



2021-2022

High School
Activities Handbook
For
Coaches, Sponsors, Students and
Parents/Guardians

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.

Ben Eielson Jr./Sr. High School (7-12)

Principal: Bruce Bell
Asst. Principal: Dr. April Scott
Activities Coordinator: Connie Browder
372-3110

Effie Kokrine Charter School (7-12)

Principal: Josh Snow
474-0958

Hutchison High School (9-12)

Principal: Robyn Taylor
Asst. Principal: Beth Patton
Activities Coordinator: Lynn Bernheim
479-2261

Lathrop High School (9-12)

Principal: Carly Sween
Asst. Principal: Clarice Mingo
Activities Coordinator: Steve Zanazzo
456-7794

North Pole High School (9-12)

Principal: Graham Storey
Asst. Principal: John Sassman
Activities Coordinator: Robyn Myrum
488-3761

West Valley High School (9-12)

Principal: Sarah Gillam
Asst. Principal: Dave Foshee
Activities Coordinator: Wayne Sawchuk
479-4221

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:

Employment and Educational Opportunity Officer
Allison Baldock
520 Fifth Avenue
Fairbanks, Alaska 99701
(907) 452-2000 ext. 11466
Fax (907) 452-3172
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FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT
2021-2022 HIGH SCHOOL STUDENT ACTIVITIES HANDBOOK

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Please note that handbooks may be updated throughout the school year, specific questions regarding activities should be directed to your student's school administration.

PHILOSOPHY

The activities and 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 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 overemphasis on sports, but rather an assurance that activities are being efficiently administered with maximum benefits accruing to students.

Athletic programs 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 or an athletic program. 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 an 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 opportunity 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

All coaches are required to complete [mandatory trainings](#) before any contact with students is permitted.

ASAA GUIDELINES AND REQUIREMENTS

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 Board of Directors has adopted the Alaska Coaches Education Program for all high school level coaches who have direct supervision of students. This may include head coaches and assistant coaches at all levels, as well as volunteer coaches and coaches of out-sourced programs. The Coach of any team representing a member school in interscholastic athletic competition must have successfully completed the Alaska Coaches Education Program. The Program consists of Five Components:

1. Fundamentals of Coaching: NFHS course.
2. Alaska State Component: (ASAA Policy and Procedures) Is included in the NFHS Fundamentals of Coaching Course or can be taken independently.
3. First Aid Requirement: Maintain a current certification in First Aid.
4. Concussion Awareness Training: The requirement to maintain current knowledge in concussion management is mandated by Alaska State Law. It is achieved only by successful completion of the current "NFHS Concussion Course". Recertifying your Concussion Training will be required at the same time as recertifying for your First Aid requirement.
5. Sudden Cardiac Arrest Training: It is achieved only by successful completion of the current "NFHS Sudden Cardiac Arrest" course.

Coaches who believe they have completed an equivalent certification program may submit certification directly to ASAA to review in order to determine whether that alternate program may be substituted for the NFHS requirement. When an alternate program is approved, the coach will still be required to successfully complete the Alaska portion of the Alaska Coaches Education Program.

A penalty will be imposed on schools for using non-certified coaches who have not received extensions through ASAA, and for failing to report the names of coaches in a timely manner.

STATE TOURNAMENT SUPERVISION

For state tournaments, each participating school will be requested to identify an administrator or other person approved in advance by the principal who is responsible for the conduct of its coaches, participants and fans throughout the contest.

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. Before hiring is complete, coaches are required to complete the [mandatory trainings](mailto:training@k12northstar.org) and supply proof of completion to the HR department: training@k12northstar.org
2. 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.
3. Provide to students and parents/guardians written information on the nature and risks of concussions.
4. Provide to the Activities Coordinator, parent/guardians, and team members the criteria for earning a varsity letter at the start of each season.
5. Provide that all participants and coaches know the rules and regulations of the sport/activity.
6. Supervise the assistant coaches of that particular sport, and coordinate the schedules, practice sessions, facilities, and equipment so that the programs operate smoothly and efficiently. Approval of all assistants and volunteers must occur in advance of working with students.
7. Assume 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.

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8. Assume the responsibility for the behavior of team members at all practices, games, school functions and public appearances. Discipline shall be within the guidelines of the FNSBSD Student Rights and Responsibilities Handbook and School Board policy.
9. Review the current appropriate FNSBSD Student Activities Handbook and require acknowledgement by students who wish to participate.
10. Submit team rosters to the Activities Coordinator on the first day of practice and update these team rosters weekly with any changes.
11. Appoint or supervise the team selection of a captain or captains.
12. Travel with the team on district provided transportation, unless an extenuating circumstance occurs, coaches shall travel to and from all events, with the team, on the same bus or airline. Any exception must be approved by the building principal and known by parents/guardians.
13. Assume the responsibility for being with team members at all practice sessions and for clearing locker rooms and practice areas at the end of games and practices.
14. Enforce that athletic practices, conditioning and other team related activities are solely for students enrolled in and attending your school or who are approved to participate as home school students in activities at your school. Any individual who is not a current student must be considered coaching staff and a volunteer who is required to complete the volunteer approval process. At no time should any community member, former graduate, or former student from the FNSBSD participate in conditioning or practices with team members. This is a liability for the school district and puts coaches and the district at-risk. Conditioning and practices are for high school students enrolled at your school only.
15. Assure that there are no Sunday or school holiday practices, games, fundraising or meetings of the team.

If fundraising is planned on a Sunday for a school activity, the event should not include students as participants. Sundays are designated as days free of school sponsored activities, to include fundraising for school or student groups. The assistant superintendent and building principal may approve in advance a Sunday fundraising activity when special circumstances exist.
16. Assume the responsibility for maintaining and submitting to the Activities Coordinator an accurate attendance book which includes date of entry, dates of practice, and gender for all students participating in the interscholastic sport.
17. Maintain a copy of the Parent's or Guardian's Activity Consent & Emergency Medical Form for each participating student and have these copies with the team at every contest.
18. 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.
19. Notifying the school administration, activities coordinator, and parent/guardian of a player who is dropped from the team and providing the reasons in writing for dismissal.
20. Assure when hosting an event that:
 - a. Schools are sent the needed information in a timely manner.
 - b. Teams arriving are met and greeted as they step off the bus.
 - c. Arrangements have been made in advance for dressing, showers, etc.
 - d. First aid equipment is made available.
 - e. Security of personal items is provided.
 - f. VISITING SCHOOLS ARE GIVEN "RED CARPET TREATMENT."
21. Making recommendations to the activities coordinator for player awards in accordance with established FNSBSD policies and procedures.
22. 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 and funds used must be from a district maintained account.
23. Assume the responsibility at the end of the sport season for contacting parents/guardians regarding return of or payment for lost or damaged equipment or uniforms.

