

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

**2016-2017**

**ACTIVITIES  
HANDBOOK  
FOR  
COACHES  
AND SPONSORS**



**Sportsmanship Creed**

All contests are played under the authority of the Alaska School Activities Association (ASAA). ASAA rules provide for fair play and good sportsmanship among athletes and coaches. Since booing and jeering do not support anyone, we hope you will be positive in supporting your favorite team. As athletes, we ask that spectators promote the ideals of good sportsmanship by applauding fair play and showing respect for all participants and officials.

**NON-DISCRIMINATION NOTICE**

The Fairbanks North Star Borough School District does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, physical or mental disability, marital status, changes in marital status, pregnancy, parenthood, sexual orientation, gender identity or veteran status.

The Fairbanks North Star Borough School District does not discriminate on the basis of sex in violation of Title IX of the Education Amendments of 1972 in the educational programs or activities which it operates.

The Fairbanks North Star Borough School District does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. This includes admission or access to, or treatment or employment in its programs, services, and activities.

Individuals requiring further information should contact the designated compliance director:

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FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT  
2016-2017 STUDENT ACTIVITIES HANDBOOK FOR COACHES AND SPONSORS

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*Alpha listing of schools*

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**ANNE WIEN ELEMENTARY, K-6**

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**BADGER ROAD ELEMENTARY, K-5**

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520 Fifth Ave. - Mailing  
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488-0134 FAX 488-2045

**BARNETTE MAGNET, K-8**

Dana Evans, Principal 8:15-2:45  
1000 Barnette St., Fairbanks 99701  
456-6072 FAX 451-9602

**BEN EIELSON JR/SR, 7-12**

Bruce Bell, Interim Principal 7:45-2:15  
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372-3110 FAX 372-3202

**CHINOOK CHARTER, K-8**

Wendy Demers, head teacher 8:30-3:00  
3002 International St, Fairbanks 99701  
452-5020 FAX 452-5048

**CRAWFORD ELEMENTARY, 3-6**

Barbara Sperl, Principal 8:00-2:30  
692 Raven's Way, Eielson AFB 99702  
372-3306 FAX 372-3199

**DENALI ELEMENTARY, K-6**

Deborah Hall, Principal 8:30-3:00  
1042 Lathrop St., Fairbanks 99701  
452-2456 FAX 451-0792

**EFFIE KOKRINE CHARTER, 7-12**

Josh Snow, head teacher 9:50-3:38  
601 Loftus Rd., Fairbanks 99709  
474-0958 FAX 479-2104

**HUNTER ELEMENTARY, K-6**

Robyn Ward, Principal 8:45-3:15  
1630 Gillam Way, Fairbanks 99701  
456-5775 FAX 452-8891

**HUTCHISON HIGH SCHOOL, 9-12**

Robyn Taylor, Principal 7:45-2:15  
Activities Coordinator: Mark Oppe  
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479-2261 FAX 479-8286

**JOY ELEMENTARY, K-6**

Lalaunie Whisenhant, Principal 8:30-3:00  
24 Margaret St., Fairbanks 99701  
456-5469 FAX 456-1477

**LADD ELEMENTARY, K-6**

Cori Anthony, Principal 9:00-3:30  
601 F St., Fairbanks 99701  
451-1700 FAX 451-9137

**LATHROP HIGH, 9-12**

Mario Gatto, Interim Principal 7:45-2:15  
Activities Coordinator: Steve Zanazzo  
901 Airport Way, Fairbanks 99701  
456-7794 FAX 452-6735

**NORDALE ELEMENTARY, K-6**

Brian Powell, Principal 8:30-3:00  
397 Hamilton Ave., Fairbanks 99701  
452-2696 FAX 456-5608

**NORTH POLE ELEMENTARY, K-5**

Mark Winford, Principal 9:00-3:30  
250 Snowman Lane, North Pole 99705  
488-2286 FAX 488-1232

**NORTH POLE MIDDLE, 6-8**

Rich Smith, Principal 8:00-2:30  
300 East 8th Ave., North Pole 99705  
488-2271 FAX 488-9213

**NORTH POLE HIGH, 9-12**

Clarice Louden-Mingo, Principal 7:45-2:15  
Activities Coord: Walter Armstrong  
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488-3761 FAX 488-1488

**PEARL CREEK ELEMENTARY, K-6**

Kate LaPlaunt, Principal 9:00-3:30  
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479-4234 FAX 479-4025

**RANDY SMITH MIDDLE, 7-8**

Dave Dershin, Principal 9:30-4:00  
1401 Bainbridge, Fairbanks 99709  
458-7600 FAX 458-7676

**RYAN MIDDLE, 7-8**

Heather Stewart, Principal 9:30-4:00  
951 Airport Way, Fairbanks 99701  
452-4751 FAX 451-8834

**SALCHA ELEMENTARY, K-6**

Tori Brannan, head teacher 9:00-3:30  
8530 Richardson Hwy - Physical  
520 Fifth Avenue - Mailing  
Fairbanks 99701  
488-3267 FAX 488-5358

**STAR OF THE NORTH CHTR, 7-12**

□ Career Education Center  
Craig Kind, head teacher  
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479-4061 FAX 479-0230  
□ North Pole Academy-  
Diana Childs, head teacher  
2945 Monk Court, North Pole 99705  
490-9025 FAX 490-9021

**TANANA MIDDLE, 7-8**

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600 Trainor Gate, Fairbanks 99701  
452-8145 FAX 456-2780

**TICASUK BROWN ELEM., K-5**

Shawna Henderson-, Principal 9:00-3:00  
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488-3200 FAX 488-6208

**TWO RIVERS ELEMENTARY, K-8**

Teresa Tomlinson, head teacher 9:00-3:30  
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488-6616 FAX 488-8487

**UNIVERSITY PARK ELEM., K-6**

Kyra Aizstrauts, Principal 8:45-3:15  
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**WATERSHED CHARTER, K-8**

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374-9350 FAX 374-9360

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Lynn Weckesser, Principal 8:30-3:00  
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Fairbanks 99701  
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**WEST VALLEY HIGH, 9-12**

Sarah Gillam, Principal 7:45-2:15  
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**WOODRIVER ELEMENTARY, K-6**

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5000 Palo Verde, Fairbanks 99709  
479-4211 FAX 479-5077

**FNSBSD B.E.S.T. Program**

Holly Cervin, Director.  
Administrative Center  
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## PHILOSOPHY

The athletic program shall contribute to sound educational objectives, be properly organized and conducted and be an integral part of each school's programs. The better the athletic programs are organized and conducted, the greater their contribution will be 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.

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 students are met. However, there are still a large number of students who have the talent and desire to go 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.

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 accrues to the students who participate-

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

Activities provide the opportunity to excel and to strive to win within a framework of good health practices and established rules. They contribute to good school spirit, provide opportunities for wholesome competition and provide an educational device by which the student body can better appreciate the role of spectators. Activities also stimulate 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.

## COACHES

### ASAA Guidelines

#### RESPONSIBILITY OF COACHES

The person who has the greatest influence on the student 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 level behavior, leadership and sportsmanship before the team, student body, faculty, and community.

#### ASAA REQUIREMENTS FOR COACHES

- The coach of any team representing a member school in interscholastic athletic competition, including outsourced sports, must have successfully completed the Alaska Coaches Education Program (ACEP) as per the following implementation schedule. Coaches who believe they have completed an equivalent certification program may submit that program directly to ASAA for review by the University of Alaska's Center for Coaches and Officials Education in order to determine whether that alternate program may be substituted for the NFICEP requirement. When an alternate program is approved, the coach will still be required to successfully complete the Alaska portion of the ACEP.

The ACEP consists of: NFHS Fundamentals of Coaching & ASAA component (cost \$60) [www.nfhslearn.com](http://www.nfhslearn.com); First Aid for Coaches-American Red Cross (cost \$45); and Concussion in Sports (no cost)

- All coaches of athletic teams are required to have successfully completed the Sports First Aid course. Successful completion of the Sports First Aid section of the Alaska Coaches Education Program will satisfy the requirement for a current first aid card for two (2) years from that date. Upon the expiration of the two (2) year period, each coach must have a current first aid card before the start of the next season.
- The ASAA Board of Directors has adopted the Alaska Coach's Education Program for all high school level coaches.

A penalty will be imposed on schools

1. for using non-certified coaches who have not received extensions through ASAA, and
2. for failing to report the names of coaches in a timely manner.

The penalty imposed will be \$105 per coach for each offense.

- A certified staff member or other person approved in advance by the principal or superintendent of a member school or district must accompany and be in charge of a traveling team.

#### NATIONAL FEDERATION FOR HIGH SCHOOL ASSOCIATIONS CODE OF ETHICS FOR COACHES

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 coach's 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** shall 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 be aware of and implement the NFHS Suggested Guidelines for Management of Concussion in Sports.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.

**The coach** shall avoid the use of alcohol and tobacco products when in contact with players.

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

**The coach** shall master the contest rules and shall teach them to his/her team members. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

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

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

**The coach** and opposing coach should meet and exchange friendly greetings to set the correct tone before and after the event.

**The 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.

## FNSBSD Guidelines

### DUTIES OF COACHES

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 Fairbanks North Star Borough School District eligibility rules are to be strictly adhered to by all coaches.
2. Providing that all participants and coaches know the rules and regulations of the sport/activity.
3. 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.
4. 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 Activities Coordinator within two weeks following the end of the sport season.
5. Assuming the responsibility for the behavior of team members at all school functions and public appearances. Discipline shall be within the guidelines of the FNSBSD Student Rights and Responsibilities Handbook and School Board policy.
6. Reviewing the current appropriate FNSBSD Student Activities Handbook and requiring acknowledgment by students who wish to participate.
7. Submitting team rosters to the Activities Coordinator on the first day of practice and updating these team rosters as needed for eligibility.
8. Appointing or supervising the team selection of a captain or captains.
9. Traveling with the team when transportation is provided.
10. 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.
11. Assuring that there are no Sunday or school holiday practices, games or meetings of the team.
12. Assuming the responsibility for maintaining and submitting an accurate attendance book which includes date of entry, dates of practice, and gender for all students participating in the interscholastic sport.
13. Maintaining a copy of the Parent's or Guardian's Activity Consent & Emergency Medical Form for each participating student and having these copies with the team at every contest.
14. Reporting promptly to the Activities Coordinator all injuries which occur during practices and competition that require attention by the instructor or nurse or other health care professional. Injuries must be reported on the District Accident Form and given to the Activities Coordinator who will in turn submit the form to Risk Management as soon as possible after the injury.
15. Notifying the activities assistant principal, Activities Coordinator, and parent of a player who is dropped from the team and providing the reasons for dismissal.
16. Assuring when hosting an event that:
  - a. Schools are sent the needed information on time.
  - b. Teams arriving are met as they step off the bus.
  - c. Arrangements have been made for dressing, showers, etc.
  - d. First aid equipment is made available.
  - e. Security of personal items has been provided.
  - f. VISITING SCHOOLS ARE GIVEN "RED CARPET TREATMENT."
17. Making recommendations to the Activities Coordinator for player awards in accordance with established FNSBSD policies and procedures.
18. Submitting a budget for new equipment, supplies, etc. to the Activities Coordinator within two weeks following the end of the sport season. All purchases of athletic equipment and/or supplies must be routed through the Activities Coordinator to the activities assistant principal.
19. Assuming the responsibility at the end of the sport season for contacting parents regarding return of or payment for lost or damaged equipment or uniforms.
20. Providing athletes and parents the latest information on NCAA guidelines in conjunction with the counseling office.
21. Working with the Athletic/Activity Booster Association or Club during the course of the school year.
22. Attending pre- and post-season meetings with other coaches of the FNSBSD in your sport, as scheduled by the Region VI Board.
23. Making recommendations to the Activities Coordinator and the activities assistant principal for improving the administration of the sport.
24. Providing to students and parents/guardians written information on the nature and risks of concussions.

## EXPECTATIONS OF COACHES

1. Consider safety as the 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.

## COACHES, SPONSORS, AND CHAPERONES WORKING RULES AND DUTIES

The District prohibits the possession, use, distribution, or sale of alcohol, unlawful drugs, controlled substances, or hallucinogens in the workplace, during school time, on school property, or during school-sponsored activities. It also requires employees and volunteers to be free from the influence of alcohol and unlawful drugs upon entering District facilities or vehicles.

Coaches, sponsors, and chaperones are required to refrain from the use of alcohol, unlawful drugs, or other unlawful substances while engaged in duties related to sports and activities either in the District or at locations outside of Fairbanks. The District will not tolerate the use of alcohol, unlawful drugs, or other unlawful substances at any time during District-sponsored activities either in the District or at locations outside of the school district. All supervisory duties shall be for the full 24 hours of each day while traveling.

