



*2017-2018 Activities Handbook*

*for*

*Parents and Students*



**Cordova School District**

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<http://www.cordovasd.org>

*Sportsmanship Creed*

All contests are played under the authority of the Alaska School Activities Association (ASAA). ASAA rules provide for fair play and good sportsmanship among athletes and coaches. Since booing and jeering do not support anyone, we hope you will be positive in supporting your favorite team. As athletes, we ask that spectators promote the ideals of good sportsmanship by applauding fair play and showing respect for all participants and officials.

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[Visit cordovasd.org](http://cordovasd.org) for all student handbooks

Notice of Nondiscrimination

The Cordova School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, sexual orientation or veteran status.

The Cordova School District does not discriminate on the basis of sex in violation of Title IX of the Education Amendments of 1972 in the educational programs or activities which it operates.

The Cordova School District does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. This includes admission or access to, or treatment or employment in its programs, services, and activities.

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## INTRODUCTION

The Cordova School District provides for co-curricular and extracurricular activities as an integral part of the total secondary school educational program. The opportunity to participate in a wide variety of activities is extended to all students who achieve the district's academic and social standards.

Research has shown that students who participate in activities tend to have higher grade point averages, better attendance records, and fewer discipline problems during the time they are participating. Research has also shown there is a high correlation between participation in extracurricular activities and success later in life.

The extracurricular program is very important to student growth and furthers the philosophy stated in the beginning of the student handbook. Student participation is a *privilege, not a right*. There are special school rules for participation in extracurricular activities, and students must meet all of these expectations in order to participate. These rules apply to student conduct any time during the school year and whenever an extracurricular activity is being conducted. The extracurricular activities covered by the rules include, but are not limited to, all Cordova High School Varsity and Junior Varsity sports (including outsourced sports), all Cordova Junior High School sports; Washington DC Close-Up, the music program, pep band, Student Council, AASG, Science Club, Future Problem Solving, Academic Decathlon, Class officers, Drama Club, Geology club etc. Students are expected to meet the financial obligations of travel not covered by the district. Participation in Washington DC Close-Up is limited to one year; the Junior year is recommended. Enrollment in band or choir is required for travel to music festival.

This handbook has been approved by the Cordova School Board.

### NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) INITIAL ELIGIBILITY

College-bound student-athletes who want to practice, compete and receive athletically related financial aid during their first year at a Division I or II school need to meet the following requirements:

- Graduate from high school.
- Complete a minimum of 16 core courses for Division I ~~or 14 core courses for Division II. After August 1, 2013, student athletes who wish to compete at Division II institutions must complete 16 core courses.~~
- ~~Earn a minimum required grade point average in core courses.~~
- Earn a qualifying test score on either the ACT or SAT.
- Request final amateurism certification from the NCAA Eligibility Center.

For Division I student-athletes who will enroll in August 2016 and later, the requirements to compete in the first year will change. In addition to the above standards, prospects must:

- Earn at least a 2.3 grade-point average in core courses.
- Meet an increased sliding-scale standard (for example, an SAT score of 1,000 requires a 2.5 high school core course GPA)
- Successfully complete 10 of the 16 total required core courses before the start of their senior year in high school. Seven of the 10 courses must be successfully completed in English, math and science.

### CHS Activities Philosophy Statement

~~The purpose of the Cordova School District is to provide an equal educational opportunity for each student to become a productive member of a diverse and changing society and to reach his/her full potential.~~

Cordova School District believes that through activities, students are provided educational opportunities that promote character traits, personal development, and success in later life. Participation in activities serves as a valuable component of the junior and senior high school learning experience and, therefore, attempts to provide avenues for all students. Embracing a culture of strong core values that elevates one's best efforts is key.

## HIGH SCHOOL ACTIVITIES PHILOSOPHY

~~The purpose of the Cordova School District is to provide an equal educational opportunity for each student to become a productive member of a diverse and changing society and to reach his/her full potential.~~

~~Co-curricular and extracurricular activities shall be an integral part of the total educational program. The purpose of these activity programs is to enhance the development of knowledge, skills, and emotional patterns which characterize responsible citizens. Emphasis shall be upon teaching through activities in addition to teaching the "skills" of activities. Activities shall be tailored to the physical, mental, and emotional maturity levels of the youths participating in them and shall be primarily for the benefit of those youths. Active participation, individual improvement, and healthy competition are integral elements of all student activities.~~

~~Each program should strive to develop in the student those traits and skills that will provide efficient problem solving and decision making skills as well as the understanding to accept the consequences of their decisions and choices.~~

~~All students are encouraged to participate in cocurricular and extracurricular activities. Many of these programs do not limit the number of participants but there are some extracurricular activities that do limit the number of participants. Those students who try out for an activity but do not make the team are encouraged to seek other opportunities provided by the Cordova community.~~

~~Participation in activities is a privilege granted to students who meet the minimum standards of eligibility adopted cooperatively by the schools through the Alaska School Activities Association, the Cordova School District policies and regulations.~~

### The Culture of CHS Activities

Cordova School District believes that winning isn't everything, nor is it the only thing. The purpose of Cordova Jr/Sr High School Activities is to prepare students for challenges in life through steadfast stewardship programs that are based on the "whole student" concept, with emphasis on academic excellence, respectful behavior, solid commitment, character building, and team collaboration involving the staff and entire student body, coaches, administration, and the public, at large.

The District believes that the community and school provide avenues that promote clear direction for students to achieve at high levels through leading by example. Participation in school activities represents overall strength in team concepts and contributes to developing a sense of unity and perseverance within our students. As such, one of our goals is to encourage all students to participate in a variety of activities programs in order to gain new skills and perspectives.

The Cordova School District expects our students to be calculated risk-takers and will encourage their growth through trial and error in a supportive environment. Further, we expect all students to learn that failing can be seen as the "First Attempt In Learning" and that a loss against an opponent should never become personal nor be dwelled upon. Rather, students should learn and be encouraged to learn from obstacles and challenges and be supported to achieve victory in all aspects of their lives as they build character and resilience.

Cordova School District expects all participants in activities, whether player, coach, or fan, to display the highest of standards in sportsmanship and fair play and that their actions represent our school and community; these observable behaviors, and the messages they convey, can serve as teachable opportunities for learning responsibility in developing an image of excellence in all we do.

The Philosophy and Culture of Activities in our school district will provide a path toward developing character traits to be carried forward beyond a student's years in school. Understanding that participation in extracurricular and co-curricular activities can be a lifelong process that enhances skills and behaviors toward becoming a valuable asset to the community, earning a reputation of accountability and respect, and strengthening one's own confidence in all facets of life are broad aspirations we have for our students.

In collaboration with staff and students, and through community input and support, five (5) core values that best represent Cordova have been identified as a means to help reach our programmatic goals:

### WOLVERINE CORE VALUES

- Wolverines will possess the **passion** to strive toward excellence, to exceed potential, and to display the utmost sportsmanship at all times.

- Wolverines will exhibit **respect** toward meeting high learning expectations, to the community, school spirit, and sportsmanship in competition.
- Wolverines will demonstrate **accountability** in on- and off-field performance and toward teammates and opponents, with integrity, by being honest and trustworthy in their actions.
- Wolverines will provide an **encouraging** and supportive environment for all participants to seek excellence through developing and demonstrating commitment, on and off the field, toward bettering themselves in all activities.
- Wolverines will show **genuineness** in their actions, will unite as one team through diversity, and will display a healthy competitive spirit on the field, in the classroom, and in everyday life.

### ACTIVITY OFFERINGS

Student activity offerings ~~at each high school~~ may vary depending on student interests, facilities, budget, and availability of qualified sponsors.

Activities may include but are not limited to the following:

<a href="#">Academic Decathlon</a>	<a href="#">Choir</a>	Future Problem Solving	Science Club	Volleyball
Band	Class Officers	Honor Society	Student Council	Wrestling
Baseball	Close-up	<a href="#">Intramurals</a>	Swimming	Yearbook
Basketball	Cross Country	Pep Band	<a href="#">Tech Club</a>	Vocational Clubs
Cheerleading	<a href="#">Drama</a>	Softball	<a href="#">Track &amp; Field</a>	

### DEFINITION OF PARTICIPATION

**Participation - Grades 9-12:** To try out, practice, or compete with a school team; to act as an officer in a school district approved organization; to take part in team activities.

### ELIGIBILITY

To participate, a high school athlete must meet Alaska School Activities Association rules and comply with all relevant Cordova School District policies and regulations.

#### ELIGIBILITY CRITERIA:

- Academic eligibility will be determined at every quarter. When academic eligibility is checked, a student must have received at least a 2.0 GPA with no failing grades. When a student is declared academically ineligible, it will be for the entire next quarter.
- A student must have passed 4 classes, which count toward graduation, the previous semester. In addition, he/she must be enrolled in at least 5 classes that count toward graduation in the current quarter.
- A new transfer student who is eligible under ASAA rules and who has been granted a transfer waiver by ASAA. Shall be deemed eligible to participate in activities for the first quarter of following their arrival until the end of the quarter. During this term they will be subject to weekly grade checks and other in season eligibility requirements.
- A student must have 5 citizenship points.

Citizenship points are determined as follows:

+	=	2 points
S	=	1 point
-	=	0 points
U	=	-1 point

- e. Grades for students participating in activities will go into effect at 4:00 p.m. on the last day of the quarter. For eligibility purposes, students with incompletes will be given an “Incomplete and current grade” (for example --- Inc – C), which will be finalized upon completion of missing work.
- f. Travel Eligibility grade checks will be done from Powerschool weekly at the end of the school day on Mondays starting with the third Wednesday of each quarter. Weekly grade checks will affect travel eligibility for the following week. No student will be allowed to travel or participate in any extracurricular activity if the travel eligibility grade check shows a failing grade or if they have an incomplete in any class.
- g. A student who has been deemed ineligible for any quarter may become eligible (for practice only) two weeks (10 school days) prior to the end of that quarter. In order for this to happen, the student must maintain a GPA (through weekly signed grade checks) with no failing grades for three consecutive weeks that would make that student eligible under the school's grading system.