24. Work in cooperation with the Athletic/Activity Booster Association or Club during the course of the school year to enhance the program.
25. Make recommendations to the activities coordinator and the activities assistant principal for improving the administration of the sport.
26. Attend required coaches meeting yearly with school administration when scheduled.

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.

Note: Although the passage AS 17.38 authorizes the use of marijuana under certain conditions, it explicitly recognizes the authority of employers to prohibit the use, consumption, possession, transfer, display, transportation, sale, or growing of marijuana in the workplace. Additionally, AS 17.38 does not prevent employers from establishing policies that restrict the use of marijuana by employees. As 17.38.120(a). Further, as a recipient of federal funds, the district is obligated to maintain a drug-free workplace consistent with federal law, which prohibits the manufacture, sale, distribution, or possession of marijuana. For purposes of the district's policy and legal obligation, marijuana is prohibited.

"School district workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students or employees to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

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 ensure 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 ensured 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/guardian 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 or school. 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 who have student supervisory responsibilities in or outside the district, are required to sign an SAS contract prior to the beginning of the activity. Coaches and assistant coaches of outsourced sports are required to complete the district's volunteer packet.

*** Prior to working with students, signing an SAS contract or completing a volunteer packet, all required training must be completed and downloaded for the building principal and Activities Coordinator.**

CHILD ABUSE REPORTER TRAINING

Athletic coaches, assistant coaches, and volunteer coaches are required by state law to report child abuse and neglect. Thus, the District requires all coaches, assistant coaches, and volunteer coaches to complete the Child Abuse Reporter training. Contact your school's activities coordinator or principal for details and information on training and reporting guidelines. **This training must be completed prior to working with students.**

CONCUSSION TRAINING

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

As required, ASAA has established that district's ensure each of its coaches undergo 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. (*Student and parent/guardian 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/guardian's consent, read and keep a copy of the Allergy Action Plan and photograph of student with life-threatening allergies.
- Meet with the school nurse to better learn about the student's allergy and steps to take if a student needs medical attention.
- 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 built 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 activities coordinator and school administrator and filed in the principal's office. In addition, participants', parent/guardians', and/or community members' input will be accepted if provided and become part of the review prompting dialogue about how to improve the program as needed.

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.

Prior to performance review, all equipment and supplies are returned, an accounting of team finances is prepared to submit, and outstanding player fees have been collected or accounted for to close out the season.

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 or building administration.

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. Immediately upon being ejected from a contest, the coach shall be removed from the vicinity of the playing area (out of sight and sound) and will be prohibited from any further contact (direct or indirect) with the team during the remainder of the game. For failure to comply, the referee may forfeit the game.

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 cases, 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 any contest, nor may he/she have any contact, direct or indirect, with their teams during a contest while suspended

3. **First Ejection:** For a first ejection during a respective sport season, a coach shall be removed for the remainder of the contest and shall serve a one game suspension.

4. **Second Ejection:** For a second ejection during a respective sport season, a coach shall be removed for the remainder of the contest and shall serve a two game suspension. Prior to returning to coaching, the coach must complete the on-line NFHS Course entitled, "Teaching and Modeling Behavior" at <http://www.nfhslearn.com/>

5. **Third Ejection:** For a third ejection during a respective sport season, a coach shall be removed for the remainder of the contest and becomes ineligible for the remainder of that sport season.

NOTE: A jamboree/pool play does not count as a contest for the purpose of meeting the suspension requirement. Should a student be unable to complete a suspension during the sports season in which the ejection occurs, the suspension shall be carried over into the student's succeeding season of participation. In order for the suspension in the succeeding season of participation to meet this requirement, the student must be a member of the team for the entire season for that sport.

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. Link ASAA Handbook: <https://asaa.org/handbook-forms/>

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 form](https://asaa.org/handbook-forms/ejection-penalty-forms/). <https://asaa.org/handbook-forms/ejection-penalty-forms/>

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

No out-of-district travel for extracurricular or co-curricular activities will be scheduled that requires students to miss more than (3) school days. Exceptions because of extenuating circumstances may be considered by the superintendent for School Board approval. Board approval is required for middle/junior high and mixed grade-level school group travel beyond Delta and the Denali Borough, or out of state.

Mixed grade-level school groups that travel beyond Delta and the Denali Borough, or out of state, must provide for chaperones established for each of the mixed-grade levels, and provide an adequate number of chaperones to ensure student safety while away. Costs associated with chaperones are the responsibility of the school group traveling.

When submitting requests for travel to the Board, names and affiliations of all chaperones must be provided at the time of request.

All chaperones (non-district employees) are required to go through the district volunteer approval process in advance to ensure the safety and welfare of all students.

High School Co-Curricular Travel:

Out-of-District Travel (in state)

No out-of-district travel for co-curricular activities will be scheduled that require students to miss more than (3) school days. Exceptions because of extenuating circumstances may be considered by the superintendent for School Board approval. No district funding will be provided other than substitute coverage.

All building allocations and/or fundraising will be identified and in place prior to administrative approval of the travel request. All costs related to travel for school-sponsored or student-led activities are the responsibility of the participating school and/or school group. When a building administrator determines building funds are available, the building may provide a stipend for groups when

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on approved out-of-district 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.

Out-of-State Travel

Travel during summer months for co-curricular and athletic groups is restricted.

No out-of-state travel for co-curricular activities will be scheduled that require students to miss more than three days of instructional time. No district funding will be provided for co-curricular travel other than substitute pay and per diem for the staff member. Activity groups that have a district recognized academic purpose (co-curricular) may schedule out-of-state trips, but not out of country trips, that require students and accompanying school district staff to miss more than three consecutive days of class time, but such trips should be built around school vacations as much as possible. Missed class time beyond three days must be approved by the superintendent and directly related to the academic purpose of the activity. (See School Board Policy 955.1)

Student travel that is organized and otherwise sponsored by a non-district entity is not supported by the district. Student absences are not considered student activity excused; staff absences are not supported with the use of administrative leave; and per diem for staff will not be provided for travel not affiliated with the district and organized by a non-district entity.

