



**Anchorage  
School District**

**2018-19**

# **High School Activities Handbook**

Prepared by Secondary Education

## Senior High Coordinating Schools 2018-19

ACTIVITY	HOST	PHONE NUMBER
BASKETBALL	West	742-2531
CHEER	South	742-6304
CROSS-COUNTRY RUNNING	Bartlett	742-1864
CROSS-COUNTRY SKIING	Dimond	742-7005
DRAMA/DEBATE/FORENSICS	KTHS	742-8951
FOOTBALL	East	742-2141
GIRLS FLAG FOOTBALL	East	742-2141
GYMNASTICS	Service	742-8105
HOCKEY	Chugiak	742-3067
MUSIC FESTIVAL	Music and Fine Arts	742-0150
RIFLERY	West	742-2531
SOCCER	Eagle River	742-2730
SWIMMING	Bartlett	742-1864
STUDENT GOVERNMENT	KTHS	742-8900
TENNIS	South	742-6304
TRACK & FIELD	Dimond	742-7005
VOLLEYBALL	Service	742-8105
WORLD LANGUAGE	World Language Office	742-4848
WRESTLING	Chugiak	742-3067

### Title IX

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational programs or activity receiving federal financial assistance".*

—From the preamble to Title IX of the Education Amendment of 1972

The Board is committed to an environment of nondiscrimination on the basis of race, color, religion, sex, age, national origin, economic status, union affiliation, disability, and other human differences. No person shall be excluded from participation in, or denied the benefits of, any academic or extracurricular program or educational opportunity offered service offered by the District. The District will comply with the applicable statutes, regulations, and executive orders adopted by Federal, State, and Municipal agencies.

Title IX applies to all programs in a school (including academics, extracurricular, and athletics) that receives federal financial assistance. It protects all participants in the academic program from gender discrimination including parents, students and employees.

If a school becomes aware of equal opportunity violations or sexual harassment, the school will take appropriate actions to investigate the situation. For more information on the student grievance process speak with your principal and/or follow the Student Grievance Process in this handbook. For more information on Title IX or to report any civil rights violation or Title IX violation, contact the EEO Director, who serves as the Title IX Coordinator, at the ASD Education Center, 5530 E. Northern Lights Blvd, Anchorage, AK 99504-3135 (907) 742-4132.

Concerns may also be reported to any of the following external agencies: Alaska State Commission for Human Rights, Anchorage Equal Rights Commission, Department of Education and/or the Office of Civil Rights.

Updated 6/2010

### ASD Statement of Nondiscrimination

The Board is committed to an environment of nondiscrimination on the basis of race, color, religion, sex, age, national origin, economic status, union affiliation, disability, and other human differences. No person shall be excluded from participation in, or denied the benefits of, any academic or extracurricular program or educational opportunity or service offered by the District. The District will comply with the applicable statutes, regulations, and executive orders adopted by Federal, State and Municipal agencies. The District notes the concurrent applicability of the Individuals with Disabilities Education Act, Title II of the Americans with Disabilities Act and the relevant disability provisions of Alaska law.

Any student or employee who violates this policy will be subject to appropriate disciplinary action.

Inquiries or complaints may be addressed to ASD's Compliance/Equal Employment Opportunity Senior Director, who also serves as the Title IX and ADA Coordinator, ASD Education Center, 5530 E. Northern Lights Blvd, Anchorage, AK 99504-3135 (907) 742-4132, EEO@asdk12.org., or to any of the following external agencies:

**Alaska State Commission for Human Rights, Anchorage Equal Rights Commission, Equal Employment Opportunity Commission, or the Office for Civil Rights-U.S. Department of Education.** REVISED: 8/2007, 8/2012, 5/2013, 7/2014, 3/2017, 9/2017

Anchorage School District

# High School

# ACTIVITIES HANDBOOK

Prepared by:  
SECONDARY EDUCATION  
Revised June 2018



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# Section 1

# ACTIVITY SPONSORS'

# HANDBOOK

## Student Activities Philosophy

The primary purpose of the Student Activities program is to meet those school-related interests and needs of students that are not provided by the curricular program of the school. The activities program refers to clubs, classes, intramurals, fine arts and interscholastic programs. The following is a list of objectives for the activities for students:

1. Help all students to learn how to constructively use their leisure time.
2. Help all students to increase and productively use their unique talents and skills.
3. Help all students to develop new vocational and recreational interests and skills.
4. Help all students to develop more positive attitudes toward the value of vocational and recreational activities.
5. Help all students to increase their knowledge of and skill in functioning as leaders and/or as members of a group.
6. Help all students to develop a more realistic and positive attitude towards themselves and others.
7. Help all students to develop a more positive attitude toward school as a result of participation in the student activities program.
8. Help all students to understand and participate in the democratic processes of an organization.

All school-sponsored interscholastic activities of member schools are conducted in accordance with ASAA By-Laws, Rules and Policies. Additional standards may be established by the Anchorage School District and each school for its own students.

## Sponsor's Responsibilities

A sponsor has a great deal of influence on the success of a student group and activity. The following criteria is the responsibility of the sponsor of any Anchorage School District club or activity. The sponsor should:

1. Provide leadership.
2. Promote positive student interest, enthusiasm, and leadership.
3. Obtain approval of the school administration for all activities.
4. Discuss with students pros and cons of all projects.

5. Be present at all meetings and activities for the duration of the event.
6. Sign all purchase order requests and check requests.
7. Follow-up with students to make sure they are fulfilling their responsibilities.
8. Encourage good academic standing and ethical behavior for all members of the organization.
9. Obtain administrative approval for posters and bulletin announcements. Posters, bulletins, fliers, promotions or displays must not depict alcohol or drugs or their use unless they are a part of an administration-approved drug/alcohol use prevention program.
10. Account for all uniforms, supplies, and equipment used during school year.

## Evaluation of Contract Addendum Personnel

There will be an evaluation each year of every individual who is on a contract addendum in the activities area. The evaluation will be performed by the principal or his/her designee and filed in the principal's office.

## Classes/Clubs

Class activities are established by graduation year. They function as a means of communication for students between the administration and faculty concerning activities that lead up to graduation. These organizations function in the same manner as the clubs and may raise money for approved class projects and activities.

In order to be a recognized club or to function as a class, the following criteria must be met:

Clubs may be established to allow students with similar interests and ideas a chance to become involved in those pursuits which fall within the scope of educational or school service purposes.

Unit principals shall permit students to organize clubs within the following criteria:

- A. Students may organize extracurricular clubs provided that the club formation and activities are student-initiated and voluntary.

- B. Membership in a student-organized extracurricular club is open to all students.
- C. A student organized extracurricular club shall have a school monitor who ensures that school policies are not violated, but who does not participate in the club.
- D. Non-school persons (i.e., persons who are neither students nor employees of the Anchorage School District) shall not direct, control, conduct, or regularly attend the meetings or activities of student-organized extracurricular clubs.
- E. The activities of a student-organized extracurricular club shall take place only during non-instructional time.
- F. The school shall not expend public funds to the student-organized extracurricular club beyond the incidental cost of providing the space for meetings.
- G. Student-organized extracurricular 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.
  - 1. The school principal retains the right to prohibit activities and meetings and to disband clubs which engage in the above-listed conduct.
  - 2. Student-organized extracurricular clubs may appeal to the School Board if a school administrator orders that the club be disbanded.
- H. Student-organized extracurricular clubs must have a club purpose statement and constitution which 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. **All statements in the constitution must be correct and factual.** The statements of purpose and constitution may not:
  - 1. Exclude students from membership.
  - 2. Propose unlawful or violent acts.
  - 3. Propose or otherwise entail a violation of the criteria set forth in School Board Policy 348.1 or any other policy of the Anchorage School District.
- I. A student-organized extracurricular club may not raise and expend funds for purposes not endorsed in the club statement of purpose and constitution.
- J. 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.

## Fund Raising

Clubs and student organizations may be allowed to raise funds to accomplish their objectives. All fund raising projects must be approved by the building principal or his/her designee before the activity begins. Money may be raised for sponsored activities.

In situations where out-of-district travel is sought but district funding is not available to defray the cost of such travel, funds

may be raised by the proposed participants and/or supportive groups to underwrite the cost of the travel. The proposed sources of funds and/or manner in which funds are to be raised must be approved by the principal high school division prior to initiating fundraising activities.

In order to gain approval for a fund raising activity, the following criteria must be met:

1. A fund raising activity must be in compliance with School Board Policy (Section 497, attachment a and b) and Alaska state laws.
2. There must be a clearly stated purpose as to why the organization wants to raise money.
3. The organization must determine the means by which it intends to raise money.
4. The organization must agree that no candy or bake sales be held in competition with the school lunch program.
5. The organization must follow correct purchasing and accounting procedures.
6. All fund raising activities that involve sales of food products must comply with the Food Service Policy.

All purchases involving the use of student body funds will be approved by the principal and organization sponsor. Each purchase will be made using a student body purchase order or check so correct accounting procedures can be followed. Receipts must be obtained by the purchaser and returned to the activity office.

### Student Activity Projects

1. Written approval must be obtained from the principal for any school sponsored group participating in a student activity fund raising activity 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 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 internal auditor.
4. Sound accounting procedures must be observed for each activity.
 

Where a single school is involved, records and documents must be maintained and cash deposited in the student activity fund of that school. Where more than one school is participating, one of the schools should be selected for this purpose.
5. Secondary schools shall be allowed to open a separate checking account to handle all of the transactions involved with student activity raffles.
  - a. The regulations, accounting, and reporting requirements outlined by the Department of Commerce must be followed.
  - b. The types of district-authorized games of chance shall be limited to raffles. Pull-tabs and Bingo are prohibited.
  - c. Raffles will not be permitted unless the school has a current valid permit from the Department of Commerce, Division of Occupational Licensing.

