

**KAKE HIGH SCHOOL
HOME OF THE T-BIRDS!**



**ELIGIBILITY HANDBOOK
FOR ATHLETICS, AND OTHER STUDENT TRAVEL
ACTIVITIES
2017-2018**

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Eligibility

In order to participate in extra/co-curricular activities, students in grades 6 through 12 must demonstrate satisfactory educational progress in meeting the requirements for graduation.

In order to participate in ASAA activities, a student must:

1. Be properly registered in a 9-12 high school program.
2. All second semester freshmen, sophomores, and juniors, as well as seniors who are not on track to graduate and/or who have not passed all parts of the HSGQE, must be enrolled in a minimum of five semester units of credits that lead to granting of credit toward graduation.
3. Students in grade 12 who are on track to graduate and have either passed all parts of the HSGQE, or are not required to take HSGQE, must be enrolled in a minimum of four semester units of credit.
4. Maintain at least an overall 2.0 GPA during the current semester. Students who do not maintain this GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA.
5. Be in regular attendance at school classes in which enrolled or for which credit is granted.
6. All students other than those first entering 9th grade must have passed, for the immediately preceding semester, at least five semester units of credit toward graduation and maintained an overall 2.0 GPA. Those who did not maintain this GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA.
7. All second semester freshman, sophomores, and juniors, as well as seniors who are not on track to graduate or who have not passed all parts of the HSGQE when it is required, must have passed at least five semester units of credit, or the equivalent, during the previous semester and maintained a 2.0 overall GPA.
8. Second semester seniors who are on track to graduate-must have passed four semester units of credit, or the equivalent, during the previous semester and maintained a 2.0 overall GPA.
9. All first semester seniors must have passed at least five semester units of credit, or the equivalent, during the previous semester in order to be eligible anytime during the current semester.
10. **All students must maintain at least an overall 2.0 GPA with no D-'s or F's during the current semester to remain eligible. Students who lose their eligibility due to grades may regain it by raising their overall GPA to 2.0 and by raising any D-'s or F's to a grade of D or higher within the KCSD grading system.**

Incomplete Course

A student who receives an “I” (Incomplete) shall remain ineligible for competition and/or travel until the “I” is replaced by a passing grade. Converting an “I” (Incomplete) to a grade of “D” does not automatically qualify the student for competition and/or travel.

Participation By Students Enrolled in Alternative Education Programs

The School Board welcomes the participation in extracurricular activities of eligible students who are enrolled full time in alternative education programs. Participation is available to those students who would be permitted to enroll in the district based on the residency of the student’s parent or legal guardian. Students must meet the same eligibility requirements for participation in the activity as district students, and must provide all documentation required to confirm eligibility. Participation is available in those interscholastic activities sanctioned by the Alaska School Activities Association that occur outside the regular curriculum. Participation is not available in student government at a school.

The alternative education program in which a student is enrolled must be located entirely in Alaska and must be a public secondary school that provides a nontraditional education program, including the Alaska Military Youth Academy; a public vocational, remedial, or theme-based program; an accredited home school program; a charter school; or a statewide correspondence school.

Progress Reports are as follows:

First Semester:

September 15, 2017

September 29, 2017

October 20, 2017 (Report Card)

November 10, 2017

December 8, 2017

January 12, 2018 (Report Card)

Second Semester:

February 2, 2018

February 23, 2018

March 16, 2018 (Report Card)

April 13, 2018

May 4, 2018

May 25, 2018 (Report Card)

Semester credit rules apply to each semester, following the first semester of the ninth grade. All first semester freshmen are immediately eligible for the first semester.

A grade of incomplete is considered as not passing until the incomplete is changed on the official school records.

A student suspended or expelled from a school is not eligible to participate in the interscholastic competition or practices (including weekends) until they return to school.

It is the Superintendent/Principal’s privilege to restrict, suspend, cancel or approve a student’s eligibility or travel privileges for reasons of citizenship, behavior or any reason deemed appropriate

during the school day or a school activity. The superintendent/principal cannot approve any eligibility that would result in a violation of ASAA rules.

Maximum Participation Rule

1. Students first entering 9th grade will have eight consecutive semesters of eligibility.
2. Students first entering 10th grade will have six consecutive semesters of eligibility.
3. Students first entering 11th grade will have four consecutive semesters of eligibility.
4. Students first entering 12th grade will have two consecutive semesters of eligibility.

