

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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## SCHOOL BOARD COMMUNICATION

Title: KPSAA Co-Curricular Handbook changes for SY 2012-2013

Date: May 18, 2012

Worksession &  
Item Number: 11a.(1)

Administrator: John O'Brien/Dave Spence, Kenai Peninsula Student Activities Assoc. through  
Dave Jones, Asst. Supt.

Attachments:

☒ Action Needed ☐ For Discussion ☐ Information ☐ Other: \_\_\_\_\_

## BACKGROUND INFORMATION

Attached please find Handbook changes for the following:

- Eligibility for Participation
- Student Representative to KPBSD Board of Education
- Parent Representative by-law change: Voting Member, 3-year term, advertise  
Article V, Page 3  
Article VIII, Page 4  
Article X, Page 5
- Middle School Drug and Alcohol policy change
- Cooperative football team formation

## ADMINISTRATIVE RECOMMENDATION

Your approval of these changes for the KPSAA Co-Curricular Handbooks is respectfully recommended.

Thank you.

### KPSAA Handbook Changes SY 2012-13

- Change **Student Scholastic Eligibility for Participation C. 1.**, second paragraph page 10 & 11 as follows:

#### **C. Student Scholastic Eligibility for Participation**

*The following rules apply to all students who are present members of co-curricular activities (effective first student day of 2006-2007):*

1. Academic Progress: ASAA requires that all students have passing grades in five (5) semester units of credit to participate in the next semester. Seniors who are on track to graduate and who have passed all parts of the High School Graduation Qualifying Exam (HSGQE) must take at least four (4) semester units of credit or the equivalent to be eligible. Other seniors must be enrolled in a minimum of five (5) semester units of credit or the equivalent to be eligible. In addition, all students must maintain at least an overall 2.0 grade point average (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. KPBSD further requires that all students be passing in all enrolled classes at the time of eligibility checks. The Connections Program, Distance Education Program, Credit Recovery Programs, Alternative Schools, Standards Based Schools (River City Academy and Susan B. English) are responsible for determining their students' progress at each eligibility check and follow the same guidelines as the rest of the district. All of these programs listed are responsible for determining their students' progress at each eligibility check. All of these programs and correspondence students must meet the same time frame requirements as students within the traditional school setting.

- a. 2.0 GPA checks will be done each mid-quarter and quarter end. Semester grades will be used at the end of quarters two and four. A schedule of eligibility check dates will be printed annually in the KPSAA High School Handbook.
- b. Students determined to be ineligible at the mid-quarter check will begin their ineligibility on the *first school day* following the grade check until the next eligibility check. Students may regain their eligibility after seven calendar days if they meet the 2.0 GPA and are passing all their classes within the next five school days. Otherwise, they remain ineligible until the next eligibility check.
- c. At the end of the quarter, eligibility determination will be made on the first Wednesday of the new quarter.
- d. Students receiving less than a 2.0 GPA or a failing grade at the end of the quarter shall be ineligible from that Wednesday until the next eligibility check.
- e. Students that are ineligible as a result of a 4<sup>th</sup> quarter failing grade or a GPA of less than 2.0 at the end of the second semester will begin their ineligibility immediately for any sport continuing into the summer and will continue through the first day that practice begins at that school for the sport in which that student participates in the fall and will run for three calendar

weeks. Classes passed during the summer school can be used to regain eligibility as soon as the class is successfully completed if the student has a GPA of not less than 2.0 and has passed at least five (5) semester units with the previous semester and summer school combined.

- f. Students who are ineligible as a result of not having passed five (5) semester units during the spring semester may count courses taken in summer school toward those five (5) semester units.
  - g. After the second eligibility violation, the athlete may be removed from the team/activity.
  - h. Students receiving an incomplete at the end of a quarter will be ineligible until the incomplete is changed to a passing grade.
  - i. Only students who are eligible shall be allowed to travel or associate with the team during home or away contests.
2. **Personal conduct.** Classroom conduct may affect eligibility. Any misconduct affecting eligibility must be recorded in the principal's office.
3. **Enrollment.** To be eligible during a school semester for participation in interscholastic activities, a student must:
- Page 20, under **F. Student Representative to KPBSD Board of Education, 1. Qualifications:**
    - a. Any student currently enrolled ~~in a~~ as a junior or senior in a KPBSD high school.

**KENAI PENINSULA SCHOOL ACTIVITIES ASSOCIATION  
BY-LAWS**

Approved April 25, 2012

Article I	NAME
Article II	PURPOSE
Article III	MEMBERSHIP
Article IV	MEMBERSHIP MEETINGS
Article V	VOTING
Article VI	SANCTIONED ACTIVITIES
Article VII	LOCAL CONTROL
Article VIII	KPSAA BOARD
Article IX	ELECTION OF BOARD
Article X	TERM OF BOARD MEMBERSHIP
Article XI	BOARD OFFICERS
Article XII	BOARD MEETINGS
Article XIII	EXECUTIVE SECRETARY
Article XIV	POWERS AND DUTIES OF BOARD
Article XV	FINANCE
Article XVI	AMENDMENT OF BY-LAWS

## **ARTICLE I – NAME**

This organization shall be known as the Kenai Peninsula School Activities Association (KPSAA).

