

# Ketchikan Gateway Borough School District

Extracurricular Activities Handbook

*Updated June 2017*



**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**  
**EXTRACURRICULAR ACTIVITIES HANDBOOK**

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# Conduct of Coaches/Advisors/Chaperones

The intent of this policy is to ensure that all coaches follow a set standard of guidelines. These guidelines will insure the continued support of the rules set forth by the Ketchikan Gateway Borough School District and the school the coach represents.

## Standards

### ASAA

- Each coach will complete the American Sport Education Program as recognized by ASAA and maintain current first aid and concussion education certificates as required by ASAA.
- Each coach will hold ten separate days of physical practice in a sport before the first seasonal sport activity.
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### Practice Rules

- Coaches are required to keep an attendance roll to ensure each participant has the required practices before they compete. Two practices in one day will count as one day of practice.
- Coaches or a qualified adult will stay with the student for the entire practice session or have another adult present to remain with the students. This includes the gym, field, pool and weight room.
- If school is cancelled due to weather or other unexpected circumstances there will not be practice.
- If a student is absent from school for the entire day or leaves school early due to illness, they may not attend practice or participate in games scheduled for that day.
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### Requirements

- Coaches will conduct themselves in a manner which would not bring disrepute upon the school or activity.
- Coaches will attend an annual mandatory meeting with the Principal, Vice Principal or A.D. to review policy manual, sign coach agreement form and sign their contract.
- Coaches will hold an annual meeting with parents and students before the beginning of the season to review all rules and guidelines. Parents shall complete all paperwork and sign agreement forms at this meeting.
- Coaches are responsible to make sure each student/athlete has a current physical before allowing them to participate in a practice or game. Coaches must not take a verbal confirmation for a current physical from the student or parents.
- Coaches/Advisors will provide a list of student participants to the Activities Director.
- Coaches should check out equipment and uniforms at the beginning of the season and check it in at the completion of the season. Uniforms are to be worn only at official contests.
- Coaches/Advisors will make sure their activity has enough money in their account to cover all scheduled travel outside Region V.
- Fundraising activities must be approved in advance by a school administrator (principal, vice principal or A.D.).
- Coaches will follow the travel rules and guidelines set forth by the KGBSD and school.
- Coaches will set team/activity rules and lettering criteria that are explained to students and parents.
- Coaches will follow all risk-management guidelines set forth by KGBSD and the school.
- It is the responsibility of all coaches to obtain travel permission for any events outside of Region V from the A.D., Principal and KGBSD School Board. This permission must be obtained no less than thirty (30) days before the event.

- Coaches will provide parents with the team's travel schedule as soon as it is available. The travel schedule will also list the travel itinerary, cellphone and hotel contact information for the coach/advisor.
- Coaches will submit their team rules and consequences before the start of the season for approval from the Administration.
- Coaches are required to attend all team practices and events including those that involve travel.
- Teams travelling to all away events must be accompanied by a Coach.
- Coaches may be excused from team practices or events for illness or personal emergencies but will be required to contact the A.D. and gain approval.
- Teams will not be allowed to practice until Coaches have completed all paperwork and attended required meeting with AD or Administration.
- Coaches will assist the AD's office with housing visiting teams by establishing an expectation of housing by all participants in their activity, assigning participants to house, and sharing any information with the AD that would excuse a participant from housing.

# Coach/Chaperone Travel Rules and Responsibilities

## **Standards of Coaches/Advisors/Chaperone**

Coaches and Chaperones are expected to set an example of proper behavior. In addition, coaches and chaperones must be supervising and available to students at all times. Chaperoning is a 24/7 duty.

- Coaches must carry a copy of the student's medical release/parent's permission form with them at all times.
- There will be a ratio of 15 to 1 students to coaches/chaperones.
- There must be a chaperone for each gender when traveling with mixed gender groups.
- Chaperones will be at least 21 years of age.
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## **Conduct of Coaches/Advisors/Chaperones**

The use and/or possession of alcohol and/or illegal drugs by coaches/advisors/chaperones are prohibited. Coaches/advisors/chaperones may not go to a bar, or enter a bar, or sit in the designated bar area of an eating establishment at any time during the trip. Coaches/chaperones may eat in establishments that serve alcohol, provided that the establishment's primary business is not liquor sales.

Coaches must refrain from the use of all tobacco products in the presence of the students. If a coach/advisor/chaperone smokes, they may not smoke in the hotel room, vehicle or within 100 yards of the field of play.