### Agreements

1. All students, parents, and staff involved in fund raising activities shall agree that all funds raised by the participants shall revert to the club or activity account, should the spe-



cific purpose of the fund raising activity, i.e. trip, banquet, etc., fail to materialize for any reason.

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 funds which have been accumulated may only be used for a different activity by a majority vote of the club or activity members.
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 relinquish all claim to the contributed materials and to any subsequent funds gained by the sale of the contributed materials.

## Student Government

Each high school has a student government or council which is established and organized through its respective 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 Government, which has an annual conference and workshop. AASG 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 Anchorage School District.

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

Some of the responsibilities may include:

1. Homecoming
2. Student Dances
3. Assemblies
4. Special Projects Funding
5. Elections
6. Leadership Training Sessions
7. Recommendations to administration, staff, and students.

## Pep Clubs

Pep Club is the generally recognized spirit organization that functions within the high school. The purpose of this group is to provide support for all athletic teams, help with pep assemblies, and promote school spirit through approved activities (Spirit Week, etc.).

The organization of Pep Club should be structured so it coordinates activities with all school groups planning spirit activities.

Pep Club may assume responsibility for:

1. Publicity for all games and school activities.
2. Spirit posters, buttons, and ribbons.
3. Pep assemblies.
4. Supervision of special committees for individual sport promotion (Ice Warmer, etc.).
5. Homecoming and Spirit Week activities.
6. Cheering support for cheerleaders.

## Dances/Proms

A maximum of eight (8) dances plus two (2) formal dances may be held during the school year. The dances are open only to students of that school, but a guest (from outside that school) may attend with prior approval of the building's administration. All dances must end by 11 p.m. according to District Procedure, except for proms and balls which must end by 12 a.m. Sponsors must be on hand at all times and additional chaperones are required.

Organizations may schedule dances under the following criteria:

1. Have approval of administration.
2. Have sponsor and chaperones in attendance at all times.
3. Establish policy of no re-admittance after student leaves dance area.
4. Identification cards may be required by the principal.

## Yearbook/Newspaper

The production of a newspaper and yearbook is an integral part of the journalism program in each high school. The sponsors of these activities *will meet each year with the principal* to discuss the advertising prices and procedures to be followed. Advertising in good taste is permitted in high school newspapers and yearbooks. Advertising of alcoholic beverages, tobacco, night clubs, etc., is not considered suitable for high school publications. Graffiti pages in yearbooks are not allowed.

## Assemblies

Assemblies are held for various purposes and are designed to enrich the academic program or the activities program. All assemblies must be approved by the administration. Approval will be granted based on the following criteria:

1. Approved calendar date.
2. Facilities and equipment availability.
3. Approved agenda and purpose.
4. Plan for support services.
5. Communication to students and staff.

## Parades

Participation in parades sponsored by the community, such as the Fur Rendezvous Parade, is encouraged by the Anchorage School District. Guidelines for inclement weather are as follows:

1. Cut off temperature for playing instruments is 24°F. (chill factor)
2. Cut off temperature for marching in the parade is 10-15°F. (chill factor)
3. Students dress for the weather. This includes footwear, hats, and gloves, regardless of temperature, during the winter months.

## Gifts and Awards

Region IV trophies and medals can only be awarded to Region IV schools and athletes. (Secondary Administrative Manual)

- a. Gifts contributed by school organizations must be approved by the Superintendent and by the respective principal of the school represented by the organization's membership.
- b. 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 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.
- c. Awards such as unattached letters, plaques, 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 \$25.00 per student. Prior approval must be obtained from the principal before awards are obtained and presented. In the case of state championships, the cost may be increased to an amount which does not exceed \$30.00.

## Student Travel Approval

Travel is permitted under certain restrictions. If an overnight trip is organized by or in the schools, approval must be obtained from the principal and the Secondary Senior Director or designee. Sponsors must accept ASD travel policy (See Appendix, Form J).

### APPROVAL OF OUT-OF-DISTRICT TRAVEL

- A. Prior to initiating discussions with students and/or parents, requests for out-of-district travel for students at district expense or with district approval must receive, written recommendation by the administrator in charge of the program and the principal if the activity involves students from a single unit. All such requests will be approved by the Secondary Senior Director, or his/her designee.
- B. Out-of-district travel which falls within the purview of the Alaska School Activities Association must comply with the requirements of that organization. ASAA activities (athletic and otherwise) shall be limited to participation at the regional level or with the contiguous boroughs except that district students may travel to and participate in statewide ASAA competitions or meets as long as the total expense for this participation does not exceed one-tenth of one percent (.1%) of the total district budget in any year.
- C. Approval for programs which involve academic credit (e.g., Credit by Choice, supplementary field trips, etc.) must be obtained prior to the activity taking place.
- D. For the purposes of this "out-of-district" travel is travel

by any means outside of Anchorage or the contiguous boroughs (Kenai and Mat-Su). Out-of-district travel also includes travel to a contiguous borough if students will remain away from their normal homes overnight in conjunction with the activity for which travel is undertaken.

- E. Adult chaperones must sign and abide by the out-of-district travel form.

### FUNDING OUT-OF-DISTRICT STUDENT TRAVEL

- A. At its discretion, the district may pay part or all of the costs of out-of-district travel and related expenses for approved activities. Decisions on funding shall not discriminate among students or groups of students on any impermissible basis (i.e., race, sex, religion, etc.)
- B. In situations where out-of-district travel is sought but district funding is not available to defray the cost of such travel, funds may be raised by the proposed participants and/or supportive groups to underwrite the cost of the travel. The proposed sources of funds and/or manner in which funds are to be raised must be approved by the principal and the high school division prior to initiating fund-raising activities.

### CRITERIA FOR OUT-OF-DISTRICT 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.

- A. Travel must be related to educational or approved activity programs.
- B. Travel must provide opportunities that are not available within the district. Priority will be given to those trips that do not interfere with the school calendar. If trips are requested while school is in session, trips related to academics will be limited to five (5) school days per year. Trips related to activities/athletics will be limited to three (3) school days. Absences from trips initiated by an ASD initiated program will be recorded as an activity absence. Absences from trips initiated for academic enrichment will be recorded as a prearranged absence.
- C. The number of adults participating in the travel to supervise students must be approved by Elementary or Secondary Education. The ratio of adult to students may vary depending on the activity. In general, a ratio of 1 to 10 is required. If the trip is not a part of the ASD educational program, any leave expenses incurred must be covered by fund raising activities, the ASD professional leave bank or LWOP/personal leave opportunities. Any staff member traveling on school or non-school time must secure travel authorization through established ASD leave procedures. Coverage by an administrator or designee is required when the trip is related specifically to an ASD academic or activity program. Schools will ensure gender balance among chaperones on overnight trips. A minimum of two ASD staff members are expected to attend each trip.
- D. School programs for students not traveling must continue at the level expected if the trip did not occur. Applications must provide assurances that this will happen. Students traveling must maintain their overall

educational program. It is highly recommended that students attend school while on these trips, whenever possible.

- E. The trip must be safe and adequate security must be provided. There must be assurance that adequate medical care is available. It is highly recommended that at least one chaperone have a current first aid certificate.
- F. The proposal must anticipate all possible contingencies including potential liability, emergency situations, and provisions for disciplinary matters. Written parent or guardian permission must be secured.
- G. 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 purchase are not the responsibility of the Anchorage School District.
- H. Travel must be approved prior to encumbrance of advance ticket purchases. Trips outside the State of Alaska must be approved one (1) semester prior to the trip departure. Trips within the State of Alaska must be approved 30 days prior to departure.
- I. Applications must be complete when submitted. Failure to provide all information requested may result in denial of travel.
- J. Housing. Students may not be housed in private homes when traveling outside the district as a member of an athletic team, cheerleader, or other student group, representing Anchorage schools. Students may be housed in institutional settings including, but not necessarily limited to, schools and churches, as deemed appropriate by school administrators. Representatives of the Anchorage schools will not furnish housing in private homes for students who are visiting Anchorage as members of athletic teams, cheerleaders or other student groups representing schools outside the district.

## Food Service Policy

The Anchorage School District Health Permits issued by the Municipality cover all school kitchens for school food functions. When a school food function is open to the public, it must meet the following criteria:

- a. Be approved by the school administration (principal).
- b. Food and supplies must be secured from an approved source.
- c. The food function must comply with the type of kitchen permit, i.e. heat and serve (satellite) kitchens for elementary schools; preparatory kitchens for middle, junior and senior high schools.
- d. The food function must be supervised by an ASD Food Service employee or an individual who has an ASD Food Handlers Card.

When these criteria are met, the umbrella policy regarding Health Permits agreed to by the Municipality and the Anchorage School District shall apply. No additional permit will be necessary.

## 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 Carrs, 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 person who has a valid food handlers card or by an ASD food service employee. Example: The King Tech High School Culinary Arts program caters a school event.
4. The food function must be supervised by a person who has a valid food handlers card or is an ASD food service employee. Food handlers cards will be issued by the student nutrition to ASD employees and volunteers who complete a short training program followed by a test. The requirement for a food handlers permit is an ASD administrative policy. Example: Staff and students operating a concession stand or a PTA member serving at a food event.

**The following school activities are considered private and do not fall under the Municipal Health Department licensing or inspection regulations but are the responsibility of the Anchorage 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 German Club students and their parents or an author's tea for the fourth grade students and their parents.
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.
3. *Individual classroom activities* that involve food for teaching purposes, snacks or reward incentives. These type 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.

4. **These events should be approved by Risk Management and the appropriate school administration officer in each school.**

### **SCHOOL FUND RAISING EVENTS**

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.