It is the District's expectation that coaches, sponsors, and chaperones will attend to all of the obligations associated with their duties, and insure that personal distractions will not interfere with those obligations.

## FACILITY MANAGEMENT

**Coaches and sponsors are not to depart the building and/or facilities until they have insured that all team/activity members have exited the building, and the building is secured.** This includes all practices, games,

activity functions, and/or team/parent meetings at any facility.

## COACHES'/SPONSORS' WORKSHOP AND SAS CONTRACT

All high school activities coaches and sponsors are required to attend a Coaches'/Sponsors' Workshop if offered by the District. Refusal to attend an offered workshop may result in the termination of the SAS contract.

If a workshop is offered, head coaches and JV/assistants of ASAA sanctioned athletics, including outsourced sports, and head sponsors of academic or fine arts activities which have two or more competitions, are required to attend the High School Coaches'/Sponsors' Workshop:

If a workshop is not offered by the District, coaches and sponsors are required to meet with the school's Activities Coordinator prior to the start of their coaching season.

ALL varsity and JV coaches, including coaches of outsourced sports, and sponsors who have student supervisory responsibilities in or outside the district, are required to sign an SAS contract prior to the beginning of the activity. The SAS contract amount for an outsourced coach shall be for \$0.

## CHILD ABUSE REPORTER TRAINING

Athletic coaches and assistant coaches are required by state law to report child abuse and neglect. Thus, the District requires all coaches and assistant coaches to complete the Child Abuse Reporter training. Beginning in the 2017-2018 school year, volunteer coaches will also be required to complete the training. Contact your school's athletic coordinator or principal for details and information on training and reporting guidelines.

## CONCUSSION TRAINING

The State of Alaska requires school districts to publish guidelines and other information to educate coaches, student athletes, and parents regarding the nature and risks of concussions.

As required, ASAA has established that district's ensure each of its coaches undergoes training regarding the nature and risk of concussions at least every two years, on the same cycle as the required Sports First Aid certification under the Alaska Coaches Education Program. (*See your Activities Coordinator for education and training sites*)

In addition, each district shall annually provide to a student and his or her parent or guardian (if student is under 18 years of age), written information on the nature and risks of concussions. (See pages 11 & 32) (*Student and parent information is available through your Activities Coordinator or on the FNSBSD website at [www.k12northstar.org](http://www.k12northstar.org).*)



## STUDENTS WITH ALLERGIES

Civil rights laws provide for school accommodations for individuals with disabling allergies. Each student's allergy situation is different and therefore the written management tool (a 504 plan or a health plan) is tailored to the student's individual circumstances.

Below are the responsibilities of coaches who have students with allergies:

- Conduct activities in accordance with all school policies and procedures regarding life-threatening allergies.
- With parent's consent, keep a copy of the Allergy Action Plan and photograph of student with life-threatening allergies.
- Make certain that an emergency communication device (e.g. walkie-talkie, intercom, cell phone, etc.) is always present.
- Establish emergency medical procedures with EMS.
- Clearly identify party responsibility for maintaining the first aid kit.
- If for safety reasons medical alert identification needs to be removed during specific activities, remind the student to replace this identification immediately after the activity is over.

It is important to remember that families who are dealing with life threatening allergy issues want to be heard and understood. By taking time to listen to the unique individual concerns, and addressing each of those concerns, a level of trust can be build that will greatly enhance the student's safety, educational and activities experience.

## PERFORMANCE REVIEW

Every head coach or lead sponsor who has a SAS contract for an ASAA sanctioned activity will receive a performance review each year. The performance review is completed by the principal and filed in the principal's office. In addition, participants', parents', and/or community members' input will be accepted if provided.

All head coaches or lead sponsors of ASAA sanctioned activities must meet with the principal or principal designee at the conclusion of their season to review their performance and conduct an appraisal of assistant coaches.

## SPORTSMANSHIP

A sportsman is one who engages in sports in a fair and generous fashion. Unsportsmanlike conduct, then, would be conduct that is prejudicial to the fair and generous acceptance of the rules of the activity, the officials, the opponents, and the policies of the schools and the coach. Actions which bring discredit upon the school, the activity, the officials, the rules or the opponents may be considered unsportsmanlike.

This type of conduct is not always specifically covered by a rule, but is usually related to an unwillingness to accept that an attitude of fairness and generosity is required if an activity is to be consistent with a purpose for which it was

conceived. The taking of unfair advantage, willful or malicious disrespect, demeaning gestures, and excessive complaining can be considered examples of unsportsmanlike conduct.

Whenever the reasonable and just application of the rules is not successful in controlling the demeanor of the participants or those associated with their participation, the application of an unsportsmanlike penalty is both warranted and justified.

Any student or coach who is ejected from a contest will not be eligible to participate in the next contest. Additional penalties may be imposed by the school district.

## PERSONAL CONDUCT/SPORTSMANSHIP

(Excerpts from ASAA Bylaws Article 6, section 5)

All Association contests or events must feature high standards of courtesy, fair dealing and sportsmanship.

In matters pertaining to personal conduct, such as gross violations of sportsmanship, attacks on officials and other gross misconduct by any student, school staff member, coach or school community member, where the school has failed to act reasonably in controlling the student, staff member, coach or community member, the Association will determine appropriate penalties and whether or not the student, coach or school will be suspended or barred from future contests or events.

## PENALTY FOR COACH EJECTION

1. Coach must refrain from coaching in any scheduled contest in the same activity (game suspension) until completion of the next regularly scheduled contest at the same level. Schools may not schedule additional contests to circumvent this provision.

Implementation of this penalty will be delayed for a coach who is traveling with his/her team when the game ejection occurs, and who has no assistant coach or other authorized individual available at the site of the contest to supervise the team during the period of suspension. In such case, the ejected coach must serve the suspension during the next regularly scheduled contest after returning to the home community.

2. Coach may not be physically at the site of the next contest, nor may he/she have any contact, direct or indirect, with their teams during the contest while suspended.
3. The head coach is responsible for reporting an ejection within 24 hours to his/her administrator. A player or coach who fails to serve a required game suspension under this rule will be subject to penalty.
4. Schools and officials must notify the Association whenever a player or a coach is ejected from a game or contest by submitting a *Contest Ejection or Hockey Penalty Incident form*.

## **OUT-OF-DISTRICT TRAVEL APPROVAL**

### **PROCEDURES** (See *Administrative Regulation 955.4*)

This regulation establishes administrative procedures relating to out-of-district and out-of-state travel for employees and students funded by school-sponsored or student-led activity accounts. It pertains to all district employees including non-school district employees employed on an SAS contract.

#### Middle/Junior High Travel

Junior high/middle school students will not travel beyond Delta on the Richardson Highway or beyond Healy on the Parks Highway. Exceptions because of extenuating circumstances may be considered by the superintendent for School Board approval.

Activity groups that have an academic purpose (co-curricular) may schedule out-of-state trips, but not out of the country, that requires students to miss class time. Such trips should be built around school vacations as much as possible and missed class time. This type of travel **must be approved by the superintendent for consideration by the School Board (see Board policy 955.1)**

#### High School Out-of-District Travel

Three (3) trips per activity per year will be allowed by the district, not including conference-required games and regional and state tournaments. Exceptions to the three (3) trip limit may be granted by the superintendent. "Trip" is defined as out-of-district, overnight travel. No out-of-district trip will be scheduled that requires students to be absent for more than three (3) consecutive school days unless prior permission has been obtained from the superintendent.

All building allocations and/or fundraising will be identified and in place prior to administrative approval. The district may help support transportation for students participating in state-level competition in which students must qualify to attend. All other costs are the responsibility of the participating school.

#### High School Out-of-State Travel

No out-of-state travel for extracurricular activities will be scheduled that require students to miss class time. All out-of-state group competitions will be restricted to winter vacation and spring break. No district funding will be provided, including substitute pay and/or per diem for coaches.

Activity groups that have an academic purpose (co-curricular) may schedule out-of-state trips, but not out of the country, that requires students to miss class time. Such trips should be built around school vacations as much as possible and missed class time. This type of travel **must be approved by the superintendent for consideration by the School Board (see Board policy 955.1)**

When a group is going to be traveling out-of-state, the sponsor is required to have a meeting with the parents to ensure the parents fully understand any costs, the itinerary, the behavioral rules and consequences, and the details of the trip. A parent signature indicating the parent received the aforementioned information is required and will be kept on file in the principal's office until the trip is completed.

Travel in the summer is restricted.

When funding is available, the building and/or district may provide a stipend for groups when on out-of-state travel. The intent of this stipend is to help defray some of the expenses incurred by students who have qualified through a district-supported academic activity for regional or national competition and/or performance.

## **VACATION DEFINITION**

It has been the practice of the district that a vacation or holiday begins when the school bell rings signaling the end of the school day prior to the vacation or holiday.

When a student or team participates or competes in an activity out of the district, the school day shall end at the designated hour in the time zone where the competition is being held (i.e., at 2:15 pm whether in Alaska, Pacific, or Eastern time zones), not the time zone of the home school.

## **TRANSPORTATION IN PRIVATE VEHICLES**

School Board Policy 762 "forbids the transportation of students by employees in private vehicles for school purposes without prior authorization of the Superintendent." Parent requests to transport students other than their own children on district sponsored activity trips presents a liability exposure for the school district that is even greater than what Policy 762 was intended to mitigate. In the unfortunate event of an accident, the parent would face significant liability exposure as well. Thus, students are expected to travel to school-sponsored activities by the transportation provided by the school unless otherwise approved by the school administration.

The District contracts with various community organizations in a sponsorship agreement known as "outsourced sports." The above School Board policy applies to outsourced sports, although the coach may not technically be an employee of the district. Sponsors of district activities, including outsourced sports, are not allowed to facilitate or coordinate parent transportation efforts.

Below are the guidelines for district-sponsored activity team travel, including outsourced sports:

- Coaches are responsible for the health and welfare of students under their sponsorship 24 hours a day while on out of district travel;
- Coaches are not allowed to transfer this responsibility;
- If required by the coach, students are expected to travel to school sponsored events within the district on transportation provided by the school;

- For school-sponsored events outside the district, students are expected to travel on transportation provided by the school;
- Agencies coordinating out-sourced sports must also provide appropriate transportation for out of district travel;
- Coaches may release students only to their parents or immediate family members on district-sponsored activity travel. (See "Release of Students" on page 13)

### RENTAL CAR USE

For safety reasons the school district prefers the use of school buses first or, as a second option, commercial carriers for use involving student activity travel within and outside the district. As a last resort, should a rental vehicle be used, the following rules shall apply:

- Vehicles shall not carry more than ten (10) occupants, including the driver;
- Rentals shall be approved by and monitored through the school's activities coordinator;
- The driver(s) shall be approved by the school's activities coordinator; by using the following process:
  - 1) check the proposed driver's license and maintain a copy at the school;
  - 2) obtain a copy of the proposed driver's insurance certificate;
  - 3) have the proposed driver provide an Alaska State Trooper background check;
  - 4) have the proposed driver sign off on a responsibility check list and keep a copy at the school.
- Always accept the ALI (Auto Liability Insurance);
- Generally decline the LDW (Loss/Damage Waiver/Collision Damage Waiver).

Note: As a rule, LDW coverage is expensive and should be declined. However use your best judgment. Extremely poor weather conditions (e.g. icy roads) justify the purchase of LDW coverage.
- Thoroughly examine the rental vehicle for any existing damage prior to acceptance;
- Thoroughly examine the rental vehicle and document any damages upon return;
- Report any damage or incidents to Borough Risk Management at 459-1344 .
- There shall be no travel in a rental vehicle after 11pm unless prior approval is received from the Superintendent.
- There shall be no travel in a rental vehicle when the temperature is or is forecasted to be -40 or below unless prior approval is received from the Superintendent.
- There shall be no picking up of hitchhikers unless, in the opinion of the supervising coach, there is a threat to life or limb.
- At least one charged operable cell phone shall be carried in each vehicle.

- During the winter period all passengers of rental vehicles must have the following in their possession: winter hat, winter coat, gloves, boots, snow pants, and blankets or a winter sleeping bag. **It is the responsibility of the coach to ensure students have these items prior to traveling.**

### CHAPERONES FOR ACTIVITY TRAVEL

On all district-sponsored activity travel there shall be at least one same gender chaperone for each gender of students on the trip, and the chaperone must be at least 21 years of age. An adequate number of same gender chaperones shall accompany students in order to maintain safety and discipline. **Chaperones should be staff members from the sponsoring school and not staff from another school in the district.**

### SUMMER TRAVEL

There will be no school-sponsored travel during summer vacation without prior approval of the Superintendent and/or School Board.