Coaches/Advisors/Chaperones will adhere to the following risk management guidelines:

- *Avoid being alone with a player in non-public settings.*
- *Do not buy gifts for or give money to an individual student as an enticement or bribe.*
- *Let your language set the tone. Avoid profanity, even in conversations that you think are private but may be within earshot of players.*
- *Never verbally demean, negatively label or ridicule a child based on appearance, gender, weight, sexual orientation, race or any other identifying characteristic.*
- *Document any unusual behavior or situations for the Principal.*

## **Responsibility of Coaches/Advisors/Chaperones**

Coaches/Advisors/Chaperones are expected to enforce Ketchikan Gateway Borough School District activity procedures and to report major violations of the rules to the appropriate administrators as soon as possible after the infraction.

- It is the responsibility of the coaches/advisors/chaperones to immediately notify the Principal or Vice Principal if the police are holding a student or if the student is involved in an accident or injury. The Principal/ Vice Principal or Activities Director will notify the parents (guardians). If you have to take someone to the hospital, contact the parents ASAP. Then call the principal and/or Activities Director.
- Major rule violations; call the Principal, Vice Principal or A.D.
- Parents will incur all travel expenses for any student sent home for violations. This will include expenses for the accompanying chaperone and/or additional expenses necessary to insure that the returning student, as well as the remaining students, continues to be adequately chaperoned.
- Students will participate in a two-hour study period per day for every day of school missed while traveling. Example: trip is Thursday –Sunday, student will have a four-hour study period. Coaches/advisors/chaperones will establish the times and supervise the study period.
- While away from Ketchikan, NEVER leave a student(s) behind if they are late for the ferry or plane. If one student misses the ferry or plane, the entire group stays. If there are more than two chaperones, one can remain behind while the others return home. Call the Principal or Activity Director immediately if this should happen. The Principal will notify the parents (guardian). This does not apply to departure from Ketchikan. If a student does not make their flight or ferry leaving Ketchikan, they will be left and no alternate travel plans will be made.

- Coaches and Chaperones shall not administer medication without parent permission except in the case of emergency, and shall log or record any medication provided.

## **Guidelines for traveling and housing will be followed.**

### **Housing:**

- Be sure to receive a correct housing list from the host school.
- Have phone number for the principal, activity director, coach and school of the host school.
- Students will be housed, at a minimum, in pairs. The students housing together must be of the same gender.
- Coaches/Advisors/Chaperones will call the housing host to check on students and to provide contact information for the coach/chaperone to the host parent(s). Calls will be placed the first night and periodically after that.

### **Hotel Policy:**

- No coaches/advisors/chaperones may be alone in a hotel room with a player/student of the opposite gender.
- Coaches/Chaperones will sleep on same floor as students.
- Coaches/Chaperones will do room checks at curfew and periodically throughout the day (24-hour period).
- When traveling with activities that have mixed genders, the boys' and girls' hotel rooms will be on separate floors of the hotel if possible. Boys may not go on girls' floor. Girls may not go on boys' floor.
- A minimum of three (3) students will be housed together in hotel rooms.
- Pay-per-view movies will be turned off for all rooms housing students and telephone constraints will be initiated.

### **Ferry Policy:**

- No students allowed in stateroom.
- Coaches/advisors/chaperones will make sure their groups are respectful of others. Students should be quiet and get ready for bed at a respectful hour set by their coach as not to disturb others.
- Students must travel in groups of two or more on the outside decks of the ferry.
- Make sure the group cleans their area before leaving.
- For overnight ferry trips, chaperones may book a cabin, but chaperones will take turns supervising the students (rotating times). Sufficient chaperones should be on duty 24/7 on the ferry.
- Boys and girls will sleep in separate areas of the ferry. Boys are not allowed in the girls' area and girls are not allowed in the boys' area.
- Follow all rules of the ferry system and the instructions from personnel on board the ferry.
- If a parent is traveling with the group and reserves a room for a student the student may stay in the room with the parent provided that the arrangement has been approved in advance by the Principal or their designee.

The coaches/advisors/chaperones have the authority to set and enforce appropriate curfew times. Suggested times are 10:00 p.m. on a weeknight and 11:00 p.m. on a weekend night. Curfews may be extended at the coach's discretion to accommodate dances, movies, late games or other activities.