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

High School Extracurricular Travel:

Out of District 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. "Trip" is defined as out-of-district, overnight, travel. Three (3) trips per activity per year will be allowed by the district. Exceptions to the three (3) trip limit may be granted by the superintendent with advance approval.

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 competitions in which students must qualify to attend. All other costs are the responsibility of the participating school group.

Out of State Travel

Out-of-state travel scheduled for extracurricular student groups require Board approval and may not be scheduled during school contact days. Such trips should be built around school vacations and must be approved through the superintendent prior to submitting for School Board approval. (See School Board Policy 955.1) Administrative leave will not be provided for district staff who may choose to travel with the student group. No school or district funds will be used to cover expenses for an out-of-state trip. If a student group is approved for out-of-state travel, all funds should be raised by the group in advance to cover all expenses and the information regarding how funds will be raised should be provided with the request for Board approval. Funds raised must be deposited in a FNSBSD club account and payment for travel completed prior to departing.

For any student-related travel, any/all chaperones (non-district employees) are required to go through the district volunteer approval process in advance to ensure the safety and welfare of all students.

Out of State travel during summer months for co-curricular and athletic groups is restricted.

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

(see School Board Policy 578)

School Board Policy 578 “forbids the transportation of students by employees in private vehicles for school purposes without prior authorization of the Superintendent.” Parent/guardian requests to transport students other than their own children on district-sponsored activity trips present 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/guardian 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. Coaches, in any capacity, may not transport students.

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/guardian 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/guardians 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: **Volunteer paperwork must be completed and received by the Human Resource Department if you are driving a rental car and are not a coach or assistant coach.**

- Rentals shall be approved in advance and monitored through the school’s activities coordinator;
- Rental vans may not be larger than a ten (10)-person van including the driver.
- 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
- Vehicle rental fees should be paid on a district purchase card (p-Card).
- When renting a vehicle within the Municipality of Anchorage, the traveler should present the Municipality of Anchorage tax-exempt status letter upon rental to qualify for the Rental Vehicle Tax exemption. The traveler should verify prior to leaving the vehicle rental counter to ensure tax was not charged.
- When signing a vehicle rental agreement accept the personal liability insurance and decline the collision damage waiver.
- Thoroughly examine the rental vehicle for any existing damage prior to acceptance;
- Thoroughly examine the rental vehicle and document any damages upon return;
- If you have an accident with a rental vehicle, notify school administration or activities coordinator and FNSB Risk Management at (907) 459-1344 within 24 hours.
- Rental vehicles will not be used for travel after 11 p.m. unless prior approval is received from the superintendent.
- Rental vehicles will not be used for travel when the temperature is, or is forecasted to be, -30 or below unless prior approval is received from the superintendent.
- 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**
- At least one charged, operable cell phone shall be carried in each vehicle, with the number provided to the administrator and the activities coordinator.
- A roster of students traveling in each vehicle should be provided to the administrator and the activities coordinator.
- NO talking or texting on cell phones while operating a vehicle.

- Hitchhikers will not be picked up unless, in the opinion of the supervising coach, there is a threat to life or limb.

Note: most rental car companies require the person renting the vehicle to be at least 25 years of age.

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.** Chaperones under the age of 25 cannot drive a rented vehicle.

SUMMER TRAVEL

Summer travel is restricted. 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 questions 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.

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

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 AR 432) and Alaska statute. Booster groups compliment and support student activities and their role is an important one.

Fundraising activities offered by Booster groups must follow FNSB school district policies and be approved by school administration if funds are to be provided to the school. Any fundraising or donation by booster groups to a school activity must go through the Board acceptance process.

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 and parent/guardian 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) 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	1 per week to maximum of 8 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

The ASAA Board has adopted a policy which mandates that a mercy rule be used once an established point spread is reached at a predetermined point in a baseball, basketball, football, hockey, or softball game. Mercy Rules for each sport can be found in the Activity Specific Policy and Procedures of the ASAA Handbook.

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.

Air Quality Index (AQI) Categories	One Hours Particulate Levels	24 Hour Particulate Levels	Elementary Recess or Other Outdoor Activity	Elementary Recess or Outdoor Practice	Outdoor Athletic Competitions or Practices
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 a cell phone available. Student athletes in sensitive group should limit the 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 a 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.

II. Procedure:

A. **Air Quality**

- The health and safety of students must be considered when particulate concentration levels reach 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.

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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.

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.
a. 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.
b. 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
c. Elementary K-8 Middle School	Field trips, student activities, competitive activities requiring busing	Minus forty (-40) degrees or colder	Cancel
d. High School	Field trips, student activities, competitive activities requiring busing	Minus forty (-40) degrees or colder	Principals' discretion
e. High School	Out of district field trips, student activities, competitive activities, or outside sport activities.	Minus forty (-40) degrees or colder	Cancel if transported by ground. Allowable if transport by commercial airlines