## **ARTICLE II – PURPOSE**

The purpose of the Association shall be to promote and control co-curricular activities sanctioned by the members and to assist in the promotion of other activities.

## **ARTICLE III – MEMBERSHIP**

1. Membership shall consist of all public schools in the Kenai Peninsula Borough School District, defined as schools having grades 4 through 12, or any combination thereof.
2. Membership means recognition of the authority of the Association and full compliance with its rules.
3. A high school is defined as a school which offers grades 9 through 12.
4. A junior high is defined as a school which offers grades 7 and 8.
5. A middle school is defined as a school which offers grades 6 through 8 or any combination thereof.
6. An elementary school is defined as a school which offers grades 4 through 6 or any combination thereof.
7. The KPSAA Board will hear any appeal for organizational structure other than those named above.

## **ARTICLE IV – MEMBERSHIP MEETINGS**

1. One general membership meeting shall be held annually.
2. Meetings will be conducted in accordance with Roberts Rules of Order.
3. The spring meeting shall be held in April.
4. The KPSAA Board shall be authorized to change the meeting dates of the general membership meeting if conflicts exist, with two weeks notice prior to the originally scheduled meeting date.
5. Agendas for the spring meeting shall be distributed to member schools no later than seven days prior to the meeting date.

6. In general, handbook changes will be considered at the spring meeting. Handbook changes deemed to be needed immediately may be considered throughout the year. Information will be dispersed to all schools for input at least seven days prior to action. Recommended changes will then go to the school board for their approval at their next meeting.

#### **ARTICLE V – VOTING**

1. Each building administrator and parent representative shall be allowed one vote.
2. In his/her absence, the building administrator may designate another person from his/her building to vote.
3. In matters of high school, the high school representative will be weighted with two votes.
4. The voting membership shall vote/decide on matters pertaining to:
  - A. Selection of Executive Board
  - B. Bylaws Amendments
  - C. Tournament Sites
  - D. Co-curricular Handbook

#### **ARTICLE VI – SANCTIONED ACTIVITIES**

1. Tournament sites and dates will be selected annually at the regular spring meeting.
2. Each participating school shall have submitted their proposals for suggested activities and tournament sites by the first Tuesday of April.
3. The Board shall act on these proposals at the April meeting.

#### **ARTICLE VII – LOCAL CONTROL**

1. A school may request an Executive Board inquiry into rule violations by presenting a written request to the Executive Secretary.
2. The host school must secure qualified officials to control all athletic contests, in accordance with rules in the appropriate activity manual and the co-curricular handbook.
3. High school interscholastic competition and activities shall be bound by ASAA contracts between schools involved.

4. Violations of contracts shall be dealt with in accordance with ASAA regulations.
5. No contract shall be considered valid until signed by two parties from each school involved, one of whom must be an administrator.
6. All waivers must be forwarded to the KPSAA Executive Secretary before sending to the ASAA office.
7. Local requests or concerns shall be submitted in writing to the building principal, who in turn will submit them to the executive secretary for disposal. When necessary, the KPSAA Board will make final disposition.

### **ARTICLE VIII – KPSAA BOARD**

1. The KPSAA Board shall consist of the president, vice president, secretary, six directors, a non-voting executive secretary and three special appointees listed below.
2. Representative members shall be selected from the following areas:
  - A. Once secondary administrator
  - B. One high school representative
  - C. One junior high school representative
  - D. One elementary administrator
  - E. One activities representative-at-large
  - F. One representative-at-large
  - G. One school board member
  - H. One parent appointed by the School Board
  - I. One borough assembly member

### **ARTICLE IX- ELECTION OF KPSAA BOARD**

1. The KPSAA President shall appoint a nominating committee whose members will be certified employees of the KPBSD. This committee will provide names of appropriate nominees for vacancies. These names shall be provided for the published agenda at the spring general membership meeting.
2. Should a vacancy occur, the KPSAA Board is authorized to appoint a qualified replacement for the duration of the unexpired term.
3. Elected members of the KPSAA Board shall consist of KPBSD certified staff only.
4. Seating of newly elected officers shall occur at the next regularly scheduled meeting following the election.

## **ARTICLE X – TERM OF MEMBERSHIP**

The following two-year rotation shall be established for all board members except the parent representative which is to be a three-year term, the school board and assembly representatives and the executive secretary.