The coaches/advisors/chaperones have the right and authority to decide when, and if, it is an appropriate time for a student to be released to an approved family member or friend, provided, however, that a proper parent or guardian directive may be honored.

- Written approval (see form) must be obtained from the parent (guardian).
- Parents traveling with their child's team/activity may not take their child away from the team event or housing situation without advising the coach and should not do so without approval of the coach.
- Parents traveling with their child's team/activity may not override the coach's rules for the team.
- Parents traveling with their child's team/activity may not override the travel policies of the Ketchikan Gateway Borough School District.
- The Coach or Chaperone shall report any situations to the principal if a parent fails to comply with these procedures or removes their child without the coach's permission.

The coach/advisor/chaperone shall contact the police when, in their judgment, they are unable to control the student or the student presents a danger to others or the student is involved with illegal activity i.e.: possession of an illegal substance or minor consumption. Once the police have been notified, the Principal must be notified. The Principal will notify the parents (guardians).

A coach or chaperone must accompany any student(s) wishing to go ashore at a port stop on the ferry trip or in the terminal while traveling by plane. When traveling with more than one coach/ chaperone, part of the group may stay on the ferry/plane with a chaperone and another chaperone will accompany the group going ashore or into the terminal.

Coaches/Advisors/Chaperones are expected to follow and enforce all Policies and Guidelines set forth by the KGBSD. Failure to follow the policies will result in disciplinary actions and possible removal. Coaches may have stricter rules and guidelines for their team/activity subject to administrative approval. Team rules may NOT be less punitive than existing policies.

If there are any doubts whatsoever, the coach/chaperone will call the Principal, Vice Principal or Activities Director.

# KGBSD Coach/Advisor/Chaperone Agreement

## Initials

- \_\_\_\_\_ I will conduct myself in a manner which would not bring disrepute upon the school or activity.
- \_\_\_\_\_ I will meet with the A.D. and administration before the season starts.
- \_\_\_\_\_ Pursuant to Article 10, Sections 1-2-3 of the ASAA handbook, I will complete the Alaska Coaches Education Program which consists of the NFHS "Fundamentals of Coaching" course (which includes the ASAA component), the "First Aid for Coaches" American Red Cross, and the NFHS "Concussions in Sports – What You Need To Know" course prior to being issued a coaching contract. These courses are offered online and found through the ASAA.org website under Coach Education.
- \_\_\_\_\_ I will properly supervise students at all practices including the gym, weight room, pool and fields.
- \_\_\_\_\_ I will hold the required number of practices and keep an accurate roll.
- \_\_\_\_\_ I will hold an annual meeting at the start of the season with parents and students and provide written guidelines and lettering criteria.
- \_\_\_\_\_ I will refrain from all alcohol and/or other intoxicating substances during school travel.
- \_\_\_\_\_ I will refrain from the use of all tobacco products in the presence of the students.
- \_\_\_\_\_ I will properly chaperone students during travel.
- \_\_\_\_\_ I will assure all paperwork including physicals are completed before the beginning of the season.
- \_\_\_\_\_ I will provide a list of student participants to the Activities Director.
- \_\_\_\_\_ I will only travel with students that have met the eligibility requirements. I will not ask the school staff for special exceptions.
- \_\_\_\_\_ I will check out equipment and uniforms at the beginning of the season and will be responsible for the equipment/uniform return at the end of the season.
- \_\_\_\_\_ I will submit team rules and consequences to the administration before the start of the season. I have read the rules and guidelines set forth by KGBSD.
- \_\_\_\_\_ I will submit all requests for fundraising prior to the start of the season.
- \_\_\_\_\_ I understand that my failure to follow the rules and expectations set forth for chaperones/coaches/advisors may result in disciplinary actions against me, including but not limited to dismissal.
- \_\_\_\_\_ I will attend all team practices and events at home and away, unless previously authorized by the A.D. or school administration not to attend.
- \_\_\_\_\_ I will accompany and properly chaperone my team on all travel events.
- \_\_\_\_\_ I will coordinate in arranging suitable housing for visiting teams for every home event that our team participates in.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Sport/Activity

\_\_\_\_\_  
Date

Signed Copy Received by Administration:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# PLAYER POLICY FOR PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

## Eligibility Requirements

### Alaska School Activities Association (ASAA)

- 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.
- 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.
- Athletes must have a physical examination. All students must have parent consent for emergency treatment and indication of accident insurance form on file.
- The Alaska School Activities Association is the governing body. Kayhi activities will follow all ASAA rules and regulation except in situations where Kayhi policies are more restrictive.