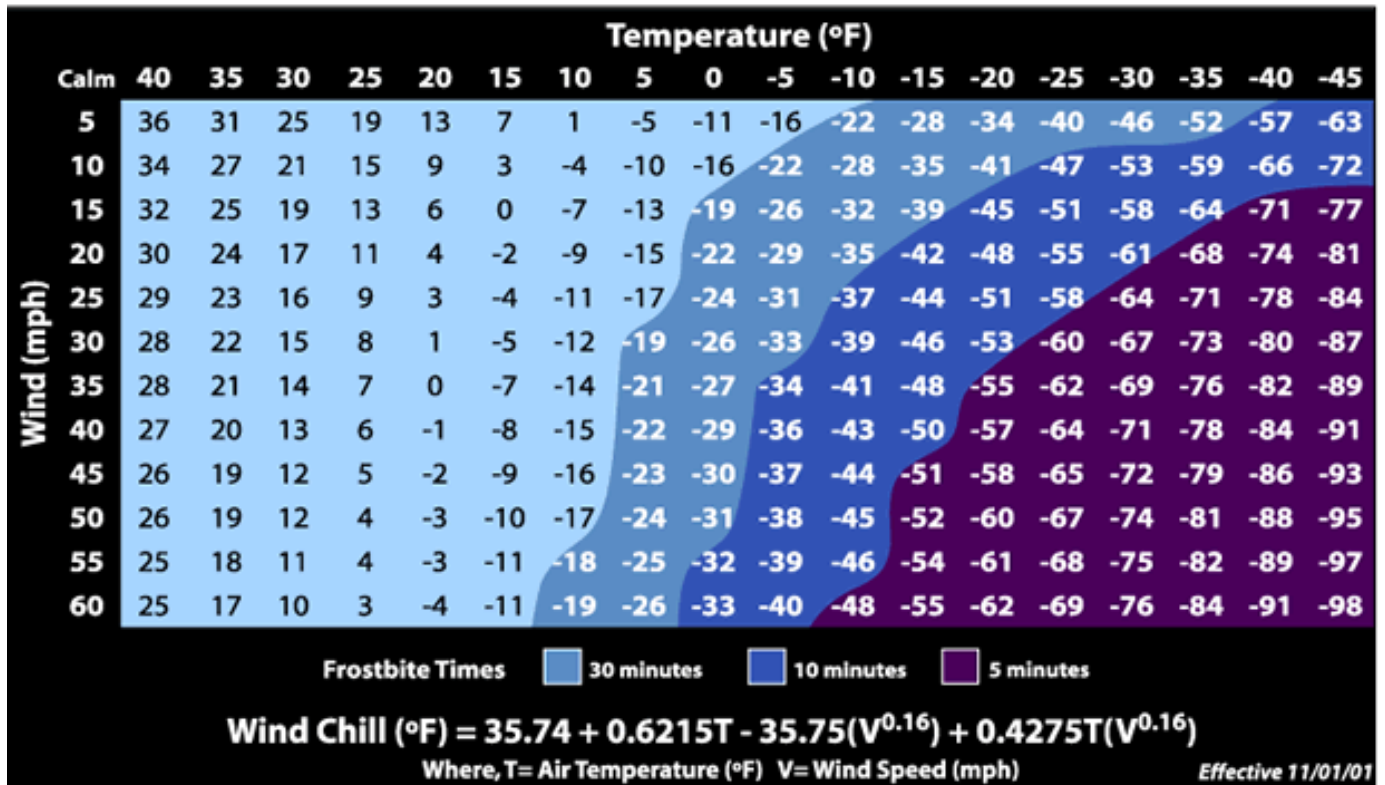
3. The ambient air temperature will be the air temperature recorded or reported at the site of the activity, whether determined by the official temperature recording device of the site (i.e. Birch Hill Ski Weather Box 457-4837) or by hand held thermometers. Official air temperature may also be determined 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



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. 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 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 Proactive Planning:

1. *Activity coordinator monitors local weather conditions before and during events.*
2. *Building principal and activity coordinator develops evacuation plans, 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 a 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 review 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 the victim to a safe place inside away from the threat of another lightning strike.

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.

NEWS RELEASE SPORTS MEDIA CONTACTS	
Fairbanks Daily News Miner P. O. Box 70710, Fairbanks, Alaska 99707 456-6661, 452-7917 (fax) Hart Pisani, Sports Editor 459-7586 (office) or 347-9104 (cell) dchomicz@newsminer.com	BACSports Bruce Cech bacsports@yahoo.com
KTVF-TV Channel 11 Jordan Rodenberger 3650 Braddock St, Fairbanks, AK 99701 458-1816, 458-1830 newsroom, 458-1831 (fax), 328-9586 or 460 0980 (cells) Jordan.rodenberger@ktvf11.com	<ul style="list-style-type: none">• Please note these points of contact are current at the time of printing and are subject to change throughout the year.

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	Monroe Catholic High School
Delta Junction High School	North Pole High School
Galena High School	West Valley High School
Hutchison High School	Valdez High School
Lathrop 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, fundraising, 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 five (5) 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 limit.

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.”

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.

VOLLEYBALL JAMBOREES

1. Two games maximum against each team.
2. All players must have five (5) 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 five (5) separate days of practice prior to the day of the tournament.
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: No post-season tournaments may be held.

1. All tournament games count against the season game limit.
2. Awards may not be presented as part of the tournament.
3. Participation acknowledgements are permissible.
4. All games for the tournament must occur during the regular season.

2021-2022 Student Activities Handbook for Coaches, Sponsors, Students and parent/guardians

COACH'S ACKNOWLEDGEMENT

Coach's/Sponsor's Name (print)

Last Name

First Name

School

Sport or Activity

By signing this form, I acknowledge:

1. I have completed the required coaching training provided by the Fairbanks North Star Borough School District.
2. I have received the Fairbanks North Star Borough School District's **2021-2022 Student Activities Handbook for Coaches, Sponsors, Students and parents/guardians**. Additional copies are available on the district website (<https://www.k12northstar.org/Page/9063>)
3. I understand it is my responsibility to read the handbook and follow the stated philosophy and all guidelines, rules, regulations, and policies.
4. I understand that there may be a review of my performance at the end of the season.
5. I understand that any health/medical information I learn about a student/athlete is to be considered private and confidential.
6. 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.
7. I understand that I am required to sign an SAS contract. For outsourced coaches, the dollar amount shall be \$0.
8. I understand that I will provide a copy of the following:
 - a. Alaska State Coaching Certification
 - b. Bloodborne Pathogens
 - c. FNSBSD Coach Orientation
 - d. COVID-19 for Coaches & Administrators
 - e. Family Educational Right and Privacy Act
 - f. Fundamentals of Coaching
 - g. Mandated Reporters of Child Abuse
 - h. Title IX
 - i. Staff and Student Boundaries
 - j. Current First Aid Card
 - k. Concussion in Sports Certification
 - l. Sudden Cardiac Arrest
9. 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

Students/ Parent & Guardians Activities Handbook

Students

High school students participating in athletics are required to register with [PlanetHS](#) and complete the necessary acknowledgements and upload documents.

ACADEMIC ELIGIBILITY

School Board Policy 955.21

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

High School Eligibility – *School Board Policy 955.21*

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 outlined above. 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 (Admin Reg 955.21)

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 or she is enrolled. Any grade change after the ten (10) days will not change a student's eligibility status for the current quarter.

(This does not apply to classes from a previous grading period.)

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

When offered, district-approved summer school and/or correspondence classes, **when completed by the designated date in July determined prior to summer school beginning**, 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 ACADEMIC ELIGIBILITY

Activities coordinators and administrators 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 coordinator at his/her school who will then communicate with the activities coordinator 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/guardians, members of booster clubs, athletes, participants or the public.