### **A. Even Year Election – Three newly elected members**

1. Secondary Administrator
2. Activities Representative-at-large
3. Representative-at-large

### **B. Odd Year Election – Three newly elected members**

1. High School Representative
2. Middle School Representative
3. Elementary Representative

### **C. Three Year term – Parent Representative**

## **ARTICLE XI – OFFICERS**

The president, vice president and secretary shall be elected annually by the members of the Executive Board from its own membership at the board meeting following the regular spring general membership meeting.

## **ARTICLE XII – BOARD MEETINGS**

1. The KPSAA Board shall hold a minimum of four meetings annually.
2. Meeting dates are to be determined by the KPSAA Board.
3. Special meetings of the Board may be called as needed by the Executive Secretary or the President
4. Agenda items should be submitted to the Executive Secretary prior to the regularly scheduled meeting.
5. The Executive Secretary shall notify each board member of the time and place for each regular meeting and provide an agenda.
6. Discussions during the regular meetings shall be restricted to KPSAA Board members and the Executive Secretary unless resource persons are called upon to speak by the Chair.



7. Guests wishing to address the KPSAA Board will be allowed ten (10) minutes for their presentation.
8. Official minutes of the regular meetings will be posted in the *Meetings* section of the KPSAA homepage and member schools will be notified via email within fifteen days following the meeting.

### **ARTICLE XIII – EXECUTIVE SECRETARY**

1. The Executive Secretary shall be a non-voting member appointed by the Superintendent.
2. The Executive Secretary shall have the authority to call special meetings of the KPSAA Board.
3. The Executive Secretary shall serve as liaison between the school board and KPSAA.
4. The Executive Secretary shall carry out the financial duties spelled out in Article XV of these bylaws.
5. In the event of changes or amendments of these bylaws, the Executive Secretary shall provide amended copies to all member schools each year.
6. The Executive Secretary shall have the authority to decide upon waiver requests on behalf of the KPSAA Board.
7. In the absence of the Executive Secretary, the president shall have the authority to decide upon waiver requests.
8. The Executive Secretary shall carry out all other duties assigned by the KPSAA Board or these bylaws.

### **ARTICLE XIV – POWERS AND DUTIES OF THE KPSAA BOARD**

1. The KPSAA Board shall constitute the administrative body of the organization, subject to the restraint of the ASAA bylaws, Regions II and III bylaws, KPSAA bylaws and KPBSD board policy.
2. The KPSAA Board shall determine the time and place of its meetings in accordance with Article XII of the association bylaws.
3. A simple majority of the KPSAA Board membership shall constitute a quorum.

4. The KPSAA Board shall have general supervision of all co-curricular activities of the member schools and shall interpret the rules thereof. Activities are not restricted solely to athletics.
5. The KPSAA Board shall have the power to make investigations relative to the violation of rules.
6. The KPSAA Board shall rule on all protests and determine the penalties, not otherwise specified, for violations of the provisions of the bylaws.
7. The KPSAA Board shall have the authority to appoint special and standing committees to assist in the arrangements and supervision of various activities and contests.
8. The KPSAA Board shall have the authority to approve or disapprove contests or activities.
9. The KPSAA Board shall determine suitable awards for winners of contests sponsored by KPBSD.
10. KPBSD will provide trophies and awards for all borough-sanctioned tournaments and activities.
11. The KPSAA Board shall insure that host schools provide qualified officials for all interscholastic contests.
12. The KPSAA Board shall have the authority to prepare and approve the annual co-curricular budget request presented to the Superintendent.
13. The KPSAA Board shall hear all appeals on waiver request decisions made by the Executive Secretary or president.

#### **ARTICLE XV – FINANCE**

1. The Executive Secretary shall be responsible for preparing the annual co-curricular budget, subject to approval by the KPSAA Board and for its presentation to the Superintendent.
2. The Executive Secretary shall make an annual report to the general membership at the spring meeting. This report shall include a complete review of the financial activities of the Executive Secretary's office, as well as a detailed report of activities participation and expenditures per school.

## **ARTICLE XVI – AMENDMENT OF BYLAWS**

1. Amendments to these bylaws will be agreed upon by the KPSAA Board, sent out to all schools thirty days prior to approval for input and then voted on at the next scheduled meeting.
2. In the event that more than one amendment is to be considered at a time, they may be approved by consent agenda.
3. A call for reconsideration of any change of the bylaws may be initiated by a request signed by thirty –three percent (33%) of the member schools. The reconsideration shall take place at the next regular meeting.
4. Amendments to the bylaws become effective immediately following their adoption unless otherwise set forth by the amendment.
5. Proposed amendments to the bylaws must be presented by Article and paragraph, written in full.

1) Middle School Handbook

- Add the same Concussion information (except for ASAA Parent and Student Acknowledgement and Consent form) as listed for the High School Handbook, Page 11 – 19.