A citizenship grade is given for every class period in addition to an academic grade. This citizenship grade allows the teacher to communicate the quality of the student's behavior apart from his/her academic performance. Citizenship grades also affect eligibility for extracurricular activities and high school-sponsored activities, any student with less than five citizenship points when academic eligibility is checked will be deemed ineligible to participate in extracurricular activities.

**GIVE BACK TO THE COMMUNITY HOURS:** (this section to align with CHS handbook upon approval)

Students will not be allowed to travel for any extra-curricular activities if ~~their~~ give back to the community hours are not completed by the end of the school year. Once hours/reflection are completed and turned into the office, students will be allowed full participation in extracurricular activities.

Students [previously enrolled](#) in grades 10 – 12:

~~Students must be current in their Give Back hours. If hours are not completed and turned in to the counselor by the end of the previous year, students will be allowed to participate in extracurricular activities, but will not be allowed to travel for those activities until hours are completed and the signed log and 2 paragraph reflection are turned into the counselor.~~ If hours are not done by the end of the previous year, students will be allowed to participate in extracurricular activities, but will not be allowed to travel [or participate](#) for any extra-curricular contests or events until hours are completed and the documentation of the hours is submitted and approved by the building principal or his or her designee. [Hours will need to be completed 5 days prior to the scheduled travel contest or event. The building principal has final authority to waive that timeframe for extenuating circumstances, such as an extended illness or family emergency.](#)

~~Students in grade 9—12:~~ [For incoming 9<sup>th</sup> Graders or Newly Enrolled students:](#)

~~For the current school year, five hours will need to be completed by the end of the first semester. Students who have not finished their five hours and one paragraph reflection at the start of 2nd semester will be allowed to participate in extracurricular activities, but will not be allowed to travel in those activities until hours are completed and the signed log and 1 paragraph reflection are turned into the counselor.~~

Students will be allowed to participate fully in extracurricular activities in their first semester of enrollment. A student will need to complete 5 hours prior to the end of their first semester of enrollment, [and submitted to the building principal or his designee prior to the end of that semester.](#) If the student has not met the 5-hour requirement, he or she will not be able to travel [or participate in extracurricular contests or events until documentation is submitted and is approved by the building principal or his or her designee. Hours will need to be completed 5 days prior to the scheduled travel contest or event. The building principal has sole authority to waive that timeframe for extenuating circumstances, such as an extended illness or family emergency.](#)

*Students participating in Alaska School Activities Association (ASAA) sanctioned activities shall meet all eligibility requirements as specified in the ASAA bylaws.*

Because of modifications that have been made in the program, special education students are expected to meet district standards.

To participate, a high school athlete must meet both Alaska School Activities Association Rules and all relevant Cordova School District policies. High school and Junior High school student athletes will not be allowed to tryout or practice while academically ineligible. Students in the process of obtaining eligibility through the ASAA waiver may tryout or practice pending the outcome of the waiver request.

## Home School Participation (effective July 1, 2013)

Any student who is enrolled in grades 9-12 in an alternative education program that is located entirely in the state and that does not offer interscholastic activities will be allowed to participate in any interscholastic activities program available in a public school that:

1. Based on the residence of the parent/legal guardian, the student would be eligible to attend were the student not enrolled in an alternative education program; or
2. At which the student requests to participate, if
  - a. The student shows good cause; and
  - b. The governing body approves.

A student is eligible to participate in interscholastic activities under this section if the student:

1. Is otherwise eligible to participate in interscholastic activities under requirements established by the school, the school district, and the statewide interscholastic activities governing body;
2. Provides documentation, including academic transcripts, proof of full-time enrollment, and applicable disciplinary records, and, if required for participation in an activity by the school, requested medical records, to the school providing the interscholastic activities program; and
3. Claims the same school for interscholastic activities eligibility purposes during a school year.

“Alternative education program” means a public secondary school that provides a nontraditional education program, including the Alaska Military Youth Academy; a public vocational, remedial, or theme-based program; a home school program that is accredited by a recognized accrediting body; a charter school authorized under AS 14.03.250 – 14.03.290; and a statewide correspondence school.

## ENROLLMENT RULE – High School

All students must be enrolled in a minimum of 5 semester units of credit or the equivalent to be eligible.

### Freshmen, Sophomores, Juniors and Seniors

- Must have passed at least 5 semester units of credit or the equivalent during the previous semester.
- Must have maintained at least an overall 2.0 GPA during the previous semester
- Those who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school’s grading system.

In order to attain eligibility to practice/participate in fall activities, high school students must have all summer course work completed, graded, recorded, and confirmed by the school administrator prior to the student’s first day of practice. If a student fails to have summer work completed, graded, recorded and confirmed by the school administrator by the first day school for students, the student will be ineligible to practice/participate in activities during the first academic quarter.

## AGE

High School - A high school student who becomes 19 years of age by August 1 shall be ineligible for interscholastic competition. (ASAA Article 12, Section 6).

Junior High/Middle School - Any student retained in the seventh or eighth grade is ineligible to play any sports in the repeated grade. There will be ***no exceptions*** to this policy for athletics at the junior high/middle school level.

## ATTENDANCE

In order to practice or participate in an activity, a student must be in attendance a full-day (all periods enrolled) on the day of the activity or practice. This includes SWEP, “active” participation in PE class, lab and any disciplinary action taken against the student including office or lunch detention. In addition, students who are more than 10 minutes late to any class will be considered absent regardless of whether or not a parent has called to excuse them.

Activities occurring on non-school days or activities that require travel on school days will require attendance for a full day on the last school day prior to travel. Failure to attend classes on Monday morning following a road trip will make the student ineligible to travel on the next road trip.

Exceptions to the above rules may be granted by the administration.



The building principal or activities director will handle extenuating circumstances, such as medical emergencies and unavoidable situations, on a case-by-case basis.

**PHYSICALS -Physical Examinations for Athletic Activities and Sports:**

Any student in grades 7 through 12, who participates in athletic activities, must have a physical examination and a signed parent consent form on file prior to beginning his/her first team practice of the school year. Students suffering from a concussion or suspicion of concussion must be evaluated and cleared for participation in writing by an athletic trainer or other qualified person who has received training as verified in writing or electronically by the qualified person in the evaluation and management of concussions.

Any student in junior high/ middle school, who participates in athletic activities including tryouts, must have a physical examination and a signed parent consent form on file prior to participating.

An M.D., a D.O., or a P.A. under supervision of an M.D. or a D.O must perform this physical.

Any student manager or statistician for any activity must have the activity consent and emergency medical info form at the back of this handbook on file prior to their first team practice of the year.

**INELIGIBLE PLAYER VIOLATIONS**

A team playing an ineligible player shall forfeit any and all contests in which that player participated. Participation shall include dressing out and/or sitting on the team bench.

**RULES OF CONDUCT**

A student who is enrolled in the Cordova School District is subject to School Board policies and school rules. As participation in activities is a privilege and not a protected right, students may lose their privilege of participation when they are found in violation of School Board policies up to and including removal from participation in extracurricular or co-curricular activities. By state law, the school district and law enforcement agencies collaborate in sharing information regarding minor or juvenile violations.

**Student Misconduct**

Student misconduct which occurs off school property or outside the school day may be subject to school disciplinary action provided that the misconduct is shown to be related to school order.

For the purpose of activities, “school order” is affected when students participating in activities exhibit undesirable behavior, resulting in negative impact on their peers as well as the entire school community.

**TOBACCO, ALCOHOL & DRUG POLICY**

This policy applies to grades 9-12 and includes students involved in all extracurricular activities at Cordova High School. The progression of violations and consequences will accumulate in grades 7-8. Upon entering 9<sup>th</sup> grade, accumulations of violations and their consequences start anew and accumulate until graduation.

In order to ensure adoption of tobacco, alcohol and controlled substances use policies by member schools and districts, ASAA requires that member schools and districts adopt the “Play for Keeps” Tobacco, Alcohol and Controlled Substances (TAD) policy. This is intended to set forth minimum restrictions and penalties, subject to greater or additional restrictions or penalties which may be adopted by member schools or school districts. The entire ASAA TAD policy is located in the back of this handbook and only pertains to ASAA sanctioned activities.

**Cordova High School has adopted the ASAA “Play for Keeps” policy with additional penalties for first and second offenses.**

### **Student and Parent/Guardian Acknowledgement:**

ASAA will provide a *Student/Parent/Legal Guardian TAD Acknowledgement Form* to member schools and districts. The form will explain the policies of this section and penalties for violations. The form must be signed by the student and the student's parent or legal guardian, and requires that the student and parent or legal guardian acknowledge that they have read and understand the terms of the policy, including the potential penalties for violations, and that it requires the school to report such violations to ASAA. The form will require that the student and parent or legal guardian agree to be bound by these terms. Prior to each season in which a student participates in interscholastic activities, **a copy of the signed form must be returned to the school before the student is permitted to participate.** Cordova High School shall keep a copy of the signed forms on file. This means, that although a student will be required to view the orientation video only once per year, the signed acknowledgement forms must still be turned into the office prior to each season of participation.

### **Students Emancipated by Age or Marriage:**

The requirements in this policy that a parent or legal guardian sign the *Student/Parent/Legal Guardian TAD Acknowledgement Form* and that require that a student's parent or guardian participate in the Pre- participation Orientation or in mandatory education arising from an offense do not apply to a student who has obtained the age of 18 (eighteen) years, or who becomes married if the student has reached the age of 16 (sixteen).

- 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.
- 2. Time Period During Which Policy Applies:** The policy in this section applies to any high school student who is participating or has participated in activities starting from the student's first participation, including formal practices which precede competition after the initial signing of the *Student/ Parent/Legal Guardian (TAD Pg 23) Acknowledgement Form*, at Cordova High School, and continuing until the student graduates from high school. This policy applies during the entire school year (Every day from the first day of class to the last day of class), and for students participating in ASAA sanctioned sports and activities which may happen over the summer break.
- 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 to member schools on DVD and through the ASAA website.

**Note:** A supplemental educational component will be provided by CHS administrators and/or students to serve as a follow-up on the additions to the ASAA Policy prior to participating in any CHS activity.