If an activities coordinator is not satisfied that the response given by the activities coordinator 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.

At no time is it acceptable for a coach or activity coordinator to approach a teacher about changing a student's grade. Doing so may result in the termination of the SAS contract for the coach. If a student has a question about a grade, the student should approach the teacher. Teachers have ten (10) school days to change a grade after it is posted. After ten (10) days, grade changes are approved by the assistant superintendent.

ENROLLMENT RULES – 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

(cross reference with Admin. Reg. 955.21)

District-approved summer school classes, **when offered and completed by the designated date**, 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.

Online classes, when completed during a quarter or semester, will be used only at the end of the grading period to calculate eligibility. (Online course final grades are counted for eligibility during the term the final grade is posted)

FNSBSD B.E.S.T. PROGRAM

Students enrolling in the FNSBSD B.E.S.T. Homeschool 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 (7th through 12th 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. (Outside credit courses will be used for the purpose of eligibility in the term upon which it is posted.)

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. Full-time Hutchison High School students can participate in team sports, **not offered at Hutchison**, at the school of their home attendance area.

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 the student must be registered with the ASAA member school and the student must reside in that school's attendance area. Proof of physical address may be requested to verify the student's home attendance area school. 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 assistant superintendent or designee. 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.

K-8 SCHOOLS, CHARTER AND MAGNET SCHOOLS PARTICIPATION

Middle school students enrolled in one of the alternative or K-8 schools (Arctic Light, Ladd, Joy, B.E.S.T., Barnette Magnet, Chinook Charter, Effie Kokrine Charter and Watershed Charter) may participate in activities offered at their attendance area middle school if the alternative school does not offer activities. Contact your attendance area middle school administrator for more information and to register.

*Sixth grade students attending an alternative school listed above and living in the North Pole Middle School attendance area may participate in NPMS middle school activities as deemed appropriate by the activity sponsor/coach and/or NPM administration.

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).

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 intervention 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 in classes 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- *(under revision)*)

Any student in grades 9 through 12, who participates in athletic activities, both interscholastic and intramural, including cheerleading, must have a physical examination within the prior 18 months and a signed parent/guardian 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/guardian consent form on file prior to participating.*

This physical examination must be performed by a practicing physician, an advanced nurse practitioner (ANP), a physician's assistant (PA) or a military medical examiner, and the student's parent or legal guardian certifying that he or she has submitted to a history and physical examination within the prior 18 months. The statement must certify that, in the opinion of the examiner, the student is physically fit to participate in strenuous physical activities.

*Any **elementary students** participating in interscholastic or intramural sports must have a signed parent/guardian 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/guardians 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/guardian information is available from your Activities Coordinator or on the FNSBSD [website at www.k12northstar.org](http://www.k12northstar.org).*

A student may not participate in school athletic activities until the student and the parent or guardian of a student who is under 18 years of age sign a parent/guardian and Student Verification of Receipt of Information Concerning Concussion form, copies of which the schools shall maintain on file. A current verification must be on file each school year. Signed forms may be tracked on

PowerSchool Premier by groups of students for verification of compliance. A school secretary may be designated to enter the dates of signatures in a field in PowerSchool Premier.

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.

The student removed from activity due to the suspicion of a concussion may not return to play until the student has been evaluated and cleared for participation by an athletic trainer, if available, or other qualified person who verifies in writing or electronically that he or she is 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 or an Alternative Education Student who has been approved to participate are 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 parent/guardians 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 ten (10) 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.*

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.
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, theft, 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 at any time.
6. Students are not allowed in rooms occupied by persons not affiliated with the team or the school they represent.

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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 and approved by the building principal in advance of the trip.
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. When in a hotel, all trash shall be removed daily and rooms left in good condition upon checkout. During the stay, noise will be kept to a minimum.
14. While on school sponsored trips, students are expected to dress appropriately and to follow the district's dress guidelines (*refer to School Board AR 1041.1*).
15. Coaches will address the code of conduct to be adhered to on busses or public transportation.
16. Teams will clean up their areas prior to leaving any competition site.
17. Students shall demonstrate good sportsmanship at all times.
18. Additional rules may apply and shall be covered by the coach or sponsor prior to departure or before certain activities.
19. Should any FNSBSD student break any of these rules one of the following consequences may be taken:
 - a. The student may be withdrawn from the competition;
 - b. The student may be sent home immediately at his/her parent/guardian's expense;
 - c. 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;
 - d. The student may be dismissed from the program;
 - e. 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/GUARDIANS ON SCHOOL TRIPS

All coaches need to address this at the start of the season and in writing at the first parent/guardian/student/coaches meeting.

During a school-sponsored trip, a student may be released to an immediate family member (parent/guardian, 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 to be released 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.
- It is the responsibility of the coach to address this with parents/guardians and students.

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 depending on the severity of the incident.

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.

Student Manager Student 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. Performing such duties as may be assigned by the coach.
3. 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.

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 other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Allison Baldock, Title IX specialist, 520 Fifth Avenue, Fairbanks, Alaska 99701. She may be contacted at 452-2000, extension 11379 or via email at allison.baldock@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 or other school activities until payment is received.

ASAA GUIDELINES

ALASKA SCHOOL ACTIVITIES ASSOCIATION POLICIES (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.

CONDUCT/SPORTSMANSHIP

- 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, 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.

- No student or coach may physically attack a contest official or coach. Notwithstanding any other penalty schedule described in this Article, where such attack includes physical contact determined by the Association to have seriously threatened the health or safety of the official or coach, any student committing such an offense will lose all eligibility for one calendar year from the date of the attack; and any coach committing such an offense will be suspended from practicing and coaching in any Association sanctioned activity for one calendar year from the date of the attack.
- All suspension penalties imposed by the Executive Director under Section 5 will take effect immediately upon determination of the penalty.

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 the bench but not be dressed down.

PRACTICE

(Article 7, Section 5)

All players must have ten (10) separate days of physical practice in the same sport activity prior to the first day of competition. Two a day practices do not count as two separate practices.

When a student is participating in an ASAA sport that overlaps the beginning of another ASAA sport, up to five practices may be waived. In addition when a student is participating in a nationally recognized activity (or the Arctic Winter Games) that overlaps the beginning of an ASAA sport season, five (5) practices may be waived.

