASAA website. An overview of each part is included under Section 10. Definitions.
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. Minimum Penalties for Violation of this Policy: Minimum penalties for violations of this policy are:

First Offense:

The student will be suspended from interscholastic activities and practice for 10 (ten) calendar days (as defined in Section 10). 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 within the 10 (ten) calendar day 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 10 (ten) 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 (See Article 7, Section 5).

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 to competition. (See Article 7, Section 5).

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.

These are minimum penalties which may be increased by the member school or member school district, based upon (1) the nature of the violation, (2) the extent to which it occurs on school property or during school activities, and (3) the extent to which it arises in the context of the student's participation in interscholastic activities. Penalties shall be imposed beginning on the first calendar day following a determination that a violation has occurred, except to the extent a school's appeals policy permits a student to continue to participate pending final determination of any appeal filed by the student under such policy. In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

If a school sanction is given, the activity sanctions are to run concurrently. For example, a student serving a 3-day school suspension for a tobacco violation would, obviously, also be banned from activities during his/her suspension; however, the student's 10-day activity suspension clock would begin on the first day of the suspension.

A denial from participating in extracurricular activities for a period of time, to be determined by coach/principal, may result from the following while either in or out of school jurisdiction:

- Willful disobedience
- Profanity, obscenity, abusive language
- Provocation
- Assault/fighting
- Theft/larceny
- Hazing/initiations
- Violations of rules described in this handbook, the Student's Rights and Responsibilities Handbook, or the rules and regulations specified by a coach or sponsor.

During an appeal process the student shall not participate in the group's activities until the appeal process is completed.

School Equipment

School owned athletic uniforms and equipment are not to be worn or used by any student except during school sponsored practices or events in which he/she participate, or by special permission of the coach or sponsor.

Equipment Use

Equipment issued to an athlete is his/her responsibility for return or replacement. If the equipment is neither returned, replaced, nor paid for, a letter shall not be awarded nor shall the student be permitted to participate in any other sport. Other sanctions may be imposed. No cleats allowed prior to May 1st on school fields and upon administrative approval.

Practice

Practice for a sport may be started on the day listed by ASAA as the season's starting date. There will be no practice sessions during the school year after the State Tournament. The maximum number of practices per week is six (6). Two-a-day practices count as 1 practice and Sunday practices are not allowed.

Team Selection

Mat-Su School District allows for a cut policy in all high school sports areas. Criteria for selecting the team and establishing playing time are determined by the coach of each sport. The criteria should be well defined for aspiring athletes at the beginning of each season.

ALASKA ALL-STATE HONORS BAND/CHOIR/ORCHESTRA STUDENT ELIGIBILITY REQUIREMENTS

All students participating in All-State Band or Choir must follow and are eligible according to guidelines and policies outlined by the Mat-Su School District and the Alaska School Activities Association.

AWARDS AND LETTERS-----SENIOR HIGH

School letters may be awarded for student participation only in events that are School District sponsored and controlled.

Varsity Athletic Letter Award Minimum Criteria

An individual will letter in an athletic activity if he/she completes the season for that activity, participates in 50% of the periods of scheduled varsity competition, and attends all practices unless excused by the coach.

Academic Letter

A school may award a varsity letter to a student who achieves a 4.0 for any given semester.

Coach's Discretion

A coach may award a letter to an individual for the following reason at his/her discretion:

- Injury or illness: Written justification will be given to the assistant principal in charge of activities.
- Participant: Three-year participation who has not previously lettered. Limited to seniors.
- Value to team: Written justification for letter by coach.
- Manager: Varsity Team Manager Only.

Criteria for All Music Letter Awards

The student is expected to live up to the responsibilities of membership in the group, and:

- Attend all concerts unless excused by the principal or music advisor.
- Attend 75% of all other scheduled performances of their group.

A director may award a letter to an individual for the following reasons at his/her discretion:

- Injury or illness.
- Participant: Three-year participant who has not previously lettered. Limited to seniors.
- Value to the organization: Written justification for letter by director.

The letter award program will in no way be affiliated with the classroom grading system.

Letter for Debate and Forensics

Letters should be awarded as a means of recognizing outstanding individuals based on the following criteria:

- Participation in at least 50% of all scheduled forensic contests.
- Individual school placement.
- First, second, or third in at least three of the contests.
- Students must participate in debate in at least two tournaments with a win record of at least 50%.

Letter for Performance Drama

Students must participate in a minimum of three plays during the current school year. (Participation would include work on stage crews, technical crews and acting roles).

ADMISSION PRICES

General Admission	\$5.00
Students 1 st through 12 th grade	\$2.00
Preschool and kindergarten children	Free
Senior Citizens (65 years or older)	Free

Admission is charged to all events except those when the logistics of collecting admission from all spectators cannot be done uniformly. Admission may be charged for "C" Team games.

Tournaments and regional events prices may be subject to change. State events are set by ASAA.

The home school will admit, without charge, all competitors, cheerleaders (in uniform), coaches, and managers of the visiting school.

ASAA passes, District passes, officials' passes, and media passes will be honored at all Mat-Su District events. District, official, and media passes will not be honored at regional or state events unless otherwise notified.