### WINTER TRAVEL - High School

The following guidelines are to be used during the winter travel period (October 1 through April 1): Call the National Weather Service at 458-3745( menu options 1, 1, 1, and then 3) if you have question about the current temperature.

High school students traveling by ground transportation during the winter period must have the following in their possession: winter hat, winter coat, gloves, boots, and winter sleeping bag. When ground transportation (other than commercial contracted carriers) is used, the sponsor should have a cell phone available for emergency calls.

Students are not to be transported by ground transportation outside the district when the temperature is -40 degrees or lower at departure time.

### WINTER TRAVEL - Middle School

The following administrative regulation is effective during the winter travel period (October 1 through April 1): Call the National Weather Service at 458-3745 (menu option 1, 1, 1 and then 3) if you have question about the current temperature.

Middle school students traveling by ground transportation during the winter period must have the following in their possession: winter hat, winter coat, gloves, boots, snow pants, and winter sleeping bag. When ground transportation other than commercial contracted carriers is used, the sponsor shall have a cell phone available for emergency calls.

When the temperature falls between -30 degrees and -39 degrees F., junior high/middle school principals should use discretion in canceling activities. In making the decision, consider the necessity of the activity and ice fog conditions.

Principals must agree upon whether to cancel competitive activities. If agreement cannot be reached, then the assistant superintendent will make the decision.

At -40 degrees F. and below, activities that require bussing are to be canceled.

### GUIDELINES FOR STUDENT ACTIVITIES IN ADVERSE CONDITIONS

See pages 21-24 of this handbook for details.

### FUNDRAISING

All fundraising activities must be approved by the building principal and school Activities Coordinator **PRIOR** to implementation and must be in conformity with School Board policy and administrative regulations (955.43) and Alaska statute.

### AWARDS

Criteria for the earning of student recognition, awards, letters and certificates will be determined jointly by the sponsor and school administration and will be made known to the student before the activity begins.

### ATHLETIC TEAM SELECTION

The Fairbanks North Star Borough School District allows for a cut policy in all high school and junior high/middle school sport areas. Criteria for selecting a team are determined by the coach of each sport. This criterion is issued each season, in writing if requested, for each student trying out for a team.

### ACTIVITY CONSENT AND MEDICAL INFORMATION FORM

It is the responsibility of all coaches and sponsors to ensure that all students who wish to participate in an activity know that by signing the Activity Consent and Medical Information form they are acknowledging they have read the appropriate district Student Activities Handbook and understand and accept the rules, regulations, policies, and accompanying penalties as conditions for participation. Participants must also be made aware that the handbook is available to be read and or downloaded on the district's web site ([www.k12northstar.org](http://www.k12northstar.org)) or that a printed copy may be requested through the school.

### RIFLE TEAM PARTICIPATION

Students participating in rifle team or rifle club are subject to these additional requirements:

- All shooting activities must take place at a district-approved facility.
- Before any shooting activities take place, each team member and his or her parent/guardian must be provided with printed information about the potential effects of lead exposure and how to obtain blood lead level testing.
- In addition to following all district rules, all students and coaches or sponsors must follow all rules and

comply with any conditions and requirements of the district-approved shooting range.

### NUMBER OF EVENTS FOR DISTRICT HIGH SCHOOL ATHLETIC SCHEDULES (Excerpt from ASAA Bylaws)

Maximum Games Prior to Qualification for State Tournaments*	
Baseball .....	22 games
Basketball—Boys and Girls .....	22 games
Cross-Country Skiing/ Running .....	no limit
Football.....	8 games
Hockey.....	22 games
Rifle.....	no limit
Soccer—Boys and Girls .....	22 games
Softball .....	22 games
Swimming.....	no limit
Tennis .....	no limit
Track/Field .....	no limit
Volleyball .....	22 games
Wrestling .....	24 weigh-ins

exclusive of forfeits by opponents

\* Number excludes Region and State Tournaments.

### MERCY RULES

ASAA policy mandates that a running clock be used once an established point spread is reached at a certain point in football, hockey, basketball or softball games. Mercy Rules for each sport are as follows:

- Football – upon reaching a 35 or more point differential at the end of the third (3<sup>rd</sup>) period or thereafter, a running clock will be used.
- Hockey – upon reaching a 10 or more goal differential at the end of the second (2<sup>nd</sup>) period or thereafter, a running clock will be used.
- Basketball – upon reaching a 40 or more point differential at the end of the third (3<sup>rd</sup>) quarter or thereafter, a running clock will be used.
- Softball – the game shall end when either team is 15 runs behind after three (3) innings, 12 runs behind after four (4) innings, or eight (8) runs behind after 5 innings.

### ACKNOWLEDGMENT FORM

By signing the Acknowledge Form at the end of this handbook, the coach or sponsor acknowledges receiving, reading, and abiding by the guidelines, regulations, and policies found in the *Student Activities Handbook for Coaches and Sponsors*.

## STUDENTS

### ELIGIBILITY

#### ACADEMIC

*School Board Policy 955.21*

#### ***Academic Standards for School-Sponsored Student Groups in Middle School/Junior High and High School***

##### Middle School Eligibility

*To be eligible for participation in a school-sponsored student group that prepares students for ASAA sanctioned groups in high school, a student in grades 7 and 8, and 6<sup>th</sup> graders in middle school, must have a 2.0 (C) grade point average with no more than one F at the end of the most recent grading period.*

*Students in grades 7 and 8, and 6<sup>th</sup> graders in middle school, not meeting this eligibility requirement shall have a ten-school day probationary period at the beginning of the sport season they participate in, during which they must meet the eligibility guidelines as outlined in Administrative Regulation 955.21.*

##### High School Eligibility

*To be eligible for participation in an Alaska School Activities Association (ASAA) sanctioned school-sponsored student group, a student in grades 9-12 must have a 2.0 (C) grade point average with no more than one F, at the end of the most recent grading period. Students participating in ASAA sanctioned activities shall meet all eligibility requirements as specified in the ASAA bylaws.*

*The National Honor Society and other school-sponsored groups may have grade point eligibility requirements specific to those groups.*

*A student in a school-sponsored non ASAA group is eligible to travel during instructional time provided the student had a 2.0 (C) grade point average with no more than one F at the end of the most recent grading period.*

##### Eligibility (Administrative Regulation 955.21)

All entering seventh, eighth, and ninth graders, plus sixth graders attending middle school, are automatically eligible for the first quarter.

All students new to the district are eligible to participate in activities if they meet requirements. Subsequent eligibility will be determined after the end of a quarter or semester.

Continuing students become eligible or ineligible immediately upon verification of grades by the principal after the end of a quarter or semester. Verification of grades by the principal must take place according to an annual administrative memo that provides dates for eligibility determination.

##### Probationary Period

During the probationary period, a student may try out and practice, but may not wear the team uniform, sit with the team during team games, compete, or travel.

A **high school student** will have a ten (10)-student day probationary period following the first and third quarters to complete work that impacts his/her quarter grades in the semester classes in which he/she is enrolled. Any grade change after the ten (10) days will not change a student's eligibility status for the current quarter.

A **middle school or junior high student** will have a ten (10)-student-day probationary period at the beginning of the sport season he or she participates in to earn grades meeting the eligibility requirements in the quarter classes in which he/she is enrolled.

A **middle school student** who is on probation must have grades checked every two weeks for the remainder of the activity season or until he or she has regained eligibility at the end of the grading period. If at any time the student's grades fall below the academic eligibility requirements, the student will be removed from the team for the remainder of that activity or season and will not be able to practice.

##### Timeline for Eligibility

The determining grade is the last grade given at the end of the quarter and the last grade recorded on the student's transcript at the end of each semester. An "Incomplete" will count as an "F" until changed. The student's Grade Point Average (GPA) will be determined as defined in School Board Policy 974.1

District-approved summer school and/or correspondence classes, **when completed by July 18, 2016**, will be considered in determining eligibility for participation in activities. Outside credit courses will not count towards eligibility until a grade is posted. The recalculation of the student's GPA and determination of eligibility status shall occur immediately upon receipt by the district of documented final grades.

##### Music (Band, Voice String)

The first week of the school year grading criteria (i.e., School Board Policy 974) will be written for music, listing those school programs that will count as part of the student's classroom grade. Only those performances specified in the school district curriculum will be waived for not following the academic standards required in School Board Policy 955.21.

##### Directions for Establishing Eligibility

Activities directors will determine the eligibility of each athlete/participant. Principals will ensure team rosters meet eligibility requirements.

If a coach or sponsor has a question about eligibility of athletes/participants on another team, he/she will inform the activities director at his/her school who will then communicate with the activities director of the school for whom the athletes/participants in question play.

Under no circumstance should coaches or sponsors share eligibility questions with coaches/sponsors from other schools, nor should student eligibility be discussed with parents, members of booster clubs, athletes participants or the public.

If an activities director is not satisfied the response given by the activities director of another school is correct, the question should be directed to the school principal who will communicate with the principal of the school for whom the athletes/participants in question play.

Exceptional situations not addressed in this communication or in policy or regulation will be dealt with on a case-by-case basis by the assistant superintendent for secondary education.

#### **ENROLLMENT RULE – High School**

All freshman, sophomore and junior students must be enrolled in a minimum of 5 semester units of credit or the equivalent to be eligible.

Seniors who are on track to graduate must take at least 4 semester units of credit or the equivalent to be eligible.

Other seniors must be enrolled in a minimum of 5 semester units of credit or the equivalent to be eligible.

#### Freshmen, sophomores and juniors

- Must have passed at least 5 semester units of credit or the equivalent during the previous semester.
- Must have maintained at least an overall 2.0 GPA during the previous semester
- Those who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

#### Seniors

- First entering 12th grade must have passed at least 5 semester units of credit or the equivalent during the previous semester.
- Second semester seniors who are on track to graduate must have passed 4 semester units of credit during the previous semester.
- All seniors must have maintained at least an overall 2.0 GPA during the previous semester.
- Seniors who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

#### **SUMMER SCHOOL OR CORRESPONDENCE CLASSES** (cross reference with Admin. Reg. 955.21)

District-approved summer school and/or correspondence classes, **when completed by July 18, 2016**, will be considered in determining eligibility for participation in activities. Outside credit courses will not count towards eligibility until a grade is posted. The recalculation of the student's GPA and determination of eligibility status shall occur immediately upon receipt by the district of documented final grades.

Correspondence classes when completed during a quarter or semester will be used only at the end of the grading period to calculate eligibility.

#### **FNSBSD B.E.S.T. PROGRAM**

Students enrolling in the FNSBSD B.E.S.T. Correspondence Program (home school and online) will be required to provide proof of physical residence to determine their home attendance area school for activities' purposes.

Secondary (7<sup>th</sup> through 12<sup>th</sup> grade) students in the B.E.S.T. Program will only be allowed to participate in activities at their home attendance area school. Students enrolled full time in the B.E.S.T. program must finish all courses within the semester they are started. All courses taken through the B.E.S.T. program will count toward eligibility.

#### **OUTSIDE CREDIT**

High school students may take outside credit courses per AR 984.3. All outside credit will only be counted towards eligibility when completed and recorded on the student's transcript. See your counselor for information and details.

#### **CHARTER SCHOOLS AND HUTCHISON HIGH SCHOOL**

In regard to district schools that are not ASAA members (Star of the North Charter School); their students are eligible to participate in ASAA sanctioned extracurricular and co-curricular activities at the school of their home attendance area.

Hutchison High School is a school of choice established to provide curriculum not offered at other high schools. The district's agreement with ASAA is based upon that premise. Hutchison has no specific attendance area other than the school district boundaries. In other words, the sports at Hutchison are for those students who attend Hutchison full time

Students at Star of the North Charter School may only participate in athletics at Eielson, Lathrop, North Pole and West Valley depending on where they reside. These students must meet the same FNSBSD's eligibility rules and those rules of their home school.

### ALTERNATIVE EDUCATION STUDENTS

Alternative education students may participate in high school interscholastic activities but must be registered with the ASAA member school at which he/she is requesting to participate. The student must demonstrate eligibility by providing verifiable written evidence of meeting ASAA and school district eligibility requirements. Initial eligibility check and enrollment is conducted by the districtwide activities coordinator. In order to participate in high school interscholastic activities, the student must remain eligible according to ASAA rules and those of the FNSBSD, which may be stricter than ASAA rules.

An alternative education student wishing to participate in All-State Music, Solo and Ensemble Music Festival, All State Art, or World Language Declamation, must be enrolled in a corresponding class at their school of eligibility.