1. *Bake sales* 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.
2. *Fruit/vegetable sales* are acceptable as long as the fruit/vegetable is not cut and the handling and sales are monitored by an individual with a food handlers card. Sale of cut up fruit or vegetables is not allowed unless prepared in the school kitchen under guidelines covered by the food handlers training. Example: Oranges and grapefruit sold by the case. NOTE: Cut vegetables or fruit prepared at home and brought to school for such activities is *not* allowed.
3. *Candy sales* of prepackaged approved source goods supervised by an individual with a food handlers card. Example: Band sells chocolate bars.
4. *Donut sales*: Each individual donut needs to be wrapped and goods need to be purchased from an approved source. Location of sale must have a hand washing sink available and individuals selling need a food handlers card. Example: Student government sells donuts before school.
5. *Concession stand* selling prepacked goods and popcorn. Kitchen license will cover popcorn preparation with the condition that individuals popping, handling and cleaning the equipment have food handler's card, a hand washing sink is available and access to school's kitchen for proper sanitation is provided. 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 and have a plan review that indicates areas of concern such as refrigeration, heating, location and adequate hand washing sinks. They are not allowed unless specifically approved with an on-site inspection.
6. School stores that sell prepackaged food items must be in compliance with the Municipality and the Anchorage 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 municipality and the Anchorage School District agreed upon procedures. Example: Swim team parents selling snacks at a swim meet or a PTA spaghetti feed.

### **Third Party Use of School District Facilities**

In order to be in compliance with the municipality and Anchorage School District regulations, third party food event activities must have:

1. Permission from the school administration, Building Rentals, and Risk Management.
2. Permit from the Anchorage Health Department.
3. Notification of the Student Nutrition department.

### **Food Service**

**Food Service** If major kitchen equipment or storage facilities are used except for food activities, 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 to using organizations any expendable supplies (e.g., trays, napkins, etc.) unless previously arranged through 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.



# Section 2

# ATHLETICS

All policies and procedures not mentioned in this handbook must be consistent with Secondary Administrators' Manual and Board Policy.

## Philosophy

An athletic program should contribute to sound educational objectives when properly organized and conducted and should be an integral part of the schools' programs. The better the athletic programs are organized and conducted, the greater will be their contribution to the educational goals of the District and to the personal needs of the students. The fact that the programs are well organized does not necessarily mean an over-emphasis on sports, but rather an assurance that they are being efficiently administered with maximum benefits accruing to students.

The Department of Physical Education and Athletics must promote strong health, physical education and intramural programs that encompass both boys and girls. Through such programs, the needs of most of the students are met. However, there are still a large number of students who have the talent and desire to go far beyond the daily instructional and intramural programs. These students, as well as other students who are less physically gifted, can obtain added benefits and fulfill additional needs by participating in a well designed athletic program.

Winning is a major objective in athletics as it is in society, and teams or performers should always strive to win within the framework and spirit of the rules of the game and the principles of good sportsmanship. Although winning in sports is a major objective and a tremendous motivating force at the time, it is not considered to be the goal of athletic participation. More important than winning are the changes that take place in the participant, in the nature of becoming a more useful and loyal citizen; in the desire to achieve excellence; in living a more healthful and purposeful life; in the respect for the dignity of others; in the willingness to make a personal sacrifice for the benefit of the team; and in living by a high code of conduct. These, then, become the more lasting benefits of athletic participation for the individual.

## Objectives of the Athletic Program

A school's athletic program serves many purposes and increases advantages for students who participate directly or indirectly. Opportunity for total fitness improvement accrue to the students who participate.

1. **Physically**—by participating in progressively more

difficult conditioning exercises, drills, skills, and contests. The players will be striving for higher levels of development in speed, strength, endurance, balance, agility, coordination, flexibility, timing, and good body aesthetics and mechanics. Safety will always be your first consideration.

2. **Mentally**—through learning the history of sports and developing an appreciation for sports as a part of our culture; learning the rules of the games and team strategies, assuming leadership, and responsibilities commensurate with one's age and maturity.
3. **Emotionally**—through self and team discipline by demonstrating good sportsmanship, learning to give and take on a friendly basis of rivalry. Participating in sports should serve as a motivating force for the students to do better in school work through the development of the qualities of courage, tenacity, alertness, and resourcefulness. Participating also serves as an outlet for a student's emotional stresses.
4. **Socially**—through service to school and community by developing respect for the dignity of mankind, respect for the rules of the game, public and private property, by developing social courtesies of the game and loyalty to self, team, school, and community.

It provides opportunity to excel and to strive to win within a framework of good health practices and established rules; it contributes to good school spirit and provides opportunities for wholesome competition; it provides an educational device by which the student body can better appreciate the role of spectators; and it stimulates interest in and support for the entire school program.

These purposes are worthy ones which will challenge the abilities of the best people in the coaching profession. They will merit the interest and support of the student body and teaching staff and will command respect within the community.

## Personnel Responsibilities

### SUPERINTENDENT OF SCHOOLS

The general responsibility for the high schools' athletic programs lies with the Superintendent of Schools.

### PRINCIPAL

The principal of a school is responsible for promoting and

conducting the athletic program within his/her school in accordance with ASAA and school district policies. His/her major responsibilities will be primarily concerned with:

1. Student and player eligibility and behavior.
2. Financing the programs.
3. Supervising the coaching staff.
4. Interpreting and enforcing ASAA and the district policies.
5. Filing the necessary reports.
6. Providing the supervision at scheduled games and contests.
7. Hiring and terminating the coaching/activity staff, as required.
8. Anchorage School District administrators will prepare a comprehensive yearly schedule of athletic events for ASD schools, taking into account all other school activities such as musical programs, debates, dances, etc. Scheduling includes changes, cancellations and withdrawal of a team from competition before the end of the contest.
9. Emergency Vehicle Service—Good judgment on the part of the principal will need to prevail when a decision must be made regarding utilization of paramedics to transport a student to the appropriate treatment facility. If doubt exists, request that service. **Responsible school personnel must accompany the student if the parent is not at the scene.** Parents should always be notified of action of the above nature and informed of the destination of the student. Cost of the service is usually covered by various insurance plans the family may have. In the event there is no family insurance plan, the cost for the emergency vehicle service will be the parents' responsibility. (Cost and the responsibility for these costs should always be secondary to the safety and welfare of the student.)

## DIRECTOR OF ATHLETICS

The Director of Athletics shall have general supervisory responsibility of the athletic programs, help correlate and coordinate these programs within the school, and give professional leadership for their improvement.

## COACHES

### Coach's Responsibility

The person who has the greatest influence on the athlete and the stature and success of an athletic program in school is the coach. It is, therefore, of paramount importance that the individual is well trained and versed in the activity and that he or she demonstrates the highest type of behavior, leadership and sportsmanship before the squad, student body, faculty, and community.

### ASAA Guidelines for Coaches

All coaches are required to have a valid first-aid card. Newly hired coaches **must** get the card within thirty (30) days after the start of the season. High school coaches are required to successfully complete the Alaska Coaches Education Program. In addition, cheer coaches must receive stunt training and certification through ASAA and be certified through the National Federation of Interscholastic Coaches Education Association. More information on this program is available through the

activities assistant principal or through the Alaska School Activities Association.

## Coach's Code of Ethics

### National Federation of State High School Associations

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child should be treated as though they were the coaches' own and their welfare shall be uppermost at all times. In recognition of this, the following guidelines for coaches have been adopted by the NFICA Board of Directors.

**The coach** must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

**The coach** must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use.

**The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The coach** shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

**Coaches** shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

**Contest officials** shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

**Before and after contests**, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

**A coach** shall not exert pressure on faculty members to give student athletes special consideration.

**It is unethical** for coaches to scout opponents by any means other than those adopted by the league and/or state high school athletic association.

### Conflict of Interest

All employees of the school district are prohibited from attempting to sell or enter into a contract to provide any supplies or equipment to the school district or its members. Such a relationship is considered a Conflict of Interest. This prohibition applies to all employees, regardless of the source of funding, and includes coaches who attempt to sell uniforms, trophies, equipment, etc. to student team members. In some cases, a waiver of conflict of interest may be obtained from the School Board by an employee, but in no instance may any preparatory action prior to a sale take place without a waiver.

### **Coaches duties shall include:**

1. Selecting and coaching the team's members; looking after their general health and welfare as it pertains to conditioning programs, physical examination, obtaining parental permission, caring for injuries, and checking on player eligibility. ASAA and Anchorage School District eligibility rules are to be strictly adhered to by all coaches.
2. Supervising the assistant coaches of that particular sport, and coordinating the schedules, practice sessions, facilities, and equipment so that the programs operate smoothly and efficiently.
3. Assuming the responsibility for issuing, cleaning, repairing, collecting and keeping an accurate inventory of all equipment pertaining to the sport. Inventories are to be presented to the Athletic Director within two weeks following the end of the sport season.
4. Assuming the responsibility for the behavior of squad members at all school functions and public appearances. Team discipline shall be within the guidelines of the ASD Student Rights and Responsibilities Document.
5. REVIEW CONDITIONS OF STUDENT PARTICIPATION and require acknowledgment of students who wish to participate.
6. Submitting team rosters to the Activity Principal/ Athletic Director on the first day of practice and updating these team rosters as needed for eligibility.
7. Appointing or supervising the squad selection of a captain or captains.
8. Traveling with the team when transportation is provided.
9. 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.
10. Assuring that there are no Sunday or school holiday practices, games or meetings of the squad.
11. Assuming the responsibility for maintaining and submitting an accurate roll book which includes date of entry, dates of practice, and sex for all students participating in the interscholastic sport.
12. Maintaining a copy of the Parent's or Guardian's Permission Form for each participating student and having these copies with the squad at every contest.
13. All injuries which occur during practices and competition that require attention by the instructor or nurse must be promptly reported to the principal's office. Injuries must be reported on the District Accident Form.
14. Communicating with parents, when initiated by the parent, in regards to coaching decisions, to include playing time.
15. Notifying the Activities Assistant Principal, Athletic Director, and parent of a player who is dropped from the squad, providing the reasons for dismissal. In all cases, the superintendent or designee retains the right to review and revise any disciplinary action.
16. Assuring when hosting an event that:
  - a. Schools are sent the needed information on time.
  - b. Arrangements have been made for dressing, showers, etc.
  - c. First aid equipment is made available.

d. VISITING SCHOOLS ARE GIVEN "RED CARPET TREATMENT."

