

GALENA CITY SCHOOLS



Extracurricular Activities



Handbook



2018-2019

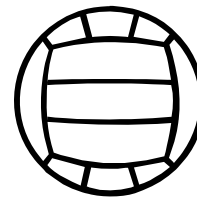


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Student Eligibility Requirements

To be eligible during a school quarter for participation in extracurricular activities, a student must:

1. Be properly registered in a 9-12 school program or any combination thereof, in the school where the student will participate.
2. Be carrying a minimum of five classes or Alaska School Activities Association (ASAA) minimums that lead to granting credit towards ASAA minimums can be found at www.asaa.org or contact the activities director to view ASAA handbook.
3. Be in regular attendance at school classes in which enrolled. *If a student has 5 unexcused absences (or 10 attendance points) in any class, he or she will be ineligible until the following quarter.*
4. All of the above rules apply to Jr. High programs if available.

Eligibility for Captaincy:

Athletes must demonstrate leadership in their sport as well as in the classroom and community in order to be eligible for captaincy.

- Maintain weekly academic eligibility
- Maintain quarterly academic eligibility
- No Tobacco Alcohol and Drug (TAD) violations
- Display good citizenship

Quarter Credit Rule

In order to be eligible to participate in a game or contest a student must have maintained a C average during each quarter. If a student falls below a C average or has received a D or F for a quarter grade, he or she will be ineligible to compete in games or competitions for the following quarter. ASAA bylaws state the following: All students must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system. If ineligibility occurs due to grade point average in the fourth quarter, the student will be ineligible for the first quarter the following year.

A grade of 'incomplete' is considered as not passing until the 'incomplete' is changed on the official school record. The face value of grades will be used and a "+" or "-" after a letter grade will be disregarded.

GCSB Academic Weekly Eligibility Reports

Galena City School District (GCSB) recognizes that student participation in extra-curricular activities plays an important role in developing well-rounded individuals. Furthermore, GCSB also recognizes that student participation in extra-curricular activities is a privilege and not a right. Good citizenship, active engagement in all classes, and a high level of responsibility toward meeting course outcomes will allow the student to participate in weekend competitions.

1. **Out of School Suspensions:** Students who are suspended or receive equal consequences as OSS will lose participation for the next event if in season. This consequence becomes progressive for the remainder of the school year.
2. **Disciplinary Detention:** Students whose actions cause result in a disciplinary detention in school the week of a competition will not be allowed to participate in the extracurricular activity that weekend.
3. **Deadlines:** Weekly eligibility reports are due on the activities director's desk during the week of competition and no later than 4:00pm two days prior to the departure date. It is the student's responsibility to ensure that all teachers have signed and processed the weekly eligibility report prior to turning it in. If an instructor is absent, please see building administration to sign
4. **Active Engagement and Responsibility in Classrooms:** Students will be actively engaged in their classrooms by demonstrating the following behaviors:
 - i. Students will have consistently and regularly completed classroom assignments on time.
 - ii. Students will have completed all qualifiers to be eligible for Form A assessments (tests) for the current unit in the appropriate time as determined by the classroom teacher.
 - iii. Students will have completed all qualifiers and corrective loop requirements to be eligible for Form B and Form C assessments (tests) in the appropriate time as determined by the classroom teacher.
 - iv. Students will have attended all after school or before school tutorial sessions requested by the teacher as a component of the corrective loop process.
5. No unexcused absences in the week the event occurs.
6. **Special circumstances will be dealt with on an individual basis by the GCSB activities director and administration.**

General Policies

Drug and Alcohol Policy

1. Galena City Schools has the legal right to test its students for the use of alcohol or drugs, including the rapid eye test, Breathalyzer test, and urine analysis. A staff member based on good cause can request any of these three procedures. No random testing will be conducted.
2. The refusal by any student to submit to testing for drugs and alcohol use will be considered an admission of such use, with disciplinary procedures to follow based upon such assumed use.
3. The distribution of alcohol or illegal drugs includes provisions of such substances to other students under any circumstances, on or off campus, including sale, gift, or exchange for other considerations.
4. Galena City School District follows the board approved Code of Conduct and ASAA guidelines and polices for eligibility for policy infractions.
5. Students who use tobacco products (cigarettes, cigars, snuff, chew, etc.) in school buildings, on school property, or while participating in school-sponsored activities shall be prohibited from participation.
6. ASAA TAD Article 12, Section 8 is in effect and will supersede any GCSD policy if applicable. There is an ASAA handbook on site.