Scrimmages: A scrimmage is a practice and should be treated as such. Scrimmages with other teams or schools do not count as games.

If a student has completed the required practices but has not competed or practiced for whatever reason for less than two weeks, no additional practices are required before returning to competition with the concurrence of the coach. If a student misses between two and four weeks of practice and competition, five additional days of practice and the concurrence of the coach are required before returning to competition. If more than four weeks have been missed, the student must have ten (10) additional days of practice and concurrence of the coach before returning to competition.

Member schools permitting a student to participate in interscholastic competition without meeting the practice requirements of this section are considered to be using an ineligible player.

PARTICIPATION RULES

(Article 12, Section 2)

A student is eligible to participate in the interscholastic activities of only one member school per year, except as provided under the Transfer/Residency Rule (Article 12 Section 9). The School of Eligibility must ensure that the student meets all eligibility requirements before being permitted to participate.

To be eligible during a school semester for participation in interscholastic activities, a student must meet the following criteria:

1. Be properly registered in a 9-12 or 10-12 high school program or any combination thereof, in the member school where the student will participate or where authorized by a member district, be enrolled in the member district's non-member school or program (including district correspondence),
2. Students enrolled in an alternative education program are eligible to participate in the interscholastic activities of only one member school per year, except as provided under the Transfer/Residency Rule (Article 12, Section 9.)
3. Not be a graduated senior, with the exception that the eligibility of a senior graduating near the end of a regular school year, shall extend through the conclusion of any current school athletic season in which he or she is participating.
4. All freshmen, sophomores, and juniors, as well as seniors who are not on track to graduate, must be enrolled in a minimum of courses needed to receive 2.5 units of semester credit or equivalent at School of Eligibility or supervised by the School of Eligibility or its school district, that lead to granting credit toward graduation from the school district or School of Eligibility.

5. Seniors who are on track to graduate must be enrolled in a minimum of courses needed to receive 2.0 units of semester credit or the equivalent at the School of Eligibility or supervised by the School of Eligibility or its school district that lead to granting of credit toward graduation from the school district or the School of Eligibility. Full time seniors who are on track to graduate, must be enrolled in a minimum of two (2) semester units of credit, or equivalent, at School of Eligibility.
6. 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.
7. Must be in regular attendance at school classes in which enrolled or for which credit is granted (or be enrolled in a district or member school correspondence program).

SEMESTER CREDIT RULE

(Article 12, Section 7)

All first semester freshmen are immediately eligible for the first semester. After the first semester of the freshman year, all students must meet the following criteria to remain eligible for interscholastic competition (Any credited course listed on a student's transcript may be counted toward the semester units needed for eligibility.):

All second-semester freshmen, sophomores and juniors, as well as seniors who are not on track to graduate, must have passed at least 2.5 units of credit, or the equivalent, toward graduation, during the previous semester. All second semester seniors who are on track to graduate must have passed at 2.0 units of credit, or the equivalent, toward graduation, during the previous semester. All first semester seniors must have passed at least 2.5 units of credit, or the equivalent, toward graduation, during the previous semester in order to be eligible anytime during the current semester.

All students must have maintained at least an overall 2.0 GPA for the previous semester. Students who did not maintain an overall 2.0 GPA for the previous semester may regain eligibility in the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

1. For the purposes of this section, academic deficiencies may be made up through successful completion of correspondence courses or summer school.
2. A grade of incomplete is considered as not passing until the incomplete is changed on the official school records.
3. Correspondence study students must meet the same time frame as regular students for academic purposes.

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 as a Result of a Move of parent/guardians:

A student who transfers from one school's attendance area to another's with a bona fide change of residence of the parents, legal guardians (or other persons 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. Bona Fide Change of Residence: For the purposes of this section, a bona fide change of residence means the moving of the permanent residence of the entire family of the student and his/her parents or guardians (or other person with whom the student has resided for a period of time approved by the Association) from one school's attendance area into another school's attendance area prior to a change in enrollment of the student.

For the purposes of this section, a student's transfer to or from a private school shall be treated the same as a transfer to or from the public school attendance area in which the private school is located. Schools must verify that a bona fide change of residence has occurred and must report this to the Association on the Bona Fide Change of Residence form, before the student is allowed to participate.

Transfer Without a Bona Fide Change of Residence of parent/guardians:

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.

Transfer for Emancipated Student:

A student who is legally emancipated as supported by court documents and who is not dependent upon parents or guardians for a home and who transfers from one school to another (except in Section 9, C3) is eligible for interscholastic competition as under Section 9, C2. Transfer with a Move of parent/guardians.

Transfer Due to Parental Divorce or Legal Separation:

A student whose parents are divorced or legally separated may establish eligibility in the school or school district of either parent but not both parents. After establishing initial residency with one parent, all subsequent transfers without a change of residence of that parent will be subject to the rules for Transfer Without a Move of Parents.

Married Student:

A married student whose transfer to another school is specifically related to the marriage is eligible in the new school as soon as properly certified. Otherwise, married students must conform to all other transfer rules

Student Under Court Order or Ward of the State:

A student who transfers under a “court order” or is a “ward of the state” is eligible at the new school as soon as properly certified.

Homeless Student:

A student who is homeless as defined in the McKinney-Vento Act, 42 U.S.C. 11434 a (2), shall be immediately eligible to participate at the public school in which he or she is enrolled, notwithstanding the Transfer/Residency Rule, as soon as the student becomes enrolled in a school. The public school district in which the student is enrolled shall determine whether or not the student meets the definition of homeless under the Act, and shall provide ASAA with its basis for such determination. Such determination may be reviewed by ASAA.

Transfer Due to Elimination of Activity:

A student enrolled in a school which eliminates an interscholastic activity may transfer to another school and be eligible to participate or try out as soon as properly certified. Elimination of an activity occurs when a school drops an interscholastic activity that it sponsored during the previous school year, for whatever reason. A transfer under this rule must be approved by the principal of both the sending and receiving schools. Placement on a team is not guaranteed.

Establishing Residency:

A student who transfers to another school establishes residency at the new school by attending for fifteen (15) days or by participating in any interscholastic competition. After establishing residency, the student must conform to all other transfer rules, even when returning to the previous school.

Seasons of Participation for Transfer Student: A student who transfers to Alaska from another state who has competed in an interscholastic sport including a tournament where qualified, in the current school year shall not be eligible for the same sport during the remainder of the school year at the receiving school in Alaska. A transfer student subject to this paragraph, who has not completed a full season (through the culminating tournament) in a sport may complete the season in Alaska, but may not exceed the maximum number of contests or weeks as established by the Board of Directors.

