



# **CRAIG HIGH SCHOOL ATHLETIC HANDBOOK**

**2019-2020**

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## Goals of the CCSD Athletics Program

The school provides educational experiences of several types; however a school's objectives cannot be met solely through the formal courses of study. The Athletics program should help fulfill those objectives by encouraging the following areas of student growth:

1. Development of attitudes that enhance democratic leadership and cooperation;
2. Encouragement of desirable social attitudes;
3. Discovery of areas of special interest; i.e., hobbies and/or vocations;
4. Development of a positive self-concept through education experiences;
5. Communication of ideas orally;
6. Development of observation and analytical skills;
7. Development of the ability to competently handle personal business affairs and function responsibly in the American enterprise system, and;
8. Demonstration of a high level of physical fitness so that skills of athletic programs are appreciated and engaged in with confidence and pleasure.

## Guidelines for CCSD Coaches

The intent of this policy is to ensure that all coaches follow a set standard of guidelines. These guidelines will ensure the continued support of the rules set forth by the Craig City School District in accordance with CCSD BP 5131(a) regulating student conduct.

For the purpose of this document, 'Coaches' are those individuals employed by the Craig City School District to fulfill an athletic extra duty contract.

Coaches are expected to follow and enforce all Policies and Guidelines set forth by the Craig City School District and this document. Failure to follow these policies will result in disciplinary actions and possible removal.

Coaches may have stricter rules and guidelines for their team/activity subject to approval by the principal and activities director. Rules may not be relaxed or more lenient than existing policies. If there are any doubts, the coach/chaperone will contact the principal or activities director.

### ASAA

- Before the first day of coaching, each coach will complete and have on file with the high school office the following certifications:
  - American Sport Education Program as recognized by ASAA ([www.asep.com](http://www.asep.com)).
  - Concussion Certification as recognized by ASAA
  - First Aid Certification as recognized by ASAA

- Sudden Cardiac Arrest Certification as recognized by ASAA
- Any other sport-specific certifications as required
- Each coach will hold ten separate days of physical practice in a sport before the first seasonal contest. A practice consists of one hour of scheduled time

### Expectations

- All activities must have a minimum roster for the first two weeks of the season in order to participate in the season. When two seasons overlap, students who participate in both activities may be counted on both rosters.
- Coaches will conduct themselves as positive role models for students at all times.
- Coaches will attend an annual mandatory meeting with the activities director or principal to review relevant policies, sign the coaching agreement, sign the coaches code of ethics, and sign the activity contract.
- Coaches will hold a pre-season meeting with parents and students to review all rules and guidelines. Parents shall complete all paperwork and sign agreement forms at this meeting.
- Coaches are responsible for ensuring that each athlete has a current physical and other required paperwork before allowing participation in practices or contests. Verbal confirmation of a current physical is not acceptable.
- Coaches will provide a list of student participants to the Activities Director. Coaches will check out equipment and uniforms at the beginning of the season. They will inventory and check it in at the completion of the season. Uniforms are to be worn only at official contests.
- Coaches will follow the travel rules and guidelines set forth by the Craig City School District in this handbook.
- The activities director will make all travel and housing arrangements and provide itinerary and housing information to coaches.
- Coaches will provide parents with the team's travel schedule as soon as it is available. This does not apply to state competitions. Travel to state competition will be given to parents as soon as possible. The travel schedule must also list the coach's cell phone and hotel contact information.
- For athletic programs with overlapping seasons, coaches are expected to work with dually-enrolled athletes in a positive manner that will facilitate success in both activities.
- **Coaches will remove a player who receives a technical during play immediately.** The player will not return to play until the coach deems the player ready. **If the player receives a second technical, they are to remain out of play for the rest of the game and will sit out of the next competition.**

### Assistant Coach

Whether an activity has an assistant coach will be dictated by the number of participants in the activity. Upon the request of the coach, an assistant coach position will be posted after two weeks of practice. Payment shall be retroactive to

the beginning of the season or to the first day of attendance by the assistant (following the beginning of the season).

When an assistant coach is not traveling with a team, it is the expectation that the assistant coach will conduct practice with remaining players. It is the intent of this policy to provide each program with the means to address the needs of younger players while at the same time providing for the needs of the more experienced players.