ASAA Citizenship Rules (as applicable to KCSD students)

A. Controlled Substance, Alcohol and Tobacco Position Statement:

ASAA and KCSD recognize that the use of controlled substances, alcohol and tobacco is a significant health problem for many students, resulting in negative effects on behavior, learning and their total development. The use of controlled substances, alcohol and tobacco by students affects academic development, personal growth, extracurricular activities participation and the development of related skills. Others affected by misuse and abuse are family members, teammates and other significant persons in their lives.

ASAA and KCSD believe that close contact of parents, coaches, advisors, students and communities in interscholastic activities and classrooms provides a unique opportunity to observe, confront and assist one another. It is the philosophy of ASAA and KCSD that students should be encouraged and supported in their efforts to develop and maintain a chemical-free life style.

Participation in ASAA sanctioned sports and activities is a privilege which requires all participants to adhere to rules imposed by KCSD. The policy described in this article is intended to further the following purposes:

1. To emphasize the health and safety of students while participating in activities, to recognize the long-term physical and emotional effects of controlled substance, alcohol and tobacco use on student health, and to minimize the potential for injury.
2. To promote a sense of order and discipline among students.
3. To recognize that a student's possession, distribution or use of controlled substances, alcohol, or tobacco during the school year or during interscholastic competition outside of the school year, even during times when the student is not actively participating in interscholastic activities, may nevertheless be detrimental to health, safety, order and discipline when the student is participating.

B. Policy Regarding Possession, Distribution and Use of Controlled Substance, Tobacco:

IN ORDER TO ENSURE ADOPTION OF CONTROLLED SUBSTANCE, ALCOHOL AND TOBACCO USE POLICIES BY MEMBER SCHOOLS AND DISTRICTS, ASAA REQUIRES THAT MEMBER SCHOOLS AND DISTRICTS ADOPT THE FOLLOWING POLICY. THIS IS INTENDED TO SET FORTH MINIMUM RESTRICTIONS AND PENALTIES, SUBJECT TO GREATER OR ADDITIONAL RESTRICTIONS OR PENALTIES WHICH MAY BE ADOPTED BY KCSD.

1. Prohibited Conduct: The possession, distribution or use of any controlled substance, alcohol or tobacco products by a student-athlete or activity participant, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth herein.
2. Time Period During Which Policy Applies: The policy in this section applies to any student who is participating or has participated in interscholastic activities starting from the student's first participation in interscholastic activities, including formal

practices which precede interscholastic competition after the initial signing of the Student and Parent/Legal Guardian Acknowledgement Form and continuing until the student graduates from high school. This policy applies during “calendar days” as defined in this section. The policy first goes into effect on July 28, 2008.

3. Educational Component: The educational component is a critical part of the policy and is comprised of four parts; Pre-Participation Orientation, First Offense, Second Offense, and Third Offense. ASAA will provide the first three parts of this component to KCSD on DVD and through the ASAA website. An overview of each part is included under section 9. Definitions.
4. Cumulative and Progressive Penalties: Violations of this policy will be cumulative and progressive, as described in the following paragraph, throughout a student’s high school years.

If a student transfers from one ASAA member school to another ASAA member school, the student’s cumulative violations will accompany such transfer and shall be the basis for any additional penalties should further violations occur.

5. Minimum Penalties for Violation of this Policy: Minimum penalties for violations of **the tobacco policy are:**

First Offense The student will be suspended from interscholastic activities and practice for 10 (ten) calendar days (as defined in Section 9). Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent guardian complete the First Offense educational component.

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

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

Fourth Offense	The student's privilege to participate in interscholastic activities and practice is revoked for the remainder of the student's high school years.
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These are minimum penalties which may be increased by KCSD, based upon (1) the nature of the violation, (2) the extent to which it occurs on school property or during school activities, and (3) the extent to which it arises in the context of the student's participation in interscholastic activities.

Penalties shall be imposed beginning on the first calendar day following a determination that a violation has occurred, except to the extent a school's appeals policy permits a student to continue to participate pending final determination of any appeal filed by the student under such policy. In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

6. Determination of Violations: In implementing this policy, it is KCSD's responsibility to determine the nature and extent of a violation, to impose and enforce any penalty, to report each violation to ASAA on a standardized form, and to maintain records of all violations by each student occurring after the student's first participation in interscholastic activities. KCSD's determination that a violation has occurred and its imposition of penalty may not be appealed to ASAA. If KCSD reverses a determination of violation, it shall promptly notify ASAA of such reversal.