### Ketchikan School District Requirements

- Must be enrolled in five (5) credit hours that the KGBSD grades, except for seniors and home school or Fast Track students who meet the minimum enrollment levels for participants from those programs.
- Seniors who are on track to graduate must take at least four (4) credit hours that the KGBSD grades or the equivalent to be eligible.
- Other seniors must be enrolled in a minimum of five (5) credit hours that the KGBSD grades or the equivalent to be eligible.
- No participant may have a failing report card grade from the previous grading period. This includes both quarter and semester grades. The participant will be ineligible for the following quarter. This will also carry over from spring to fall grading. Students cannot have an Incomplete (I).
- All students must maintain a 2.0 GPA, have no more than one D with no failing grades (F) to be eligible to travel for school activities. Students must also be passing all classes in order to participate in home games, meets and matches.
- If the student is not eligible at the scheduled time of departure of the team or group, that student will not allowed to travel at an alternate time; they are deemed ineligible for the entire trip.
- If a ticket has been purchased for a student and that student is deemed ineligible for travel and if the ticket cannot be used for school travel at a later date or used for another student, the student will be responsible for purchasing the ticket from the funding source at full purchase price. The student will be responsible for all airline change fees associated with the ticket. Failure to reimburse the funding source in such cases will render the student ineligible for further student activities.

### Attendance

- All students involved in travel as part of the Activities Program are required to be in attendance FOR THE ENTIRE SCHOOL DAY OR UNTIL THE TIME OF DISMISSAL. Failure to comply will mean forfeiture of travel privileges for that trip.
- Students are expected to take care of pre-trip activities such as packing before the school day and will not be excused early to do so.
- Students returning from travel will be in school the next day. Students returning before noon will attend classes the rest of that same day unless arrangements are approved by the principal.

- Students will attend classes the day of a home contest. If a student is absent from school for the entire day or leaves school early due to illness they may not participate in games scheduled that day.
- If a student is absent from school for the entire day or leaves school early due to illness, they may not attend practice that day.
- If school is cancelled due to weather or other unexpected circumstances there will not be practice.

### **Check Out/ Eligibility Policy**

- All students traveling as part of the KGBSD activities program must be grade eligible the Thursday of the week prior to the departure day. Students will begin the sign-out process the Tuesday before and be eligible by 4:00 pm Thursday afternoon. All students participating in home events must be grade eligible no later than 4:00 p.m. the Thursday of the week prior to the home event.
- A student must remain eligible up to, and through the date of their event in order to be eligible to participate. Teachers have the responsibility of notifying the A.D. if a student becomes ineligible between the time they have been signed out and the time of their travel or participation in a home event.
- If there are extenuating circumstances, the A.D. or principal may extend the deadline. The principal will document all incidences of extenuating circumstances. Under no circumstances shall an administrator or parent pressure a teacher to extend deadlines or certify eligibility for an ineligible player. A teacher may request that an administrator extend the deadline if that teacher is in the process of working with a student on their eligibility and feels that circumstances would warrant an extension.
- To participate in home events a student must have a 2.0 with no failing grades (F). To be eligible to travel at the time of checkout the student must have a 2.0 with no failing grades (F) and no more than one D.
- A student may be deemed ineligible to travel for unsatisfactory behavior.
- The teacher will notify the coach and A.D. if the student is unable to travel due to failing grades or unsatisfactory behavior.
- The A.D. will contact a student's parents/guardians when such an event occurs.

### **Practice Rules**

- As per ASAA rules, there must be ten (10) separate days of physical practice in a sport before a student may compete in that seasonal sport activity. For some activities, ASAA may grant a waiver of up to 5 practices when the activities seasons overlap. The waiver request must be submitted to the A.D. who will make the formal request to ASAA.
- Coaches will keep attendance records to insure each participant has the appropriate number of practices. If a team practices twice in one day, that is still one day of practice. Practices on Sundays will not be counted towards the minimum practice requirements.

### **Physical Examinations and Paperwork**

- A student will not be permitted to participate in practice session or to represent the school in athletics until there is a current, signed, medical release and physical on file with the school. This physical must have taken place within twelve calendar months of the anticipated final day or participation in the activity.
- All paperwork will be completed before the beginning of the season, including drug testing release, medical release, parental permission, and emergency contact information.
- Coaches will not take the verbal confirmation for a current physical from the students or parents. This will be confirmed by the A.D.
- Coaches will not take verbal confirmation that all paperwork is current from the student or player. This will be confirmed by the A.D.