- 4. Cumulative and Progressive Penalties:** Violations of this policy will be cumulative and progressive, throughout a student's high school years. If a student transfers from Cordova High 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.
- 5. Additional consequences:** "In the event of a conduct violation not specifically listed in this policy, or in the event that the infraction is more severe than this policy is established to address, punishment may be administered based on the judgment of the building administrator or his/her designee.

The school administrator or the board has the discretionary authority to move to any level of discipline based on the seriousness of the case. Law enforcement may be contacted if deemed necessary."

- 6. Minimum Penalties for Violation of this Policy:** (Entire ASAA Policy is located in back of handbook)

Minimum penalties for violations of this policy are:

#### **First Offense:**

Cordova High School has increased First Offense penalties over the ASAA minimum penalties to 10 (ten) calendar days of suspension and 5 (five) days/practices before competition. The student and parent/guardian must complete the First Offense educational component. After the educational component has been completed, a group session with the team, the coach, and/or the equivalent will be encouraged. A person trained in the chosen group process will facilitate this.

Additional rules/consequences may be considered for activities other than athletics that address such violations.

Such rules must be approved annually by building administration.

**Second Offense:**

The student will be suspended from 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 (See Article 7, Section 5 ASAA Handbook).

**Third Offense:**

The student will be suspended from 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 to competition. (See Article 7, Section 5 ASAA handbook).

**Fourth Offense:**

The student's privilege to participate in activities and practice is revoked for the remainder of the student's high school years.

**Tobacco:**

For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within the 10 (ten) calendar day 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 10 (ten) 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.

**Violations Reported to ASAA and Confidentiality Requirement:**

After determining that a violation has occurred, the member school shall report the violation to ASAA on the required form. ASAA will provide a *School Report of Violation Form* to member schools and districts. Member schools and districts must report to ASAA a violation of this policy within 3 calendar days of determination that such violation has occurred. A report of violation must show all violations which occurred at the member school or district and the dates thereof, including the specific basis upon which a determination of violation was made. It is ASAA's intention to maintain the confidentiality of all such reports. As such, information concerning a student's previous violations will be disclosed by ASAA only to an administrator of the member school that the student is attending. A school administrator to whom such information has been disclosed may exercise discretion to provide such confidential information as is appropriate to the student's coach or other activity administrator, but only to the extent that such information is provided in a good faith effort to prevent violations and to assist the student in maintaining a lifestyle free of tobacco, alcohol and controlled substance use, and to maintain eligibility to participate in interscholastic activities. An administrator who provides any confidential information to a student's coach or other activity supervisor shall assure that such person will use the information only in communications with the student and shall otherwise maintain strict confidentiality of the information. ASAA's records of violation shall be made available to the student and/or the student's parent or legal guardian upon written request.

**Determination of Violations:**

In implementing this policy, it will be the member school's responsibility to determine the nature and extent of a violation, to impose and enforce any penalty, to report each violation to ASAA on a standardized form, and to maintain records of all violations by each student occurring after the student's first participation in interscholastic activities. A member school's determination that a violation has occurred and its imposition of penalty may not be appealed to ASAA. If a member school or member school district reverses a determination of violation, it shall promptly notify ASAA of such reversal. Violations and penalties are to be based upon noncompliance with the policy by the student participant, by the student's parents/legal guardians, or both, provided however, that where a violation is based solely upon action or inaction of the parent or legal guardian and not of the student participant, under circumstances completely beyond the control of the student and where it would be manifestly unfair to disqualify the student on this ground, the member school may, at its discretion, withhold imposition of a penalty against the student.

## **Process For Determining A Violation**

The guiding principles for Cordova High School Tobacco, Alcohol, and Controlled

Substances policy violations are as follows:

1. Penalize the violation.
2. All violations will be investigated!
3. Proof of violation must be established by any one of the following:
  - Positive identification of a student violation by a teacher, student or school administrator who is willing to give testimony about the violation. This will require an investigation.
  - Accusations made by parents/adults or students who are willing to testify against an alleged student violation of the code. This must be confirmed through an investigation by appropriate school authorities prior to any disciplinary action. An investigation of a student violation of the code must reveal sufficient facts to prove the violation. Such investigation must be conducted by the appropriate school administrator or designee.
  - Self-Admittance of a violation by the student when questioned and cooperation and honesty in the investigation. Self-Referral of a violation by the student before an investigation or inquiry by any school staff.

Before any discipline resulting in a suspension from a CHS activity shall take effect, as provided for under these rules, the student shall be verbally advised by the head coach/advisor and a school administrator/designee of the alleged violation of the rules and the student will have the opportunity to explain or justify his or her actions. If, after such informal conference with the student, the head coach/advisor or school administrator is satisfied that a penalty is justified, the student shall be so notified and the penalty shall then become effective.

## **Discipline/Grievance procedure:**

The grievance procedure for any Cordova High School Tobacco, Alcohol, and Controlled Substances policy suspension by a student from a CHS activity is:

1. Any student, parent or guardian who is aggrieved by the suspension or termination of extracurricular privileges under these rules shall have the right to an informal conference with the building principal or his/her designee for the purpose of resolving the grievance. During such conference, the student, parent or guardian shall be subject to questioning by the building principal or his/her designee and shall be entitled to question school personnel involved in the matter being grieved.
2. If the grievance is not resolved at the information conference, the student, parent or guardian, upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent of the district or his/her designee.
3. If the grievance is not resolved at the superintendent's level, the student, parent or guardian, upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to the School Board during the Board's next regular meeting. The Board shall notify the student, parent or guardian of its response to the grievance within ten (10) school business days after the date of the meeting.
4. The exclusion or termination of privileges shall continue notwithstanding the implementation of the grievance procedure set forth above unless the principal or his/her designee elects to postpone such action.

## **Advisor's/Coach's Standard**

Any additional, specific rules or regulations concerning Tobacco, Alcohol, and controlled substances not covered in the ASAA policy "Play for Keeps" which are established by the advisor/coach of a specific activity must be approved by the principal and activities coordinator in advance. Any additional rules and regulations must be in writing, kept on file in the school office of the activities coordinator and approved annually. Each participant must be informed of such rules and regulations and be provided a copy of them.

## **Criminal Offenses**

Flagrant violations including, but not limited to, shoplifting, vandalism, inappropriate behavior, and behavior which could result in harm to self or others, will bring disciplinary action by coach/sponsor and/or administration. Those in violation will be removed from the activity for a period of 45 school days or the duration of that season whichever is longer and may be restricted from traveling on a school-related activity for up to 9 weeks.

**Note:** Any student suspended from an activity shall not participate or attend any practice, scrimmage, or competition during the duration of the suspension.

## **Hazing**

There will be no hazing of students by anyone in any way. Hazing means a behavior or pattern of behavior directed at one or more specific individuals which persecutes, harasses, humiliates, degrades, or endangers the physical safety of an individual.

## **Citizenship**

Students representing CHS are expected to behave in a mature manner, dress appropriately and conduct themselves with grace and politeness. Our students have a fine reputation and we are very proud of it. Participation in activities is a ***privilege, not a right***. A coach or administrator has the right to deny a student's participation.

Students who commit any other behavior that displays poor citizenship in the judgment of the building principal whether it occurs on or off school property, whether it occurs during the school day, and whether a student is involved in activities at the time of the offense may also lose their privilege to participate.

Coaches and sponsors may have additional rules of conduct for their individual teams and organizations with prior approval of the Activities Director and administration. These rules cannot supersede or nullify School Board policy or regulations. For example, a student ejected from a contest for fighting will face suspension from school as noted in the district's discipline policies.

**NOTE:** Students are ineligible for participation in any student activity while suspended (in or out of school), or expelled, from school. The student will be ineligible to participate beginning on the day of the recommended administrative action and shall regain their ability to participate on the day after the last day of the discipline imposed.

## **Student Travel "Rules of the Road"**

While traveling to or engaged in an out-of-district school-sponsored activity, students are expected to follow all rules described herein, as well as any that might be established by the advisor, coach or chaperone.

Each coach or sponsor, prior to leaving the school on a trip, will review with students the traveling procedures and behavioral expectations that apply to that trip. General travel rules will include:

1. Students will respect the authority of the coach/sponsor or chaperone.
2. All school and school district policies are in effect for the duration of the trip as covered in the High School Student Activities Handbook.
3. Students are expected to follow all directions given by coaches, sponsors, and chaperones.
4. No Gambling
5. No public displays of affection
6. Coaches shall establish curfew hours while on the road for the benefit of the team. The curfew time is not negotiable.
7. Only those students assigned to a room may be in that room after curfew.
8. Students are not allowed in rooms occupied by persons not affiliated with the team or the school they represent.
9. Students are not allowed in rooms assigned to persons of the opposite sex without the presence of a coach or chaperone.
10. People not associated with the team or the school shall not be allowed in team rooms.
11. Coaches may release students only to their parent or legal guardian after the request has been previously approved by administration and the student's obligation to that team has been fulfilled for the weekend.
12. Remember, we are traveling to represent our school. All other activities (ie: dances, dinners, shopping) are secondary.
13. On the ferry, students must stay out of the stateroom area unless with the coach/advisor's permission, or they are accompanied by their parent or a school official.
14. Students are expected to adhere to all school and team rules and attend all team functions.

15. When in public on road trips, students shall be in groups of three (3) or more.
16. While on school-sponsored trips, students are expected to dress appropriately and to follow the school dress code.
17. Coaches will address the code of conduct to be adhered to on busses or public transportation.
18. Teams will clean up their areas prior to leaving any competition site. This includes the ferry, bus, planes, vans and any bench or seating areas during competition.
19. Students shall demonstrate good sportsmanship at all times.
20. There will be at least one study period of 60-90 minutes for each school day that a student is traveling if scheduling permits. Whenever possible these study periods will include Internet access. Students will be required to work on homework or read a book.
21. Additional rules may apply and shall be covered by the coach or sponsor prior to departure or before certain activities.
22. The following offenses are considered to be extremely serious if they happen on the road. Students engaged in any behavior that fits into this category will be immediately suspended from the activity and if possible sent home at their parents expense. Administration will also be immediately notified and final consequences will be determined or approved by the activities director and the high school principal. This behavior shall include but is not be limited to:
  - a) Alcohol or drug use;
  - b) Fighting;
  - c) Sexual contact of any kind;
  - d) Any type of bullying (physical, verbal, cyber)
  - e) Any initiations or hazing;
  - f) Vandalism or trashing of rooms or other property;
  - g) Shoplifting or other illegal actions

Should any Cordova High School student break any of these rules one or more of the following consequences may be taken:

1. The student may be withdrawn from the competition;
2. The student may be sent home immediately at his/her parent's expense;
3. The student may be suspended from the program for a length of time to be determined by the coach and/or the administration depending on the severity of the infraction;
4. The student may be dismissed from the program;
5. The student may be subject to further consequences above and beyond those listed here, to be determined by the school administration or the Superintendent.