7. Violations Reported to ASAA: After determining that a violation has occurred, KCSD shall report the violation to ASAA on the required form. KCSD must report to ASAA a violation of this policy within 3 calendar days of determination that such violation has occurred. A report of violation must show all violations which occurred at KCSD and the dates thereof, including the specific basis upon which a determination of violation was made. It is ASAA's intention to maintain the confidentiality of all such reports. As such, information concerning a student's previous violations will be disclosed by ASAA only to an administrator of the member school which the student is attending. Such records shall be made available to the student and/or the student's parent or legal guardian upon written request.

8. Student and Parent/Guardian Acknowledgement: ASAA will provide a *Student and Parent/Legal Guardian Acknowledgement Form* to KCSD. The form will explain the policies of this section and penalties for violations. The form must be signed by the student and the student's parent or legal guardian, and requires that the student and parent or legal guardian acknowledge that they have read and understood the terms of the policy, including the potential penalties for violations, and that it requires the school to report such violations to ASAA. The form will require that the student and parent or legal guardian agree to be bound by these terms. In each year in which a student participates in interscholastic activities, copies of the signed forms must be returned to the school before the student is permitted to participate. KCSD shall keep a copy of the signed forms on file.

9. Definitions: As used in this section, terms are defined as follows:

Calendar Days – Each day, including weekends and holidays, during the member school's school year. Additionally, if a student participates in any interscholastic activity, including practice, outside of the school year, then the entire period of such participation, including intervening weekends and holidays, counts as calendar days for such student.

Controlled Substance – Any substance appearing on the list of Controlled Substances identified by the federal Office of the Drug Enforcement Administration or as set forth in 21 U.S.C. Section 812, unless the student's usage of such substance is consistent with a physician's prescription for the student's usage.

Report to ASAA – Transmission of reporting form to ASAA by facsimile (fax) within the reporting period, or telephonic reporting of violation within reporting period followed by mailing of reporting form. ASAA may adopt an electronic reporting form.

Suspension – As defined in Article 5, Section 1 (A) (6) of ASAA by laws.

Educational Component – A series of DVD's, software and web based training programs and counseling ranging from a pre-participation orientation session to remedial programs for first through third time offenders. These are designed to keep students in school, teach them responsibility, educate them and their parents/guardians on new behaviors and lifestyles, instill accountability, exemplify teamwork, teach positive decision making skills, and keep students eligible for interscholastic activities.

An overview of each part follows:

Pre-Participation Orientation: The Orientation is required of all student participants and a parent/guardian before the student is eligible to participate. This session is a short informative presentation designed to encourage students to maintain a chemical-free lifestyle, and to ensure that students and parents/guardians understand the policy and the consequences for violation. Upon completion of the Orientation, the student and parent/guardian must sign the Student and Parent/Legal Guardian Acknowledgement Form as stated in B. 2. above for the student to gain eligibility. Schools will affirm that this has happened by marking the designated field on the Master Eligibility List.

First Offense for Tobacco: This optional session for students who have committed a first offense is designed to educate students and their parents/guardians on how to make positive decisions that will instill accountability and new behaviors in the students. Upon successful completion of this part by both the student and parent/guardian, 50% of a student's suspension from activities will be forgiven. Students returning to play after this offense may be required to have additional days of practice prior to competition.

Second Offense for Tobacco: This required session for students who have committed a second offense as well as their parents/guardians, must be completed before a student regains eligibility. It is more in-depth than is presented in First Offense. There is no forgiveness of mandatory suspension and students returning to play after this offense must have ten (10) additional days of practice prior to competition.

Third Offense for Tobacco: Students who violate this policy for a third time have a significant problem. This required session for students who have committed a third offense under the rule and wish to regain their eligibility, will target the specific at-risk behaviors and may involve multiple agencies. There is no forgiveness of mandatory suspension.

Drug Testing

For Complete Information

For complete information on student drug testing contact the office and ask for a copy of **AR 5131.61**, which deals with student drug testing procedures and consequences. **AR 5131.61 can also be found at kakeschools.com under School Board Policy.**

Informed Consent

An “Informed Consent Agreement” will be signed by students and their parent(s)/guardian(s). Refusal to sign the form will disqualify students from participation in sports, extra-curricular activities, and student travel opportunities. The school district does not require parental/guardian consent when probable cause is the basis for a drug test.