## **Random Drug Testing**

- Testing will be done on a weekly basis by randomly drawing 10% of all participating athletes. Strict confidentiality will be observed at all times to protect those tested and especially for those who test positive. Should an athlete test positive, consequences will be imposed.
- Refusal to be tested will result in the student being considered ineligible to participate in the sport for which the test was required.
- Should a student or parent refuse to complete the necessary forms for the random drug test, that student will not be allowed to participate in the activities until such a time as the student and the parent or guardian signs the authorization.

## **Behavior and Responsibilities**

### **General Behavior**

- Students are expected to behave in manner as to bring credit to their school, community and family.
- Participants are expected to display good sportsmanship both on and off the playing area.
- Students will participate in a two-hour study period per day for every day of school missed while traveling. Example: trip is Thursday –Sunday, student will have a four hour study period. It is the student's responsibility to get all study material and homework assignments from the teachers.
- All assignments/homework are due the first day the student returns to class.
- Appropriate team attire or well-groomed attire will be worn. Torn clothing, dirty clothing and pajamas are not appropriate.
- While traveling, students will not drive or operate a vehicle at any time. This includes rental cars and host family vehicles. Students that violate this policy will face disciplinary action, which can include suspension of travel for the remainder of the year.
- Students should always travel in pairs. No student may go anywhere alone. The coach must give permission for the student to go somewhere before they leave. Leaving with friends or even family members without the permission of the coach is strictly forbidden.
- Students will remain in the care and locale of the coach/chaperone at all times unless prior arrangements are made in writing (form). Students may not leave with anyone other than the coach and/or host family. A student who leaves the group without permission will be subject to appropriate disciplinary measures, which may include being sent home, and restrictions placed on future travel.
- The use of tobacco, alcohol or drugs in any form is not allowed at school activities. Evidence of the use and/or possession of alcohol, tobacco and/or drugs are sufficient cause for detention by school officials. Parental and police contact will be made. School disciplinary action will also be taken whether the issue at hand concerns tobacco, alcohol or drugs. School rules are in effect while traveling. Violations of school rules while traveling will be treated with the same policy that governs violations that occur on school grounds.
- If a student encounters the use of drugs, alcohol, tobacco or major rule violations by peers, they must remove themselves immediately from the situation and alert the coach. Failure to do so will mean a conscious decision to stay in the situation or to not inform the proper people of the event and may result in disciplinary action.
- Violation of behavior guidelines may result in suspension from the program or activity.

### **Housing Rules**

Guidelines for traveling and housing will be followed.

#### **Housing:**

- No switching of housing when in a host city. You will stay at the house you are assigned. If there is a problem, contact the coach immediately.
- Have phone number for the coach.
- Students will be housed in a minimum of pairs. The pairs must be of same gender.
- Be polite and respectful of the host family's rules and curfews.

- Keep your area clean and neat at the host family's home.
- Always keep the host family informed about where you will be when leaving.

Student may request to stay with a relative or family friend. This is permissible only if the request is made in writing by the parent and on file with the activity director listing the housing family's name, address and phone number (see form). This information will be given to the coach. Students must secure this request at least one week in advance because it impacts the housing arrangements of the hosting school.

#### Hotel Policy:

- When traveling with activities that have mixed genders, the boys and girls hotel rooms will be on separate floors of the hotel where possible. Boys may not go on girls' floors. Girls may not go on boys' floors.
- Be respectful of other hotel guests. No disruptive behavior in the hotel.
- Pay-Per-View movies may not be ordered.
- Long distance calls may only be made by using a calling card or personal cellular phone. No long distance calls may be made from the hotel room phone.
- Only Chaperons may request a replacement room key.

#### Ferry Policy

- No students allowed in stateroom.
- Be respectful of others. Students should be quiet and get ready for bed at a respectful hour set by their coach as not to disturb others.
- Students must travel in pairs on the outside decks of the ferry.
- Girls and boys must sleep in different areas.
- Make sure the group cleans their area before leaving.
- Follow all rules of the Ferry system and the direction of the personnel on board the ferry.