17. Making recommendations to the Athletic Director for player awards in accordance with established ASD policies and procedures.
18. Submitting a budget for new equipment, supplies, etc. to the Athletic Director within two weeks following the end of the sport season. All purchases of athletic equipment and/or supplies must be routed through the Athletic Director to the Activities Assistant Principal.
19. Assuming the responsibility for completing the Lost Equipment Form at the end of the sport season and for contacting parents regarding return of or payment for lost or damaged equipment or uniforms.
20. Assuming the responsibility for completing the Coach's End-Of-Season Check List and Interscholastic/ Intramural Activities Analysis form within two weeks after the end of sport season.
21. Providing athletes the latest information on NCAA guidelines in conjunction with the counseling office.
22. Working with the Athletic/Activity Booster Association or Club during the course of the school year.
23. Attending pre- and post-season meetings with other coaches of the ASD in your sport, as scheduled by the administrator in charge of the sport.
24. Making recommendations to the Athletic Director and the Activities Assistant
25. Principal for improving the administration of the sport.

### **COACH'S EXPECTATIONS**

1. Consider safety as your top priority.
2. Demonstrate good sportsmanship at all times. You are the leader.
3. Have and show respect for your opponent; treat them as guests.
4. 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.
5. Set a good example for others to follow.
6. Refrain from any profanity as it is not an acceptable part of the game for either you or your players.
7. Maintain self-control at all times.
8. Teach the values of honest effort in conforming to the spirit as well as the letter of the rules.
9. Provide opportunities for social interaction among coaches and players of both teams before and after the contest.
10. Let the players play. It's their game.
11. Be mindful of comments made to the news media, especially following a hard-fought contest.

### **CAPTAIN'S RESPONSIBILITY**

The position of captain is more than honorary, for it is one of leadership and team responsibility. The duties, under the direction of the coach, shall pertain to:

1. Assisting with the control of team on the field of play, and directing the team in a manner which reflects credit to self, team, school, and community.
2. Cooperating with school and game officials and assist-

ing the coach in the enforcement of established training regulations.

### **MANAGER'S RESPONSIBILITY**

Managers are looked upon as important personnel in the total athletic program. Their behavior and work have a great affect on team morale. They should be willing workers and possess a high degree of loyalty and respect for private and public property. The manager's duties under the direction of the coach, shall pertain to:

1. Issuing, marking, repairing, and assisting in making inventories of sports equipment.
2. Directing the duties of assistants.
3. Performing such duties as may be assigned by the coach or Athletic Director.
4. Male managers of female teams and female managers of male teams are NOT to be in the locker room while team members are also present in the locker room.
5. Assisting the coach in preparing and filing the necessary athletic reports.

### **PLAYER'S RESPONSIBILITY**

You, as a Player, are expected to:

- a. Play, have fun, and enjoy the game. The game is for you!
- b. Demonstrate good sportsmanship toward your opponents and treat them with respect.
- c. Exercise self-control at all times; accept decisions and abide by them.
- d. Respect the officials' judgment and interpretations of the rules.
- e. Regarding clarification of a ruling, communicate with the officials through your captain only.
- f. Accept victory with humility and defeat with grace. Be neither boastful nor bitter.

### **OFFICIAL'S RESPONSIBILITY**

You, as an Official, are expected to:

- a. Arrive at the site an hour before the contest.
- b. Be professional in your manner and dress.
- c. Call contests as you see them and in an unbiased manner.
- d. Keep calm and rational at all times.

### **SPECTATOR'S RESPONSIBILITY**

#### **“Sportsmanship”—A Challenge for Us All**

You, as a Spectator, are expected to:

1. Remember that the game is for the players. They are here because they want to play and enjoy the experience. Your good sportsmanship will enhance this educational experience.
2. Refrain from distracting the players during play.
3. Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and good will.
4. Treat the officials with respect before, during, and after the contest. We cannot play the game without officials as they are an integral part of the game, and they should be considered impartial arbitrators.
5. Display good conduct. Even though you paid for your admittance, the management has the authority to remove any spectator who does not conduct himself/herself respectfully. Abusive language is to be avoided.

6. Remember that your view of the game could be quite different from that of the official.
7. Recognize the fact that, as a student spectator, you represent the school as do the athletes.
8. Noise makers are prohibited.

## **Athletic/Activity Booster Association and Clubs**

The Anchorage School District recognizes the need for parental and community support of athletic programs in the area high schools. The booster club plays an integral role in helping the Anchorage School District provide the best possible program for students. Each Anchorage high school that participates in organized interscholastic contests sanctioned by ASAA is entitled to have an Athletic/Activity Booster Club organization to provide support to those activities in that school.

The following guidelines will help delineate the role of the Athletic/Activity Association and Booster Clubs.

The secondary school principal may organize a High School Athletic/Activity Booster Association, composed of staff, parents and community resources dedicated to:

- A. Supporting, encouraging and advancing the athletic program and related activities of the Anchorage School District, thereby cultivating clean, wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.
- B. The Association shall promote projects to improve minor capital projects/equipment; promote student recognition and supplement travel funds necessary to provide an adequate athletic program for the school district.
- C. Operation of the athletic program of the schools of the District shall be the responsibility of the school officials charged with the responsibility to direct such activities.
- D. The Association shall promote the rules of the Alaska State Activities Association (ASAA) and adhere to the criteria of membership of the School District in said athletic association.
- E. The Association shall support and comply with the Anchorage School District administrative policies and procedures established for secondary activities and athletics. The Anchorage School District may limit the scope of activities in order to maintain parity between teams and schools.

#### **Secondary Administrative Procedures**

#### **Athletic/Activity Booster Clubs**

Individual sports may create an organization of parents and interested persons to promote specifically that particular sport. This booster club will be under the sponsorship of the head coach and exists primarily to: 1) promote positive public relations with the coaching staff; 2) raise monies for the end of the season award banquet; 3) provide spirit type T-shirts, shoes, and other like items, 4) raise monies to supplement equipment, facilities and team travel as identified by the school budget process.

The Anchorage 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.



## Relationship With Coaches

Coaches are encouraged to take advantage of every opportunity to work with Athletic/Activity Booster Association and Clubs in their many fund-raising projects during the course of the school year. The more coaches become involved in Booster projects, the more it will strengthen goodwill between the club and the athletic department. In the event a Booster club member asks a coach about specific athletic needs, the coach may go ahead and discuss it in general with the member but needs to remind him/her that the request will be made officially through the athletic department budget procedure.

## Relationship With The School Administration

The high school activity principal/athletic director will act as official liaison between the school district and the Booster Clubs with the budget request for the following year as requested by coaches. Athletic/Activity Booster Clubs activities must be reviewed and approved by the school principal to ensure compliance with school and state regulations regarding high school activity programs.

## Financial

The Booster Club each year contributes many thousands of dollars to the athletic department for the needs of each sport that otherwise would not be available from the athletic department. Primarily, the monies of the booster club will be expended for 1) capital improvements of the athletic facilities; 2) major purchases of a sport; 3) warm-ups and uniforms; 4) recognition; 5) championship awards; and 6) travel. Any ASD employee, by contract or addendum, should not receive funds from any booster club. Booster Associations or Clubs may not hire or fund additional personnel for any Anchorage School District program.

Each Athletic/Activity Booster Club's sport/activity will 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 will have a separate checking account and accounting system. Booster clubs should have non-profit status per section 501(c)(3) of the Internal Revenue code. 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. Booster clubs or coaches may not set quotas and consequences that effect students in relationship to fund-raisers nor shall the participation in such activities influence player participation or other coaching decisions.

A conflict of interest will occur, if a booster club member enters into an exclusive contract with the school to provide a service or product without offering the same terms to other teams or activities. Booster club members with a wholesale or retail business that provide discounts to "their" team should give the same discounts to other teams. Booster clubs may not support only part of the program and not all of the program. For example, booster clubs may not provide funds to support only varsity players at the exclusion of all other players when all other players participate in fund raisers. Fund raising activities conducted by booster clubs may only support the school sponsored program. Funds may not be provided to support school activities that occur outside the

ASAA designated season other than end-of-the-season recognition events. 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 in that school district to participate.

## Joint Sponsorship of Tournaments

Community Organization/Booster Clubs and schools may co-sponsor tournaments within the guidelines established by ASAA and the Anchorage School District. Guidelines for managing the tournaments are as follows:

- A. Financial responsibility for the tournament is the responsibility of the booster club or community organization. All funds collected and bills incurred are managed by said group.
- B. After the costs of the tournament are reconciled, a financial report is submitted to the principal or designee of the school co-sponsoring the event.
- C. Proceeds are distributed to the school athletic/activity program for which the event was held. A predetermined amount of funds may be held over as seed money for the following year's tournament.
- D. Prior to the tournament, a preliminary budget and plan of operation needs to be submitted to the principal for approval.
- E. The organizing committee for the tournament shall include the assistant principal in charge of activities for that school.
- F. Each tournament shall have a Board of Control to serve as an appeal committee for any controversy occurring during the tournament.