Drug Testing Procedure (High School Students Only)

Seasonal or single event mandatory drug testing of high school students will be required of any student who chooses to participate in district sponsored extra-curricular activities, including sports, clubs, and travel opportunities. Following the initial mandatory test, random drug testing will be required of students continuing in seasonal activities including, but not limited to: Boys/Girls Basketball, Cross Country, Volleyball, Wrestling, or any other co-curricular or extra-curricular activity where students are representing the school.

Consequences of a Positive Test:

First Offense:

Suspension from participation in district sponsored extra-curricular activities, including sports, clubs, and travel opportunities for a period of 15 consecutive days during the school year, which shall include Cross Country activities during the summer break.

Students will submit to a mandatory drug test once per month for a period of one year from the date the suspension commenced. The monthly test date will be chosen by the school administration.

Students shall participate in and complete District approved drug/alcohol rehabilitation counseling. During the suspension, students involved in seasonal activities may return to practice once counseling has begun.

A student who begins drug rehabilitation counseling, but does not complete the program will be on an indefinite period of suspension beyond the 15 consecutive days, until the counseling program is resumed. An unexcused absence from a counseling session will be considered as a failure to complete the program.

Second Offense

Suspension from participation in district sponsored extra-curricular activities, including sports, clubs, and travel opportunities for a period of 45 consecutive days during the school year, which shall include Cross Country activities during the summer break.

Students will submit to a mandatory drug test once per month for a period of 1 year from the date the suspension commenced. The monthly test date will be chosen by the school administration.

Students shall participate in and complete a 2nd District approved drug/alcohol rehabilitation counseling program that is different from the first. Second offense students must concentrate on their

rehabilitation and their schooling. They will not be allowed to return to practice during their time of suspension.

Third Offense

Dismissal from district sponsored extra-curricular activities, including sports, clubs, and travel opportunities for no less than 1 year and completion of additional District approved counseling.

Fourth offense

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

Refusing or Delaying a Drug Test

Once a student is given a testing time and place, submission to the urinalysis in a timely fashion is a priority. Any conflicts the student has with the drug testing appointment must be altered or delayed until the test is complete. When a student is required or chosen to submit to a drug test, failure or refusal to take the test or a delay in taking the test will be considered as a positive test and appropriate consequences will follow, unless the failure, refusal or delay is beyond the control of the student and is excused in writing by the Superintendent/Principal. Drug tests that are skipped or missed will not be allowed to be made up at a later date.

Consequences for Drug, Tobacco and Alcohol offenses:

Consequences for using, or distributing drugs (including marijuana), alcohol, tobacco or drug paraphernalia will be penalized the same as failure of a drug test, in addition to punishment directed by the student code of conduct.

Consequences for being in possession of drugs, alcohol or tobacco while on school property or school-sponsored activities will be penalized the same as failure of a drug test, in addition to punishment directed by the student code of conduct.

Consequences of any possession of alcohol or tobacco with others who are using or possessing drugs and alcohol, or promoting the use of alcohol or drugs and failing to immediately remove yourself from the situation and report it, will be handled as a violation of ASAA policy, in addition to any punishment under the student code of conduct.

Travel Rules for Eligible Students

Students are required to have teachers excuse them from classes by signing a Student Travel Worksheet which indicates assignments for each particular class. Pre-arranged travel slips can be picked up in the high school office.

Students Released During Field Trips:

While on school sponsored trips, students/participants may be physically and legally released to the parent/guardian as long as release does not interfere with the purpose of the activity, has a specific time period approved by the coach, and the parent signs the release form.

The parent/guardian may consent to release the student to the parent's adult designee with prior written consent filed with the Athletic Director/Administrator and has a specific time period approved by the coach and the parent signs the release form.

Students **will** travel to and from events with the coach, supervising teacher and/or approved chaperone. Any student with a medical, dental or other satisfactory reason that prohibits travel with the team must receive permission for alternate travel from the Superintendent/Principal or designee before the trip (except in case of emergencies).

As a member of a Kake High School team or activity, students are expected to maintain high standards of conduct toward coaches, teachers, teammates, classmates and members of our and other communities at all times, both in and out of school. Students who misbehave on school-sponsored trips will be disciplined according to school policy, as described in the Student Handbook.