**Failure to follow the rules can result in the student's return to Ketchikan and further disciplinary action, including but not limited to suspension from the activity and any future activity.**

# KGBSD Student Activities Agreement

Initial:

- \_\_\_\_\_ I will behave in a manner as to bring credit to my school, community and family.
- \_\_\_\_\_ I will display good sportsmanship both on and off the playing area.
- \_\_\_\_\_ I will be current in all classes before leaving the campus for a trip.
- \_\_\_\_\_ I will bring all material and homework assignments from the teachers.
- \_\_\_\_\_ I will wear appropriate attire while traveling.
- \_\_\_\_\_ I will not drive or operate a vehicle at any time while on school travel; this includes rental cars and host family vehicles.
- \_\_\_\_\_ I will keep the coach informed of my whereabouts and not leave the team event or housing situation with family or friends without approval from the coach and appropriate school approval.
- \_\_\_\_\_ I understand that study time of 2 hours per school day missed is the standard and I will participate in designated study times.
- \_\_\_\_\_ I will always travel in pairs or larger groups.
- \_\_\_\_\_ I will not use tobacco, alcohol or drugs in any form at any time throughout the period from the beginning of the first fall season through the end of the last spring season. This requirement becomes active at the first signing of the Activities Agreement and is binding through graduation.
- \_\_\_\_\_ While traveling, if I encounter a situation where there are drugs, alcohol or major violations, I will remove myself immediately from the situation and alert the coach.
- \_\_\_\_\_ I will follow all housing and hotel rules. I understand I cannot be in the room of someone of the opposite gender.
- \_\_\_\_\_ I will not go into a stateroom on the ferry while traveling on a school activity.
- \_\_\_\_\_ I will follow the rules established by my coach/advisor.
- \_\_\_\_\_ I have read the KGBSD Activity Manual and will follow all rules to participate in a school activity.
- \_\_\_\_\_ I understand that to violate rules set forth by the KGBSD and Ketchikan High School can result in being sent home at my expense. This would include the expense of a chaperone to travel with me.
- \_\_\_\_\_ I understand that violation of behavior policies may result in permanent suspension from the program or activity and/or may result in suspension from school.
- \_\_\_\_\_ I, and my family, will provide suitable housing, either at my home, or at another suitable home, for every home event that our team participates in.

There are injury risks inherent in all school activities, with minimal risk in non-athletic activities and much more serious injury risks involved in competitive athletics. Generally, an "inherent risk" is a risk incurred in a normal game played within rules on a safe facility by trained players who have had qualified instruction and who know, understand and appreciate the risks of the game. Your signature below indicates that you have read and understand the eligibility requirements, rules and have been warned of the dangers involved in participating in the specific activity for which this agreement has been signed. You further understand and appreciate that injuries do occur which could be severe or disabling and you will not hold the Ketchikan Gateway Borough School District liable when there is no negligence on the part of the District.

I, (print) \_\_\_\_\_ (student) have read, understand and appreciate the rules and warning I have received regarding participation in activities and my responsibilities while traveling as a member of the Ketchikan High School Student Body  
Signature (student): \_\_\_\_\_  
Date: \_\_\_\_\_

I, (print) \_\_\_\_\_ (guardian) have read understand and appreciate the rules and warnings I have received regarding my child's participation in activities and his/her responsibilities while traveling as a member of the Ketchikan High School Student Body.

Signature (guardian): \_\_\_\_\_

## Student Housing Release Form

Student's Name: \_\_\_\_\_

Activity/Trip: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Name of Housing Person: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

### PERMISSION and RELEASE FROM LIABILITY:

I hereby grant my permission for my child to stay with the above listed person and travel to and from the activity with this person.

I will guarantee that the above listed person contacts the coach/advisor directly and will have my child to the activity at the proper time and place.

I hereby waive, release and discharge Ketchikan Gateway Borough School District, its staff, board members, coaches and successors from liability of any nature whatever arising from or growing out of my child housing and traveling with the above-listed person.