## **SPORTSMANSHIP**

A sportsman is one who engages in sports in a fair and generous fashion. Unsportsmanlike conduct, then, would be conduct that is prejudicial to the fair and generous acceptance of the rules of the activity, the officials, the opponents, and the policies of the schools and the coach. Actions which bring discredit upon the school, the activity, the officials, the rules or the opponents may be considered unsportsmanlike.

This type of conduct is not always specifically covered by a rule, but is usually related to an unwillingness to accept that an attitude of fairness and generosity is required if an activity is to be consistent with a purpose for which it was conceived. The taking of unfair advantage, willful or malicious disrespect, demeaning gestures, and excessive complaining can be considered examples of unsportsmanlike conduct. Whenever the reasonable and just application of the rules is not successful in controlling the demeanor of the participants or those associated with their participation, the application of an unsportsmanlike penalty is both warranted and justified.

Any student or coach who is ejected from a contest will not be eligible to participate in the next contest. Additional penalties may be imposed by the school district.

### **Captain**

The position of captain is more than honorary, it is one of leadership and team responsibility. The duties, under the direction of the coach, shall pertain to:

1. Assisting with the control of the team on the field of play, and directing the team in a manner which reflects credit to self, team, school, and community.

2. Cooperating with school and game officials and assisting the coach in the enforcement of established training regulations.

### **Manager**

Managers are looked upon as important personnel in the total athletic program. Their behavior and work have a great effect on team morale. They should be willing workers and possess a high degree of loyalty and respect for private and public property. The manager's duties under the direction of the coach shall pertain to:

1. Issuing, marking, repairing, and assisting in making inventories of sports equipment.
2. Directing the duties of assistants.
3. Performing such duties as may be assigned by the coach.
4. Assisting the coach in preparing and filing the necessary athletic reports.

### **Player**

1. Play, have fun, and enjoy the game. The game is for you!
2. Demonstrate good sportsmanship toward your opponents and treat them with respect.
3. Exercise self-control at all times; accept decisions and abide by them.
4. Respect the official's' judgment and interpretations of the rules.
5. Regarding clarification of a ruling, communicate with the officials through your captain only.
6. Accept victory with humility and defeat with grace. Be neither boastful nor bitter.

### **PERSONAL CONDUCT/SPORTSMANSHIP**

(Excerpts from ASAA Bylaws Article 6, section 5)

All Association contests or events must feature high standards of courtesy, fair dealing and sportsmanship.

In matters pertaining to personal conduct, such as gross violations of sportsmanship, attacks on officials and other gross misconduct by any student, school staff member, coach or school community member, where the school has failed to act reasonably in controlling the student, staff member, coach or community member, the Association will determine appropriate penalties and whether or not the student, coach or school will be suspended or barred from future contests or events.

### **PENALTY FOR PLAYER EJECTION**

1. Player must refrain from participation in any scheduled contest in the same activity (game suspension) until completion of the next regularly scheduled contest at the same level (i.e. JV, Varsity). Schools may not schedule additional contests to circumvent this provision.
2. Player may sit on bench but not be dressed down.

<b>PARENTS</b>
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### **PARENT/ COACH/ SPONSOR COMMUNICATION**

#### **PARENT/COACH RELATIONSHIP**

The school district is pleased when students choose to participate in a Cordova School District sport or activity. Please be assured that coaches will do all that is possible to provide a positive experience for your student. Possibly the most important ingredient to achieve this outcome is to insure that the lines of communication are developed to allow free and easy resolution of questions before they become issues. The following guidelines are intended to spell out all levels of communications so that parents, coaches, sponsors, and athletes/participants are aware of the available avenues to answer questions or resolve issues.

## **COMMUNICATION PARENTS MAY EXPECT FROM COACHES OR ACTIVITY SPONSORS**

1. Philosophy of the coach/sponsor;
2. Expectations the coach/sponsor has for your son/daughter;
3. Location and times of all activities, practices and contests;
4. Team/activity requirements;
5. Participant's code of conduct and consequences for not following those guidelines;
6. Procedures to follow should your son/daughter become injured during participation;
7. Requirements to earn a Varsity Letter (athletics);
8. Communication concerning your son or daughter's role on the team and how he/she fits into the future of the program.

## **COMMUNICATIONS COACHES/SPONSORS EXPECT FROM PARENTS**

1. Concerns expressed directly to the coach/sponsor first;
2. Advance notification of any schedule conflicts as soon as possible;
3. Specific concerns in regards to a coach's/sponsor's philosophy and/or expectations.

As students become involved with various sports and activities at their school, they will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go according to their wishes. At these times, discussion with coaches and sponsors may be the quickest and most effective way to clear up the issue and avoid any misunderstanding.

## **APPROPRIATE CONCERNS FOR PARENTS TO DISCUSS WITH COACHES/SPONSORS**

1. Your son/daughter's health and welfare;
2. Ways to help your son/daughter improve;
3. Concerns about your son's/daughter's behavior.

At times it may be difficult to accept the fact your son/daughter is not playing as much as you or he/she would like. Coaches are professionals who make judgment decisions based on what they believe is best for the team and all involved. The school district recognizes the coach's authority and discretion to make the following decisions.

### **DECISIONS MADE BY COACHES**

1. Team selection (including travel)
2. Playing time
3. Team strategy
4. Play calling
5. Matters concerning other students/athletes

## **THE BEST WAY TO DISCUSS A CONCERN WITH A COACH/SPONSOR**

There are situations that may require a conference between the coach or sponsor, the athlete/participant, and the parent. These are to be encouraged. It is important that all parties have a clear understanding of the other person's role and position. When these conferences are necessary, the following procedures should be followed to help promote resolution to the issue or concern.

1. Your son or daughter should first talk with the coach/sponsor about his/her concerns;
2. Call the school to set up an appointment with the coach/sponsor;
3. If a coach/sponsor cannot be reached after a reasonable time, call your school's Activities Director who will arrange an appointment for you;
4. Please do not approach a coach/sponsor before, during, or after a contest or practice. Coaches and sponsors have pre- and post- event responsibilities including student supervision. Meetings at these times usually do not work well for the coach/sponsor, the parent, or the student, and often further exacerbate the concern.



## **THE NEXT STEP: WHAT CAN A PARENT DO IF THE MEETING WITH THE COACH/SPONSOR DID NOT PROVIDE A SATISFACTORY RESOLUTION?**

1. Call and set up an appointment with the Activities Director of the school and the coach to discuss the situation;
2. At this meeting, the appropriate next step can be determined as necessary.

Whether or not this step is ever reached, please keep in mind the following protocol when you elect to pursue a concern you may have regarding your son's or your daughter's experience in a Cordova School District sport or activity. Try to resolve your question at the lowest level possible. Begin with your student's coach/sponsor, followed only if necessary by:

1. The Head Coach (if applicable)
2. The school's Activities Director
3. The Principal
4. The Superintendent

Since research indicates that a student involved in extracurricular and co-curricular activities has a greater chance for success during adulthood, these programs have been established and are encouraged. Many of the character traits required to be a successful participant and team member are exactly those that promote a successful life after high school. We hope that the information provided here helps make Cordova School District athletics and activities as enjoyable and as positive as possible for both you and your student.

## **PARENT REMINDERS**

1. Athletes are responsible for reporting any injuries to coaches/sponsors.
2. A student who is enrolled in the Cordova School District is subject to School Board policies, regulations, and school rules. Participation in activities is a privilege and not a protected right. Students may lose their privilege of participation when they are found in violation of School Board policies during the season up to and including removal from participation in extracurricular or co-curricular activities. By state law, the school district and law enforcement agencies collaborate in sharing information regarding minor or juvenile violations.
3. A sportsman is one who engages in sports in a fair and generous fashion. Unsportsmanlike conduct, then, would be conduct that is prejudicial to the fair and generous acceptance of the rules of the activity, the officials, the opponents, and the policies of the schools and the coach. Actions which bring discredit upon the school, the activity, the officials, the rules or the opponents may be considered unsportsmanlike. Such conduct may result in consequences recommended by the coach, sponsor, or principal.

## **CORDOVA SCHOOL DISTRICT VOLUNTEERS**

Many Cordova School District programs have parents and interested community members willing to volunteer to aid in program development. The philosophy of the Cordova School District encourages parents and community members to be part of the school programs. Volunteers are welcome to assist in a variety of ways. Most of these jobs are identified and delegated by the staff member in charge of the activity, however, those volunteers that are interested in serving as a "Volunteer Coach" must meet the same standards expected of any other Cordova School District coach that assumes major responsibility of supervision of students in the activity program. Volunteer coach is defined as a person who works directly with students on the field or court in practice or game situations. The guidelines for volunteer coaches are as follows:

1. Must be approved by the building principal. Approval must be obtained each year.
2. Must have the same qualifications required of other personnel that serve as a coach, other than being certified. Conditions of employment, such as background checks, and drug tests must be met although the expense of these tests will be reimbursed.
3. Must be willing to serve without remuneration from any source.
4. Must be under the direct supervision of a Cordova School District coach at all times.
5. May not directly supervise students without a Cordova School District administrator or coach present.
6. Volunteers that are employed by the Cordova School District in another capacity, at a different work site, must give priority to that position. Should coaching responsibilities conflict with the regular Cordova School District job, the following procedures for release time are to be followed:
  - a) The principal/supervisor of the activity school must request, in writing, the release of the employee from the direct principal/supervisor.

- b) The direct principal/supervisor must agree to the release of the employee. Approval must be obtained prior to any commitment related to team travel.

