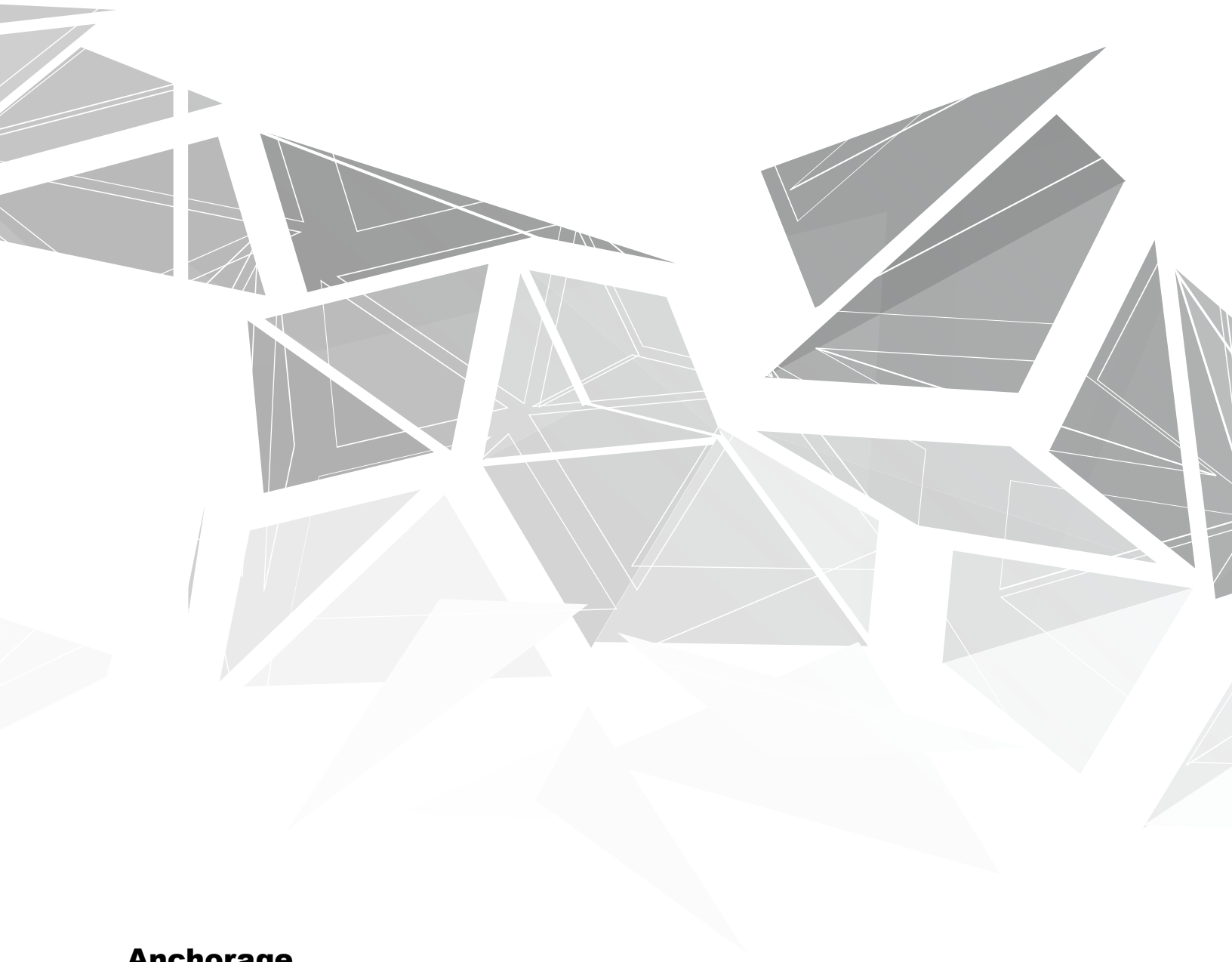

Anchorage
School District

2022-23

Senior High Coordinating Schools 2022-23

ACTIVITY	HOST	PHONE NUMBER
BASKETBALL	West	742-2517
CHEER	Chugiak	742-3067
CROSS COUNTRY RUNNING	Bartlett	742-1864
CROSS COUNTRY SKIING	Dimond	742-7005
DRAMA/DEBATE/FORENSICS	KTHS	742-8951
ESPORTS	KTHS	742-8951
FOOTBALL	East	742-2141
GIRLS FLAG FOOTBALL	East	742-2141
GYMNASTICS	Service	742-8105
HOCKEY	Chugiak	742-3067
MUSIC FESTIVAL	Fine Arts	742-0150
RIFLERY	West	742-2531
SOCCER	Eagle River	742-2728
SWIMMING	Bartlett	742-1864
STUDENT GOVERNMENT	KTHS	742-8951
TENNIS	South	742-6304
TRACK & FIELD	Dimond	742-7005
VOLLEYBALL	Service	742-8105
WORLD LANGUAGE	World Language Office	742-4848
WRESTLING	South	742-6304

Anchorage School District

High School ACTIVITIES HANDBOOK

Prepared by:

SECONDARY EDUCATION

Revised June 2022

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Section 1
ACTIVITY SPONSORS' HANDBOOK

Student Activities Philosophy

B. Membership in a student-organized extracurricular club is open to all students.

C.

cific purpose of the fund raising activity, i.e. trip, banquet, etc., fail to materialize for any reason.

2. Participants involved in fund raising activities shall have no claim on the funds raised. Should the intended purpose of the fund raising activity fail to materialize, the funds which have been accumulated may only be used for a different

3. Students dress for the weather. This includes footgear, hats, and gloves, regardless of temperature, during the winter months.

Gifts and Awards

Region IV trophies and medals can only be awarded to Region IV schools and athletes.

a. Gifts contributed by school organizations must be approved by the Superintendent and by the respective principal of the school represented by the organization's membership.

b. Any real or personal property donated to the District or to a particular school shall be considered as school property. No such gift may be accepted by any individual in the name of the school or in the name of the District without the understanding that the gift is unconditional and that the title for such property remains in the District. Such property may be transferred or used whenever the Superintendent of Schools finds it expedient and may be sold or replaced without obligation to the donor. Appropriate plates, markers, or other means of identifying the donor may be used.