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## Sports Activity Coordinator

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Each school will be assigned to coordinate one or more specific activities annually. Assignments for the upcoming school year will be made prior to May 15th. The designated administrator/coordinator will be responsible for the following:

1. *Two meetings per year (minimum) will be chaired by the administrator* in charge of the sport. Coaches are expected to attend. One of the meetings will be held before the season begins and the second after the season ends.
2. All coaches' recommendations will be presented to the principals/Region IV through the administrator. Requests for a coaches' representative to speak at a principals'/Region IV meeting will go through this administrator.
3. Minutes of coaches' meetings will be kept. A list of schools represented must accompany the minutes and a roll call vote must be recorded for each recommendation.
4. Items for the agenda must be submitted in advance so the agenda can be distributed to the schools.
5. Meeting dates will be published by the administrator/coordinator of each school at the beginning of each school year.
6. Final recommendations for the following season will be decided at the post-season meeting and be sent to the Region IV representative within one (1) week.
7. The high school administrator/coordinator is responsible

for the preparation of the meet schedule and arranging for officials. A copy of the schedule will be submitted to the Secondary Supervisor for approval and distribution. Any schedule changes must be reported to the Secondary Supervisor and the officials involved.

## Region IV Sanctioned Activities

The purpose of Region IV shall be to promote and control interscholastic activities and other inter-school contests or programs sanctioned by the members, and to assist in the promotion of such activities and interests as it may from time to time elect.

Region IV activities will be governed by the Region IV Board of Control.

- a. Members of the Region IV Board of Control shall be high school principals of member schools, or their designees. Each sport may be represented by a coach's representative who shall be permitted to vote on changes for that particular sport.
- b. Member schools are those schools recognized and assigned to Region IV by the ASAA Board of Control; those schools currently are:

Bartlett High School	East High School
Chugiak High School	Service High School
Dimond High School	South Anchorage High
Eagle River High School	West High School
- c. The Senior Director of Region IV, or designee, will chair meetings of the Region IV Board of Control and serve as the Region IV Representative to the ASAA Board of Control.
- d. The Senior Director will be appointed by the superintendent or designee.
- e. Region IV Board of Control will make recommendations to the superintendent for approval.
- f. Region IV regular meetings will be prior to ASAA meetings.

Requests for procedure or policy changes to Region IV-sanctioned activities must be reviewed and recommendations made by the Region IV Board of Control. The process for these recommendations is:

- a. Each sport will have an administrator who serves as the coordinator of that sport. The coordinator is appointed by the Senior Director of Secondary Education or designee.
- b. The Administrative Coordinator will have two annual meetings with the coaches of that sport, a pre-season and post-season meeting.
- c. A coach's representative to Region IV Board of Control for that sport will be selected by the coaches at the post-season meeting annually. The coach's representative will have a vote on the Region IV Board of Control on matters that pertain to that sport.
- d. Recommendations for changes may be made at the post-season meeting and placed on the agenda for Region IV consideration. Any changes recommended would be for implementation for the following school year.
- e. Recommendations from the coach's representative or

administrative coordinator may be considered at the seasonal meeting assigned to that sport.

- f. The Region IV Board of Control will make a recommendation on the proposed change. All recommendations will be forwarded to the superintendent or designee for approval.

Duties of the Executive Director will be as follows:

- a. Preside over the meetings of Region IV and set up and distribute the agenda prior to the meetings.
- b. Represent Region IV at all trophy presentations for Region IV tournaments upon request. The Executive Director may delegate this duty if he/she is unable to attend.
- c. Represent Region IV and the ASD at all ASAA Board of Control meetings.
- d. Purchase awards for all regional tournaments and events.
- e. Issue Region IV passes.
- f. Collect annual dues from member schools.
- g. Maintain financial records for Region IV.
- h. Preside over the meetings to hear a protest.

### Protests

- a. Protests must be submitted in writing to the ASD Secondary Supervisor and all member schools.
- b. The Executive Director shall call a meeting to hear the protest.
- c. The final decision will be rendered as soon as possible.
- d. Votes will be cast by the eight member schools and the recommendation will be forwarded to the Executive Director.

### Interscholastic Contests

Region IV (Anchorage) of the Alaska School Activities Association will have regular interscholastic contests. The Superintendent or his/her designee may establish regulations above the minimum standards for Region IV.

Every effort must be made to ensure that the integrity of the schedule is maintained. Changes will be made only by administrators and will be made only for extenuating circumstances.

**Scrimmage**—is defined as a controlled practice game against a team other than one which will be played in a scheduled contest. A scrimmage may only occur prior to the first scheduled game of the season. It will not be open or advertised to the public. Officials may be used, provided the scrimmage is used as a workshop for the officials association. All scrimmages must be approved by the principal and no score will be kept. High school teams will not play against junior high teams.

**Scheduling of Teams, Bands, etc. Outside of Conference Area**—Schools are requested to bring their schedule to the attention of the principals' group at a secondary meeting. Any activity which varies from the norm should be brought to the principals' group prior to the scheduling of the activity.

**No school activities or practices will be held on Sundays or holidays.**

## Basketball Jamborees

This basketball jamboree policy has been established by the ASAA Board of Control:

1. The time against each team cannot exceed six minutes.
2. The total time against all teams during a one-day jamboree cannot exceed 30 minutes.
3. All players must have 10 separate days of practice prior to the day of the Jamboree.
4. Each school may participate in one jamboree per year which does not count against the 22-game limit.

## Volleyball Jamborees

This volleyball jamboree policy has been established by the ASAA Board of control:

1. Two games maximum against each team.
2. All players must have 10 separate days of practice prior to the day of the jamboree.
3. Each team may play in no more than one jamboree each season. Jamboree matches do not count against the 22-match limit.

## Junior Varsity and “C” Team Tournaments

The following J.V. and C team tournament policy has been established by the Anchorage School District:

1. All games for the tournament must occur during the regular season.
2. No post-season tournaments may be held.
3. All tournament games count against the season game limit.
4. Awards may not be presented as part of the tournament.
5. Participation acknowledgements are permissible.

## Administrative Procedures for Additional or Voluntary Coaches

The Anchorage School District has allocated adequate coaching positions to maintain the necessary safety and supervision of the activity program. Schools are expected to adhere to the allocated staff in order to maintain equity between programs and to stay within ASD budget guidelines. However, additional coaches may be necessary based on need.

### Criteria

- a. The number of participants require additional staff for supervision purposes.
- b. The environmental conditions such as facility or location require additional staff for safety/supervision purposes.

### Procedures for Hiring Additional Staff

- a. All additional staff allocations must be requested and

justified in writing. All requests must be approved by the Senior Director of Secondary Education.

- b. All funds to support additional coaching addenda must be from approved ASD funding sources.
- c. Established ASD hiring practices will apply to hiring of additional coaches.
- d. Established ASD training requirements will apply to any additional staff hired.
- e. Additional positions are approved on a year-by-year basis.

### Sharing of Allocated Addenda

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 addendum when total combined time worked is equal to the full-time position. Any other reduction or reallocation of this standard rate of pay requires approval of AEA. Employees may not agree to work full-time for less than the negotiated agreement.

### Volunteers

Many ASD programs have parents and interested community members willing to volunteer to aid in program development. The philosophy of the ASD 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, however, those volunteers that are interested in serving as a “Volunteer Coach” must meet the same standards expected of any other ASD coach that assumes major responsibility of supervision of students in the activity program. 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:

- a. Must be approved by the building principal. Approval must be obtained each year.
- b. Must have the same qualifications required of other personnel that serve as a coach. Conditions of employment, such as background check and first aid training, must be met.
- c. Must be willing to serve without remuneration from any source.
- d. Must be under the direct supervision of an ASD coach at all times.
- e. May not directly supervise students without an ASD administrator or coach present.
- f. Volunteers that are employed by the ASD in another capacity, at a different work site, must give priority to that position. Should coaching responsibilities conflict with the regular ASD job, the following procedures for release time are to be followed:
  1. The principal/supervisor of the activity school must request, in writing, the release of the employee from the direct principal/supervisor.
  2. The direct principal/supervisor must agree to the release of the employee. 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 release time period.



# Section 3

# STUDENT ATHLETIC

# PROCEDURE

## Our Philosophy of Athletics

A great tradition is not built overnight. It takes the hard work of many people over many years. Through the years, Anchorage teams have won many league, tournament and state championships. Many records have been set by individuals and teams, and further distinction has been earned through district and state competition.

Members of an interscholastic team have a definite responsibility to contribute to that tradition for their school, thereby gaining personal satisfaction.

The role of contributing to a tradition which brings honor to students, school, and community is worthy of the best efforts of all concerned.

## Activity Fee

The Anchorage School District has instituted an activity fee for all ASAA activities. The established fee is \$193 for Tennis, Cross Country Running, Cheerleading, Track and Field, Drama Debate/Forensics. \$204 for Flag Football, Volleyball, Cross Country Skiing, Football, Wrestling, Basketball, Rifle, and Soccer. \$215 for Gymnastics, Swimming and Diving, and Hockey. There is a family cap of \$390 including any combination of middle and high school activities. The following guidelines apply to this fee:

1. Those activities that “pay to play” include all ASAA competitive programs with the exception of Honors, Music, Solo ensemble and World Language Declamation.
2. All fees are to be collected as part of the eligibility process at the beginning of the season for each sport. Any student that 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 try out for the team without paying the fee or obtaining an approved activity fee waiver.
3. Fees are collected according to standard district accounting procedures since the funds are to be deposited into the general fund account rather than into the school account. Each school determines the procedures for collecting and receipting the funds within the unit, the district is responsible

for collection and distribution to the general fund. **Any student who is still participating after the date of the first contest in which that student could have competed, is NOT eligible for a refund. Refunds must be requested from the activities office within five school days of that date.** Students transferring within the district during a season are given credit at the receiving school for the pay to play fee.