*Note: A volunteer head coach will be considered a “head coach” and not a “volunteer coach” and will be subject to all conditions and expectations of a head coach.*

## PARTICIPATION INFORMATION

### TITLE IX

The Cordova School District believes in the rights of all students. The district goal is to give equal opportunity to all students. No person connected with the Cordova School District shall, on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, or sexual orientation, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity. If at any time you feel that you have been discriminated against in any way shape or form, please call Alex Russin, Superintendent and Title IX Coordinator, at 424-3265

### PARTICIPATION/FEEES

Prior to participation all activities fees must be paid and students must have a current physical examination, activity consent & emergency medical information form, student/parent acknowledgement form on file with the activities director. Activity fees for the 2017-2018 school year will be as follows:

- High School Activities \$50
- Junior High Activities \$30
- Non-Athletic Activity ~~\$10~~ [To Be Determined based on activity](#)

If a student drops out of an athletic activity within 10 days of his/her start date, they may apply for a refund of their activity fee and may receive a \$35 refund when approved by the building principal. If a student is removed for academic or disciplinary reasons, they forfeit their activity fee. No refund will be made on the ten-dollar no-athletic fee.

### REPAYMENT OF SCHOOL FEES

In order to be eligible to travel, all school fees must be paid in full or a suitable payment arrangement must be made between students/parents and the school district by the Monday prior to travel. In the event that student repayment of fees is related to program of work for the district, progress of duties will be monitored by the building principal and/or activities director. If progress is not deemed to be satisfactory, the student will be denied travel until satisfactory progress has been made.

### INSURANCE

~~All student participants are recommended to carry insurance. Although the Cordova School District does not carry insurance on its student athletes, accident insurance is available at the beginning of school during an open enrollment period for all students and at the time of enrollment for students new to the district.~~

[Student related injury costs while at school or while participating in school activities may be submitted to the District’s insurance company after the parent’s personal or primary insurance coverage process has been followed. Students suffering from a concussion will need a doctor’s clearance before returning to any activity and will need to meet the protocols as set forth by ASAA for return.](#)

### LETTERS AND AWARDS

Participants will be given the guidelines for earning letters and awards by the first day of practice. No awards will be given to anyone not completing the year in good standing (good standing is defined as “returning home after the final event of the year for an activity, and attending any awards ceremonies given for that activity.)

### EQUIPMENT AND UNIFORMS

Students are responsible for returning all equipment and/or uniforms issued to them or they shall pay for replacement. If equipment is neither returned, replaced, nor paid for, the letter award shall not be given and no further equipment shall be issued.

## TRANSPORTATION IN PRIVATE VEHICLES

Parent requests to transport students other than their own children on district sponsored activity trips presents a liability exposure for the school district and in the unfortunate event of an accident, the parent would face significant liability exposure as well. Thus, students are expected to travel to and from school-sponsored activities by the transportation provided by the school unless otherwise approved by the school administration [per school district policy \(Reference Policy Number\)](#). The parents or legal guardian in writing must make any request to the office prior to the activity. If approved, the note will be kept on file in the office, and a copy will be sent with the Coach and/or sponsor. The district contracts with various community organizations in a sponsorship agreement known as “outsourced sports”. The above school district policy applies to out-sourced sports, although the coach may not technically be an employee of the district. Sponsors of district activities, including out-sourced sports, are not allowed to facilitate or coordinate parent transportation efforts.

Here are the guidelines for district sponsored activity team travel, including outsourced sports:

- Head Coaches are responsible for the health and welfare of students under their sponsorship 24 hours a day while on out of district travel.
- Head Coaches are not allowed to transfer this responsibility.
- With the exception of home events, students are expected to travel to and from school-sponsored events on transportation provided by the school.
- Agencies coordinating outsourced sports must also provide appropriate transportation for out of district travel.
- Coaches may release students only to their parents and only after the request has been previously approved by administration and the student’s obligation to that team has been fulfilled for the weekend.

## RENTAL VEHICLE USE AND SCHOOL VAN USE

For safety reasons, the school prefers to use school buses or other commercial carriers for student activity travel. As a second option, two school vans are available for use and a city van may occasionally be available. As a last option, rental vehicles may be necessary. The following rules shall apply to the use of school or city vans or rental vehicles to transport students for school activity travel:

- Vehicles shall not carry more than eleven (11) occupants, including the driver at any time. In addition, the maximum number in any vehicle shall not be greater than the number of seatbelts that are in working condition in that vehicle. Use of seatbelts is mandatory for all occupants.
- Rentals and van use shall be approved and monitored through the school’s Activities Director.
- Any proposed driver who is not a certified school employee must be approved through the superintendent’s office prior to driving any school or rental vehicle.
- All drivers of vans, whether district owned or rentals, must successfully complete a district-approved van safety course before being authorized to drive. This online course is arranged by the district office and must be completed annually.
- A Motor Vehicle Record (MVR) must initially be provided prior to driving district-owned or leased vehicles. Individuals with more than one driving/moving violation in the past 12 months; more than 2 violations in the past 3 years; or an alcohol or drug-related driving conviction at any time, will not be eligible to drive district owned or leased vehicles. (If the alcohol or drug-related driving conviction is more than 5 years old, the Superintendent may, in his/her discretion, authorize the individual to drive after considering all relevant facts, including the current driving record.) District-approved drivers must notify the school’s Activities Director of any subsequent moving citation or conviction, or any suspension, revocation, or cancellation of the driver’s license. A current MVR must be provided every three years for employees of the district. Volunteer drivers may be asked to present an MVR more frequently.
- Drivers representing the district must possess a valid driver’s license, be at least 21 years of age and not be a student enrolled in the district. A driver may not haul passengers unless he or she has possessed a valid driver’s license for a period of no less than 8 years. For this section, “license” does not include a learner’s permit.
- If a coach/sponsor has not possessed a valid driver’s license for the required period of time, the school’s Activities Director will coordinate with the district for funds to pay for another driver’s travel/lodging for the activity involved.
- At no time may a driver possess or be under the influence of any level of alcohol or drugs. A driver may not be under the influence of medication that may impair his/her ability to safely operate the vehicle. The driver may not smoke, use tobacco products, or permit smoking or the use of tobacco products in a district-owned or rental vehicle.

- Drivers are to thoroughly examine any rental vehicle or district vehicle for any existing damage prior to acceptance/departure.
- Upon return, drivers must thoroughly examine the rental vehicle or district vehicle and document any damage.
- Drivers must report any damage or incidents to the Activities Director or Principal as soon as possible. Traffic accidents must be reported immediately.

**Authorizing or permitting another to drive a vehicle is prohibited:** This policy is for the purpose of ensuring that vehicles are only driven by those who have been approved to drive. No person or employee, including administration, shall authorize or permit a district owned or rented vehicle to be driven by any other person who has not been authorized to do so under the procedures set forth above.

## **CHAPERONES FOR ACTIVITY TRAVEL**

On all district sponsored activity travel there shall be at least one same gender chaperone for each gender of students on the trip when possible. An adequate number of same gender chaperones shall accompany students in order to maintain safety and discipline.

## **GENERAL TRAVEL**

The following guidelines are to be used during school related travel periods. Students traveling by ground transportation during the winter period must have the following in their possession: winter hat, winter coat, gloves, boots, and winter sleeping bag. When ground transportation (other than commercial contracted carriers) is used, the Coach/Sponsor should have a cell phone available for emergency calls. In situations where we are using non-commercial ground transportation and the coach and chaperone will be the responsible drivers, no travel shall be completed between the hours of 12:00 am and 6:00 am, unless the circumstances are such that safe travel is not compromised and the activities director or the principal has previously approved it.

## **FUNDRAISING**

All fundraising activities must be approved by the ~~building Principal and Activity Director PRIOR to implementation~~ [Superintendent or designee per Board Policy 1321.](#)

## **AWARDS**

Criteria for the earning of student recognition, awards, letters and certificates will be determined jointly by the sponsor and school administration and will be made known to the student before the activity begins.

## **ATHLETIC TEAM SELECTION**

The Cordova School District allows for a cut policy in all high school activities. Criteria for selecting a team are determined by the coach of each sport. This criterion is issued each season, in writing if requested, for each student trying out for a team.

The Cordova School District currently has a no-cut policy for Junior High Sports. The no cut policy is designed to increase opportunities for participation by Junior High Students in extracurricular activities. In no way should it be seen as a guarantee of playing time or being selected to the traveling team. Student athletes may in fact be “cut” from the team if they exhibit a poor attitude or their participation effort is consistently below a level reasonably expected by the coach of the sport from all of his/her players. Criteria for selecting the traveling teams for Junior High Sports are determined by the coach of each sport.

The Coach and the Activities Director upon completion of the schedule for each activity will determine the number of participants who will be traveling for each Junior High away event jointly. All participants in good standing will be allowed to participate in any home event.

## **REMINDERS**

1. A student who is enrolled in the Cordova School District is subject to School Board policies, regulations, and school rules. Participation in activities is a privilege and not a protected right. Students may lose their privilege of participation when they are found in violation of School Board policies during the season up to and including removal from participation in extracurricular or co-curricular activities. By state law, the school district and law enforcement agencies collaborate in sharing information regarding minor or juvenile violations.

2. A sportsman is one who engages in sports in a fair and generous fashion. Unsportsmanlike conduct, then, would be conduct that is prejudicial to the fair and generous acceptance of the rules of the activity, the officials, the opponents, and the policies of the schools and the coach. Actions which bring discredit upon the school, the activity, the officials, the rules or the opponents may be considered unsportsmanlike. Such conduct may result in consequences recommended by the coach, sponsor, or principal.

## ASAA GUIDELINES

### ALASKA SCHOOL ACTIVITIES ASSOCIATION POLICIES ([www.asaa.org](http://www.asaa.org))

Listed below are excerpts of selected rules of the Alaska School Activities Association (ASAA), the governing body of interscholastic athletics in Alaska. These rules address the most common questions and concerns about high school activities and have been condensed for this handbook. For information, interpretations, and additional policies, contact your school activities' coordinator.