Medical Examination

A student may not be permitted to participate in a practice session or to represent the school in athletics, or other strenuous activities until there is a medical examination on file annually.

GCSD Operations Guide

Extracurricular Coaching and Advisor Positions

The following “operations guide” is approved by the Galena City School Board to serve direction in the selection and employment of advisor/coaches. The purpose of this guide is to provide public input and open communication regarding school extra-curricular operations.

1. From April 5th through April 19th, the district activities director will post publicly the following positions:

Head Wrestling	Yearbook
Assistant Wrestling	Junior High Basketball
Head Volleyball	Activity Director
Assistant Volleyball	
XC Running	

From August 17th through August 31st the district activities director will publicly the following positions:

Head Girls Basketball	Senior Class Advisor
Assistant Girls Basketball	Student Council Advisor
Head Boys Basketball	XC Skiing
Assistant Boys	NYO Coach
Junior Class Advisor	HOSA Advisor

2. All interested people may apply.
3. Qualified certificated teachers, classified staff, and community members will receive priority in filling these extra-curricular responsibilities.
4. All applicants will be subject to security check as per board policy and must meet ASAA coaching qualifications per ASAA policies.
5. Individuals in these positions of the current year will be considered for the coming year unless they present a written request to be excluded.
6. Following the April 19th closing date the activities director will arrange a candidate screening meeting that includes another district administrator.
7. This group will determine and conduct interviews according to district “local-hire” guidelines should replacement in any position evolve.
8. Progress reports relating to advisor/coaching hire status will be presented in the activities director’s monthly accounts to the School Board.

Coach's/Advisors Responsibilities

1. Must hold a parent/student meeting before the start of the season. A student will not be allowed to participate until a meeting of coaches and parent is held. Coaches must explain all Galena City School District and ASAA rules, as well as criteria for play, lettering, and travel.
2. Select and coach individual participants in the skills necessary for excellent achievement in the sport.

3. Plan and schedule a regular program of practice in-season with other coaches. There are no practices on Thanksgiving Day, Christmas Day, New Year's Day, and Sundays unless approved by the activities director.
4. Work closely with the activities director in scheduling interscholastic contests. The activities director, prior to scheduling, must approve all events and camps.
5. Help at all home events; assist J.V. and other coaches.
6. Maintain and recommend the purchase of equipment, supplies, and uniforms. Maintain and clean all uniforms (dry-clean only if required to) after each activity and before turning in for inventory.
7. Maintain the necessary physical forms, insurance eligibility forms, and records as required by ASAA and Galena City Schools.
8. Oversee the safety conditions of the facility or the area in which the assigned sport is conducted at all times students are present.
9. Establish performance criteria for participation in interscholastic competition in the sport.
10. Enforce discipline and sportsman like behavior at all times. Establish penalties for breach of such standards by individual students. Rules need to be on file with the activities director prior to the start of the season.
11. Maintain personal/professional conduct and dress standards commensurate with the ideals of the GCSD's extracurricular activity program.
12. Be familiar with all pertinent rules, regulations, policies, and procedures of ASAA, the regional affiliate, and GCSD.
13. Perform other duties pertinent to the sport as assigned by the activities director.
14. Ensure that chaperones accompany both male and female students for all school-sponsored overnight activities, and ensure appropriate behavior occurs.
15. Agree to the use of the High School Coach's Evaluation form. This form is for optional use by the administrator, activities directors, and/or the activity sponsor for the purpose of improvement only.
16. Be currently certified in first aid as required by ASAA regulation, and have a fully equipped first aid kit on hand. Must have an NFICEP Coach's Certification or certification from another state.

