APPENDIX B

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
HIGH SCHOOL ACTIVITIES GUIDELINES

I. PHILOSOPHY STATEMENT

The KPBSD believes co-curricular activities are an integral part of the educational program. We believe each student should have an equal opportunity to participate in a broad number of activities based on her/his own talents and interests. It is the intent of the District to encourage participation in activities.

The following regulations governing activities in the District strive to treat all participants in like programs in a fair and equal manner without personal bias.

Participation in activities is understood to be a privilege and not an inherent right of the student. Signing of the *Co-curricular Participation Consent Form* indicates knowledge of and willingness to abide by the established rules and regulations of the KPBSD.

II. KPSAA AUTHORITY

The KPBSD activity guidelines and other KPBSD pertinent policies govern all co-curricular activities. Co-curricular activities shall be defined as those activities for which a supervisor is provided a specific salary to supervise a specific activity. All policies contained in this document and KPBSD policies apply to participants in **athletic-related activities** during the sport season in which students participate. All policies contained in this document and KPBSD policies apply to participants in **nonathletic-related activities** representing the KPBSD at school-sponsored, on- and off-campus events.

III. ENFORCEMENT OF GUIDELINE POLICIES/APPEALS

A. Student Infractions/KPSAA Policy Appeals Process

1. **Level I** Principal
2. **Level II** KPSAA Executive Secretary
3. **Level III** KPSAA Board
4. **Level IV** KPBSD Board of Education

IV. STUDENT ELIGIBILITY

A. Parent/Student Responsibilities for Participation

1. **Physician's clearance**. A yearly physician's clearance for sport activities must be on file with the coach and the athletic director or principal (ASAA, Article XI, Section 1).
2. **Permission/ Hold Harmless form**. A permission/hold harmless form signed by a parent/legal guardian must be on file with the coach and the athletic director or principal.
3. **User fee**. A user fee payment must be received prior to the first contest or a waiver request must be on file with the athletic director or principal.
4. **Records**. **All records must be in order, and all forms must be on file before the student is eligible to begin practice in any program.**

B. Student Requirements for Participation in Interscholastic Activities

1. **Enrollment**.

   a. Interscholastic Program: In order to participate in a school-sponsored activity (including practice), a student must meet one of the following criteria:

   1) All freshman, sophomores, and juniors must be properly registered and enrolled in at least five (5) semester classes or their equivalent, in an Alaska School Activities association member school within the district. 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. All other seniors must be enrolled in a minimum of five (5) semester units of credit or the equivalent to be eligible.
   2) A student attending a KPBSD approved correspondence, alternative or charter program during the first semester of the ninth grade; and a student transferring from out-of-district who attends one of the above approved programs after the first semester of the ninth grade, must designate an Alaska School Activities Association member school within the district as the School of Eligibility. The School of Eligibility of a student, other than a first semester freshman, who transfers to a KPBSD approved correspondence, alternative or charter program from another school within the district will be the member school from which the student transferred.*
   3) 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 with the KPBSD's grading system.

b. Establishing eligibility: For transfer purposes, a student establishes eligibility at a school by enrolling in and attending that school for fifteen (15) school days or by participating in an interscholastic activity.

c. Extension of Classroom Competitions:

1) Students desiring to participate in classroom extensions (band, drama, etc.) must be enrolled and passing in that class at that school;

2) The student is not required to be enrolled in five district classes.

d. Intramural Activities: Students enrolled in less than five classes or non-enrolled students may participate in intramurals on a space available basis determined by the building administrator and/or the site-based council.

2. **Attendance**. In order to participate in a school-sponsored activity (including practice), **students must attend all classes on the day of the school activity or on the last regular day of the week for weekend activities** unless otherwise excused by the school.
3. **School grade**. Students in the eighth grade and below are ineligible for participation as members of high school athletic teams. This includes cheerleading (ASAA, Article XII, Section 2.c).
4. **Age**. A student who becomes nineteen (19) years of age before August 1 shall be ineligible for interscholastic competition (ASAA, Article XII, Section 6).
5. **Practice**. Athletic participants must have ten (10) separate days of practice in the same activity prior to the first day of competition unless a waiver has been granted because of participation in a continuous activity (ASAA, Article VII, Section 5). Students may <u>not</u> have practices waived for football, gymnastics, hockey, wrestling or cheerleading.
6. **Participation**. A student may participate in no more than four (4) seasons in any specific interscholastic activity. Participation in any interscholastic contest shall be considered as one year or season of participation in that activity (ASAA, Article XII, Section 3).
7. **Recruitment/undue influence**. Transfer from one school to another for athletic purposes because of undue influence by anyone connected directly or indirectly with the school shall cause a student to forfeit eligibility for at least one year from the date of enrollment (ASAA, Article XII, Section 5).