### AGE

**High School** - A high school student who becomes 19 years of age by August 1 shall be ineligible for interscholastic competition. (ASAA Article 12, Section 6).

**Junior High/Middle School** - A seventh grader who is 14 years of age and older and an eighth grader who is 15 years of age and older will be ineligible for participation at the junior high/middle level. August 1 will be considered the cut-off day each year for age consideration. Any student retained in the seventh or eighth grade is ineligible to play any sports in the repeated grade. There will be **no exceptions** to this policy for athletics at the junior high/middle school level.

### ATTENDANCE

**School Board Policy 955.22**

#### ***Student Attendance Requirements for School-Sponsored Student Groups***

*Students who are absent from school which includes out-of-school suspension any time during the day of a school-sponsored student group activity shall not be allowed to participate in any meeting, practice or competition of that group that day unless the absence is approved in advance by the principal.*

*Students assigned to in-school suspension as a disciplinary consequence shall not be allowed to participate in any meeting, practice, or competition of that group that day. In order to be eligible for a weekend or holiday activity, students must be present the entire day prior to the weekend or holiday.*

Extenuating circumstances, such as medical emergencies and unavoidable situations, will be handled on a case-by-case basis by the building principal.

**HOMELESS CHILDREN AND YOUTH:** (Refer to Board Policy 1027, McKinney-Vento Homeless Assistance Act, Subtitle VII-B Alaska School Activities Association Bylaws Article 12, Section 9)

No FNSB School District policy or administrative regulation shall act as a barrier to the enrollment, attendance, or success in school of homeless children and youths to include eligibility for participation in interscholastic activities based on the Transfer/Residency Rule. For further information, contact the district's Homeless Liaison.

### PHYSICALS -Physical Examinations for Athletic

**Activities and Sports:** (Refer to Board Policy 955.24)

*Any student in grades 9 through 12, who participates in athletic activities, both interscholastic and intramural, including cheerleading, must have a physical examination and a signed parent consent form on file prior to beginning his/her first team practice of the school year.*

*Any student in junior high/ middle school, who participates in athletic activities including tryouts, both interscholastic and intramural, must have a physical examination and a signed parent consent form on file prior to participating.*

*This physical must be performed by an M.D., a D.O., ANP or a P.A. under supervision of an M.D. or a D.O.*

*Any elementary students participating in interscholastic or intramural sports must have a signed Parent Consent form on file prior to participating in the activity.*

### CONCUSSIONS

The State of Alaska requires school districts to work with ASAA to develop and publish guidelines and other information to educate coaches, student athletes, and parents regarding the nature and risks of concussions.

In addition, each district shall annually provide to a student and his or her parent or guardian (if student is under 18 years of age), written information on the nature and risks of concussions. (Student and parent information is available through your Activities Coordinator or on the FNSBSD website at [www.k12northstar.org](http://www.k12northstar.org)).

A student may not participate in school activities unless the student and the parent or guardian of a student who is under 18 years of age has signed a verification of receipt of the required information.

A student who is suspected of having sustained a concussion during a practice or game shall be immediately removed from the practice or game. Close observation of the athlete should continue for a few hours. No athlete will return to play (RTP) on the same day he or she sustains a concussion.

A student who has been removed from participation in a practice or game for suspension of concussion may not return to play until the student has been evaluated and cleared for participation by a certified athletic trainer or by a qualified medical professional, who verifies in writing or electronically, that he or she is currently trained in the evaluation and management of concussions. (See page 32 for steps to Return to Play)

## INELIGIBLE PLAYER VIOLATIONS

A team playing an ineligible player shall forfeit any and all contests in which that player participated. Participation shall include dressing out and/or sitting on the team bench.

## RULES OF CONDUCT

A student who is enrolled in the FNSB School District is subject to School Board policies and school rules. As participation in activities is a privilege and not a protected right, students may lose their privilege of participation when they are found in violation of School Board policies up to and including removal from participation in extracurricular or co-curricular activities. By state law, the school district and law enforcement agencies collaborate in sharing information regarding minor or juvenile violations.

### *Pursuant to Board Policy 1042.1 Subject to School Authority*

*...student misconduct which occurs off school property or outside the school day may be subject to school disciplinary action provided that the misconduct is shown to be related to school order...*

For the purpose of activities, "school order" is affected when students participating in activities exhibit undesirable behavior, resulting in negative impact on their peers as well as the entire school community.

### *School Board Policy 1049 Alcohol and Other Unauthorized Substance Violations* (Also see ASAA Tobacco, Alcohol and Drug (TAD) policy)

*It is the intent of the Fairbanks North Star Borough School District to maintain a drug free and alcohol-free school environment so learning can take place; to educate students so they are aware of the issues and problems related to the use of drugs and substances; to identify students who have substance abuse problems; to refer students for treatment services which are beyond the scope of the schools; and to work with parents and community agencies in solving the problems related to substance abuse.*

When a student is found to be in violation of School Board Policy 1049, which prohibits the possession, distribution, and/or use of alcohol or other unauthorized substances, the following **additional consequences will apply** to students participating in activities:

1st offense - suspension from all co-curricular and extracurricular activities for fifteen (15) school days and required to obtain an assessment and comply with assessment recommendations.

Non-compliance with assessment recommendations will result in suspension from all co-curricular and extracurricular activities for forty-five (45) school days.

2nd offense will result in suspension from all co-curricular and extracurricular activities for forty-five (45) school days. Subsequent violations will result in additional suspension for all co-curricular and extracurricular activities for forty-five (45) school days and may result in removal from extracurricular or co-curricular activities.

### *School Board Policy 1048.6 Criminal Offenses*

*Any violation of federal, state, or local criminal laws, statutes, or ordinances by students when under school authority is prohibited. Students violating criminal laws may receive disciplinary sanctions and local law enforcement may be notified.*

A student found in violation of School Board policy 1048.6, which prohibits criminal action on school property or at school sponsored activities will immediately be precluded from participating in any school-sponsored activity for forty-five (45) school days effective the day of administrative discipline and may result in removal from extracurricular or co-curricular activities.

### *School Board Policy 1048.1 Hazing*

*There will be no hazing of students by anyone in any way. Hazing means a behavior or pattern of behavior directed at one or more specific individuals which persecutes, harasses, humiliates, degrades, or endangers the physical safety of an individual.*

### *School Board Policy 1042.4 Initiations*

*All forms of initiations by school or non-school groups are prohibited unless prior approval has been obtained from the building principal. An initiation is a ceremony, ritual, test or activity with which a group admits a new member.*

*In obtaining prior approval, the following rules apply:*

- *The group proposing the initiation must have an adult sponsor.*
- *The group or sponsor must submit a written request to the principal with details of the proposed initiation activity at least three weeks prior to the activity.*
- *The principal has the authority to amend, change, or put conditions on the proposed initiation activity prior to granting approval.*
- *No initiation that meets the definition of hazing shall be approved under any circumstances.*
- *Approval must be applied for annually or, in any event, before any subsequent initiation.*

Students who commit any other behavior that displays poor citizenship in the judgment of the building principal, whether it occurs on or off school property, whether it occurs during the school day, and whether a student is involved in activities at the time of the offense, may also lose their privilege to participate.

Coaches and sponsors may have additional rules of conduct for their individual teams and organizations with prior approval of the building principal. These rules cannot



supersede or nullify School Board policy or regulations. For example, a student ejected from a contest for fighting will face suspension from school as noted in the district's discipline policies.

**NOTE:** Students are ineligible for participation in any student activity while suspended (in or out of school), or expelled from school. This ineligibility status shall begin on the day of the recommended administrative action and shall continue through the end of the last day of the discipline imposed.

#### **STUDENT TRAVEL "RULES OF THE ROAD"**

Fairbanks North Star Borough School District students are expected to conduct themselves with honor and integrity at all times while traveling within or outside of the school district. Students should consider themselves ambassadors for their families, school, and community. Travel rules are established for the benefit of participating students, coaches, and chaperones.

1. All school and school district policies are in effect for the duration of the trip as covered in the *High School Student Activities Handbook*.
2. Students are expected to follow all directions given by coaches, sponsors, and chaperones.
3. Disrespectful, destructive, or any behavior considered being detrimental to the program or which brings disfavor upon the school or the school district shall not be tolerated. This behavior shall include but is not be limited to:
  - a) Alcohol and other unauthorized substances;
  - b) Public displays of affection or sexual contact of any kind;
  - c) Any unsanctioned initiations or hazing;
  - d) Vandalism or trashing of rooms or other property;
  - e) Shoplifting or other illegal actions.
4. Coaches shall establish curfew hours while on the road for the benefit of the team. The curfew time is not negotiable.
5. Only those students assigned to a room may be in that room after curfew.
6. Students are not allowed in rooms occupied by persons not affiliated with the team or the school they represent.
7. Students are not allowed in rooms assigned to persons of the opposite sex.
8. People not associated with the team or the school shall not be allowed in team rooms.
9. Students on trips may not leave the team unless accompanied by a parent or guardian and written permission has been given to, and explicit agreement has been given by, the coach or sponsor.
10. Students are expected to adhere to all school and team rules and attend all team functions.

11. When in public on road trips, students shall be in groups of three (3) or more.
12. When in a hotel and outside your assigned room, students shall be in groups of two (2) or more.
13. While on school sponsored trips, students are expected to dress appropriately and to follow the district's dress code.
14. Coaches will address the code of conduct to be adhered to on busses or public transportation.
15. Teams will clean up their areas prior to leaving any competition site.
16. Students shall demonstrate good sportsmanship at all times.
17. Additional rules may apply and shall be covered by the coach or sponsor prior to departure or before certain activities.

Should any FNSBSD student break any of these rules one of the following consequences may be taken:

1. The student may be withdrawn from the competition;
2. The student may be sent home immediately at his/her parent's expense;
3. The student may be suspended from the program for a length of time to be determined by the coach and/or the administration depending on the severity of the infraction;
4. The student may be dismissed from the program;
5. The student may be subject to further consequences above and beyond those listed here, to be determined by the school administration or the Superintendent.

#### **RELEASE OF STUDENTS TO NON PARENTS ON SCHOOL TRIPS**

During a school-sponsored trip, a student may be released to an immediate family member (parent, grandparent, sibling, aunt, uncle) who is at least 25 years of age under the following conditions:

- Two weeks prior to travel the parent or guardian must submit in writing a request to the principal stating to whom they wish the student be released to and the purpose for the release. The submitted request must contain the third party's physical home address and pertinent phone numbers.
- The head coach or sponsor will be responsible for checking the adult's identification prior to releasing the student.
- The student will only be released to the family member at the conclusion of the student activity, not during the activity or between scheduled events. Upon release, at the conclusion of the activity, the coach is no longer responsible for the student for the remainder of the trip. If the student is traveling back to Fairbanks with the team or group, it is the relative's responsibility to make sure the student arrives at the team or group's departing location in a timely manner for the trip home.

## **SPORTSMANSHIP**

A sportsman is one who engages in sports in a fair and generous fashion. Unsportsmanlike conduct, then, would be conduct that is prejudicial to the fair and generous acceptance of the rules of the activity, the officials, the opponents, and the policies of the schools and the coach. Actions which bring discredit upon the school, the activity, the officials, the rules or the opponents may be considered unsportsmanlike.

This type of conduct is not always specifically covered by a rule, but is usually related to an unwillingness to accept that an attitude of fairness and generosity is required if an activity is to be consistent with a purpose for which it was conceived. The taking of unfair advantage, willful or malicious disrespect, demeaning gestures, and excessive complaining can be considered examples of unsportsmanlike conduct. Whenever the reasonable and just application of the rules is not successful in controlling the demeanor of the participants or those associated with their participation, the application of an unsportsmanlike penalty is both warranted and justified.

**Any student or coach who is ejected from a contest will not be eligible to participate in the next contest. Additional penalties may be imposed by the school district.**

Captain The position of captain is more than honorary, 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 the 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 assisting the coach in the enforcement of established training regulations.

Manager Managers are looked upon as important personnel in the total athletic program. Their behavior and work have a great effect 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.
4. Assisting the coach in preparing and filing the necessary athletic reports.

Player

1. Play, have fun, and enjoy the game. The game is for you!
2. Demonstrate good sportsmanship toward your opponents and treat them with respect.

3. Exercise self-control at all times; accept decisions and abide by them.
4. Respect the officials' judgment and interpretations of the rules.
5. Regarding clarification of a ruling, communicate with the officials through your captain only.
6. Accept victory with humility and defeat with grace. Be neither boastful nor bitter.