17. Possess and be familiar with the National Federation Handbook for his/her sport.
18. Develop sport manager job descriptions that include locker room responsibilities. The descriptions must be on file with the activities director/principal prior to the start of the season.
19. Be responsible for filling out an accident report for any significant injury, and filing it with the student's health records.
20. In most cases, it is not appropriate for coaches to have their own children accompany the team and be present in the bench area.
21. Have all training rules and regulations on file with the activities director.
22. Distribute written guidelines for earning a letter and keep records for all awards.
23. Develop permission slips, which include the place of travel, terms of travel, telephone number of airline traveling on, and contact telephone number of parent/guardian signing permission slip.

Student/Parent - Coach/Chaperone

Qualifications for student activities:

1. Parent/guardian signs off on Hold Harmless Agreement
 - Must attend coach/parent meeting before each sport.
2. Principal's and Superintendent's (or designee's) approval.
3. Chaperone (hereafter includes coach) requirement for overnight:
 - A chaperone of each gender is required if the travelers are both male and female or if the chaperone is of the opposite gender of the group. (District office may authorize other arrangements.)

Student/Parent (Guardian) Responsibilities

A student participating in an activity must meet the eligibility requirements for:

1. School
2. District rules as follows:
 - Be properly registered in the school where the student will participate.-

- Carry a minimum of five classes that lead to granting of credit toward advancement in elementary and graduation in high school. Second semester seniors that are on track to graduate must have passed 4 semester units of credit during the previous semester.
- Be in regular attendance at school.
 - o If you are not in school you will not be at practice or the competition. Appointments and emergencies will be dealt with individually.
- 3. ASAA (if applicable). The above rules apply along with others specifically written for high school participation in ASAA-sanctioned activities. Please reference the ASAA Handbook on-site for more details.
- 4. Student/Parent (guardian) permission slips must be signed and on file at the school.
- 5. For those students wishing to be checked out while on a school sponsored trip must provide a written note in advance from their parents or legal guardian. Parents or legal guardians are the only people allowed to check students out and they must have their child back to the chaperone at a predetermined time.
- 6. If a student wishes to stay longer on a trip and has submitted a written request prior to the trip, he/she will be responsible for paying travel costs back.

Student Travel Policies

Eligibility Requirements for Travel

All travelers must follow chaperone decisions and rules at all times (e.g. curfew and schedule decisions). All travelers must be academically eligible and have no current Tobacco/Alcohol/Drug violation restrictions.

Athletes and or managers need to be academically eligible (weekly and quarterly) to travel to any sporting event even if not participating in the event.

Athletes not selected for travel will not be allowed to “pay their own way” in order to participate with the team.

Clothing for Travel-must be worn on the plane

- Winter boots
- Snow pants
- Winter parka
- Warm hat
- Winter mittens or insulated gloves

Final approval of cold weather gear will be the responsibility of the chaperone and Principal. A trip can be cancelled because of weather at the discretion of the site administrator.

Student Behavior During Travel

☐ The use and/or possession of alcohol or illegal drugs are prohibited. If it is determined that a student has possessed or used alcohol or illegal drugs, the student will not be allowed to participate in extracurricular activities for a minimum of 30 school days. A second offense will carry a penalty of one semester or 60 school days, whichever is greater, from the date of infraction.

☐ Vandalism is unacceptable in airplanes, hotel rooms, schools, etc. Any student who has committed vandalism will be assessed a fee to cover the cost or part of the cost, for restoration of damaged property. Additional disciplinary measures may be imposed after consultation between the site administrator and the District Office.

☐ Students who violate and/or are convicted of violating Alaska State laws, GCSD Board policy and regulations, school rules, or other rules as specified by the chaperone, will receive penalties appropriate for the action.

☐ Students shall not be allowed to smoke, chew, or possess tobacco or nicotine products on school property or during school hours, school-sponsored events, or under the supervision of district employees.

☐ Be respectful to all facilities used/and or visited.