In addition to regular school discipline, students who misbehave on school trips will be suspended from future travel for a designated amount of time to be determined by the superintendent/principal. The following is a non-binding guideline for these suspensions:

Disruptive behavior (disrespect of others, non-compliance with staff requests, etc): Students will miss a minimum of one future travel opportunity.

Severe behavior (serious disruption of activities, leaving the group without permission, etc): Students will miss a minimum of three future travel opportunities.

Extreme and/or illegal behavior (drug or alcohol use or possession, stealing, vandalism, etc): Students will miss future travel opportunities, for a minimum of one calendar year.

In addition, travelling students who engage in behavior that is deemed to be severe or extreme will be returned home at parent expense.

General Participation/Travel Eligibility

1. **Participation in Athletics/Activities is a privilege and not a right.**

2. A student/athlete who has been placed in In School Suspension (ISS) or suspended from school (OSS) is not eligible to participate in any sport or activity, including practice, during their suspension and up until the time they return to school.

3. A student that is absent from school during the school day for any reason other than a medical appointment or family emergency is not allowed to participate in practice or competition, and will be prohibited from attending school functions.

4. The coach or supervisor of the activity is the primary person in charge of supervision, discipline and participation during practice, competition and travel. The school district entrusts the coach or supervisor with the full authority necessary to accomplish the personal, academic and physical goals of the activity.

5. Exemplary citizenship is expected of all student-athletes.

6. A student-athlete must be enrolled in Kake City School District or qualified home school, in regular attendance and eligible. Excessive tardies or attendance issues will be grounds for exclusion from travel and/or local participation.

7. Eligibility status will be determined at each Progress Report, including Report Cards. At the close of a Semester, the grade used to determine eligibility will be the Semester grade.

8. The Activities Director will notify the coach and the student, in a timely manner, if a student is determined to be ineligible.

9. Students will not miss school to pack, etc. prior to a trip. If students return to Kake during the course of a school day, they will return to school no more than one hour after arriving in town. In some situations, (for example, if returning students arrive in Kake after lunch), the superintendent/principal may adjust the time at which students are expected to report to school. Students must attend any same-day practices that are scheduled.

10. Students are expected to attend school after returning from activities travel. Students who routinely miss school after activities travel for health or other reasons may have their travel privileges restricted.

11. Students who have children may participate in extra-curricular activities as long as they meet all eligibility requirements. Children of students are not allowed on trips or activities, nor will the student be released to care for a child while on a school-sponsored trip or activity.

Any competition where music will be used during warm-ups or at any time before, during or after the contest requires an approved play list. Participants should recognize and understand that the school has the program for the benefit and enjoyment of students, but that contests are a part of the program that is held for the enjoyment of the community and fans. Music selection and volume should be considerate of those who have come to support the competition or activity.

Travel Rosters

Whenever possible, travel rosters must be turned into the office for dissemination to teachers at least 3 days prior to travel. Any student who becomes ineligible for travel within 3 days of departure will not be replaced on that trip. **KCSD's suggested limits for the number of participating student/athletes is as follows:**

Cross Country	7 Boys & 7 Girls or a total of 14 students*
Wrestling	7 students*
Volleyball	5 Boys and 5 Girls or a total of 10 students*
Basketball	Regular Season: 8 students per team*
	Regional & State: 10 students per team*

The district will pay for 8 students to travel for Volleyball or Basketball if JV games are scheduled. District paid JV travel is limited to one (1) trip per year and travel must be by ferry.

Junior High Basketball – The district will pay for one (1) Junior High Basketball trip per season. Junior High Basketball will be allowed to take a 2nd trip that is paid for through fundraisers provided the necessary funds are raised and “on account” ahead of time.*

*If a coach wishes to take additional players they will not be paid for by the district regardless of what mode of transportation is being used. If a coach wishes to pay or raise money to take additional student/athletes the necessary funds must be raised and “on account” ahead of time.

Study Time during Travel

1. While traveling, student-athletes are counted as being present in school. ***If a student-athlete is absent from a study time or off task, they will be counted as absent for the school day and all consequences pertaining to absences will be imposed.*** Student-Athletes are expected to use their study time wisely. All assignments are expected to be completed and turned in upon return to Kake. All players, while traveling, will participate in planned study periods. Before the player gets off the ferry they will **sign a documentation sheet and turn it in to their coach, outlining assignments finished, with a few questions if any for any other work.** If there are questions on student work during travel the coach will make every attempt to call individual teachers if questions remain, the athletes will have 1 calendar day to go to tutoring/teacher for help and turn in only those assignments that had questions.