## **PERSONAL CONDUCT/SPORTSMANSHIP**

(Excerpts from ASAA Bylaws Article 6, section 5)

All Association contests or events must feature high standards of courtesy, fair dealing and sportsmanship.

In matters pertaining to personal conduct, such as gross violations of sportsmanship, attacks on officials and other gross misconduct by any student, school staff member, coach or school community member, where the school has failed to act reasonably in controlling the student, staff member, coach or community member, the Association will determine appropriate penalties and whether or not the student, coach or school will be suspended or barred from future contests or events.

## **PENALTY FOR PLAYER EJECTION**

1. Player must refrain from participation in any scheduled contest in the same activity (game suspension) until completion of the next regularly scheduled contest at the same level (i.e. JV, Varsity). Schools may not schedule additional contests to circumvent this provision.
2. Player may sit on bench but not be dressed down.

## **TITLE IX**

The Fairbanks North Star Borough School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, marital status, pregnancy, sexual orientation, or gender identity in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Ms. Doreen Oliver, Employment and Educational Opportunity Director, 520 Fifth Avenue, Fairbanks, Alaska 99701. She may be contacted at 452-2000, extension 11466 or via email at [doreen.oliver@k12northstar.org](mailto:doreen.oliver@k12northstar.org).

## **EQUIPMENT AND UNIFORMS**

Students are responsible for returning all equipment and/or uniforms issued to them or they shall pay for replacement. If equipment is neither returned, replaced, nor paid in full, the letter award shall not be given and no further equipment shall be issued. A fee will be assessed from the school office and if not paid in full will result in the student not participating in graduation ceremony.

## ASAA GUIDELINES

### ALASKA SCHOOL ACTIVITIES ASSOCIATION POLICIES ([www.asaa.org](http://www.asaa.org))

Listed below are excerpts of selected rules of the Alaska School Activities Association (ASAA), the governing body of interscholastic athletics in Alaska. These rules address the most common questions and concerns about high school activities and have been condensed for this handbook. For information, interpretations, and additional policies, contact your school activities' coordinator.

#### ASAA "CODE OF CONDUCT"

Student participants are ambassadors of their school and community. As such, ASAA expects them to portray good citizenship and be good role models to those around them. To ensure the health, safety, and rights of all participant in ASAA sponsored events, the following Code of Conduct has been adopted by the ASAA Board of Directors.

1. All participants should be under the direct supervision of a school official or his/her designee at all times.
2. All participants are expected to attend all event sessions that are required by the school/coach.
3. All participants are expected to respect the rights, cultural diversity, and safety of others.
4. All participants will treat event personnel, including officials and opposing team members and staff, with dignity and respect.
5. All ASAA sponsored events will be conducted in drug-free environments. Use, possession, and/or distribution of alcohol, tobacco, or illegal drugs are strictly prohibited.
6. All participants will respect the property of other individuals and facilities. Vandalism, theft, and possession of stolen property will not be tolerated.

Violation of this Code of Conduct will result in the removal of the student's right to participate in the event, as well as to attend the event.

#### PRACTICE (Article 7, Section 5)

- 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 or is participating in a nationally recognized activity in the same sport which overlaps the beginning of another recognized sport season, the Executive Director may waive up to five (5) practices.

For purposes of this section, a "nationally recognized activity" is a non-school athletic competition and/or practice, in the same sport, conducted under the auspices of a national sports governing body as part of

an Olympic Development Program. This activity will usually be conducted outside of the state of Alaska.

#### ENROLLMENT RULES (Article 12, Section 2)

- All freshmen, sophomores and junior students must be enrolled in a minimum of 5 semester units of credit or the equivalent to be eligible.
- Seniors who are on track to graduate must take at least 4 semester units of credit or the equivalent to be eligible.
- Other seniors must be enrolled in a minimum of 5 semester units of creditor the equivalent to be eligible.
- In addition, all students must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

#### MAXIMUM PARTICIPATION (Article 12, Sec. 3)

No student enrolled in a four year high school, or member statewide correspondence program, may participate in more than four (4) seasons in any specific interscholastic activity. Participation in any interscholastic contest during a season shall be considered as one (1) season of participation in that activity.

No student, including those enrolled in member statewide correspondence programs, will have more than eight (8) consecutive semesters of eligibility. Consecutive semesters include all semesters, including semesters in which the student is not enrolled in any school or is enrolled in another school, after the student's initial enrollment in 9<sup>th</sup> grade.

- Students first entering 9th grade will have 8 consecutive semesters of eligibility.
- Students first entering 10th grade will have 6 consecutive semesters of eligibility remaining.
- Students first entering 11th grade will have 4 consecutive semesters of eligibility remaining.
- Students first entering 12th grade will have 2 consecutive semesters of eligibility remaining.

#### DUAL PARTICIPATION

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

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

#### CITIZENSHIP RULE

A student who is expelled from a school will not be eligible in another school during the duration of the expulsion.

### COOPERATIVE SCHOOL PROGRAMS

All member schools classified as 1A or 2A that are unable to participate in the Cooperative School Program under Sections B. or C., as well as other schools whose enrollments in grades 9-12 are under 451, are eligible to participate in the Cooperative School Program in a team sport with another member school whose enrollment is also under 451, when timely application is approved by the Executive Director. The purpose of this rule is to provide adequate numbers of participants to make a team for competition in the smaller high schools in Alaska, not to enable the formation of "All Star" teams.

Applications will be considered under the following provisions:

1. Schools may form cooperative teams only in the sports of football, tennis, volleyball, hockey, basketball, softball, baseball and soccer. Schools may not cooperate for the individual sports of cross-country running, swimming and diving, wrestling, Nordic skiing, and track & field.
2. All but one of the schools requesting to coop does not have sufficient numbers of players interested in forming a team.
3. All schools involved in a cooperative school agreement must be members of the same school district. Administrators of involved schools and the superintendent must approve this agreement.
4. When the combined enrollments of all schools involved exceeds their classification cutoff levels, the cooperative team shall compete in the next higher classification for state tournament qualifying purposes.
5. No students may be cut or displaced by the additional students from the cooperative school(s).
6. Cooperative agreements must be in effect for a minimum of an entire season and may be renewed on an annual basis.
7. Deadlines for applications: Fall Sports, Winter Sports, Spring Sports – first official day of practice in that specific sport season according to the ASAA calendar. Football - the December board of directors meeting preceding the start of the football cooperative.
8. The Executive Director may approve this application if the above conditions are met."

### SEMESTER CREDIT RULE (Article 12, Section 7)

All incoming freshmen are immediately eligible for the first semester. After the first semester, students must meet the following criteria to remain eligible for interscholastic competition:

#### Freshmen, sophomores, juniors, and seniors:

- Must be enrolled in a minimum of 5 semester units of credit or the equivalent to be eligible.
- Seniors who are on track to graduate must take at least 4 semester units of credit or the equivalent to be eligible.

- Other seniors must be enrolled in a minimum of 5 semester units of credit or the equivalent to be eligible.
- In addition, all students must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

#### Freshmen, sophomores, and juniors:

- Must have passed at least 5 semester units of credit or the equivalent during the previous semester.
- Must have maintained at least an overall 2.0 GPA during the previous semester
- Those who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

#### Seniors

- First entering 12th grade must have passed at least 5 semester units of credit or the equivalent during the previous semester.
- Second semester seniors who are on track to graduate must have passed 4 semester units of credit during the previous semester.
- All seniors must have maintained at least an overall 2.0 GPA during the previous semester.
- Seniors who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

### TRANSFER/RESIDENCY RULE (Article 12, Sect. 9A)

**Entering High School:** A student first entering the ninth grade of a four-year high school establishes residency at that school and shall be eligible for all interscholastic competition.

**Transfer with Move of Parents:** A student who transfers from one school attendance area to another with a corresponding move of residence of the parents, legal guardians (or other person with whom the student has resided for a period of time to be determined by the Association) shall be eligible for interscholastic competition at the new school as soon as properly certified.

### **Transfer without a Move of Parents:**

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.

**Foreign Student Transfer Rule:**

**A. Foreign Exchange Student**

1. A foreign exchange student is an international student who attends high school in Alaska. To be eligible for interscholastic competition, such a student must be under the auspices of, and be placed with a host family by an international student exchange program that has been accepted for listing by the Council on Standards for International Educational Travel (CSIET), or other programs approved by the Association; and are recognized by the U.S. State Department. The foreign exchange program must assign students to host families by a method that ensures that no student, or his/her parents, school or other interested party may influence the assignment for athletic or other purposes. The foreign exchange student may not be selected or placed on any basis related to his/her athletic interests or abilities.
2. A foreign exchange student is considered to be placed with a host family when written notice of placement is provided by the exchange organization to the student and his/her parents, and to the host family.
  - a. Neither the school the student attends, nor any person associated with the school, have input into selection of the student.
  - b. No member of the school's coaching staff, paid or voluntary, shall serve as a host family; nor may a coaching staff member arrange for housing.
3. The foreign exchange student must possess a current J-1 visa, issued by the U.S. State Department.
4. In order to obtain a waiver, a foreign exchange student must meet all other eligibility rules required of other students in Alaska.

**B. Other International Students**

An international student who is not under the auspices of, and placed by, a CSIET listed exchange program must meet the following requirements in order to be considered for interscholastic eligibility in Alaska:

1. The student must possess a current F-1 visa issued by the U.S. Immigration and Naturalization Service.
2. The student must provide to the principal of the school he/she attends, unofficial un-translated transcript and a transcript that is translated into English by an acceptable agent or agency. The transcripts must indicate course work taken in all grades in which the student was enrolled.
3. The international student must pay tuition to the high school he/she attends as prescribed in Section 625 of U.S. Public Law 104-208.
4. No member of the school's coaching staff, paid or voluntary, shall serve as the resident family of the

student; nor may a member of the coaching staff arrange for housing.

5. In order to obtain a waiver, an international student must meet all other eligibility rules required of other students in Alaska.

**C. Additional requirements for Foreign Exchange/ Other International Students:**

Foreign exchange and other international students must also:

1. Attend the school for no less than a complete semester; and
2. Not have participated in the same sport (for which eligibility is being sought) at another school earlier in the same school year; and
3. Not have graduated from (the home country's equivalent of) a secondary school; and
4. Must affirm that there is no evidence of athletic recruitment resulting in the student's attendance at the school either by the school or any other outside entity.

- D. Noncompliance with one or more of the foregoing provisions shall render the foreign exchange and the international student ineligible for interscholastic competition.

**Students Involved in Exchange/Travel Programs:**

Alaska students involved in exchange/travel programs including but not limited to Rotary International and Youth for Understanding, are eligible for interscholastic competition upon return to their home schools when a request for waiver of the Semester Credit Rule (Bylaw Article 12, Section 7) is made to the Association and waived by the Executive Director. The request for waiver must be submitted on the Alaska Student Foreign Exchange/ Travel Program Waiver form. Alaska students involved in exchange/travel programs must be otherwise eligible by all other rules. Participation in interscholastic competition while involved in an exchange travel program will count toward the maximum years or seasons of participation in that specific competition as defined in Bylaw Article 12, Section 3.

**Boarding School Transfer Rule:**

Students who transfer to a boarding school at the beginning of a school year, or from a boarding school at the end of a school year, will be eligible for interscholastic competition at the new school as soon as properly certified.

Students who transfer to or from a boarding school during the school year shall be ineligible for Varsity, State Qualifying and State Championship interscholastic participation the remainder of the school year. At schools with no sub-varsity teams, the student could ask for a waiver to participate on the varsity teams during the regular season, but would not be able to participate at either conference or state tournaments.

## RECRUITING

If a student or the student's family has been offered remuneration or otherwise unduly influenced to reside in a school district or attendance area, that student is not eligible to participate in inter-school activity.

## PARENT INFORMATION

### INSURANCE

Students participating in school-sponsored interscholastic sports or intramural sports are covered by an insurance policy purchased by the district.

- The insurance is a secondary payer that takes effect after any other coverage has paid.
- Claim forms must be filed within 90 days of the first medical treatment.
- There is a deductible. The policy provides coverage for scheduled fees and includes "usual and customary" restrictions.
- The policy covers treatment for up to one year from the date of injury.
- This is accident **only** insurance. It does not cover conditions, which are not the direct and independent result of a specific accident (i.e., stress fracture would not be covered).
- This insurance does not cover injuries received while participating in a sports camp/program held outside the ASAA calendar. These camps/programs are not part of the district's sanctioned program and are considered private programs.

Athletes are responsible for reporting injuries to coaches/sponsors. Coaches are responsible for providing claim forms to injured athletes. Parents/guardians are responsible for mailing the claim form to the insurance company. If you have questions about athletic insurance, call the Fairbanks North Star Borough Risk Manager at 459-1344.