#### ASAA "CODE OF CONDUCT"

Student participants are ambassadors of their school and community. As such, ASAA expects them to portray good citizenship and be good role models to those around them. To ensure the health, safety, and rights of all participant in ASAA sponsored events, the following Code of Conduct has been adopted by the ASAA Board of Directors.

1. All participants should be under the direct supervision of a school official or his/her designee at all times.
2. All participants are expected to attend all event sessions that are required by the school/coach.
3. All participants are expected to respect the rights, cultural diversity, and safety of others.
4. All participants will treat event personnel, including officials and opposing team members and staff, with dignity and respect.
5. All ASAA sponsored events will be conducted in drug-free environments. Use, possession, and/or distribution of alcohol, tobacco, or illegal drugs are strictly prohibited.
6. All participants will respect the property of other individuals and facilities. Vandalism, theft, and possession of stolen property will not be tolerated.

Violation of this Code of Conduct will result in the removal of the student's right to participate in the event, as well as to attend the event.

#### PRACTICE (Article 7, Section 5)

- A. All players must have ten (10) separate days of physical practice in the same sport activity prior to the first day of competition.
- B. When a student is participating in a recognized high school sport activity or is participating in a nationally recognized activity in the same sport which overlaps the beginning of another recognized sport season, the Executive Director may waive up to five (5) practices. Students may not have practices waived for entering the sports activities of *cheerleading, football, gymnastics, hockey, or wrestling* (see exception for returning Alaska high school wrestlers who are also football players) due to safety considerations and to the nature of these sports.

#### ENROLLMENT RULES (Article 12, Section 2)

Beginning with the first semester of the 2005-06 school years and thereafter:

- All freshmen, sophomores 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 and who have passed all parts of the HSGQE 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.
- In addition, 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.

## **MAXIMUM PARTICIPATION (Article 12, Sec. 3)**

Beginning with the 2006-07 school year and thereafter, no student will have more than 8 consecutive semesters of eligibility.

- Students first entering 9th grade will have 8 consecutive semesters of eligibility.
- Students first entering 10th grade will have 6 consecutive semesters of eligibility remaining.
- Students first entering 11th grade will have 4 consecutive semesters of eligibility remaining.
- Students first entering 12th grade will have 2 consecutive semesters of eligibility remaining.

## **DUAL PARTICIPATION**

A student participating as a member of a high school team must give priority to the high school team. Missing practice or contest(s) to participate in activities outside the school program may result in suspension or removal from the high school team or activity.

Students who wish to participate in more than one team or school activities must obtain approval in advance from coaches, parents, and the school's administration. This dual participation agreement must be documented and scheduled prior to the first contest of the season.

## **CITIZENSHIP RULE**

A student who is expelled from a school will not be eligible in another school during the duration of the expulsion.

## **SEMESTER CREDIT RULE (Article 12, Section 7)**

All incoming freshmen are immediately eligible for the first semester. After the first semester, students must meet the following criteria to remain eligible for interscholastic competition:

Freshmen, sophomores, juniors, and seniors:

- 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 and who have passed all parts of the HSGQE 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.
- In addition, 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.

Freshmen, sophomores, and juniors:

- Must have passed at least 5 semester units of credit or the equivalent during the previous semester.
- Must have maintained at least an overall 2.0 GPA during the previous semester
- Those who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

Seniors

- First entering 12th grade must have passed at least 5 semester units of credit or the equivalent during the previous semester.
- Second semester seniors who are on track to graduate and have passed all parts of the HSGQE must have passed 4 semester units of credit during the previous semester.
- All seniors must have maintained at least an overall 2.0 GPA during the previous semester.
- Seniors who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

## **TRANSFER/RESIDENCY RULE (Article 12, Sect. 9A)**

**Entering High School:** A student first entering the ninth grade of a four-year high school establishes residency at that school and shall be eligible for all interscholastic competition.

**Transfer with Move of Parents:** A student who transfers from one school attendance area to another with a corresponding move of residence of the parents, legal guardians (or other person with whom the student has resided for

a period of time to be determined by the Association) shall be eligible for interscholastic competition at the new school as soon as properly certified.

**Transfer without a Move of Parents:** A student who transfers at a time other than during the summer (summer transfer only applies to transfers within Alaska) without a corresponding move of residence of parents or guardians, is ineligible for interscholastic competition for eighteen (18) school weeks from the date of enrollment in the new school. Students who live with coaches are ineligible

#### **Foreign Student Transfer Rule:**

##### **A. Foreign Exchange Student**

1. A foreign exchange student is an international student who attends high school in Alaska. To be eligible for interscholastic competition, such a student must be under the auspices of, and be placed with a host family by an international student exchange program that has been accepted for listing by the Council on Standards for International Educational Travel (CSIET), or other programs approved by the Association; and be recognized by the U.S. State Department. The foreign exchange program must assign students to host families by a method that ensures that no student, or his/her parents, school or other interested party may influence the assignment for athletic or other purposes. The foreign exchange student may not be selected or placed on any basis related to his/her athletic interests or abilities.
2. A foreign exchange student is considered to be placed with a host family when written notice of placement is provided by the exchange organization to the student and his/her parents, and to the host family.
  - a. Neither the school the student attends, nor any person associated with the school, have input into selection of the student.
  - b. No member of the school's coaching staff, paid or voluntary, shall serve as a host family; nor may a coaching staff member arrange for housing.
3. The foreign exchange student must possess a current J-1 visa, issued by the U.S. State Department.
4. In order to obtain a waiver, a foreign exchange student must meet all other eligibility rules required of other students in Alaska.

##### **B. Other International Students**

An international student who is not under the auspices of, and placed by, a CSIET listed exchange program must meet the following requirements in order to be considered for interscholastic eligibility in Alaska:

1. The student must possess a current F-1 visa issued by the U.S. Immigration and Naturalization Service.
2. The student must provide to the principal of the school he/she attends, unofficial untranslated transcript and a transcript that is translated into English by an acceptable agent or agency. The transcripts must indicate course work taken in all grades in which the student was enrolled.
3. The international student must pay tuition to the high school he/she attends as prescribed in Section 625 of U.S. Public Law 104-208.
4. No member of the school's coaching staff, paid or voluntary, shall serve as the resident family of the student; nor may a member of the coaching staff arrange for housing.
5. In order to obtain a waiver, an international student must meet all other eligibility rules required of other students in Alaska.

##### **C. Additional requirements for Foreign Exchange/ Other International Students:**

Foreign exchange and other international students must also:

1. Attend the school for no less than a complete semester; and
2. Not have participated in the same sport (for which eligibility is being sought) at another school earlier in the same school year; and
3. Not have graduated from (the home country's equivalent of) a secondary school; and
4. Must affirm that there is no evidence of athletic recruitment resulting in the student's attendance at the school either by the school or any other outside entity.

##### **D. Non compliance with one or more of the foregoing provisions shall render the foreign exchange and the international student ineligible for interscholastic competition.**

**Students Involved in Exchange/ Travel Programs:**

Alaska students involved in exchange/travel programs including but not limited to Rotary International and Youth for Understanding, are eligible for interscholastic competition upon return to their home schools when a request for waiver of the Semester Credit Rule (Bylaw Article 12, Section 7) is made to the Association and waived by the Executive Director. The request for waiver must be submitted on the Alaska Student Foreign Exchange/ Travel Program Waiver form. Alaska students involved in exchange/travel programs must be otherwise eligible by all other rules. Participation in interscholastic competition while involved in an exchange travel program will count toward the maximum years or seasons of participation in that specific competition as defined in Bylaw Article 12, Section 3.

**Boarding School Transfer Rule:**

Students who transfer to a boarding school at the beginning of a school year, or from a boarding school at the end of a school year, will be eligible for interscholastic competition at the new school as soon as properly certified. Students who transfer to or from a boarding school during the school year shall be ineligible for interscholastic competition for a period of eighteen (18) school weeks. Boarding school students must meet all other eligibility rules required of other students in Alaska.

**RECRUITING**

If a student or the student's family has been offered remuneration or otherwise unduly influenced to reside in a school district or attendance area, that student is not eligible to participate in inter-school activity.



**ASAA Citizenship Rule (Final Adoption)**  
April 28, 2008

ASAA Bylaw Article 12, Section 8, Citizenship Rule and Tobacco, Alcohol and Controlled Substance Policy Reference

Citizenship Rule:

The determination by a member school that a student is ineligible based on poor citizenship or violation of the Tobacco, Alcohol and Controlled Substance Policy, is not appealable to the Association.

Expelled Student:

A student who is expelled from a member school will not be eligible in another member school for the duration of the period of expulsion.

A. Controlled Substance, Alcohol and Tobacco Position Statement:

ASAA and its member schools recognize that the use of tobacco, alcohol and controlled substances is a significant health problem for many students, resulting in negative effects on behavior, learning and their total development. The use of tobacco, alcohol and controlled substances by students affects academic development, personal growth, extracurricular activities participation and the development of related skills. Others affected by misuse and abuse are family members, teammates and other significant persons in their lives.

ASAA and its member schools believe that close contact of parents, coaches, advisors, students and communities in interscholastic activities and classrooms provides a unique opportunity to observe, confront and assist one another. It is the philosophy of ASAA and its member schools that students should be encouraged and supported in their efforts to develop and maintain a chemical-free life style.

Participation in ASAA sanctioned sports and activities is a privilege which requires all participants to adhere to rules imposed by the member schools and/or member districts that students attend and represent. The policy described in this article is intended to further the following purposes:

1. To emphasize the health and safety of students while participating in activities, to recognize the long-term physical and emotional effects of tobacco, alcohol and controlled substance use on student health, and to minimize the potential for injury.
2. To promote a sense of order and discipline among students.
3. To recognize that a student's possession, distribution or use of tobacco, alcohol and controlled substances during the school year or during interscholastic competition outside of the school year, even during times when the student is not actively participating in interscholastic activities, may nevertheless be detrimental to health, safety, order and discipline when the student is participating.
4. To assist schools in the establishment of policies that are consistent with ASAA standards of athletic and activity eligibility.
5. To support schools that have programs to assist students in resisting peer pressure which influences students to use tobacco, alcohol and controlled substances.