In the event that any of the rules relative to student travel are violated, the student will be sent home at the student's/parent's expense and may be suspended or expelled from school or activities or both, for up to one year.

Chaperone Responsibilities

Chaperone Behavior

Chaperones are expected to set an example of proper behavior. In addition, chaperones are expected to supervise and be available to students at all times during travel.

Chaperones will either *remain physically present with students during the entire trip* or have a buddy system for student safety. Chaperones are expected to enforce all GCSD activity travel procedures and report all violations of rules to the appropriate Principal(s) as soon as possible after a violation.

The use and/or possession of alcohol and/or illegal drugs by chaperones are prohibited. Appropriate disciplinary action may be taken for any infraction.

Travel Documents

The chaperone will keep and assume responsibility for all travel documents for each member of the group and aid the airline (pilot) whenever possible with things such as luggage handling and weight distribution. The chaperone must carry a copy of the parent/guardian permission slip(s) at all times.

Weather Conditions

All rescheduling of travel shall be coordinated through the District office. It is the chaperone's responsibility to notify the site administrator of any changes in travel arrangements.

Student Behavior

Chaperones will explain all rules to students prior to leaving on a trip.

The chaperone has the right to turn a student over to the police or juvenile authorities when, in their judgment, they are unable to control the student or the student presents a danger to others. It is the responsibility of the chaperone to immediately notify the site administrator if the student is having medical problems, being held by the police, or involved in an accident. The site administrator will then immediately notify the parents or guardians.

If, in the judgment of the chaperone, after consultation with the site administrator or District office administrator in the absence of the Principal, it is determined the student should not continue with the group, arrangements will be made for the student to return home. The parent or guardian should be made aware before the trip that additional cost for the return of a student due to unacceptable behavior might be their responsibility. The principals should notify the District office as soon as possible.

It will be the responsibility of the chaperone to determine if a student has violated the

substance abuse policy. The decision of the chaperone in these matters shall be final. The site administrator will be notified immediately.

Chaperones will be responsible for knowing the exact whereabouts of students on a trip at all times. If a student leaves the group without authorization and cannot be located immediately or will not return to the group, the chaperone shall contact the site administrator who may arrange to send the student home immediately.

Curfew will be set and enforced by chaperones. When staying in hotel rooms with in-room movies, the chaperone shall request non-rated as well as "X" and "R" rated movies to be turned off for all rooms housing students and telephone constraints be initiated.

The chaperone needs to exercise caution in permitting any student to participate in an activity that may be questionable or high risk.

Hold Harmless Agreement

I have read the Galena City School District activity guidelines and understand their contents. I authorize the school to transport my child for any co-curricular activity. I understand that neither the local Board of Education nor the Alaska School Activities Association carries sports or activities insurance and will not assume responsibility for injuries sustained in the co-curricular programs. I also understand that accident insurance coverage is my responsibility. I give consent for emergency treatment to be administered to my child.

I understand that all co-curricular activities have a certain degree of risk. I also understand these risks may include injury ranging from minor sprains and contusions to major injury, possible paralysis, or even death. I understand the possibility of serious injury may impair my future abilities to earn a living, to engage in other business, social and recreational activities, and to enjoy life generally.

Having read and understood the above warning, I recognize the importance of following coaches' instructions regarding playing techniques, training and other team rules, and I agree to obey such instructions.

Having read the above warning and having understood the dangers and potential risks involved in playing or practicing these activities, I give my consent as the parent/legal guardian of

_____ (student's name) to participate in the following program(s) (list all sports activities that student intends to play during the current school year):

I understand that since neither the local Board of Education nor the Alaska School Activities Association carries sports activities insurance, I agree to assume all medical costs incurred should injury result from participation in these activities. I hereby agree to hold the Galena City School District, its employees, representatives and coaches harmless from any and all liability, actions, debts, or claims of every kind whatsoever which may arise by or in connection with participation of my child/ward in activities related to the above-mentioned high school programs. The terms hereof shall serve as a release for my heirs, estate, executor, and all members of my family.

Student Signature

Date

Parent/Legal Guardian Signature

Date