4. Any student with a financial hardship may apply for an activity fee waiver. Students and parents must submit an ASD Activity Fee Waiver Form, and submit documentation of being on public assistance or qualifying for the free/reduced federal lunch program. Activity fee waiver forms will be approved by the building principal or designee.
5. Once students of a single household have paid \$390 in any combination of middle and high school activities, the family cap will have been reached.

## High School Student Eligibility Requirements

### Enrollment Rules

Participation in high school athletics is a privilege. All students are expected to comply with local, state, and federal laws and the rules and regulations of the Anchorage School District. Students will be subject to denial of the ability to participate if they do not meet eligibility requirements, engage in behavior that is detrimental to the well being of the team or school, are in violation of the tobacco rule, are in violation of the drug and alcohol rule, or commit criminal acts as defined in the ASD Statement of Student Rights and Responsibilities. In all cases the Superintendent or his designee retains the right to review and revise any disciplinary action.

A student is eligible to participate in the interscholastic activities of only one member school per year, except as provided under the Transfer/Residency Rule (Section 9 of ASAA Handbook). That school shall be considered the School of Eligibility. A student who is simultaneously enrolled at more than one member school and who wishes to be eligible to participate in the interscholastic activities of one of those schools, must designate that school as the School of Eligibility. The



School of Eligibility must ensure that the student meets all eligibility requirements before being permitted to participate.

A. To be eligible during a school semester for participation in interscholastic activities, a student must:

1. Be properly registered in a 9-12 high school program in the ASD, an ASD charter school, ASD alternative school or program.
  - a. A student enrolling in an ASD charter school, alternative school or program during the first semester of ninth grade; and a student transferring from out-of-district who attends an ASD charter school, alternative school or program after the first semester of the ninth grade, must designate a member school within the district as the School of Eligibility.
  - b. The School of Eligibility of a student, other than a first semester freshman, who transfers to an ASD charter school, alternative school or program from another school within that district, will be the member school from which the student transferred.
  - c. A student who transfers without a bona fide change of residence of parents or guardians, is ineligible for Varsity, State Qualifying and State Championship interscholastic competition for one calendar year, from the date of first attendance in the new school. Students who live with coaches are ineligible. At schools with no sub-varsity teams, the student could ask for a waiver to participate on the varsity team during the regular season, but would not be able to participate at either conference or state tournaments.
2. Have a qualifying G.P.A.:
  - a. All first semester freshmen are immediately eligible at the beginning of the school year. At the end of the 1st quarter, they must have a 2.0 GPA to remain eligible for the remainder of the semester.
  - b. Second-semester freshmen, all sophomores, all juniors, and all seniors must have an overall 2.0 GPA during the previous semester and end of first and third quarters. Students who do not meet the GPA portion of this requirement may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA at the end of the quarter or semester using the grades earned during the nine-week grading period.
  - c. Students who did not pass 5 classes the previous semester may regain eligibility by retaking and completing the course failed prior to the next grading period. Grades are checked at the beginning of each fall sports season and at the end of each quarter/semester. For purposes of this section, academic deficiencies may be made up through correspondence courses or summer school. (Correspondence courses must be completed and postmarked prior to the eligibility check. Athletes may begin participation once the final grade is posted.) Grades must be posted by the start of the first (Fall) sports season. The first (Fall) season begins the last Wednesday in July or the first Wednesday of August.
3. Be enrolled in the required number of semester classes:
  - a. All freshmen, all sophomores, all juniors, as well as seniors who are not on track to graduate must be

enrolled in a minimum of five (5) semester classes that lead to granting of credit toward graduation from the school district.

- b. Seniors who are on track to graduate must be enrolled in a minimum of four (4) semester classes in the district. Seniors who have a minimum of 17.5 credits at the beginning of their senior year and who enroll in a minimum of four (4) semester classes the first semester will be eligible during the second semester as long as enrolled in a minimum of four (4) classes and enrolled in enough classes to graduate second semester.
  - c. For purposes of eligibility, "enrolled" means the student has registered and remains in an approved course requiring regular attendance and/or coursework. College courses may be used to determine the number of courses for enrollment if: 1) the student is currently enrolled in the course, and 2) the course has been approved for ASD credit through Credit By Choice Program. The following units of credit do not qualify for purposes of determining eligibility: high school credit issued for middle school courses; the World Languages Incentive Credit; physical education waiver, and the credit by examination.
  - d. King Tech CTE courses will be counted as three (3) semester classes.
- B. Student eligibility is checked on the first day of the fall sports season. Eligibility will be checked again the second Monday of each subsequent quarter. Students who were not eligible during a previous quarter/semester may practice, but not play, after school on the last day of the quarter, pending the new findings of eligibility.
- C. Students who do not meet the eligibility rules of ASD and ASAA to participate in interscholastic activities due to academic deficiency may have the ability to practice with the team for the remainder of the quarter as long as all of the required paperwork is submitted to the Activities office. The student will be able to practice only, they will not be issued a uniform to play in a contest until the end of the next grading period. After the next grading period, eligibility may be regained.
- IN ORDER TO PARTICIPATE:
1. A physician's clearance to play must be on file at the school. This clearance is good for 18 months but must not expire during the season of the sport in which the student is participating.
  2. A High School Athletic Activity Participation form must be signed and on file, and participation guidelines must be acknowledged.
  3. Students and parents must comply with the ASAA pre-participation guidelines.
  4. All records must be in order and forms must be on file in the Activity Office before the student is eligible to participate in any athletic programs.
  5. Students pay an activity fee per ASAA sport or apply for a fee waiver based on financial hardship through the school activity office.
  6. a. All players must have ten (10) separate days of physical practice in the same sport activity prior to the first day of competition.

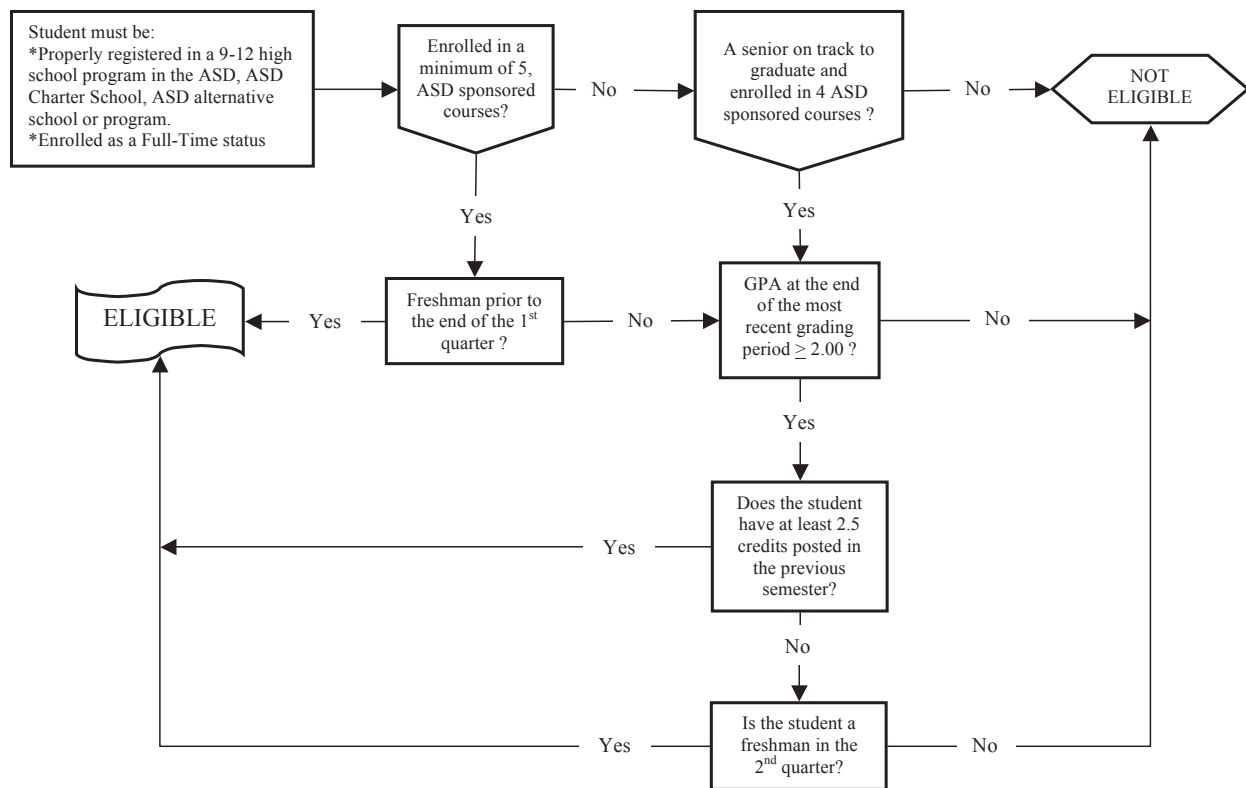
- b. When a student is participating in a recognized high school sport activity that overlaps the beginning of another recognized sport season, the AASA Senior Director may waive up to five (5) practices.
- c. If a student has completed the required practices but has not competed for whatever reason 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 2 and 4 weeks of practice and competition, 5 additional days of practice and the concurrence of the coach are required before returning to competition. If more than 4 weeks have been missed, the student must have ten (10) additional days of practice and concurrence of the coach before returning to competition.
- d. Member schools permitting a student to participate in interscholastic competition without meeting the practice requirements of this section will be considered to be using an ineligible player and will be

subject to penalty under Article 12, Section 1 of the ASAA handbook.

- e. ASAA prohibits students from competing as a member of a non-school comp. or junior hockey team beginning with the first day of high school practice until a school team has completed its season. The prohibition on competing on a non-school team will be lifted during Thanksgiving and winter break vacations. Although this rule does not restrict practice on a non-school team during the high school season, no student may participate in a high school game on a day in which he/she has participated in a "comp" practice.