c. Awards such as unattached letters, plaques, metal charms or pins, or similar articles having symbolic value only may be given to students by the school if the cost of the award does not exceed $25.00 per student. Prior approval must be obtained from the principal before awards are obtained and presented. In the case of state championships, the cost may be increased to an amount which does not exceed $30.00.

Student Travel Approval

Travel is permitted under certain restrictions. If an overnight trip is organized by or in the schools, approval must be obtained from the principal and the Secondary Senior Director or designee. Sponsors must accept ASD travel policy (See Appendix, Form J).

APPROVAL OF OUT-OF-DISTRICT TRAVEL

A. Prior to initiating discussions with students and/or parents, requests for out-of-district travel for students at district expense or with district approval must receive, written recommendation by the administrator in charge of the program and the principal if the activity involves students from a single unit. All such requests will be approved by the Secondary Senior Director, or his/her designee.

B. Out-of-district travel which falls within the purview of the Alaska School Activities Association must comply with the requirements of that organization. ASAA

tinue at the level expected if the trip did not occur. Applications must provide assurances that this will happen. Students traveling must maintain their overall educational program. It is highly recommended that students attend school while on these trips, whenever possible.

E. The trip must be safe and adequate security must be provided. There must be assurance that adequate medical care is available. It is highly recommended that at least one chaperone have a current first aid certificate.

F. The proposal must anticipate all possible contingencies including potential liability, emergency situations, and provisions for disciplinary matters. Written parent or guardian permission must be secured.