### CONCUSSIONS

The State of Alaska requires school districts to publish guidelines and other information to educate coaches, student athletes, and parents regarding the nature and risks of concussions.

In addition, each district shall annually provide to a student and his or her parent or guardian (if student is under 18 years of age), written information on the nature and risks of concussions. (See pages 11 & 32) *Student and parent information is available through your Activities Coordinator or on the FNSBSD website at [www.k12northstar.org](http://www.k12northstar.org).*

A student may not participate in school activities unless the student and the parent or guardian of a student who is under 18 years of age has signed a verification of receipt of the required information.

A student who is suspected of having sustained a concussion during a practice or game shall be immediately removed from the practice or game. Close observation of the athlete should continue for a few hours. No athlete will return to play (RTP) on the same day he or she sustains a concussion.

A student who has been removed from participation in a practice or game for suspension of concussion may not return to play until the student has been evaluated and cleared for participation by a certified athletic trainer or by a qualified person, who verifies in writing or electronically, that he or she is currently trained in the evaluation and management of concussions. (See page 33 for steps to Return to Play)

## PARENT/ COACH/ SPONSOR COMMUNICATION

### PARENT/COACH RELATIONSHIP

The school district is pleased when students choose to participate in a FNSBSD sport or activity. Please be assured that coaches will do all that is possible to provide a positive experience for your student. Possibly the most important ingredient to achieve this outcome is to insure that the lines of communication are developed to allow free and easy resolution of questions before they become issues. The following guidelines are intended to spell out all levels of communications so that parents, coaches, sponsors, and athletes/participants are aware of the available avenues to answer questions or resolve issues.

### COMMUNICATION PARENTS MAY EXPECT FROM COACHES OR ACTIVITY SPONSORS

1. Philosophy of the coach/sponsor;
2. Expectations the coach/sponsor has for your son/daughter;
3. Location and times of all activities, practices, contests, and out-of-town travel itineraries.
4. Team/activity requirements;
5. Participant's code of conduct and consequences for not following those guidelines;
6. Procedures to follow should your son/daughter become injured during participation;
7. Requirements to earn a Varsity Letter (athletics);
8. Communication concerning your son or daughter's role on the team and how he/she fits into the future of the program.

### COMMUNICATIONS COACHES/SPONSORS EXPECT FROM PARENTS

1. Concerns expressed directly to the coach/sponsor first;
2. Advance notification of any schedule conflicts as soon as possible;
3. Specific concerns in regards to a coach's/sponsor's philosophy and/or expectations.

As students become involved with various sports and activities at their school, they will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go according to their wishes. At these times, discussion with coaches and sponsors may be the quickest and most effective way to clear up the issue and avoid any misunderstanding.

#### **APPROPRIATE CONCERNS FOR PARENTS TO DISCUSS WITH COACHES/SPONSORS**

1. Your son/daughter's health and welfare;
2. Ways to help your son/daughter improve;
3. Concerns about your son's/daughter's behavior.

At times it may be difficult to accept the fact your son/daughter is not playing as much as you or he/she would like. Coaches make judgment decisions based on what they believe are best for the team and all involved. The school district recognizes the coach's authority and discretion to make the following decisions.

#### **DECISIONS MADE BY COACHES**

1. Team selection
2. Playing time
3. Team strategy
4. Play calling
5. Matters concerning other students/athletes.

#### **THE BEST WAY TO DISCUSS A CONCERN WITH A COACH/SPONSOR**

There are situations that may require a conference between the coach or sponsor, the athlete/participant, and the parent. These are to be encouraged. It is important that all parties have a clear understanding of the other person's role and position. When these conferences are necessary, the following procedures should be followed to help promote resolution to the issue or concern.

1. Your son or daughter should first talk with the coach/sponsor about his/her concerns;
2. Call the school to set up an appointment with the coach/sponsor;
3. If a coach/sponsor cannot be reached after a reasonable time, call your school's Activities Coordinator who will arrange an appointment for you;
4. Please do not approach a coach/sponsor before, during, or after a contest or practice. Coaches and sponsors have pre- and post- event responsibilities including student supervision. Meetings at these times usually do not work well for the coach/sponsor, the parent, or the student, and often further exacerbate the concern.

#### **THE NEXT STEP: WHAT CAN A PARENT DO IF THE MEETING WITH THE COACH/SPONSOR DID NOT PROVIDE A SATISFACTORY RESOLUTION?**

1. Call and set up an appointment with the Activities Coordinator of the school and the coach to discuss the situation;
2. At this meeting, the appropriate next step can be determined as necessary.

Whether or not this step is ever reached, please keep in mind the following protocol when you elect to pursue a concern you may have regarding your son's or your daughter's experience in a FNSBSD sport or activity. Work to resolve your question at the lowest level possible. Begin with your student's coach/sponsor, followed only if necessary by:

4. The Head Coach (if applicable),
5. The school's Activities Coordinator,
6. The Principal,
7. The Assistant Superintendent-Secondary,
8. The Executive Director of Human Resources for the FNSBSD.

Since research indicates that a student involved in extracurricular and co-curricular activities has a greater chance for success during adulthood, these programs have been established and are encouraged. Many of the character traits required to be a successful participant and team member are exactly those that promote a successful life after high school. We hope that the information provided here helps make FNSBSD athletics and activities as enjoyable and as positive as possible for both you and your student.

#### **PARENT REMINDERS**

1. Athletes are responsible for reporting injuries to coaches/sponsors. Coaches are responsible for providing claim forms to injured athletes. Parents/guardians are responsible for mailing the claim form to the insurance company. If you have questions about athletic insurance, call the Fairbanks North Star Borough Risk Manager at 459-1344.
2. A student who is enrolled in the Fairbanks North Star Borough School District is subject to School Board policies, regulations, and school rules. Participation in activities is a privilege and not a protected right. Students may lose their privilege of participation when they are found in violation of School Board policies during the season up to and including removal from participation in extracurricular or co-curricular activities. By state law, the school district and law enforcement agencies collaborate in sharing information regarding minor or juvenile violations.
3. A sportsman is one who engages in sports in a fair and generous fashion. Unsportsmanlike conduct, then, would be conduct that is prejudicial to the fair and generous acceptance of the rules of the activity, the officials, the opponents, and the policies of the schools

and the coach. Actions which bring discredit upon the school, the activity, the officials, the rules or the opponents may be considered unsportsmanlike. Such conduct may result in consequences recommended by the coach, sponsor, or principal.

### **VOLUNTEERS**

Many FNSBSD programs have parents and interested community members willing to volunteer to aid in program development. The philosophy of the FNSBSD 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 FNSBSD 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:

1. Must be approved by the building principal. Approval must be obtained each year.
2. Must have the same qualifications required of other personnel that serve as a coach. Conditions of employment, such as background checks and first aid training, must be met.
3. Must be willing to serve without remuneration from any source.
4. Must be under the direct supervision of an FNSBSD coach at all times.
5. May not directly perform services around students without an FNSBSD administrator or coach present or without completion of the volunteer approval process.

6. Volunteers that are employed by the FNSBSD in another capacity, at a different work site, must give priority to that position. Should coaching responsibilities conflict with the regular FNSBSD job, the following procedures for release time are to be followed:
  - a) The principal/supervisor of the activity school must request, in writing, the release of the employee from the direct principal/supervisor.
  - b) The direct principal/supervisor must agree to the release of the employee. Approval must be obtained prior to any commitment related to team travel.
  - c) The requesting school must provide the funds for substitutes, if required, and all other expenses associated with the release time period.
7. Staff from other buildings, not on an SAS contract for that activity, will not be granted administrative leave to chaperone.

### **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.



## **GUIDELINES FOR STUDENT ACTIVITIES IN ADVERSE CONDITIONS**

I. Purpose: This administrative regulation guides the decision making of administrators, coaches and school activity leaders regarding recess and other outdoor activity, athletic practices and competitions, and other student activities when faced with adverse environment conditions, including but not limited to, air quality, cold temperature, and lightning. Coaches and administrators may also rely on these guidelines when deciding whether to participate in Alaska School Activities Association (ASAA) activities under adverse environment conditions. ASAA will back all Regional/Conference rules and guidelines concerning cold temperatures/extreme weather conditions for outdoor activities. A team that does not play a game/meet outside its region due to its Regions/Conferences rules shall not be considered to have forfeited the contest.

II. Procedure:

### **A. Air Quality**

1. The health and safety of students must be considered when particulate concentrations levels reach of concern due to smoke and forest fires, vehicle emissions, or volcanic eruptions. The school district shall rely upon the Fairbanks North Star Borough (FNSB) Air Quality Program standards to guide decision-making.
2. The Fairbanks North Star Borough provides information on air quality at <http://co.fairbanks.ak.us/airquality>. School personnel may check the website for the current air quality index based on the 24 hour average particulate level. To receive a recent one hour particular level call 459-1326.
3. The district will consult with FNSB Air Quality personnel and make decisions concerning competitions scheduled for Friday by 9:00 pm on Wednesday night and by 9:00 pm on Thursday evening for competitions scheduled on the weekend.
4. Principals, activity coordinators, and nurses will be notified via electronic communication if the air quality warrants cancellation of field trips, athletic practices, or other outdoor activities taking place elsewhere in the Borough away from the school site.

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT  
2016-2017 STUDENT ACTIVITIES HANDBOOK FOR COACHES AND SPONSORS

5. Guidelines for Activities in Adverse Air Quality Conditions:

<b>Air Quality Index (AQI) Categories</b>	<b>One Hours Particulate Levels</b>	<b>24 Hour Particular Levels</b>	<b>Elementary Recess or Other Outdoor Activity</b>	<b>Elementary Recess or Outdoor Practice</b>	<b>Outdoor Athletic Competitions or Practices</b>
a. Moderate	41-80 micrograms per cubic meter	16-35 micrograms per cubic meter	Unusually sensitive children should reduce prolonged or heavy exertion by engaging in a less strenuous activity.	Unusually sensitive children should reduce prolonged or heavy exertion by engaging in a less strenuous activity.	Unusually sensitive athletes should reduce prolonged or heavy exertion.
b. Unhealthy for Sensitive Groups (children and people with respiratory and heart disease)	81-175 micrograms per cubic meter	35.5 to 55.4 micrograms per cubic meter	Limit prolonged or heavy exertion by engaging in a less strenuous activity; for example, walk for 10 minutes instead of running for 20 minutes.	Limit prolonged or heavy exertion by engaging in a less strenuous activity; for example, walk for 10 minutes instead of running for 20 minutes.	Be aware of potential health dangers. Allow extra recovery time for athletes. Have extra water available to ensure hydration. Have cell phone available. Student athletes in sensitive group should limit amount and degree of exertion.
c. Unhealthy	176-300 micrograms per cubic meter	55.5 to 150.4 micrograms per cubic meter	Everyone should limit prolonged exertion. Children and people with respiratory and heart disease should avoid prolonged exertion and move indoors	Everyone should limit prolonged exertion. Children and people with respiratory and heart disease should avoid prolonged exertion and move indoors.	Move all practices indoors. Competitions allowed outdoors with extra precautions. Allow extra recovery time for athletes. Have extra water available to ensure hydration. Have cell phone available. Student athletes with asthma or other respiratory disorders should avoid prolonged exertion, be informed, and have medications available.
d. Very Unhealthy	Above 300 micrograms per cubic meter	150.5 micrograms per cubic meter or greater	Everyone should avoid any outdoor activity. Cancel or move indoors.	Everyone should avoid any outdoor activity. Cancel or move indoors.	Postpone or cancel.