### ASD High School Athletic Eligibility

# ASD High School Athletic Eligibility



## Conditions of Student Participation

### A. ELIGIBILITY RULES

1. Athletes must meet all eligibility requirements of the Anchorage School district and the Alaska State Activities Association (ASAA).
2. Violation of the eligibility rules shall result in denial of participation.

### B. DENIAL OF PARTICIPATION

1. An athlete who is removed from a team for disciplinary reasons will not be eligible to practice or play another sport during the season of that sport.
2. An athlete who is suspended out of school for any reason will not be eligible to practice or play any sport during the period of suspension. A suspension ends at midnight of the final day of the suspension.
3. Any sanction imposed under these Conditions of Participation is separate and distinct from any sanction which may be proposed for violation of any other school disciplinary requirement.
4. During an appeal process the student shall not participate in the group's activities until the appeal process is completed.

### C. DENIAL OF PARTICIPATION FROM TEAM ACTIVITIES FOR SPECIFIC CIRCUMSTANCES

1. A student athlete who is truant for one or more classes, or who is in attendance for less than half of his or her scheduled classes during school day cannot practice or play on that day without principal permission.
2. Equipment issued to an athlete is his/her responsibility for return or replacement. If the equipment is not returned, replaced or paid for, no letter shall be awarded nor shall the student be permitted to participate in any sport.
3. Denial from participating with the team for a period of time to be determined by coach/principal/and District administrators may result from the following:
  - a. Insubordination
  - b. Obscene gestures; swearing
  - c. Provocation
  - d. Fighting
  - e. Stealing/Theft
  - f. Hazing/Initiation
  - g. Other disciplinary situations which may arise
4. With administrative approval, the coach may establish additional participation rules.

### D. THE COMPLETE TOBACCO, ALCOHOL AND CONTROLLED SUBSTANCES (TAD) POLICY FOLLOWS.

#### 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 students' 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.

Students sanctioned under the TAD guidelines must

complete ASAA education component before returning to play. Violations of this policy are cumulative and progressive throughout a student's high school years.

**TOBACCO RULES**-Violations of tobacco rules cumulative throughout school year. Students who violate the tobacco rules will be subject to the following sanctions:

- a. **FIRST OFFENSE FOR POSSESSION OR USE**—Suspended from interscholastic activities and practices for 10 calendar days. Fifty 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.
  - b. **SECOND OFFENSE FOR POSSESSION OR USE**—Loss of practice and athletic participation for forty-five calendar days.
  - c. Students who violate the tobacco rules while under school jurisdiction are subject to suspension in accordance with Anchorage School District regulations and cannot participate during the length of the suspension.
- E. **DRUG/ALCOHOL RULES**—The actual or attempted sale of, use of, possession of tobacco, alcohol, inhalants, illegal drugs, substances designed to look like illegal drugs, substances purported to be illegal drugs, or drug paraphernalia shall subject the athlete to loss of practice and athletic participation.

#### Under School Jurisdiction

Students who violate the drug/alcohol rules will be subject to:

- a. **FIRST OFFENSE FOR POSSESSION OR USE**—Suspension in accordance with Anchorage School District Regulations. Loss of practice and athletic participation during the suspension. Fifty percent of the suspension from athletic participation will be forgiven and the student may return to practice if the student and parent/guardian complete the ASAA First Offense educational component.
- b. **SECOND OFFENSE FOR POSSESSION OR USE, OR FIRST OFFENSE FOR SELLING, DISTRIBUTING, OR ATTEMPTING TO SELL**—Suspension or alternative placement in accordance with Anchorage School District Regulations—Loss of practice and athletic participation during the suspension or alternative placement.

#### Not Under School Jurisdiction

Students who violate the drug/alcohol rules while not under school jurisdiction:

- a. **FIRST OFFENSE FOR POSSESSION OR USE**—Loss of practice and athletic participation for ten calendar days. Fifty percent of the suspension from athletic participation will be forgiven and the student may return to practice if the student and parent/guardian complete the ASAA First Offense educational component.
- b. **SECOND OFFENSE FOR POSSESSION OR USE, OR FIRST OFFENSE FOR SELLING, DISTRIBUTING, OR ATTEMPTING TO SELL**—Loss of practice and athletic participation for a minimum of forty-five calendar days.
- c. **THIRD OFFENSE FOR POSSESSION OR USE, OR SECOND OFFENSE FOR SELLING,**



DISTRIBUTING OR ATTEMPTING TO SELL—Loss of eligibility for the duration of Anchorage School District attendance.

- F. CRIMINAL ACTS—students who commit criminal acts as defined in the ASD Statement of Student’s Rights and Responsibilities will be removed from the team for the remainder of the season.
1. The school will conduct an investigation independent of the Police.
  2. The student may appeal the finding of the investigation to the school principal.
  3. The student shall not participate in the team’s activities until the appeal process is completed.

#### **Denial of Participation**

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 and the rules and regulations of the Anchorage School District. In all cases the Superintendent or designee retains the right to review and revise any disciplinary action.

#### **A. General**

1. The Anchorage School District Conditions of Participation shall apply to all athletic teams, music groups and clubs. In addition to these general rules each advisor or coach may develop specific rules for his/her particular group or team. These rules must be on file in the Athletic Director’s office. Students are to be notified in writing of both general rules and the group’s specific rules by the coach or advisor.
2. The group’s advisor or coach must administer reasonable disciplinary action of violation of these rules including suspension from the activity for a temporary period or removal from the activity altogether.
3. Violation of athletic, music or club general rules may result immediately in suspension or removal from the group by the advisor or coach. In these violations the advisor/coach must follow the procedures as outlined in B and C below.
4. Violation of the advisor’s or coach’s specific rules may result in suspension from the team only; however, before denying participation in the activity, the advisor should communicate with parents, discuss the situation with the student and administer other appropriate disciplinary action.
5. In all cases, the Superintendent or designee retains the right to review and revise any disciplinary action.

#### **B. Temporary denial of participation**

1. Temporary denial is defined as any suspension less than a permanent denial of participation.
2. When an advisor/coach/administrator intends to deny participation of a student in an activity or team for disciplinary purposes for violations of the Conditions of Participation, the coach or advisor shall submit specific and complete details of the proposed disciplinary action to the principal. The principal shall notify the office of Secondary Education. The proposed action shall be reviewed by the principal and Secondary Education prior to the imposition of the sanction.
3. When an advisor or coach denies participation of

a student in an activity group, the student must be informed of the intended action. It is then the responsibility of the advisor/coach/administrator to discuss the situation with the student and then determine whether or not to deny the student participation. If the student is denied participation, the advisor/coach must complete form 1-DP.

4. The student may appeal the denial of participation within 24 hours of the action to an activities appeal board.
5. The activities appeal board consists of the high school assistant principal in charge of activities, athletic director, or representative of the athletic/activity program, one teacher, and two students. Such appeal must be conducted within 24 hours after the appeal is received, unless by mutual agreement there is an extension in the time period.
6. Procedures for conducting the appeal hearing are as follows:
  - a. The assistant principal shall serve as chairperson of the appeals committee.
  - b. The advisor/coach who is denying participation will present reasons for the denial.
  - c. The student and/or parents may then present evidence or reasons why the student should not be denied participation.
  - d. The student has the option of being represented at the appeal hearing; however, the hearing is not a legal process.
  - e. The appeal board shall make its decision within 24 hours of the hearing to either uphold, modify or repeal the denial of participation.
  - f. During the appeal process the student shall not participate in the group’s activities.
  - g. The decision of the appeal board will be based upon generally accepted parliamentary procedures with a majority vote of the members of the appeal board necessary to take action.
  - h. The appeal board is responsible for notifying the student in writing of its decision and the reason for the decision.
  - i. There is not provision for appeal beyond the appeal board in the case of a temporary denial of participation in an extracurricular activity.
7. The decision of the principal represents the conclusion of the appeal process.

#### **C. Permanent denial of participation**

1. When an advisor/coach/administrator intends to deny participation of a student in an activity or team for disciplinary purposes for violations of the Conditions of Participation, the coach or advisor shall submit specific and complete details of the pro-

posed disciplinary action to the principal. The principal shall notify the office of Secondary Education. The proposed action shall be reviewed by the principal and Secondary Education prior to the imposition of the sanction.

2. If a student is to be permanently denied participation in an activity, the advisor/coach shall notify the student in writing on form 2-DP.
  3. The activities appeal board will then conduct a hearing with the coach and student, if the student or parents request a hearing concerning the possible permanent denial within 24 hours. If the student attends such hearing, the steps outlined in item B above shall be observed in conducting the appeal. However, at the conclusion of the hearing, the appeal board shall prepare a written recommendation to the building principal regarding the matter. It is then the responsibility of the unit principal to either uphold denial, modify the denial or reinstate the student to the activity.
  4. The principal is responsible for evaluating the report of the appeal board and for rendering a decision within 24 hours after receipt of the report.
  5. The principal shall then notify the student, the student advisor or coach, the appeal board and the superintendent of the decision in writing.
  6. During this appeal process the student is denied participation in the activity until the appeal process is completed.
  7. The decision of the principal represents the conclusion of the appeal process.
- D. Administrative Review: In all cases the Superintendent or designee retains the right to review and revise any disciplinary action.

#### **Changing Schools During A Sport Season:**

A student may represent only one member school during a respective sport season. From the first day of practice, a student who participates in a sport at one school, and who subsequently transfers to another school, will not be eligible in that sport for the remainder of the current season.

See ASAA Handbook for rules governing the following:  
Establishing Eligibility/Residency (See page 16 section A1c of this handbook)

Maximum Participation

Repeating Grades for Athletic Purposes

Recruiting/Undue Influence

Age Rule

Transfer/Residency Rule

Foreign Exchange Student

Citizenship Rule

Eligibility Lists for Interscholastic Competition

## **ASAA Waiver**

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

1. Official transcripts from all schools involved.

2. Letter from parent/legal guardian stating reason for waiver request.
3. The activity principal will forward a copy of the request to the ASAA office.
4. After receiving a waiver from ASAA, the principal may waive the ASD eligibility. ASAA cannot waive ASD eligibility requirements.