In the event the team returns after school is dismissed for the day, all assignments must be handed in at the beginning of the next school day, unless there are questions with that assignment and in that case they will be required to go to the teacher/tutoring on their own time, before school, at lunch or after school to finish only those required assignments. Absences from school will not be considered a valid excuse for not submitting assignments. Students who do not finish assignments are subject to the following consequences:

- First Offense – be excluded from the next game/match.
- Second Offense – be excluded from the next series of games/matches.
- Third Offense – **Student will be excluded from the next series of games/matches and will not be allowed to travel to any school sponsored events for no less than 1-year from the date of the third offense. Successive Offense (s) after the 3rd will repeat the 3rd Offense consequences.**

A series is defined as, “all competitions associated with a single travel session, or the next two home games whichever occurs first”. If an assignment is not completed because

a student does not understand it, the coach or activity supervisor must excuse the completion of the assignment prior returning to school. Students who wait until they return home to complete assignments will not receive a coach/supervisor excuse.

2. Racing through assignments during study time or on the last leg of the ferry trip home is not acceptable. Poor quality class work while on travel may jeopardize your travel eligibility.
3. There is always a certified teacher, adult coach/chaperone or fellow student available to assist student-athletes with assigned work. Not knowing how to do an assignment is no excuse for not getting it done to the best of your ability, if further help is needed you will need to make arrangements with the individual teacher or go to tutoring on your own time.
4. If a student-athlete has finished all assigned work, study time is still required. Extra reading, writing, math, or other academic related material should be kept available.
5. If the athlete is eligible every week and participated in all events during the regular season, they will not be excluded from regional competition unless they have shown blatant disregard for coaches and didn't attempt to follow the eligibility/rules/trip assignments.

Travel to State Competitions

As finances allow (at the discretion of the Superintendent/Principal), the Kake City School District will pay travel expenses to state competitions for any 1st place team at a regional tournament and individual state qualifiers in Cross Country and Wrestling.

The decision to pay travel expenses will apply to all competitions and will be determined at the earliest possible date to allow adequate time for fund raising activities. Each team shall be responsible for raising funds to supplement the district contribution.

The district will not provide players with meal money or pay for lodging (if free lodging can be arranged).

If a team qualifies for state by finishing 2nd in the regional tournament the district will allow the team to go. **Second-place teams will be able to attend only if they have raised at least \$5000, and deposited this money in a school account, prior to the dates of travel.**

A Travel Note to Parents and Students

Coaches/Supervisors are the responsible leaders for traveling teams that represent Kake High School. Every precaution is taken to insure the safety and wellbeing of our students. Traveling students are to be housed as a team, travel as a team and eat as a team. The school has full charge of students when traveling, therefore strict adherence to policies and responsible decision making is essential. If any serious problems or behavioral infractions occur, every effort will be made to contact the parent/guardian of the student(s) involved.

Missing During Travel

If a student is discovered missing while on travel with a school-supervised activity, the coach, supervising teacher or approved chaperone will:

1. Contact the school and the school will contact the parent.
2. If the school cannot be contacted, the coach, supervising teacher, or chaperone will attempt to contact the parent directly.
3. The coach, supervising teacher, or chaperone **WILL** contact proper authorities (security, city police, State Troopers, etc.) and report the student missing.
4. The coach, supervising teacher, and/or chaperone will continue the trip with the remaining students.

5. The school plan, including being sent home at the parent's expense will remain in full affect.

***Traveling students must understand that it is their responsibility to stay with the group and keep coaches, supervising teachers, or approved chaperones informed of their whereabouts.**

Participation in Fundraising

Student participants, their parent(s)/guardian(s) and/or adult volunteer(s) are required to assist in the fundraising efforts of the teams and/or activities in which they participate. Lack of participation in fundraising activities will result in the loss of participation privileges.

The Activities Director will schedule a mandatory meeting with participants, coaches and parent(s)/guardian(s) prior to the end of each school year or the earliest possible date prior to the beginning of the new school year, to explain fundraising responsibilities as they relate to participation in regular and post-season activities or competitions. To whatever degree possible, a schedule of fundraising activities will be scheduled at this meeting.