The following guidelines are the recommendations for each sport

Cross Country: one coach

Swimming: one coach

Volleyball: 12

Wrestling: 12

Basketball: 12

### Practice Rules

- Coaches are required to keep a daily attendance log to ensure each participant has the required practices before they compete.
- A student may not join an activity after the first two weeks of the activity have been completed.
- Activities that take place on campus will maintain a school-provided attendance log that will remain in the medicine room. The swim coach will email attendance logs weekly to the AD.
- Teams are limited to one practice per day not to exceed two hours in length. Coaches may offer an additional optional conditioning session for athletes.
- Athletic seasons taking place while school is not in session may hold practices a maximum of six days per week (excluding Sundays). While school is in session, practices will be held five days per week (excluding Sundays) unless given special permission by the activities director.
- The activities director will establish a practice schedule prior to the season and provide that schedule to the coach.
- The coach or assistant coach will stay with students for the **entire practice** session.
- If school is cancelled due to weather or other unexpected circumstances there will be no practice.
- Students with outstanding detention may not attend practice until detention is served.
- If a student is not in attendance for an entire day (all seven periods), she or he may not attend practice, travel, or participate in home contests scheduled for that day.

## Lettering and Award Criteria

- Students who complete an entire season and participate in at least one varsity competition during that season are eligible for a varsity letter.
- Coaches will select three students for the annual CHS Awards Banquet. These awards are:
  - Coach's Award
  - Most Improved
  - Most Dedicated
- A coach may elect to recognize additional athletes at the coach's personal expense.

## Financial Considerations

- Coaches will submit all fundraising activities to the Craig High School Student Council for approval prior to engaging in any fundraising activity. Summer fundraisers will be approved by the activities director or principal prior to engaging in any fundraising activity.
- State-qualifying teams are responsible for contributing 50% of the travel cost for team travel to State events for which they qualify. The District will cover cost of travel for coaches.
- Coaches are responsible for addressing negative account balances. Accounts will be positive, or zero, one month after of the conclusion of each season or as arranged for by the coach with the activities director and principal. **No purchases for activities with outstanding balances will be considered until those accounts have a minimum zero balance.**

## Complaint Procedure

If an issue arises during an athletic season, the coach will address the issue with the activities director. The decision of the activities director may be appealed to the principal.

From time to time, parents may express frustrations and disagreement about the way a program is being run. It is the coach's obligation to listen politely and consider the merits of a request. Coaches will be respectful and polite at all times. If a discussion becomes heated, a meeting should be scheduled with the parent, coach, and activities director.

## General Travel Rules and Guidelines

### Traveling Team Criteria

Each activity is allowed to select a traveling team. The means of qualifying for this team will be determined by the coach and shared with athletes, parents, and the activities director(s) at the beginning of the season. The following outlines the size of the travelling team for each activity\*\*:

<b>Cross Country:</b>	14
<b>Volleyball:</b>	12

<b>Wrestling:</b>	14*
<b>Basketball:</b>	12
<b>Men's Baseball:</b>	12
<b>Women's Basketball:</b>	12
<b>Softball:</b>	12
<b>Swimming:</b>	14*

**Cheerleading:** Travel is limited to Region V Basketball Tournament only and includes the entire team.

\* Maximum travel numbers are exempt for Region V Tournament. Not to exceed 28 athletes for Tournament travel.

\*\* Traveling team size may be reduced by the AD or Principal due to limitations based on mode of transportation. Teams that are flying will be reduced to nine per team and by jetboat will be 15 per team.

#### **Travel Rules and Responsibilities AR 6153(a)**

Coaches and chaperones are expected to lead by positive example. In addition, coaches and chaperones must be supervising and available to students at all times. Chaperoning is a 24/7 duty.

- Coaches must carry a copy of the student's medical release/parents permission form with them at all times.
- There must be a chaperone for each gender when traveling with mixed gender groups or arrangements may be made with the host school to supervise groups.
- Chaperones will be at least 21 years of age.
- The use and/or possession of alcohol and/or illegal drugs by coaches/chaperones is prohibited.
- Coaches/chaperones may not enter a bar or sit in the designated bar area of an eating establishment at any time during a school-sponsored trip.
- Coaches/chaperones may eat in establishments that serve alcohol, provided that the establishment's primary business is not liquor sales.
- Coaches must refrain from the use of all tobacco products in the presence of students. If a coach/chaperone smokes, they may not smoke in the hotel room, vehicle, or within 100 yards of the field of play.
- Avoid profanity.
- Never verbally demean, negatively label or ridicule a child based on appearance, gender, weight, sexual orientation, race or any other identifying characteristic.
- Document any unusual behavior for the activities director and communicate the information to the activities director within 24 hours.
- It is the responsibility of the coaches/chaperones to immediately notify the principal or activities director if the police are holding a student or if the student is involved in an accident. The principal or activities director will notify the parents or guardians.