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 be 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 parent/guardians, 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 student who has been granted an F-1 visa and who is “directly placed” into a high school in Alaska will be ineligible for interscholastic competition 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 (see Section 5, C). 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 from the date of enrollment. For the purpose of this bylaw, Direct Placements are those placements in which either the student or the sending

organization in the foreign country is party to an arrangement with any other party, including school personnel and/or host parent/guardians, for the student to attend a particular school or live with a particular host family in Alaska.

3. A foreign exchange student is considered to be placed with a host family when a written notice of placement is provided by the exchange organization to the student and his/her parents/guardians, and to the host family. No member of the school's coaching staff, paid or voluntary, shall serve as a host family for a foreign student athlete; nor may a coaching staff member arrange for housing.

4. The foreign exchange student must possess a current J-1 visa, issued by the U.S. State Department.

5. 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, an official untranslated 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 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.
5. 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 the American Field Study Service, 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, including 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 participation 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. Students who live with coaches are ineligible (see Section 5, C).

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. Boarding school students must meet all other eligibility rules required of other students in Alaska.

RECRUITING

A. Undue influence is defined as the attempt to secure the attendance of a student for athletic reasons. Any verbal or written recruiting contact initiated by a representative of another school will be considered as asserting undue influence. If the contact is initiated by an individual who is not a representative of a school, that individual's name shall be recorded and a warning issued. If

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a further violation is reported relative to this individual, he/she will be considered to be a representative of the school, and the school may be subjected to the prescribed penalties.

B. A student who participates as a member of an out-of-school team coached by another school's coach, and who subsequently transfers to that coach's school, will be ineligible in that sport for one full season at the receiving school.

C. In districts that have multiple high schools and junior high schools, undue influence may not be exerted by anyone on a student who has not yet entered the ninth (9) grade, to enroll in a school other than his or her home school or the one that he or she ordinarily would be expected to attend.

D. In applying this rule to students attending an alternative education program, undue influence is defined as the attempt to secure participation in interscholastic activities at a private or religious school, or at a public school other than the public school the student would be eligible to attend, based on the residence of the parent or legal guardians, were the student not enrolled in an alternative education program.

E. Because it is not feasible to determine whether recruiting was involved, transfer student-athletes who live with any salaried or non-salaried member of the school's coaching staff are not eligible. In addition, a member of the school's coaching staff may not arrange for housing for any student who may wish to participate in interscholastic athletics. This rule does not apply if the coach is related to the student within the second degree of kindred defined as: father, mother, brother, sister, son, daughter, spouse, grandparents, grandchild, brother or sister-in-law, son or daughter-in-law, father or mother-in-law, stepfather, stepmother, stepsister, stepbrother, stepson, or step daughter. Students placed in a school under a court order shall be eligible under Article 12, Section 9, C7. The Board of Directors has authorized a waiver of this rule for foreign exchange students under certain conditions (see Article 12, Section 9, C14-2).

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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

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

	<i>FNSBSD</i>	<i>ASAA</i>	<i>We will. . .</i>
1 st Offense	Suspension from all co-curricular and extracurricular activities for 10 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. NO PRACTICING ALLOWED DURING SUSPENSION.	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"> For alcohol and other unauthorized substances district requirements will be followed and also include the ASAA educational component. For tobacco and nicotine violations the district will follow the ASAA requirements. NO PRACTICING ALLOWED DURING SUSPENSION.
2 nd Offense	Suspension from all co-curricular and extracurricular activities for 45 school days. NO PRACTICING ALLOWED DURING SUSPENSION.	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"> For alcohol, tobacco, and other unauthorized substances, follow the district’s requirements and the ASAA second offense educational component. NO PRACTICE ALLOWED DURING SUSPENSION
3 rd 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. NO PRACTICING ALLOWED DURING SUSPENSION.	Student suspended from interscholastic activities and practice for six (6) months. Both student and parent/guardian must complete 3 rd educational component. After completing the educational component, the student may be able to return to practice	<ul style="list-style-type: none"> For alcohol and other unauthorized substances and tobacco follow ASAA’s requirements, but NO PRACTICING ALLOWED DURING SUSPENSION.
4 th Offense	See 3 rd offense	Student suspended from interscholastic activities and practice for six (6) months. Both student and parent/guardian must complete 4 th educational component. After completing the educational component, the student may be able to return to practice	Follow the ASAA rule - “Participation is revoked for the remainder of a student's high school career.”

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 which includes watching the orientation video.
 - I understand the terms of the Tobacco, Alcohol and Controlled Substances Policy as explained during the presentation, including the following penalties for violations.
 - First Offense - 10 days suspension
 - Second Offense - 45 days suspension and additional components
 - Third Offense - 6 months suspension and additional components
 - Fourth Offense - 1 year suspension and additional components
- Additional components can be found within the Play for Keeps - Tobacco, Alcohol and Controlled Substances (TAD) Policy.
- 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.
 - I further understand that students and parents/guardian must participate in the orientation and sign this form annually as part of the student's eligibility process.
 - 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

Student Signature

Date

Printed Name of Parent/Guardian

Parent/Guardian Signature

Date

Sport or Activity

School

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, or at 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, or at <http://www.playnaia.org>, or by calling (816) 595-8000.

**parent/guardians and athletes hold the responsibility for meeting NCAA or NAIA qualifications.
Confer with the high school guidance counselor for more information.**

Fairbanks North Star Borough School District
520 Fifth Avenue Fairbanks, Alaska 99701-4756 (907) 452-2000
www.k12northstar.org

STUDENT'S ACKNOWLEDGEMENT

Activities Handbook for Coaches, Sponsors, Students and parent/guardians

- As a student participating in activities, I have read the 2021-2022 Fairbanks North Star Borough School Activities Handbook for Coaches, Sponsors, Students and parent/guardians found on the district's website (<https://www.k12northstar.org/domain/1729>) and if I have questions regarding its contents, I will ask.
- I understand it is my responsibility to follow the stated rules.
- I understand that I must sign electronically through my PowerSchool Account.