## **ASD Waiver**

A waiver request must be initiated by the student. Waiver requests from ASD eligibility rules must be approved by the Director of Secondary Education.

## **Contest Rules**

All sports will follow the National Federation of State High School Association's rules with the following exceptions:

1. Cross Country Skiing (NCAA and the Alaska Guide)
2. Tennis (USTA)
3. The Association has adopted supplementary rules, in addition to NF rules, for hockey, volleyball, baseball and softball.

## **NCAA Freshman Eligibility**

To be considered a qualifier at a *Division I or Division II* institution and be *eligible for financial aid, practice and competition* during your first year, a student must graduate from high school and meet the current NCAA guidelines concerning CORE classes, GPA, and SAT and ACT score. Coaches should direct students and parents to their guidance counselor and the NCAA National Clearinghouse for detailed and up-to-date information. When possible, coaches should obtain and distribute the latest NCAA information.

## **Policies of the Anchorage School District**

**Participation Limitations**—Interscholastic sports competition in the Anchorage 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 practice exists in the Anchorage School District.

"C" Team composition	9th and 10th graders
"JV" Team composition	9th through 11th graders
Varsity Team composition	9th through 12th graders

An athlete may participate in only 1 level (C, JV, or V) per day, except in basketball. In basketball, a student *may not* participate in more than six quarters per day, however, they can play at contiguous levels. A violation of the above rule will result in forfeiture of both contests.

Hockey players shall be declared (JV &/or Varsity) each day. No hockey player may participate in more than 22 games per

season. However, the JV goalie may dress and participate as the back-up Varsity goalie.

Football players who participate at the Varsity level shall not be eligible for JV or C team competition after participating in seven (7) varsity quarters. A kicking or punting specialist may play in up to eight (8) quarters per week, provided that in four (4) quarters (one of the games) he does no more than kick or punt. No soccer player may participate in more than 22 games per season.

**Violations**—A team playing an ineligible player shall forfeit any and all contests in which that player participated as defined by ASAA.

**Practice**—Practice for a sport may be started on the day listed by the Anchorage School District as the season's starting date. There will be no practice sessions during the school year after the State Tournament. No practices or games are permitted on Sundays or holidays unless a waiver is granted due to a hardship circumstance.

**Team Selection**—Anchorage School District allows for a cut policy in all high school sports areas. Criteria for selecting the team is determined by the coach of each sport. This criteria should be well-defined for aspiring athletes at the beginning of each season.

## Music, World Language and Drama, Debate and Forensics

See ASAA handbook.

**All Northwest Music (Non-School Activity)**—Student must be enrolled in the performing group(s) in which they qualify both first and second semester to be eligible to attend All Northwest.

**World Language and Debate, Drama, Forensics** must meet ASD and ASAA requirements for regional and state levels.

## Awards and Letters—Senior High

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

1. **Varsity Athletic Letter Award 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. (Awards such as unattached letters, plaques, 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 \$25.00 per student. Prior approval must be obtained from the principal before awards are obtained and presented.)

### Additional Criteria—

- a. Track and field letters will be awarded to an individual who finishes first or second in any event in a minimum of one-half (½) the scheduled varsity meets.
- b. Swimming—In swimming an individual will be awarded a varsity letter when he/she has attained 45

varsity points or placed in the top six (6) at the region meet. The points will be assessed on the following scale. 1st 6, 2nd 5, 3rd 4, 4th 3, 5th 2, and 6th 1.

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

1. **Injury or illness:** Written justification will be given to the assistant principal in charge of activities.
2. **Participant:** (Three-year participant who has not previously lettered. Limited to seniors.)
3. **Value to team:** (Written justification for letter from coach.)
4. **Manager.**

- d. An Activities Principal may, upon the recommendation of the Special Olympics Director, award a letter to a special education student who participates successfully in Special Olympics:

1. is enrolled as a student in an ASD special education program that is housed at that building.
2. is certified as a Special Olympics athlete,  
—AND—

- a. has successfully completed the minimum eight (8) week training program as prescribed by Special Olympics.
- b. through competition at the community level of Special Olympics has qualified to participate at the next level of Special Olympics competition  
—OR—
- c. after reaching age fourteen (14), completes three (3) years of successful participation as a Special Olympics athlete without otherwise earning an athletic letter.

2. **Criteria for All Music Letter Awards—**

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

1. Attend all concerts unless excused by a school official.
2. Attend 75 percent of all other scheduled performances of their group.

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

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

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

3. **Letter for Debate, Drama, Forensics or Performance Drama**— Letters should be awarded as a means of recognizing outstanding individuals.

- a. Debate, Drama and Forensic Letter: Participation in

- at least 50% of all scheduled forensic contests; individual school placement; first, second, or third in at least three of the contests. Or, participation in debate in at least two tournaments with a win record of at least 50 percent.
- b. Performance Drama Letter: Participating in a minimum of three plays during the current school year. (Participation would include work on stage crews, technical crews and acting roles).
4. **Contracts**—All employees of the School District are prohibited from attempting to sell or enter into a contract to provide any supplies or equipment to the School District or its members. Such a relationship is considered a Conflict of Interest. This prohibition applies to all employees, regardless of the source of funding, and includes coaches who attempt to sell uniforms, trophies, equipment, etc. to student team members. In some cases, a waiver of conflict of interest may be obtained from the School Board by an employee, but in no instance may any preparatory action prior to a sale take place without a waiver.
  5. **Trophies**—Only three individual trophies per varsity team may be awarded. Suggested titles are “Most Improved, Most Inspirational, Most Valuable.”

#### D. Activity Stickers

1. Activity stickers will cost \$25.00 each and will admit students to all home athletic contests including those designated at certain locations which are not on school property, i.e., Anchorage Football Stadium, Boeke Sports Arena, etc. Activity stickers will also admit students to contests at other Anchorage schools for \$3.00 admission (hockey events \$4.00). Non-activity sticker holders will be charged \$5.00 or full adult price. Activity stickers may also be used for admittance or reduced rates to dramatic, social, cultural events.
2. Activity sticker use shall be standardized on an annual basis.
3. Activity stickers will not be discounted in any way.
4. Refunds for activity stickers of students leaving school will be \$10.00 during the first semester only. Stickers may be purchased second semester for \$15.00.

## Admission Prices

- A. Admission Prices:
- |  |                          |
|--|--------------------------|
| General Admission . . . . .                  | \$5.00                   |
| * Students with Activity Stickers . . . . .  | \$3.00                   |
|  | (away events)            |
| * Students with Activity Stickers . . . . .  | \$4.00                   |
|  | (hockey away events)     |
| * Students with Activity Stickers . . . . .  | FREE                     |
|  | (home events)            |
| Students—7th & 8th grade . . . . .           | \$3.00                   |
| Students— 7th & 8th grade (hockey) . . . . . | \$4.00                   |
| Elementary & Pre-School . . . . .            | FREE                     |
|  | if accompanied by parent |
- Activity stickers must be presented or general admission must be paid for both home and away events.
- B. All events will be charged at all levels except at ‘C’ team and ‘JV’ levels when *not* preceding a varsity contest; and where control of the gate is impossible.
  - C. The home school will admit without charge all competitors, cheerleaders (in uniform), coaches, and managers of the visiting school.

# Section 4

## JERSEY RETIREMENT

### Philosophy

The retirement of an athlete's jersey is one of the highest athletic honors that a school can bestow on a student athlete. The practice of retiring a jersey is a standing tradition designed to pay homage to an athlete's experience. In addition, the athlete has brought pride and spirit to the school community. The player must have demonstrated his ability and achievements in the sport. Although the honor is based primarily on athletic ability, it also recognizes the student-athlete's contribution to high academic standards. Such an honor shall reflect athletic performance as well as achievements in the greater community. That is, the recipient has had a positive impact on the hometown and resident community and continues to exemplify excellence in the sport.

### Eligibility Requirements

The following criteria are not meant to be all inclusive. However, items A and B shall be considered basic requirements for a candidate. Additional criteria could be considered if substantive and appropriate. A nominee may or may not meet every criteria listed, but any limitations in one area shall be counter-balanced by superiority in other areas. The criteria to be considered are:

- A. Anchorage high school graduate
- B. Possess a positive public image locally and in resident community
- C. Recipient of national recognition such as All-American Team, MVP for division, Kodak, Gatorade Player, etc.
- D. Hold some type of All-Conference honor for at least two years
- E. Be named All-Conference or league "Player of the Year"
- F. A statistical leader in a recognized category as maintained by the conference or league
- G. A statistical leader in a recognized category as maintained by the college or university in that sport
- H. Be a state/regional champion in the sport

### Procedures

- A. The coach, based on these guidelines, shall submit in writing with supporting documentation a nomination to the athletic director.
- B. The AD shall refer the nomination with a written recommendation to the Athletics Committee. The Athletics Committee shall consist of the activities principal, a teacher, and a community member. The teacher and community member shall be selected by the principal. The principal shall serve as an ad hoc member to the committee. The committee shall have final approval of the nominee.
- C. The principal will foreword a nomination to the HS Director to be placed on the Region IV agenda for debate. A recommendation will be sent to the Senior Director.
- D. The honor shall be the retirement of the student-athlete's jersey not his/her number. A coach may choose not to reissue the jersey number, but the retirement of the student-athlete's jersey would not in and of itself require that the number never be worn again.
- E. It is anticipated at the retirement of the student-athlete's jersey, an award ceremony shall be held and the jersey shall be appropriately displayed with all the student-athlete accolades.