## **Tobacco, alcohol and controlled substances policy.**

In order to ensure consistency of tobacco, alcohol and controlled substances use policies by the member schools of the Kenai Peninsula School Activities Association the following policy is adopted:

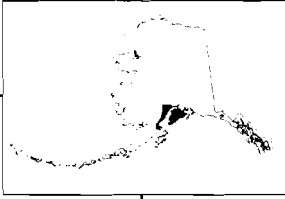
1. **Prohibited Conduct:** The possession, distribution or use of any tobacco products, alcohol, and controlled substances by a student-athlete or activity participant, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth herein. Additionally, being in the same vehicle, house, location, party, proximity, etc. where alcohol/ drugs are known to be in illegal possession by minors or willingly remaining in a location or \*proximity where alcohol/ drugs are being illegally consumed will result in the same penalties set forth herein.
  2. **Time Period During Which Policy Applies:** The policy in this section applies to any student who is participating or has participated in interscholastic activities starting from the student's first participation in interscholastic activities, including formal practices which precede interscholastic competition ~~after the initial signing of the Student/Parent/Legal Guardian (TAD) Acknowledgement Form, at any ASAA member school, and continuing until the student graduates from high school. This policy applies during "calendar days" as defined in the ASAA handbook (p. 54, 2008-09 edition).~~
  3. **Educational Component:** The educational component is a critical part of the policy and is comprised of ~~four parts; Pre-Participation Orientation, First Offense, Second Offense, and Third Offense.~~ ASAA will provide the first three parts of this component for member schools on DVD and through the ASAA website. ~~(ASAA's educational component is applicable to member high schools only.)~~ *an online class on drug/alcohol/tobacco use provided by KPBSD.*
  4. **Cumulative and Progressive Penalties:** Violations of this policy will be cumulative and progressive, as described in the following paragraph, throughout a student's ~~high school~~ *middle school* years. If a student transfers from one ASAA ~~KPSAA~~ member school to another ASAA ~~KPSAA~~ member school, the student's cumulative violations will accompany such transfer and shall be the basis for any additional penalties should further violations occur.
5. **Penalties for Violation of this Policy:**
1. **First Offense:** The student will be suspended from interscholastic activities and practice for ten (10) calendar days. Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the ~~First Offense~~ *online class on drug/alcohol/tobacco use provided by KPBSD.* ~~educational component.~~
  - Second and Subsequent Offenses:** The student will be suspended from interscholastic activities and practice for forty-five (45) calendar days. Both the student and parent/guardian must complete the ~~Second Offense~~ *educational* chemical assessment component (see below) prior to the student's return to *practice or* competition and there will be no forgiveness of calendar days of suspension. ~~While under the period of suspension, the student may return to practice after completion of the Second Offense educational component. A student may need additional days of practice before returning to competition (Article 7, Section 5; ASAA).~~

**Third Offense:** The student will be suspended from interscholastic activities and practice for one (1) calendar year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Third Offense educational component. A student may need additional days of practice before returning competition.

**Fourth ~~Third~~ Offense:** The student's privilege to participate in interscholastic activities and practice is ~~revoked for the remainder of the student's high school middle school~~ years. All elements of reporting, enforcement, and administration of the above participation guidelines will be in accordance with Alaska School Activities Association, Kenai Peninsula Borough School District and Kenai Peninsula School Activities Association General Information and Policies.

*\*Proximity is defined as being in the same vehicle, house, location, party, etc. where you know alcohol/drugs are in illegal possession by minors or you willingly remain in a location where you are aware alcohol/drugs are being illegally consumed.*

6. **Chemical assessment.** If a student is dismissed from participation or practice because of *second or subsequent* alcohol or drug infraction, s/he must have a chemical assessment and/or possible counseling and complete the recommendations from the assessment (Appendix J/Chemical Use Assessment Form) before s/he can participate in another activity. With administrative approval and upon completion of appropriate assessment and counseling, the student/athlete will become eligible to participate in practice for the last ten (10) days of their ~~thirty (30)~~ *forty-five (45)* day suspension.



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Planning & Operations

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### MEMO

To: Board of Education

From: John O'Brien/Dave Spence, KPSAA

Date: May 18, 2012

Re: KPSAA Handbook Change

At the annual spring membership meeting of the Kenai Peninsula School Activities Association on April 25, 2012, it was proposed and passed by the general membership to allow the formation of a cooperative football team from the village schools of Razdolna, Voznesenka, and Kachemak-Selo.

Per our past practice, KPSAA respectfully recommends passage by the School Board of this request as a club sport at no cost to the district\* for their first year of participation. If this program proves viable, a subsequent recommendation will follow to request team/activity acceptance within the school district on the same basis as all other co-curricular activities.

Thank you.

\*Still retaining their current Range 8 coaching stipend from the Voznesenka 8 man team.