A student attending a KPBSD approved correspondence, alternative or charter program who wishes to change his/her School of Eligibility during the school year, will be ineligible for interscholastic competition at the new School of Eligibility for eighteen (18) school weeks.*.*

ASAA Handbook

C. Student Scholastic Eligibility for Participation

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 is responsible for determining their students' progress at each eligibility check. 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.
   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 a quarter shall be ineligible from that Wednesday until the next eligibility check.
   e. Students that are ineligible as a result of a 4th quarter failing grade or a GPA of less than 2.0 at the end of the second semester will begin their ineligibility on the first day that practice begins at that school for the sport in which that student participates in the fall and will run until the first student day of school.
   f. After the second eligibility violation, the athlete may be removed from the team.

g. Students receiving an incomplete at the end of a quarter will be ineligible until the incomplete is changed to a passing grade.
h. 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 (ASAA, Article XII, Section 1):
   a. Be properly registered.
   b. Be carrying a minimum of five classes that lead to the granting of credit towards graduation. 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. All other seniors must be enrolled in a minimum of five (5) semester units of credit or the equivalent to be eligible.
   c. Be in regular attendance in all school classes in which enrolled.

4. **Class Changes--add/drop**
   a. If a student transfers classes after the second week of the semester, s/he must be passing in all classes to maintain eligibility.
   b. If a student requests a transfer of classes after the second week of the semester and is not passing in all classes, the student will remain ineligible until the next eligibility check.

V. PARTICIPATION GUIDELINES FOR ACTIVITIES

A. Tobacco, alcohol and controlled substances policy. (ASAA 2008-2009 Handbook, p. 53; TAD 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, and in cooperation with the Alaska School Activities Association, the following policy is adopted:

7. **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.

8. **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).

9. **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.)

10. **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 years. If a student transfers from one ASAA member school to another ASAA member school, the student's cumulative violations will accompany such transfer and shall be the basis for any additional penalties should further violations occur.

11. **Penalties for Violation of this Policy:**

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 educational component.
For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule with the ten (10) calendar days period of suspension, the student's period of suspension will start over again; the First Offense educational component will become mandatory and no forgiveness will be granted. This process will continue until the student has demonstrated ten (10) calendar days without a subsequent tobacco violation. A student who has not completed a suspension or re-suspension under the first Offense penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this policy.

Second Offense 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 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 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 (Article 7, Section 5; ASAA).

Fourth Offense The student's privilege to participate in interscholastic activities and practice is revoked for the remainder of the student's high 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.*

2. **Chemical assessment**. If a student is dismissed from participation or practice because of alcohol or drug infraction, s/he must have a chemical assessment and/or possible counseling and complete the recommendations from the assessment 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) day suspension.
3. **Conduct.** Suspension from an activity for a period of time up to thirty consecutive school days or the remainder of the activity season to be determined by the coach/principal shall result from:
    a. Fighting
    b. Vandalism
    c. Theft and/or possession of known stolen property
    d. Other disciplinary situations which may arise
4. **Other misconduct** occurring while on school grounds or while engaged in school sponsored activities will be subject to penalties according to Board of Education Policies.

B. Dismissal Rules

1. **Discipline**. Any student who is cut from a sport/activity for disciplinary reasons will not be eligible to practice or play another sport/activity during the season of that sport/activity.
2. **Voluntary quit**. A student who voluntarily quits a sport/activity season will not be eligible to practice or play in another sport/activity during the season of that sport/activity without administrative approval.

C. Uniforms/Equipment Rules

1. **Student responsibility**. Uniforms/equipment issued to a student are her/his responsibility for return or replacement.
2. **Penalty**. If the uniforms/equipment are not returned, replaced, or paid for, the letter/award shall not be awarded nor any additional equipment be issued to the participant for any activity.

D. Participation Fees

1. A fee of **$150** per activity shall be charged for football, basketball (boys and girls), baseball, softball, volleyball, wrestling, Nordic skiing, swimming and hockey.
2. A fee of **$100** per activity shall be charged for cross-country running, cheerleading, performance dance, soccer and track.
3. Students who are unable to pay all or part of the fee must complete the waiver request form, which is then filed in the school's office.
4. The maximum participation fee assessed any family will not exceed **$500** per year at the high school level only.

E. Additional Coach/Sponsor Rules

1. **Additional rules**. With administrative approval, coaches may establish additional training rules that are not in conflict with existing KPSAA guidelines or School Board policy, e.g., schedules, curfews, etc. for each sport.
2. **Rules on file**. All rules will be on file with the building administrator prior to the season start.

VI. GENERAL ACTIVITIES POLICIES FOR THE KPBSD

A. Travel Limitations "Vehicles" - Students traveling on school days more than a 25 mile radius to or from District-sponsored contests not held at your home site must do so in school provided vehicles, unless specifically released in writing by their parent or legal guardian and approved by the building administrator to travel by some other method. "Home-site" is defined as the location where your school is hosting an event (e.g. Soldotna Sports Center).

B. Awards

1. **Written guidelines**. Written guidelines for earning letters/awards will be given to participants during the first week of practice. These guidelines will be on file in the principal's office.

C. Team Selection

1. **Cut policy**. The KPBSD allows for a cut policy in all high school sport areas. Criteria for selecting the team are determined by the coach of each sport. Criteria should be well defined at the beginning of each season.

VII. CONCLUDING STATEMENT

Activity guidelines will be reviewed and revised annually. Recommendations for inclusions or revisions are to be submitted to the KPSAA Executive Secretary prior to the annual spring general meeting of the Kenai Peninsula School Activities Association.

Revised/Approved 12/6/06