**B. Cold Temperature**

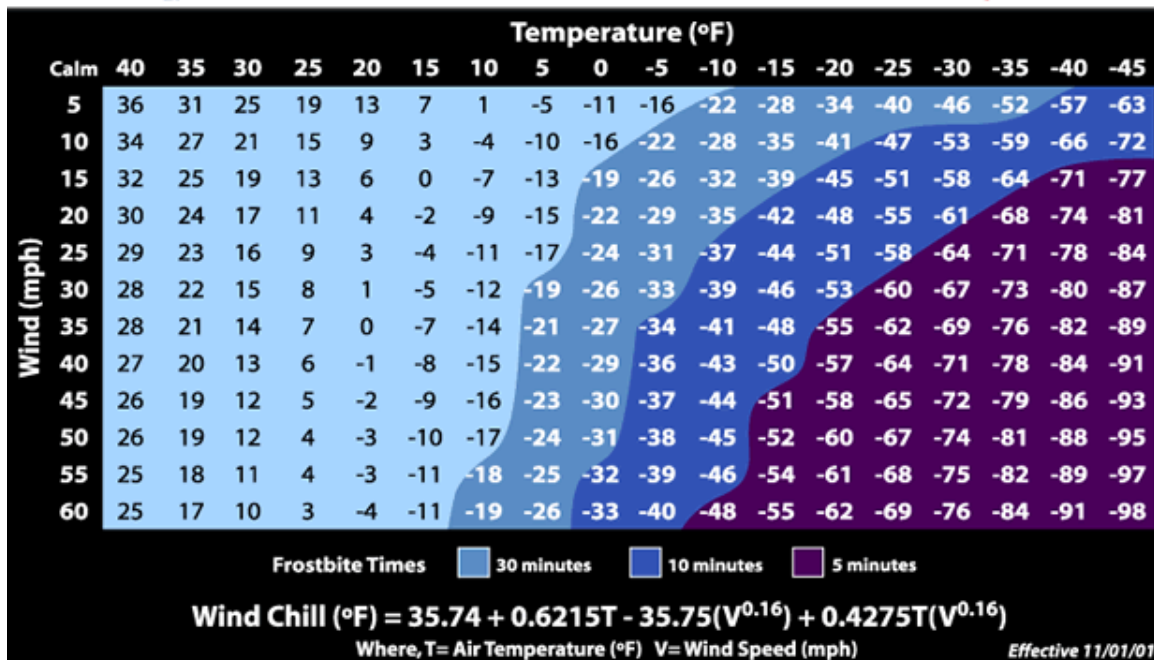
1. Interior Alaska experiences extreme cold temperatures each winter. Extreme cold temperatures can impact the health and safety of students, staff, other participants and spectators.
2. Guidelines for Activities in Cold Temperatures

Grade Level	Activity	Temperature	Action
a. Elementary	Recess (Cross reference Policy 960.6 Outside Elementary Recess)	Ambient air temperature or wind chill of minus twenty (-20) degrees or colder	Move indoors
b. Elementary K-8	All outdoor competitions, practices, and athletic events	Ambient air temperature or steady wind chill of minus fifteen (-15) degrees or colder	Cancel outdoor competitions and athletic events. Cancel practices or move indoors.
c. Middle School High School	All outdoor competitions, practices, and athletic events	Ambient air temperature or steady wind chill of minus twenty (-20) degrees or colder	Cancel outdoor competitions and athletic events. Cancel practices or move indoors.
d. Elementary K-8 Middle School High School	Field trips and all inside student activities whether in or out of district	Minus thirty (-30) degrees to minus thirty-nine (-39) degrees	Principals discretion
e. Elementary K-8 Middle School	Field trips, student activities, competitive activities requiring busing	Minus forty (-40) degrees or colder	Cancel
f. High School	Field trips, student activities, competitive activities requiring busing	Minus forty (-40) degrees or colder	Principals' discretion
g. High School	Out of district field trips, student activities, competitive activities, or outside sport activities.	Minus forty (-40) degrees or colder	Cancel if transport by ground. Allowable if transport by commercial airlines

3. The ambient air temperature will be the air temperature recorded or reported at the site of the activity, whether determined by the official temperature recording device of the site (i.e. Birch Hill Ski Weather Box 457-4837) or by hand held thermometers. Official air temperature may also be determined by calling the National Weather Service for current conditions. (458-3745, option 1,1,1, then 3). The National Weather Service wind chill chart (see below) shall be consulted for determining the effect of the wind speed on the ambient air temperature. If reliable weather reports are not available, the following guide may estimate wind velocity:
  - a. a 5 mph wind will move a light flag
  - b. a 10 mph wind will fully extend the flag
  - c. a 15 mph wind will raise a newspaper sheet
  - d. a 20 mph wind will drift and blow snow
4. All students traveling outside the district by ground transportation from October 1 - April 1 must have in their possession the following: winter hat, winter coat, gloves or mittens, boots, snow pants and a winter sleeping bag.



# NWS Windchill Chart



## C. Lightning

1. Lightning can cause injury and death. Coaches, administrators and leaders of outside activities must be aware of signs indicating thunderstorm development. Risk is always present when lightning can be seen or thunder heard.
2. Coaches, activity leaders and onsite administrators are responsible for making the appropriate decisions regarding delay, suspension, cancellation, and resumption of activities due to the threat of or presence of lightning. The decisions will be guided with the health and safety of students, staff, other participants, and spectators in mind. Decision makers shall follow the guidelines for lightning safety established by the National Federation of State High School Associations.

*Guidelines for Lightning Safety (National Federation of State High Schools (NFHS) and National Weather Service)*

*The purpose of these guidelines is to provide a default policy to those responsible for making decisions concerning the suspension and restarting of contests based on the presence of lightning.*

*Proactive Planning:*

1. **Activities coordinator** monitors local weather conditions before and during events.
2. **Building principal and activities coordinator** develops evacuation plan, including identification of appropriate nearby shelters.
3. *Develop criteria for suspension and resumption of play.*
  - a. *When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning, then suspend play and take shelter immediately.*
  - b. *Thirty minute rule – once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.*
  - c. *Any subsequent thunder or lightning after the beginning of the 30-minute count, reset the clock and another 30-minute count should begin.*
4. *Hold periodic reviews of guidelines for appropriate personnel*

*If a person is struck with lightning, call 911 immediately. If heart or breathing stops, CPR or an AED may be needed to revive the person. Continue to monitor until medical help arrives. If possible, move victim to safe place inside away from threat of another lightning strike.*

**A Comparison**  
**Fairbanks North Star Borough School District Drug/Alcohol/Tobacco and Nicotine Policies and**  
**ASAA Tobacco/Alcohol/Drug (TAD) Policy**  
September 2008  
Updated May 2014

The Alaska School Activities Association (ASAA) has established regulations and consequences for students who participate in activities and use tobacco products (including electronic “E” cigarettes), alcohol, and drugs. The district needs to consider how ASAA’s regulations coincide with the district’s policies for alcohol and other unauthorized substances and tobacco (including “E” cigarettes) for students participating in activities.

	<i>FNSBSD</i>	<i>ASAA</i>	<i>We will. . .</i>
1 <sup>st</sup> Offense	Suspension from all co-curricular and extracurricular activities for 15 school days, required to obtain an assessment, and comply with assessment recommendations. Failure to comply with assessment recommendations will result in a 45-school day suspension from all activities. <b>NO PRACTICING ALLOWED DURING SUSPENSION.</b>	Student will be suspended from interscholastic activities and practice 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.	<ul style="list-style-type: none"> <li>• For alcohol and other unauthorized substances district requirements will be followed and also include the ASAA educational component.</li> <li>• For tobacco and nicotine violations district will follow the ASAA requirements. <b>NO PRACTICING ALLOWED DURING SUSPENSION.</b></li> </ul>
2 <sup>nd</sup> Offense	Suspension from all co-curricular and extracurricular activities for 45 school days. <b>NO PRACTICING ALLOWED DURING SUSPENSION.</b>	Student suspended from interscholastic activities for 45 calendar days. Student must complete second offense educational component prior to returning. Once the student has completed the second offense educational component, the student may return to practice.	<ul style="list-style-type: none"> <li>• For alcohol and other unauthorized substances, and tobacco follow the district’s requirements and the ASAA second offense educational component. <b>NO PRACTICE ALLOWED DURING SUSPENSION</b></li> </ul>
3 <sup>rd</sup> Offense	Subsequent violations will result in additional suspension from all co-curricular and extracurricular activities for 45 school days and may result in removal from extracurricular or co-curricular activities. <b>NO PRACTICING ALLOWED DURING SUSPENSION.</b>	Student suspended from interscholastic activities and practice for one calendar year. Both student and parent must complete 3 <sup>rd</sup> educational component. After completing the educational component, the student may be able to return to practice	<ul style="list-style-type: none"> <li>• For alcohol and other unauthorized substances and tobacco follow ASAA’s requirements, but <b>NO PRACTICING ALLOWED DURING SUSPENSION.</b></li> </ul>
4 <sup>th</sup> Offense	See 3 <sup>rd</sup> offense	Participation is revoked for remainder of student’s high school career.	Follow the ASAA rule - “Participation is revoked for remainder of student’s high school career.”

**INITIAL ELIGIBILITY INFORMATION  
FOR  
NATIONAL COLLEGIATE ATHLETE ASSOCIATION (NCAA)  
&  
NATIONAL ASSOCIATION OF INTERCOLLEGIATE ATHLETICS (NAIA)  
COLLEGES**

To be considered a qualifier at a Division I or Division II NCAA 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.

Student eligibility information can be found on the NCAA website [www.ncaa.org](http://www.ncaa.org), or at [www.eligibilitycenter.org](http://www.eligibilitycenter.org), or by calling (877) 262-1492.

Student athletes seeking to enter a **Division III NCAA school** should contact the school's athletic department directly for initial eligibility information

**Non-NCAA Institutions**

To find eligibility specifics for a **non-NCAA institution**, contact the National Association of Intercollegiate Athletics (NAIA) on the NAIA website [www.naia.org](http://www.naia.org), or at <http://www.playnaia.org>, or by calling (816) 595-8000.

**Coaches should direct students to their high school guidance counselor or to the NCAA or NAIA websites.**

**MEDIA RELATIONS**

Maintaining a positive public image is the responsibility of all coaches and student athletes of the FNSBSD. Providing the press with positive accounts of athletic events is an important role of participants and others involved in activities. Remember, what a player says—in the heat of the competition—or what he/she is quoted as saying—can have lasting repercussions. Make sure your statements reflect well on your team and your school. Always be sure that you model good sportsmanship; find something positive to say. Remember, these are student athletes, not professional athletes.

<b>NEWS RELEASE SPORTS MEDIA CONTACTS</b>	
<p><b>Fairbanks Daily News Miner</b> P. O. Box 70710, Fairbanks, Alaska 99707 456-6661, 452-7917 (fax) Danny Martin, Sports Editor (459-7581) <a href="mailto:dmartin@newsminer.com">dmartin@newsminer.com</a> Tim O'Donnell <a href="mailto:todonnell@newsminer.com">todonnell@newsminer.com</a></p>	<p><b>KCBF &amp; KFAR</b> New Northwest Group (KFAR &amp; KCBF – AM) Bruce Cech &amp; Glen Anderson – KCBF Steve Floyd – KFAR 1060 Aspen Street, Fairbanks, AK 99709 451-5910, ext. 104 451-5999 (fax) <a href="mailto:glen@fbxradio.com">glen@fbxradio.com</a></p>
<p><b>CBS News 13</b> Michael Ives 3650 Braddock St, Ste. 2, Fairbanks, AK 99701 374-1527 (cell), 456-3428 (fax) <a href="mailto:michaelives@tvtv.com">michaelives@tvtv.com</a></p>	<p><b>KFBX Newsradio</b> Clear Channel Radio Charlie O'Toole &amp; Tim Palmer 546 Ninth Ave, Fairbanks, AK 99701 457-3219 all stations 457-2128 (fax) <a href="mailto:KFBX@ClearChannel.com">KFBX@ClearChannel.com</a> <a href="mailto:timpalmer@clearchannel.com">timpalmer@clearchannel.com</a></p>
<p><b>KATN-TV (Channel 2)</b> Kerby Dort 516 Second Ave, Fairbanks, AK 999701 452-2125 458-1831 (fax) <a href="mailto:kdort@youralaskalink.com">kdort@youralaskalink.com</a></p>	<p><b>KYSC – FM</b> <b>Tanana Valley Radio</b> 3650 Braddock Way, Fairbanks, AK 99701 Terry Walley 452-3697 456-3428 (fax) <a href="mailto:tv@tvtv.com">tv@tvtv.com</a></p>
<p><b>KTVF-TV Channel 11</b> Joe Cook 3528 International Way, Fairbanks, AK 999701 458-1816, 458-1830 news room, 458-1831 (fax), <a href="mailto:joecook@ktvf11.com">joecook@ktvf11.com</a></p>	

## REGION VI

### Region VI Sanctioned Activities

The object of REGION VI shall be to promote interscholastic activities and other interschool contests or programs sanctioned by the members, and to assist in the promotion of such other activities and interests as it may from time to time elect.

Each member of the Region VI Board shall be the high school principal of the member school or his or her designee and a representative from Region VI Student Council. Those schools recognized and assigned to REGION VI by the ASAA Board of Control will be eligible for membership; those schools currently being:

Ben Eielson High School	Lathrop High School
Delta Junction High School	Monroe Catholic High School
Galena	North Pole High School
Hutchison High School	West Valley High School

### SCRIMMAGES

A scrimmage is a practice and should be treated as such. Scrimmages with other teams or schools do not count as games. Coaches should stop the play at will to give instructions. Scrimmages may not involve:

- official game clock or score book
- admission charge
- advertisements or announcements about the event.