I understand the coach/advisor may decide it is the best interest of the team for my child to stay with the team and can refuse this request.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Coach's Approval \_\_\_\_\_

***This form must be completed one week before the date of travel. A copy will be given to the coach and a copy will be kept on file at the school.***

# Parent Guidelines

## Travel Events

There are times parents travel to out of town events to watch their child. The following guidelines should be followed:

- Parents may not take their child away from the team without the permission of the coach.
- Parents may not take other players with them without the written permission from the other student's parents and permission from the coach.
- Parents may not make alternate travel arrangements for their child without the permission of the Principal or A.D. and permission of the coach.
- Parents may not override the rules of the KGBSD Extracurricular Activities Policies or the team advisor/coach.
- All parental requests must be made directly between the coach and the parent. Students should not be used as the "messenger."
- If, in the coach's opinion, it is best for the individual to stay with the team and not leave with a parent, the coach has the right to make that determination.
- While traveling, the coach will have the final decisions on all students traveling under their supervision.
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## Housing Guidelines

KGBSD schools participate in housing visiting teams. The following guidelines should be followed when housing students:

- Parents should provide a safe area where the guest student can sleep.
- Parents should notify the A.D. if they have pets.
- Parents should provide one meal daily.
- Parents should provide transportation as needed and that is reasonable. Do not allow the visiting student to drive a vehicle.
- Parents should assure the visiting students are at their events and departure locations on time.
- If a host family becomes aware of a violation by the guest student, they will notify the visiting coach and the KGBSD Principal or A.D. immediately.
- Parents may set reasonable curfews for the guest students. Parents will also make sure the student adheres to the curfew the coach has set. If two curfew times are in conflict, the earlier of the two times shall be enforced.
- Parents should conduct themselves in a manner that will make the visiting students feel comfortable and welcomed.
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## General Guidelines:

- In the event the parent becomes aware of violations of rules, they will notify the coach immediately.
- Parents are required to attend a mandatory meeting for the activity their student is participating in.
- Parents are required to read and sign all paperwork.
- Parents are required to be familiar with the rules and guidelines their student will be expected to follow.
- Parents may request their child to stay with a relative or family friend on school trips. This is permissible only if the request is made in writing by the parent and on file with the activity director listing the housing family's name, address and phone number (see form). This information will be given to the coach. This request must be made at least one week in advance because it impacts the housing arrangements of the hosting school. Such stays will not override the school policy regarding two or more students housed together so the requested host must be willing to house at least 2 students.
- Parents will respect the coach and the rules set forth for the team at all times.

- Parents need to remember that KGBSD activities participants are first, students, and second, extracurricular activity participants. Parents should not ask for special considerations regarding eligibility for their son/daughter from KGBSD teaching staff, administrators, the superintendent, or the school board.
- Under no circumstances shall an administrator or parent pressure a teacher to extend deadlines or certify eligibility for an ineligible player. A teacher may request that an administrator extend the deadline if that teacher is in the process of working with a student on their eligibility and feels that circumstances would warrant an extension.



## Communication with Parents

### **POLICY:**

The intent of this policy is to ensure that parents are provided with information regarding commencement of activities, school and activity rules and consequences applicable to an extracurricular activity prior to the beginning of a given activity, and information about planned activity travel in advance of the travel.

The parents of a student involved in extracurricular activities will be informed about the activity before it begins, and will be informed of any travel schedule, which may involve their student in advance of the travel. The information will include the rules and expectations applicable to any extracurricular activity and the possible consequences if their student fails to follow the rules or fails to meet the expectations.

Prior to the beginning of an extracurricular activity season, the activities director shall make an announcement at the school and shall post notice of the starting times for the seasons of the various activities. For activities beginning prior to the start of the school year, notice shall be provided in the newspaper at least 1 week in advance.

The head coach or advisor for each activity shall schedule and hold a meeting with coaches, parents and student participants. The meeting should be at a time, which is convenient for a majority of parents. The activities director or his or her designee will attend this meeting.

At the meeting the coach or advisor shall provide and explain the required forms for participation (Activities agreement, physical examination, medical release, drug test consent form) and present and clarify any team rules, expectations and consequences to both the parents and student participants. Specific team rules and expectations beyond those in the general school policies shall be in writing and a copy shall be provided to the activities director, dated by the activities director and kept on file in the activities office. The coach or advisor shall provide absent parents with a copy of the applicable rules, expectations and consequences.

Parents will be given a copy of the approved ASAA schedule for their son/daughter's activity at the meeting. Additional changes to the schedule will be passed onto the parents/guardians as soon as the changes become known. A coach or advisor shall provide notice to the parent. During the season if any travel is anticipated or planned the coach or advisor shall provide notice to parents of the potential travel schedule at least 1 week in advance. This does not apply to travel to state competitions. Travel for state competitions will be given to parents as soon as it is available.