_____ Last Name	_____ First Name	_____ Date
_____ School	_____ Activity	

ELECTRONIC SIGNATURE REQUIRED IN POWERSCHOOL

PARENTS/GUARDIANS

Parents/Guardians of high school students participating in athletics are required to register with [PlanetHS](#) and complete the necessary acknowledgements and upload documents.

PARENT/GUARDIAN 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 ensure 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/guardians, coaches, sponsors, and athletes/participants are aware of the available avenues to answer questions or resolve issues.

COMMUNICATION PARENTS/GUARDIANS 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/GUARDIANS

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/GUARDIANS 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 student 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/guardian. 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/guardian, or the student, and often further exacerbate the concern.

THE NEXT STEP: WHAT CAN A PARENT/GUARDIAN 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.
3. 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:
 1. The Head Coach (if applicable),
 2. The school's Activities Coordinator,
 3. The Principal,
 4. The Assistant Superintendent-Secondary,
 5. 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/GUARDIAN REMINDERS

1. Athletes are responsible for reporting injuries to coaches/sponsors as soon as they occur. 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/guardians and interested community members willing to volunteer to aid in program development. The philosophy of the FNSBSD encourages parent/guardians 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, as well as for any out-of-season conditioning activities during the school year.

The guidelines for volunteer coaches are as follows:

1. Must be approved by the Human Resources Department. Approval must be obtained every 4 years.
2. Must have the same qualifications required of other personnel that serve as a coach. Conditions of employment, such as the completion of [mandatory training](#), background checks and first aid training, must be met prior to working with athletes. Principals or their designees will conduct reference checks prior to approval of a volunteer coach.
3. Must be willing to serve without remuneration from any source.
4. Must be under the direct supervision of the FNSBSD coach at all times. **During out-of-season conditioning must be under the supervision of the employee responsible for the out-of-season conditioning.**
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.

Purpose

The purpose of this regulation is to more clearly define the role of booster organizations within the school district. The following should be considered an outline for the operation of booster activities within the building under the jurisdiction and authorization of the building principal.

BOOSTER CLUBS

See School Board Policy 955.51, School Board Policy & Admin Reg 1155.

Booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of a school. All booster projects must be coordinated with the building principal. Booster organizations shall follow school board policy regarding fundraising, distribution of funds, student participation and community participation. Booster groups do not have any authority over decisions made related to the team, athletes, travel options, team schedule, play time, etc.

Financial

Fundraising: All fundraising activities must follow FNSBSD policy and AR. Any donation to the school over \$1,000.00 must have School Board approval. Booster organizations must have their own non-profit tax identification number, and may not fundraise through gambling, alcohol or drug sales. Students will not be required to participate in booster organization fundraising in order to maintain membership on a school team or school group. If fundraising is planned on a Sunday for a school activity, the event should not include students as participants. Sundays are designated as days free of school sponsored activities to include fundraising for school or student groups. The assistant superintendent and building principal may approve in advance a Sunday fundraising activity when special circumstances exist.

Opportunities for Booster groups to support student activities:

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- Travel: Fundraise for out-of-district or out-of-state trips.
- Equipment: Fundraise for equipment that is used primarily for extra-curricular activities. Cost of equipment required for curricular classes, but used in co-curricular or extra-curricular activities shall be paid for by the district.
- Uniforms: The basic uniform that students need in order to perform or compete in a district sanctioned student activity shall be provided by the school. Supplemental uniforms such as warm-ups, t-shirts with student names, etc. may be funded by booster organizations and must be approved in advance by the building principal prior to purchase. Official school colors and school logo/mascot will be used on team uniforms, team gear, warm-ups, etc.
- Student Recognition: through media or awards, after FERPA approval through the school administrative office.

Moral Support

- Organization of student recognition such as assemblies and banquets as requested by the building principal.
- Promote and encourage school and community awareness of all student activities.
- Volunteer Work parties.
- Volunteer officials.
- Acting in a “Role Model” capacity to students who may need social assistance.
- Acting as an advisory group to school officials concerning building activity policy and functions as they relate to students and/or parents/guardians.
- Work in unison with school administration, coaches or sponsors of student activity, and school activity coordinators to ensure consistency and alignment with FNSBSD policies and with the goals of the school.

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 immediately. 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/guardians 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/guardian 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. parents/guardians may not clear their own athletes.

ACKNOWLEDGEMENT FORM

By signing the Acknowledge Form (see page 20), the coach or sponsor acknowledges receiving, reading, and abiding by the guidelines, regulations, and policies found in the *Activities Handbook for Coaches, Sponsors, Students and parent/guardians*.

It is the responsibility of the coach to educate students *and* parents/guardians, prior to the start of the season about the rules and guidelines found within this handbook.



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 provokes 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 healthcare provider, the student may progress to Step 1.**

Step 1

- ❖ **Light aerobic activity increases heart rate for 10-15 minutes** but does not require cognitive attention or sustained concentration. Examples include: walking, swimming, and riding a stationary bike, but no resistance training.
- ❖ **If no symptoms**, then the 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 the 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 the 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 the 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 the 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 the 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 healthcare professional, the student is medically eligible for competition. Students must meet ASAA eligibility criteria in order to return to competition (see School Board Policy and AR 955.21).



**Student &
Parent/Guardian**

Activity Consent & Emergency Medical Info. Form

for ASAA or Approved Interscholastic or Extracurricular Activities

Name of Activity	Student Name
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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/guardian 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 FORM

(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>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.</p>			
Parent/ Guardian Signature		Student Signature	
Date		Date	

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, or at 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, or at <http://www.playnaia.org>, or by calling (816) 595-8000.

**Parent/guardians and athletes hold the responsibility for meeting NCAA or NAIA qualifications.
Confer with the high school guidance counselor for more information.**

Fairbanks North Star Borough School District

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

PARENT/GUARDIAN ACKNOWLEDGEMENT

Activities Handbook for Coaches, Sponsors, Students and Parent/Guardians

- As a parent/guardian of a student participating in activities, I have read the 2021-2022 Fairbanks North Star Borough School Activities Handbook for Coaches, Sponsors, Students and parent/guardians found on the district's website (<https://www.k12northstar.org/domain/1729>) and if I have questions regarding its contents, I will ask.
- I understand it is my responsibility to follow the stated rules.
- I understand that I must electronically sign the parent/guardian Acknowledgement for my student to be eligible to participate in activities.

Last Name

First Name

Date

Student/Students' Name/s

SIGN ELECTRONICALLY IN POWERSCHOOL.