G. Impact of fund raising activities upon the students, the school, and the community must be reasonable and possible within the target community. A plan to handle the cancellation of a participant, the trip itself or other factors that might result in financial liability associated with advance ticket purchase are not the responsibility of the Anchorage School District.

H. Travel must be approved prior to encumbrance of advance ticket purchases. Trips outside the State of Alaska must be approved one (1) semester prior to the trip departure. Trips within the State of Alaska must be approved 30 days prior to departure.

4. **These events should be approved by Risk Management and the appropriate school administration officer in each school.**

SCHOOL FUND RAISING EVENTS

Many school fund raising events are food functions. Schools will review on an annual basis the policy and procedures to be followed for these types of food events.

1. *Bake sales* means an informal sale of candy or baked goods, not filled or covered with a potentially hazardous food, to the public at a fixed location for a period of time not to exceed four periods of 14 consecutive days or less during the calendar year. Example: Cheerleader's bake sale after school, or PTA bake sale on back-to-school night. NOTE: Goods such as pumpkin pie, custard or filling goods not allowed.
2. *Fruit/vegetables.*en-Use/vbake bake itegFrents.enMain(M)arM

conducting the athletic program within his/her school in accordance with ASAA and school district policies. His/her major responsibilities will be primarily concerned with:

1. Student and player eligibility and behavior.
2. Financing the programs.
3. Supervising the coaching staff.
4. Interpreting and enforcing ASAA and the district policies.
5. Filing the necessary reports.
6. Providing the supervision at scheduled games and contests.
7. Hiring and terminating the coaching/activity staff, as required.
8. Anchorage School District administrators will prepare a comprehensive yearly schedule of athletic events for ASD schools, taking into account all other school activities such as musical programs, debates, dances, etc. Scheduling includes changes, cancellations and withdrawal of a team from competition before the end of the contest.
9. Emergency Vehicle Service — Good judgment on the part of the principal will need to prevail when a decision must be made regarding utilization of paramedics to transport a student to the appropriate treatment facility. If doubt exists, request that service. **Responsible school personnel must accompany the student if the parent is not at the scene.** Parents should always be notified of action of the above nature and informed of the destination of the student. Cost of the service is usually covered by various insurance plans the family may have. In the event there is no family insurance plan, the cost for the emergency vehicle service will be the parents' responsibility. (Cost and the responsibility for these costs should always be secondary to the safety and welfare of the student.)

DIRECTOR OF ATHLETICS

The Director of Athletics shall have general supervisory responsibility of the athletic programs, help correlate and coordinate these programs within the school, and give professional leadership for their improvement.

COACHES

Coach's Responsibility

The person who has the greatest influence on the 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 type of behavior, leadership and sportsmanship before the squad, student body, faculty, and community.

ASAA Guidelines for Coaches

All coaches are required to have a valid first-aid card. Newly hired coaches **must** get the card within thirty (30) days after the start of the season. High school coaches are required to successfully complete the Alaska Coaches Education Program, and any additional training modules required by ASAA. In addition, cheer coaches must receive stunt training and certification through ASAA and be certified through the National Federation of Interscholastic Coaches Education Association. More information on this program is available through the activities assistant principal or through the Alaska School Activities Association.

Coach's Code of Ethics

National Federation of State High School Associations

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 coaches' 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 must 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 take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use.

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

The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

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

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

A 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

Coaches duties shall include:

1. Selecting and coaching the team's members; looking after their general health and welfare as it pertains to conditioning programs, physical examination, obtaining parental permission, caring for injuries, and checking on player eligibility. ASAA and Anchorage School District eligibility rules are to be strictly adhered to by all coaches.
2.

2.

a district-wide advisory committee to review Athletic/Activity Booster Association and Club issues as needs and issues are identified.