**SUNDAY ACTIVITIES:** No school or team activities or practices will be held on Sundays or holidays.

## PRESEASON TOURNAMENTS AND JAMBOREES

### BASEBALL JAMBOREES

1. A baseball jamboree shall include three or more teams.
2. A team is limited to no more than six (6) innings total with no more than two (2) innings against any other team.
3. Each pitcher is limited to no more than two (2) innings.
4. A team may not play in more than one (1) jamboree each season.
5. A jamboree does not count against the twenty-two (22) game limit.

### BASKETBALL JAMBOREES

1. Time against each opponent cannot exceed six (6) minutes.
2. Total time against all teams during one day cannot exceed thirty (30) minutes.
3. All players must have ten (10) days of practice prior to the day of the jamboree.
4. Each school may participate in only one (1) jamboree per year, which does not count as a game against the ASAA season game limitation.

### FOOTBALL JAMBOREES

1. 8 & 11 Man Football – All players must have five (5) days of practice prior to the day of the jamboree;
2. Up to 20 plays may be played against each team in the jamboree with a maximum of 100 plays per day;
3. Each team may play in no more than one jamboree each season which does not count as a game against its 8 game limit.”

### HOCKEY JAMBOREES

1. All players must have ten (10) separate days of practice prior to the day of the jamboree.
2. Time against all teams during one day cannot exceed forty-eight (48) minute and time against each team cannot exceed twelve (12) minutes.
3. Each team may play in no more than one jamboree each season.
4. Jamborees do not count against the twenty- two (22) game limit.

### SOFTBALL JAMBOREES

1. A softball jamboree shall include three or more teams.
2. A team may play in not more than one (1) jamboree each season.
3. Jamborees do not count as a game against the twenty-two (22) game limit.
4. A team is limited to no more than six (6) innings total, with no more than two (2) innings against any other team.
5. Each pitcher is limited to not more than two (2) innings.

### VOLLEYBALL JAMBOREES

1. Two games maximum against each team.
2. All players must have ten (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 twenty-two (22) match limit.

### WRESTLING TAKEDOWN TOURNAMENTS

1. All wrestlers must have ten (10) separate days of practice prior to the day of the tournament. (Note: ASAA may grant a waiver of five (5) practice days for returning high school wrestlers who are also football players, when the seasons overlap.)
2. Matches are determined either by a specified number of takedowns or a time limit.
3. Each wrestler may participate in no more than one takedown tournament each season.
4. Takedown matches do not count as a match against the twenty-four (24) weigh-in limit.



**JUNIOR VARSITY and “C” Team Tournaments**

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

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.



**Student and  
Parent / Guardian**

# Activity Consent & Emergency Medical Info. Form

*for ASAA or Approved Interscholastic or Extracurricular Activities*

Name of Activity	Student Name
------------------	--------------

**Parent/ Guardian Permission to Participate:**

I hereby give permission for the above-named student to engage in ASAA or Fairbanks North Star Borough School District approved interscholastic activities as a representative of his/her school. I also give my consent for this student to accompany the team or group as a member on its out-of-town trips

**Parent/ Guardian Medical Consent:**

I hereby consent to emergency treatment, hospitalization, or other medical treatment as may be necessary by a physician, qualified nurse, or hospital in the event of an injury or illness. I hereby accept financial responsibility of the above student in the event of injury or illness. I hereby waive on behalf of myself and the above student any liability of the Fairbanks North Star Borough School District and its offices, agents, or employees for injuries sustained in the interscholastic program.

**Parent/ Guardian and Student Rule Awareness Verification:**

I hereby consent to abiding by the ASAA rules and regulations including the ASAA Code of Conduct, the Fairbanks North Star Borough School District regulations including those in the Student Activities Handbook, and the coach and school rules and regulations. The coach may add specific rules and regulations for his/her sport/activity.

These rules and regulations may be presented verbally or in written form. I understand that the student will not be permitted to participate until both the parent and the student have provided any required *Verification of Receipt of Information Concerning Concussion*.

**Parent/ Guardian and Student Risk Awareness Verification:**

I understand and acknowledge that organized secondary athletics involve the potential for injury, which is inherent in all sports. I acknowledge that even with the best coaching, use of the most advanced protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death.

**Hazing Awareness Pledge:**

I promise not to be involved in any hazing/ harassment incident, no matter how minor it may seem. I understand that I may be suspended or expelled from the team and/or school for any incident as a result of my participation or being an idle witness.

**EMERGENCY MEDICAL AND CONSENT INFORMATION (PLEASE PRINT)**

Student Name		Parent/ Guardian Name for above-listed student	
Mailing Address		Residence Address	
Parent/ Guardian Phone #s	Home Phone	Work Phone	Cell Phone
Emergency Contact if parent/ guardian is not available:	Name of Contact		Phone
Name of Student's Medical Doctor			Phone
Name of Student's Dentist			Phone
Name of Insurance Co.		Policy Number	
Any Medical Conditions?			
Any Medications?			
Any Allergies?			
<p><b>In case of any medical emergency, I authorize a school district employee to take my son/ daughter to the nearest medical facility for necessary treatment. We, the undersigned, acknowledge that we have read and understand all aspects of this form, including all the above parts and grant permission and consent as required. I hereby authorize release of the above student's required physical examination record to the school in which the student is enrolled. This confidential information may be shared with the coach and activities coordinator. I verify that the information provided is true and complete.</b></p>			
Parent/ Guardian Signature		Student Signature	
Date		Date	

# ASAA Tobacco, Alcohol and Drug Acknowledge Form

PAGE 1 of 1



**Play for Keeps**  
ALASKA SCHOOL ACTIVITIES ASSOCIATION

## Student, Parent/Guardian Acknowledgement Form

**Please read the following statements, sign below and return to your school's office**

- I have participated in ASAA's "Play for Keeps" orientation and have watched the DVD presentation.
- I understand the terms of the Tobacco, Alcohol and Controlled Substances Policy as explained during the presentation, including the penalties for violations.
- I further understand that it is solely the school's responsibility to determine if a violation has occurred and that the school's decision may not be appealed to ASAA.
- I further understand that schools are required to report each violation to ASAA and to maintain strict confidentiality as specified in the policy. More specific wording of the confidentiality statement is found in the policy which is available from the school or at [www.asaa.org](http://www.asaa.org).
- I further understand that students must sign this form each season prior to competition.
- I further understand that a student's parent/guardian must participate in the orientation and sign this form at least annually for the student to gain eligibility.
- I further understand that a copy of this signed form must be returned to the school before the student is permitted to participate in interscholastic activities.
- I further understand that schools shall keep a copy of the signed forms on file.
- After participating in the "Play for Keeps" orientation and having the opportunity to review and understand ASAA's Tobacco, Alcohol and Controlled Substances Policy, the violations, penalties and reporting requirements, I agree (both student and parent/legal guardian) to be bound by the terms of the policy.

Printed Name of Student <input style="width: 95%; height: 20px;" type="text"/>	Student Signature <input style="width: 95%; height: 20px;" type="text"/>	Date <input style="width: 95%; height: 20px;" type="text" value=" / /201"/>
Printed Name of Parent/Guardian <input style="width: 95%; height: 20px;" type="text"/>	Parent/Guardian Signature <input style="width: 95%; height: 20px;" type="text"/>	Date <input style="width: 95%; height: 20px;" type="text" value=" / /201"/>
Sport or Activity <input style="width: 95%; height: 20px;" type="text"/>	School <input style="width: 95%; height: 20px;" type="text"/>	

## CONCUSSION RETURN TO PARTICIPATION PROTOCOL (RTP)

### Administrative Regulation 1062.4

1. During the symptomatic periods, the student shall not engage in any physical or athletic activity. The student must have returned to full academic activity and received medical clearance prior to initiating the protocol for Return to Participating in Physical and Athletic Activity. All student athletes with a concussion must successfully complete the following RTP protocol before resuming full athletic activity.
2. Advancement through the protocol takes a minimum of six (6) days between steps one through six, with at least 24 hours between each step. However, the rate of progression through the steps in the protocol is meant to be individualized and therefore could take longer.
3. Factors indicative of a slower rate of return may include a younger student; history of previous concussions; the number, severity, and duration of concussion symptoms; and the concussions risk of the activities or sports to which the student will return. Physical or cognitive activity that provoked recurrence of concussive symptoms will delay recovery and increase the risk of future concussion. Therefore, if symptoms recur at any step, then physical activity should stop for 24 hours and resume at the previous step.
4. Protocol: The student begins at the baseline of no physical activity as long as the student experiences symptoms. The student could remain at this baseline for days or weeks. **When the student is able to participate in academic activities without modifications, is symptom free for 24 hours and cleared by a qualified health care provider, student may progress to Step 1.**

#### Step 1

- ❖ **Light aerobic activity increasing heart rate for 10-15 minutes** but not requiring cognitive attention or sustained concentration. Examples include: walking, swimming, and riding a stationary bike, but no resistance training.
- ❖ **If no symptoms**, then student may progress to Step 2 after 24 hours.
- ❖ **If symptoms recur**, cease physical activity for 24 hours.

#### Step 2

- ❖ **Light to moderate aerobic activity for 30 minutes with limited body and head movement.** Examples include jogging, more intense walking, swimming, riding a stationary bike, but no resistance training.
- ❖ **If no symptoms**, then student may progress to Step 3 after 24 hours.
- ❖ **If symptoms recur**, cease physical activity for 24 hours and resume at Step 1.

#### Step 3

- ❖ **Moderate to heavy aerobic activity for 30 minutes but no contact.** Examples include running, swimming, cycling, skating, Nordic skiing, but no resistance training.
- ❖ **If no symptoms**, then student may progress to Step 4 after 24 hours.
- ❖ **If symptoms recur**, cease physical activity for 24 hours and resume at Step 2.

#### Step 4

- ❖ **Heavy aerobic activity for 30 minutes which may be intense but no contact.** Examples include hard running, swimming, cycling, skating and, Nordic skiing.
- ❖ **Resistance Training** allowed (push-up, sit-up, weightlifting) for 15 minutes.
- ❖ **If no symptoms**, then student may progress to Step 5 after 24 hours.
- ❖ **If symptoms recur**, cease physical activity for 24 hours and resume at Step 3.

#### Step 5

- ❖ **Return to practice, non-contact limited participation** to routine, sport-specific drills.
- ❖ **If no symptoms**, then student may progress to Step 6 after 24 hours.
- ❖ **If symptoms recur**, cease physical activity for 24 hours and resume at Step 4.

#### Step 6

- ❖ **Return to full contact practice.**
- ❖ **If no symptoms**, then student may progress to Step 7 after 24 hours.
- ❖ **If symptoms recur**, cease physical activity for 24 hours and resume at Step 5.

#### Step 7

When a student completes the RTP protocol by returning to full contact practice without experiencing symptoms and is cleared by an athletic trainer, if available, or other qualified health care professional, student is medically eligible for competition. Student must meet ASAA eligibility criteria in order to return to competition (see School Board Policy and AR 955.21).

**FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT**

520 Fifth Avenue Fairbanks, Alaska 99701-4756 (907) 452-2000  
www.k12northstar.org

**2016-2017 Student Activities Handbook for Coaches/Sponsors  
Acknowledgement Form**

Coach's/Sponsor's Name (print): \_\_\_\_\_  
Last Name First Name

\_\_\_\_\_  
School Sport or Activity

By signing this form, I acknowledge:

1. I have received the Fairbanks North Star Borough School District's **2016-2017 Student Activities Handbook for Coaches**. Additional copies are available on the district website <http://www.k12northstar.org>
2. I understand it is my responsibility to read the handbook and follow the stated philosophy and all guidelines, rules, regulations, and policies.
3. I understand that there may be a review of my performance at the end of the season.
4. I understand that any health/medical information I learn about a student/athletes is to be considered private and confidential.
5. I understand that as a coach/sponsor of a student activity I am required to attend at least one district Coach's/Sponsor's Workshop per school year, when offered by the District.
6. I understand that I am required to sign an SAS contract. For outsourced coaches, the dollar amount shall be \$0.
7. I understand that I will provide a copy of the following:
  - a. Alaska State Coaching Certification
  - b. Current First Aid Card
  - c. Concussion in Sports Certification
8. I understand that I am required to take the District's approved concussion course/training which is required by state law and ASAA regulations.

\_\_\_\_\_  
Coach's/Sponsor's Signature Date

**TO BE KEPT ON FILE AT THE SCHOOL**