B. Policy Reference Regarding Possession, Distribution and Use of Tobacco, Alcohol and Controlled Substances:

The Board of Directors has adopted a statewide policy regarding the possession, distribution and use of tobacco, alcohol and controlled substances which will go into effect, beginning with the 2008-09 school year, or at the beginning of any sport or activity season which begins prior to the first day of school. This policy includes clear minimum guidelines and penalties which are cumulative and progressive, a time period in which the policy applies, various educational components, an explanation of how violations are determined and reported, a required *Student/Parent/Legal Guardian TAD Acknowledgment Form* which must be signed prior to participation, and a definition of terms.

Tobacco, Alcohol and Controlled Substances (TAD) Policy

In order to ensure adoption of tobacco, alcohol and controlled substances use policies by member schools and districts, ASAA requires that member schools and districts adopt the following policy. This is intended to set forth minimum restrictions and penalties, subject to greater or additional restrictions or penalties which may be adopted by member schools or school districts.

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.

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 this section. The policy first goes into effect on July 28, 2008 for students playing football.

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 to member schools on DVD and through the ASAA website. An overview of each part is included under Section 10. Definitions.

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 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.

5. Minimum Penalties for Violation of this Policy: Minimum penalties for violations of this policy are:

First Offense	The student will be suspended from interscholastic activities and practice for 10 (ten) calendar days (as defined in Section 10). Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the <u>First Offense</u> educational component.
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For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within the 10 (ten) calendar day 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 10 (ten) 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 (See Article 7, Section 5).
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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 to competition. (See Article 7, Section 5).
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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.

These are minimum penalties which may be increased by the member school or member school district, based upon (1) the nature of the violation, (2) the extent to which it occurs on school property or during school activities, and (3) the extent to which it arises in the context of the student's participation in interscholastic activities. Penalties shall be imposed beginning on the first calendar day following a determination that a violation has occurred, except to the extent a school's appeals policy permits a student to continue to participate pending final determination of any appeal filed by the student under such policy. In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

6. Determination of Violations: In implementing this policy, it will be the member school's responsibility to determine the nature and extent of a violation, to impose and enforce any penalty, to report each violation to ASAA on a standardized form, and to maintain records of all violations by each student occurring after the student's first participation in interscholastic activities. A member school's determination that a violation has occurred and its imposition of penalty may not be appealed to ASAA. If a member school or member school district reverses a determination of violation, it shall promptly notify ASAA of such reversal.

Violations and penalties are to be based upon noncompliance with the policy by the student participant, by the student's parents/legal guardians, or both, provided however, that where a violation is based solely upon action or inaction of the parent or legal guardian and not of the student participant, under circumstances completely beyond the control of the student and where it would be manifestly unfair to disqualify the student on this ground, the member school may, at its discretion, withhold imposition of a penalty against the student.

7. Violations Reported to ASAA and Confidentiality Requirement: After determining that a violation has occurred, the member school shall report the violation to ASAA on the required form. ASAA will provide a *School Report of Violation Form* to member schools and districts. Member schools and districts must report to ASAA a violation of this policy within 3 calendar days of determination that such violation has occurred. A report of violation must show all violations which occurred at the member school or district and the dates thereof, including the specific basis upon which a determination of violation was made. It is ASAA's intention to maintain the confidentiality of all such reports. As such, information concerning a student's previous violations will be disclosed by ASAA only to an administrator of the member school which the student is attending. A school administrator to whom such information has been disclosed may exercise discretion to provide such confidential information as is appropriate to the student's coach or other activity administrator, but only to the extent that such information is provided in a good faith effort to prevent violations and to assist the student in maintaining a lifestyle free of tobacco, alcohol and controlled substance use, and to maintain eligibility to participate in interscholastic activities. An administrator who provides any confidential information to a student's coach or other activity supervisor shall assure that such person will use the information only in communications with the student and shall otherwise maintain strict confidentiality of the information. ASAA's records of violation shall be made available to the student and/or the student's parent or legal guardian upon written request.

8. Student and Parent/Guardian Acknowledgement: ASAA will provide a *Student/Parent/Legal Guardian TAD Acknowledgement Form* to member schools and districts. The form will explain the policies of this section and penalties for violations. The form must be signed by the student and the student's parent or legal guardian, and requires that the student and parent or legal guardian acknowledge that they have read and understand the terms of the policy, including the potential penalties for violations, and that it requires the school to report such violations to ASAA. The form will require that the student and parent or legal guardian agree to be bound by these terms. Prior to each season in which a student participates in interscholastic activities, a copy of the signed form must be returned to the school before the student is permitted to participate. Member schools shall keep a copy of the signed forms on file.

9. Students Emancipated by Age or Marriage: The requirements in this policy that a parent or legal guardian sign the *Student/Parent/Legal Guardian TAD Acknowledgement Form* and that require that a student's parent or guardian participate in the Pre-participation Orientation or in mandatory education arising from an offense do not apply to a student who has obtained the age of 18 (eighteen) years, or who becomes married if the student has reached the age of 16 (sixteen).

10. Definitions: As used in this section, terms are defined as follows:

Calendar Days – Each day, including weekends and holidays, during the member school's school year. Additionally, if a student participates in any interscholastic activity, including practice, outside of the school

year, then the entire period of such participation, including intervening weekends and holidays, counts as calendar days for such student.

Controlled Substance – Any substance appearing on the list of Controlled Substances identified by the federal Office of the Drug Enforcement Administration or as set forth in 21 U.S.C. Section 812, unless the student’s usage of such substance is consistent with a physician’s prescription for the student’s usage. The DEA list of Controlled Substances appears on its internet website at [www.deadiversion.usdoj.gov/schedules/schedules.htm](http://www.deadiversion.usdoj.gov/schedules/schedules.htm). ASAA will, on at least an annual basis, provide member schools with an updated List of Controlled Substances; however, for purposes of ASAA’s policy, the current list maintained by the DEA is controlling.

Report to ASAA – Transmission of reporting form to ASAA by facsimile (fax) within the reporting period, or telephonic reporting of violation within reporting period followed by mailing of reporting form. ASAA may adopt an electronic reporting form.

Suspension – As defined in Article 5, Section 1 (A) (6) of ASAA bylaws.

Educational Component – A series of DVD’s, software and web based training programs and counseling ranging from a pre-participation orientation session to remedial programs for first through third time offenders. These are designed to keep students in school, teach them responsibility, educate them and their parents/guardians on new behaviors and lifestyles, instill accountability, exemplify teamwork, teach positive decision making skills, and keep students eligible for interscholastic activities.

An overview of each part follows:

Pre-Participation Orientation: The Orientation is required of all student participants prior to each season of participation, and of a parent/guardian annually, before the student is eligible to participate. This session is a short informative presentation designed to encourage students to maintain a chemical-free lifestyle, and to ensure that students and parents/guardians understand the policy and the consequences for violation. Upon completion of the Orientation, the student and parent/guardian must sign the *Student/Parent/Legal Guardian TAD Acknowledgement Form* as stated in B. 2. above for the student to gain eligibility. Schools will affirm that this has happened by marking the designated field on the Master Eligibility List.

First Offense: This optional session for students who have committed a First Offense is designed to educate students and their parents/legal guardians on how to make positive decisions that will instill accountability and new behaviors in the students. Upon successful completion of this part by both the student and parent/guardian, 50% of a student’s suspension from activities will be forgiven. Students completing the First Offense component may return to practice prior to the completion of the period of suspension.

Repeat violations of the Tobacco Rule during the 10 (ten) calendar days of suspension will result in mandatory participation in the First Offense educational component prior to returning to competition. For repeat violations of the Tobacco Rule only, the Second Offense penalties, if based on violations of the Tobacco Rule, will not be imposed unless there is a repeat violation of the Tobacco Rule after the student has completed all suspensions and re-suspensions under the First Offense.

Second Offense: This required session for students who have committed a Second Offense as well as their parents/guardians, must be completed before a student regains eligibility. It is more in-depth than is presented in First Offense. Students completing the Second Offense component may return to practice prior to the completion of the period of suspension. There is no forgiveness of mandatory suspension and students returning to play after this offense may need additional days of practice prior to competition.

Third Offense: Students who violate this policy for a third time have a significant problem. This required session for students who have committed a Third Offense under the rule and wish to regain their eligibility, will target the specific at-risk behaviors and may involve multiple agencies. There is no forgiveness of mandatory suspension. Students completing the Third Offense component may return to practice prior to the completion of the period of suspension.

## CONCUSSION IN SPORTS

### A FACT SHEET FOR CORDOVA SCHOOL DISTRICT ATHLETES AND PARENTS

#### What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Is always serious and can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung."

#### What are the signs and symptoms?

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
Appears dazed or stunned	headache or "pressure" in head
Is confused about assignments or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponents	Double or blurry vision
Moves clumsily	Sensitivity to light or noise
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can't recall events prior to hit or fall	Confusion
Can't recall events after hit or fall	Just not "feeling right" or "feeling down"

#### What to do if you suspect a concussion?

- Tell the coach and/or school nurse
  - They need to know if you suspect a concussion. They also need to know if there has been a previous concussion
- Seek medical attention
  - A health care professional experienced in evaluating concussions will be able to diagnose and treat a concussion and determine when it is safe to return to play. **You cannot return to a Cordova School District activity until a qualified medical provider indicates it is safe to do so.**
- Stay out of play and recover
  - A brain with a concussion needs time to heal. While a brain is still healing, there is a much greater chance of another concussion. Repeat concussions can slow recovery and increase the likelihood of long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
- Tell your principal and teachers
  - A concussion can impact a student's ability to do school work and other activities, such as computer use, studying, driving, or exercising. If needed, your teachers can help adjust school activities during the recovery period

#### Preventing Concussion:

While each sport is different, there are steps every athlete can take.

- Use the proper sports equipment. Wear the right equipment for the game or position, make sure it fits and wear it correctly.
- Follow the coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

**BASELINE TESTING - AN IMPORTANT FIRST STEP:** As part of Cordova's efforts to minimize concussion related injuries, every school athlete is required to participate in ImPACT baseline screening. ImPACT is a computerized exam utilized in sports programs across the country to diagnose and manage concussions. This is a non-invasive, simple test set up in "video-game" format and takes 20 minutes to complete. The test records individual reaction time, memory, speed, and concentration. This test is not utilized for any purpose other than to establish a baseline measure for comparison should a student later be suspected of having a concussion. The test data will enable health professionals to determine when return-to-play is appropriate and safe for the injured athlete. You may obtain further information online at <http://impacttest.com>.