Relationship With Coaches

Coaches are encouraged to take advantage of every opportunity to work with Athletic/Activity Booster Association and Clubs in their many fund-raising projects during the course of the school year. The more coaches become involved in Booster projects, the more it will strengthen goodwill between the club and the athletic department. In the event a Booster club member asks a coach about specific athletic needs, the coach may go ahead and discuss it in general with the member but needs to remind him/her that the request will be made officially through the athletic department budget procedure.

Relationship With The School Administration

The high school activity principal/athletic director will act as official liaison between the school district and the Booster Clubs with the budget request for the following year as requested by coaches. Athletic/Activity Booster Clubs activities must be reviewed and approved by the school principal to ensure compliance with school and state regulations regarding high school activity programs.

Financial

The Booster Club each year contributes many thousands of dollars to the athletic department for the needs of each sport that otherwise would not be available from the athletic department. Primarily, the monies of the booster club will be expended for 1) capital improvements of the athletic facilities; 2) major purchases of a sport; 3) warm-ups and uniforms; 4) recognition; 5) championship awards; and 6) travel. Any ASD employee, by contract or addendum, should not receive funds from any mpro

coordinator of each school at the beginning of each school year.

6. Final recommendations for the following season will be decided at the post-season meeting and be sent to the Region IV representative within one (1) week.
7. The high school administrator/coordinator is responsible for the preparation of the meet schedule and arranging for officials. A copy of the schedule will be submitted to the Secondary Director for approval and distribution. Any schedule changes must be reported to the Secondary Director and the officials involved.

Region IV Sanctioned Activities

The purpose of Region IV shall be to promote and control interscholastic activities and other inter-school contests or programs sanctioned by the members, and to assist in the promotion of such activities and interests as it may from time to time elect.

Region IV activities will be governed by the Region IV Board of Control.

a. Members of the Region IV Board of Control shall be high school principals of member schools, or their designees. Each sport may be represented by a coach's representative who shall be permitted to vote on changes for that particular sport.
b. Member schools are those schools recognized and assigned to Region IV by the ASAA Board of Control; those schools currently are:

c. The Senior Director of Region IV, or designee, will chair meetings of the Region IV Board of Control and serve as the Region IV Representative to the ASAA Board of Control.
d. The Senior Director will be appointed by the superintendent or designee.
e. Region IV Board of Control will make recommendations to the superintendent for approval.
f. Region IV regular meetings will be prior to ASAA meetings.

Requests for procedure or policy changes to Region IV-sanctioned activities must be reviewed and recommendations made by the Region IV Board of Control. The process for these recommendations is:

a. Each sport will have an administrator who serves as the coordinator of that sport. The coordinator is appointed by the Senior Director of Secondary Education or designee.
b. The Administrative Coordinator will have two annual meetings with the coaches of that sport, a pre-season and post-season meeting.
c. A coach's representative to Region IV Board of Control for that sport will be selected by the coaches at the post-season meeting annually. The coach's representative will have a vote on the Region IV Board of Control on matters that pertain to that sport.
d. Recommendations for changes may be made at the post-season meeting and placed on the agenda for Region IV consideration. Any changes recommended would be for
e. Recommendations from the coach's representative or administrative coordinator may be considered at the

b. The School of Eligibility of a student, other than a first semester freshman, who transfers to an ASD charter school, alternative school or program from another school within that district, will be the member school from which the student transferred.

c. A student who transfers without a bona fide change of residence of parents or guardians, is ineligible for Varsity, State Qualifying and State Championship interscholastic competition for one calendar year, from the date of first attendance in the new school. Students who live with coaches are ineligible. At schools with no sub-varsity teams, the student could ask for a waiver to participate on the varsity team during the regular season, but would not be able to participate at either conference or state tournaments.