Monies Raised through Fundraising

All monies raised through fundraising efforts belong to and are the responsibility of the Kake City School District. All money raised must be turned in to and accounted for with the high school secretary or superintendent/principal on the school day immediately following the fundraising activity. All expenditures must be approved through established procedures. Fundraising activities must be approved before fundraising begins. Any excess funds raised will remain in the "Booster" account designated for the future use of the team or activity that raised them.

Expenses Paid with Fundraising Monies

Hotel reservations, van rentals or any other expenses that will be paid for by fundraising monies: must be requested through the district's requisition and purchase order system.

The requisitions must be made by a member or members of the fundraising committee (group) or their designee and processed according to established purchase order procedures. **If established purchase order procedures are not followed, the cost will be the responsibility of the person making the reservations and fundraising monies will not be released for that purpose.**

Uniforms

If a uniform is lost, full replacement cost is expected. Students who do not turn in their uniforms within 10 school days of the close of a season will pay for the replacement of the lost uniform. Lost uniforms that are paid for and later found are still the property of the school and must be returned. If the uniform is in proper condition, monies paid will be refunded, if they have not already been spent on a replacement uniform.

Appendix: Table of Contents

A. Athletic Consent and Release Form

B. T-bird Athletic Contract

C. Permission to Travel

D. Student Drug Testing Informed Consent Agreement

Appendix A
KAKE CITY SCHOOL DISTRICT
ATHLETIC CONSENT AND RELEASE FORM
FOR PARENTS/GUARDIANS

PART A: Parent/Guardian Permission to Participate

I hereby give my permission for _____
to engage in Kake City School District approved and sponsored interscholastic activities as a representative of the school. I also give my consent for him/her to travel with the team or group as a participant in out-of-town athletic contests and activities. I understand if overnight housing is provided he/she will be expected to abide by the host school’s housing rules and regulations. Further, I understand that any measure that requires that he/she be sent home will be at my expense.

PART B: Parent/Guardian Athletic Code Verification

I have been informed of the rules, regulations, policies and responsibilities of participating in extracurricular activities as outlined in the Kake High School Handbook and the Eligibility Handbook approved by the Board of Education. I understand I must sign a waiver of responsibility if I provide transportation for him/her. I understand there are penalties for violation of the athletic code and accept these rules, regulations and penalties as conditions of participation.

PART C: Parent/Guardian Medical Consent

I hereby give my consent, in the event of injury or illness, for emergency medical treatment, hospitalization, or other medical treatment as may be necessary for the welfare of my child, by a physician, qualified nurse, certified athletic trainer, first-aid trainer, coach and/or hospital during all periods of time in which the student is away from his/her residence as a member of an interscholastic team or group. Further, I waive, on behalf of myself and the above named student, any liability of the school district, its agents or employees, arising out of such medical treatment.

PART D: Parent/Guardian Risk Awareness

I understand and acknowledge that organized athletics and activities involve the potential for injury which is inherent in all sports and activities. I HEREBY WAIVE ON BEHALF OF MYSELF AND THE ABOVE NAMED STUDENT, ANY LIABILITY RESPONSIBILITIES OF THE BOARD OF EDUCATION OR ASAA, EITHER ORGANIZATIONALLY OR FOR ANY OFFICERS, AGENTS OR EMPLOYEES, FOR INJURIES OR DAMAGES SUSTAINED IN THE INTERSCHOLASTIC PROGRAM. I also understand that medical or liability insurance is my responsibility. I acknowledge that even with the best coaching and supervision, most advanced protective equipment and procedures, and the strict observation of rules and sports etiquette, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis or even death.

_____	_____	_____
Parent/Guardian Signature	Date	Home Phone #
_____		_____
Student Signature		Work Phone #
_____		_____
Emergency contact name		Phone number

Appendix B
THUNDERBIRD ATHLETIC CONTRACT

I. Team Rules

- A. Specific team rules governing attendance, participation, etc. will be distributed by the coach at the beginning of the season.
- B. Scheduled eligibility requirements of Kake High School will be met.
- C. All rules including ASAA regulations, laws of the State of Alaska, policies of the Kake City School district, Kake Student Handbook and Kake Eligibility handbook will be followed.
- D. Any incident that requires the player to be sent home will be done so at parent/guardian expense.
- E. Failure to be at the travel site will result in parent contact, school contact and appropriate law enforcement contact.
- F. All players, while traveling, will participate in planned study periods. Before the player gets off the ferry they will **sign a documentation sheet and turn it in to their coach, outlining assignments finished, questions if any for any other work.**
- G. Students will expected to follow Kake City School District Dress Code as outlined in the student handbook, during all extra-curricular activities, for all home contests, as well as during travel both to and from the away events.
- H. Extra-curricular students are representing Kake High School and the community of Kake. Therefore, the highest standards of student conduct are expected. You are expected to portray good citizenship at all times.