The ImPACT baseline test is required of all students participating in and CSD activity that requires a sports physical. A single test is required for middle school and high school athletes. The test will be administered prior to the first sports activity in which a student participates.

## **Responsible Behavior/Communication**

Parents are reminded that they serve as role models not only for their children, but for students who observe them in the stands and at school. Please remember that the behavior you show at contests and in contact with athletic and school officials can be observed by many who will follow what you do. Always use responsible behavior in dealing with other adults and with students. Keep your communications on a civil and adult level, whether in person or by other means.

### **PARENT'S CODE OF CONDUCT**

I hereby pledge to provide positive support, care and encouragement for my child participating in Cordova School District sports/activities by following this Parents' Code of Conduct:

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other sports event.
2. I will place the emotional and physical well being of my child ahead of a personal desire to win.
3. I will insist that my child play in a safe and healthy environment.
4. I will support coaches and officials working with my child in order to encourage a positive and enjoyable experience for all.
5. I will demand a sports environment for my child that is free of drugs and alcohol, and will refrain from their use at all youth sports events.
6. I will remember that the game is for youth – not for adults
7. I will do my very best to make Cordova School District sports and activities fun for my child.
8. I will ask my child to treat other players, coaches, fans, and officials with courtesy and respect regardless of race, sex, creed or ability.

**I understand I may be asked to leave any athletic contest and school grounds should my behavior be deemed to be unsportsmanlike and/or disruptive by a School District Administrator or their designee.**



**Cordova School District**

*for ASAA or Approved Interscholastic or Extracurricular Activities*

Name of Activity	Student Name
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**Parent/ Guardian Permission to Participate:**

I hereby give permission for the above-named student to engage in ASAA or Cordova School District approved interscholastic activities as a representative of his/her school. I also give my consent for this student to accompany the team or group as a member on its out-of-town trips

**Parent/ Guardian Medical Consent:**

I hereby give my consent, in the event of injury or illness, for emergency medical treatment, hospitalization, or other medical treatment as may be necessary for the welfare of the above-named student, by a physician, qualified nurse, certified athletic trainer, and/or hospital during all periods of time in which the student is away from his/her legal residence as a member of an interscholastic activity team or group. Further, I hereby waive, on behalf of myself and the above-named student, any liability of the School District, its agents, or employees arising out of such medical treatment.

**Parent/Guardian Code of Conduct:**

I have read and agree to abide by the rules and the spirit of the Parents code of conduct.**Parent/ Guardian and Student Rule Awareness verification:**

I have read and understand the rules, regulations, policies, and responsibilities as stated in the district's appropriate Student Activities Handbook and the penalties for violation of them. I understand and accept these rules, regulations, policies, and accompanying penalties as conditions for participation.

**Parent/ Guardian and Student Risk Awareness Verification:**

I understand and acknowledge that organized secondary athletics involve the potential for injury, which is inherent in all sports. I acknowledge that even with the best coaching, use of the most advanced protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death. Although the Cordova School District does not carry insurance on its student-athletes, accident insurance is available at the beginning of school during an open enrollment period for all students and at the time of enrollment for students new to the district.

**Hazing Awareness Pledge:**

I promise not to be involved in any hazing/ harassment incident, no matter how minor it may seem. I understand that I may be suspended or expelled from the team and/or school for any incident as a result of my participation or being an idle witness.

**EMERGENCY MEDICAL AND CONSENT INFORMATION (PLEASE PRINT)**

Student Name		Parent/ Guardian Name for above-listed student	
Mailing Address		Residence Address	
Parent/ Guardian Phone #s	Home Phone	Work Phone	Cell Phone
Emergency Contact if parent/ guardian is not available:	Name of Contact		Phone
Name of Student's Medical Doctor			Phone
Name of Student's Dentist			Phone
Name of Insurance Co.		Policy Number	
Any Medical Conditions?			
Any Medications?			
Allergies?			
<b>In case of any medical emergency, I authorize a school district employee to take my son/ daughter to the nearest medical facility for necessary treatment. We, the undersigned, acknowledge that we have read and understand all aspects of this form, including all the above parts and grant permission and consent as required.</b>			

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Parent/ Guardian Signature

Date

Student Signature

Date

**CORDOVA SCHOOL DISTRICT**

100 Fisherman Way Cordova, Alaska 99574 (907) 424-3265

[www.cordovasd.org](http://www.cordovasd.org)



# 2017 – 2018 Student Activities Handbook for Students/Parents

## Acknowledgement Form

ASAA policy in full is found on page 14 (Check page # after approval) in the student activities handbook.

Cordova School District policy supersedes ASAA's policy where applicable.

By signing this form, I acknowledge:

1. I have received the Cordova School District's **Activities Handbook for Students/Parents**. (Future copies are available at: <http://www.cordovawolverines.org>)
2. I have attended the pre-season meeting and have a full and complete understanding of the content of this handbook as explained by my coach and/or the Activities Director.
3. I understand it is my responsibility to read the handbook and follow the stated rules, regulations, and policies.
4. I understand that if I violate any of these rules, I will be subject to the consequences of my actions. **Violations are cumulative throughout My High School Career.**
5. I understand that I am subject to these rules from the day I sign this form until the last day of the school year, or the end of an activity if the activity ends after the school year.

\_\_\_\_\_  
Student - Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian - Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

**TO BE KEPT ON FILE AT THE SCHOOL**

# PARENT AND STUDENT CONCUSSION ACKNOWLEDGEMENT AND CONSENT 2017-2018

The Cordova School District requires that each athlete, and each athlete’s parent/guardian, receive a copy of its fact sheet entitled “CONCUSSION IN SPORTS, A FACT SHEET FOR CORDOVA SCHOOL DISTRICT ATHLETES AND PARENTS.” This fact sheet sets forth a description of the nature and risks of concussion.

Parents and athletes should review the Fact Sheet, discuss it at home, and direct any questions to the coach, activities director, or principal.

Parents and athletes need to annually acknowledge receipt of “CONCUSSION IN SPORTS, A FACT SHEET FOR CORDOVA SCHOOL DISTRICT ATHLETES AND PARENTS.”

## ***Student Acknowledgment (Required for all athletes)***

I acknowledge that I have received a copy of “CONCUSSION IN SPORTS, A FACT SHEET FOR CORDOVA SCHOOL DISTRICT ATHLETES AND PARENTS,” and understand its contents.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## ***Parent Acknowledgment and Consent for ImPACT baseline screening***

Parent/guardian signature is required for all athletes under 18 years of age. If 18 or older, the athlete must sign below consent to ImPACT baseline screening.

I acknowledge that I have received a copy of CONCUSSION IN SPORTS, A FACT SHEET FOR CORDOVA SCHOOL DISTRICT ATHLETES AND PARENTS,” and understand its contents.

I also grant consent for the above student to participate in ImPACT baseline screening as part of CSD concussion prevention and management program.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



# Play for Keeps

ALASKA SCHOOL ACTIVITIES ASSOCIATION

## Student, Parent/Guardian Acknowledgement Form

**Please read the following statements, sign below and return to your school's office**

- I have participated in ASAA's "Play for Keeps" orientation and have watched the DVD presentation.
- I understand the terms of the Tobacco, Alcohol and Controlled Substances Policy as explained during the presentation, including the penalties for violations.
- I further understand that it is solely the school's responsibility to determine if a violation has occurred and that the school's decision may not be appealed to ASAA.
- I further understand that schools are required to report each violation to ASAA and to maintain strict confidentiality as specified in the policy. More specific wording of the confidentiality statement is found in the policy which is available from the school or at [www.asaa.org](http://www.asaa.org).
- I further understand that students must sign this form each season prior to competition.
- I further understand that a student's parent/guardian must participate in the orientation and sign this form at least annually for the student to gain eligibility.
- I further understand that a copy of this signed form must be returned to the school before the student is permitted to participate in interscholastic activities.
- I further understand that schools shall keep a copy of the signed forms on file.
- After participating in the "Play for Keeps" orientation and having the opportunity to review and understand ASAA's Tobacco, Alcohol and Controlled Substances Policy, the violations, penalties and reporting requirements, I agree (both student and parent/legal guardian) to be bound by the terms of the policy.

<b>Printed Name of Student</b> <input type="text"/>	<b>Student Signature</b> <input type="text"/>	<b>Date</b> <input type="text"/> / <input type="text"/> /20
<b>Printed Name of Parent/Guardian</b> <input type="text"/>	<b>Parent/Guardian Signature</b> <input type="text"/>	<b>Date</b> <input type="text"/> / <input type="text"/> /20
<b>Sport or Activity</b> <input type="text"/>	<b>School</b> <input type="text"/>	

# *Paperwork Checklist*

Below is a checklist of paperwork required for eligibility to participate in sports for the 2017-2018 School Year. Please make sure that each of the following is signed and completely filled out prior to handing them in to me.

- \_\_\_\_\_ Sports Physical signed by a doctor
- \_\_\_\_\_ Student Handbook form Number 1 Activity Consent *(Page 34-35)*
- \_\_\_\_\_ Student Handbook form Number 2 Handbook Acknowledgement *(Page 36)*
- \_\_\_\_\_ Concussion Acknowledgment form *(Page 37)*
- \_\_\_\_\_ Concussion Baseline Testing completed – Must only be completed by students who have not completed this in the past
- \_\_\_\_\_ ASAA Play for keeps form( Parents and Students must view the video once for each activity participated in.*(Page 38)* – Both parents and student must watch video at <http://playforkeepsalaska.org/>
- \_\_\_\_\_ Activity fee *(Pay at the office or by check only)*  
High School \$50                      Junior High \$30

Please turn all of these papers in prior to the beginning of practice for the activity, your child will not be eligible to participate until they are complete.

***Students participating only in a non-athletic activity must fill out only page 35, 36 and 37.***

***Please keep the handbook for your use and turn in only pages 35-38 (check following approval).***