2. Have a qualifying G.P.A.:

a. All first semester freshmen are immediately eligible at the beginning of the school year. At the end of the 1st quarter, they must have a 2.0 GPA to remain eligible for the remainder of the semester.

b. Second-semester freshmen, all sophomores, all juniors, and all seniors must have an overall 2.0 GPA

out of state traveling house team beginning with the first game of that school until a school team has completed its season. The prohibition on competing on a non-school team will be lifted during Thanksgiving and Christmas vacations dates as they are determined by schools and districts, as well as on Sundays and Mondays through the 3rd Monday each January to coincide with Martin Luther King Jr. Holiday. Although this rule does not restrict practice on a non-school team during the high school season, no student may participate in a high school game on a day in which they have participated in a “comp” practice.

ASD High School Athletic Eligibility

7. The decision of the principal represents the conclusion of the appeal process.

C. Permanent denial of participation

1. When an advisor/coach/administrator intends to

An athlete may participate in only 1 level (C, JV, or V) per day, except in basketball and football. In basketball, a student *may not* participate in more than six quarters per day, however, they can play at contiguous levels. In football, a school may have its players participate in six (6) quarters of play per week, except that a kicking specialist may play in up to eight (8) quarters per week, providing that in four (4) quarters the player does no more than kick. A violation of the above rule will result in forfeiture of both contests.

Hockey players shall be declared (JV &/or Varsity) each day. No hockey player may participate in more than 22 games per season. However, the JV goalie may dress and participate as the back-up Varsity goalie.

No soccer player may participate in more than 22 games per season.

Violations—A team playing an ineligible player shall forfeit any and all contests in which that player participated as defined by ASAA.

Practice—Practice for a sport may be started on the day listed by the Anchorage School District as the season's starting date. There will be no practice sessions during the school year after the State Tournament. No practices or games are permitted on Sundays or holidays unless a waiver is granted due to a hardship circumstance.

Team Selection—Anchorage School District allows for a cut policy in all high school sports areas. Criteria for selecting the team is determined by the coach of each sport. This criteria should be well-defined for aspiring athletes at the beginning of each season.

Music, World Language and Drama, Debate and Forensics

Participants must meet all ASD and ASAA eligibility requirements.

All-State Music and ASAA Solo and Ensemble Music Festival—Students must be enrolled, in good standing with the teacher, within the school of eligibility's music program. Music Programs shall include any music activity offered by the school that has a performance objective, or, any music performing class for which the school awards credit, whether or not that class is conducted at the school.

Students in an "alternative education program" as defined in the ASAA General Handbook under Article 1, Section 8, must be enrolled in a corresponding music performing class at their School of Eligibility, at which they may be selected for participation through a competitive audition process.

All Northwest Music (Non-School Activity)—Student must be enrolled in the performing group(s) in which they

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Appendix

1. 2022 to 2023 ASD Activities Calendar

2. 2022 to 2023 ASAA Calendar of Events

3. ASD High School Athletic Eligibility Flowchart long description

Student must be:

- Properly registered in a 9 through 12 high school program in the ASD, ASD Charter School ASD alternative school or program
- Enrolled as a full-time status.

I. Is student enrolled in a minimum of 5, ASD sponsored courses?
   A. Yes
      1. Is the student a freshman prior to the end of the first quarter?
         a. Yes, then student is eligible
         b. No
            1. Is GPA at the end of the most recent grading period equal to or greater than 2.00?
               a. Yes
                  1. Does the student have at lease 2.5 credits posted in the previous semester?
                     a. Yes, then the student is eligible
                     b. No
                        1. Is the student a freshman in the second quarter?
                           a. Yes, the student is eligible
                           b. No, the student is not eligible
               b. No, the student is not eligible
   B. No
      1. Is the student a senior on track to graduate and enrolled in four ASD sponsored courses?
         a. Yes
            1. Is GPA at the end of the most recent grading period equal to or greater than 2.00?
               a. Yes
                  1. Does the student have at lease 2.5 credits posted in the previous semester?
                     a. Yes, then the student is eligible
                     b. No
                        1. Is the student a freshman in the second quarter?
                           a. Yes, the student is eligible

2. No, the student is not eligible
                           a. No, the student is not eligible
         a. No, the student is not eligible