SPECIFIC TEAM RULES

- 1. Practice time will be announced and publicized in advance by the coach, and **students are expected to attend all practices.**
- 2. No physical or verbal abuse toward any person or persons will be tolerated.
- 3. Locker Rooms will be maintained in a clean and neat manner at all times.
- 4. Respect for self, others and school or other individual’s property is expected.
- 5. All trip rules and curfews will be followed.
- 6. Use or possession of drugs, tobacco products or alcohol will result in the written consequences described in the “Eligibility Handbook.”

ABUSING THESE RULES WILL RESULT IN A DISCIPLINARY WORKOUT, SUSPENSION FROM THE TEAM, OR OTHER APPROPRIATE CONSEQUENCES.

II. Player Responsibilities

- A. Report all injuries to the coach
- B. Players are responsible for issued gear (uniforms, travel bag, etc.)
- C. Players are responsible to know and follow all rules and guidelines.
- D. Players are responsible to maintain and keep track of their eligibility status.

I have read the above contract and agree to abide by these rules.

Player’s Signature

Date

Parent/Guardian Signature

Date

**Appendix C
KAKE CITY SCHOOLS
PERMISSION TO TRAVEL**

Please be informed that _____ has my permission to travel with the Kake City Schools _____ group during the 2017-2018 school year. Specific travel itineraries will be made available prior to each trip.

The group will be accompanied at all times by a certified teacher, coach, or sponsor employed by Kake City Schools who may be assisted by parents and other approved chaperones. Rules of behavior will be enforced for all students. These include the written rules published in the student handbook, the eligibility handbook, and the Code of Conduct Contract signed by each student, and any other reasonable rules set by coaches/sponsors.

Teachers, coaches and sponsors will take every precaution to ensure the safety of each child; however, accidents beyond their power to prevent may occur.

The above participant has my permission to be treated by a doctor should the need arise.

I understand that if the above participant breaks any of the rules referred to above, he/she may be sent home at my expense.

***This Permission to Travel is valid authorization for all student travel related to the group listed above during the school year listed above. If a parent/guardian wishes to withdraw permission to travel they may do so by contacting the high school office, the Activities Director, or the Coach/Advisor responsible for the activity. If permission to travel is withdrawn, a new form must be completed and signed when/if permission to travel is reinstated.**

Parent/Guardian Signature

Date

Student Signature

Date

While under the direction of a school activity there may be a time when parents would like to have their child accompany them for a limited amount of time. This signed form must be on file with the coaches/sponsors before a student is released. Students will be released ONLY into the direct custody of a parent/guardian and ONLY with the permission of the coaches/sponsors for a specific activity.

Appendix D
Student Drug Testing

INFORMED CONSENT AGREEMENT
KAKE CITY SCHOOL DISTRICT

Please mark the appropriate box:

_____ I have read the Board Policy and Administrative Regulation 5131.61 regarding drug testing of students.

_____ I have chosen not to read the Board Policy and Administrative Regulation 5131.61 regarding drug testing of students.

I understand that my performance as a student and as a participant as well as the reputation of my school, my community, and my family are dependent in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Kake City School District for the sports, activities, or travel opportunities in which I participate.

I authorize the Kake City School District to conduct a test on a urine specimen which I provide to test for drugs in accordance with the provisions described in AR 5131.61. I also authorize the release of information concerning the results of such a test to the individuals identified in that same drug testing regulation.

This agreement shall be deemed a consent pursuant to the Family Education Right to Privacy Act for the release of the above information to the parties described in AR 5131.61.

Student Signature

Date

Printed Student's Name

I understand that submission to drug testing is a condition of my child's participation in sports, activities, or travel opportunities. I hereby consent to testing of my child's urine for drugs and to the release of information concerning the results of the testing as described in AR 5131.61

Parent/Guardian Signature

Date

Printed Parent/Guardian's Name