- If it is necessary to take a child to the hospital, contact the child's parents or guardian as soon as possible. Then contact the principal and/or the activities director.
- The coach/chaperone shall contact the police when, in their judgment, they are unable to control a student, if a student presents a danger to others, or the student is involved in an illegal activity (i.e.: possession of an illegal substance or minor consumption). Once the police have been notified, the principal must also be notified. The principal will notify the parents or guardians.
- Parents will incur all travel expenses for any student sent home for violations. The coach or chaperone will accompany the student until the student is placed the particular mode of transportation home. At that point, responsibility for the student transfers to the parent or guardian.
- **Coaches and chaperones will require students to participate in daily study sessions. Coaches and chaperones will supervise and establish the times for the study sessions.**
- For any major rule violations the coach will call the principal or activities director.
- Students may not drive while on a school-sponsored trip. Students may only ride with the coach/chaperone, with a host family member, or via taxi/bus.
- A coach or chaperone must accompany any student(s) wishing to go ashore at a ferry port stop or to the terminal while traveling by plane. When traveling with more than one coach or chaperone, part of the group may stay on the ferry/plane with a chaperone and another chaperone can accompany the group going ashore or into the terminal.
- When traveling as a group, never leave a student behind if he or she is late for a ferry or plane. If one student misses the ferry or plane, the entire group stays. If there are more than two chaperones, one can remain behind while the others return home. Call the principal or activities director immediately if this should happen. The principal will notify the parents or guardian.
- If a student is not on time for a flight or ferry DEPARTING CRAIG, they will be left and no alternate travel plans will be made. Students who miss arranged transportation to the ferry or airport forfeit their participation in that trip. Under no circumstances will a student who misses arranged transportation be allowed to drive themselves to the terminal or airport.
- When travel involves multiple trips by small plane, the coach shall be on the first plane over and return on the last plane.
- When travel involves multiple trips by small plane, siblings shall travel on separate flights.
- Coaches shall provide a chaperone for any bus travel.
- During activities that occur in Craig, supervisory duties begin when students enter an area of supervision and end when the activity concludes and all students have left the area of supervision (The coach is last to leave the facility) At the conclusion of travel, the coach will ensure all students have a

ride home and have left the high school parking lot. The Coach is to be the final individual to go home.

### Housing

- Request a housing list from the host school with names, addresses, and contact phone numbers for the families housing students.
- Request phone numbers for the principal, activities director, coach, and main office of the host school.
- Students are not to be housed singly. Students must be housed at least in gender-same pairs.
- Coaches have final say in regards to housing buddies.
- Coaches/Chaperone will call the housing host the first evening to check on students and to provide contact information for the coach/chaperone to the host family. Check-in calls will be placed to the host family each evening – not to a student’s cell phone.
- When teams are housed out, students will not be housed with the coach unless arrangements have been approved by the activities director.
- Region V Housing Guidelines apply.

### Group Housing

- Coaches/Chaperones will sleep in same area as students.
- Coaches are responsible for informing students that they will be group housed and should pack appropriately for sleeping on a floor.
- Mixed gender groups will be housed in segregated areas. At curfew, boys will not be allowed in the girl's area and girls will not be allowed in the boy's area.
- Areas used for group housing will be kept orderly. Upon vacating, the area will be thoroughly cleaned and arranged as found.
- Region V Group Housing Guidelines apply.

### Hotels

- Coaches/Chaperones will sleep on same floor as students whenever possible.
- Coaches/Chaperones will do room checks at curfew and periodically throughout the day when appropriate.
- When traveling with activities that have mixed genders, boys may not go to the girls' rooms and girls may not go to the boys' rooms without a chaperone.
- A minimum of four students will be housed together in hotel rooms.
- Pay-per-view movies will be turned off for all rooms housing students and telephone constraints will be initiated.

### Ferry Travel

- No students allowed in staterooms.
- Coaches and chaperones will sleep in the same area as students.
- Coaches are responsible for informing students that they will be traveling by ferry and that they should pack appropriately for sleeping on a floor.
- All students and chaperones will sleep in the area designated by the coach or vessel purser.
- Boys and girls will sleep in segregated areas. At curfew, boys are not allowed in the girl's area and girls are not allowed in the boy's area.
- Coaches/chaperones ensure that their groups are respectful of other travelers. Coaches and chaperones will arrange for students to get ready for bed and be quiet at a respectful hour.
- Students must travel in groups of two or more on the outside decks of the ferry.
- Coaches/chaperones will ensure that traveling groups clean the area occupied before leaving.
- Follow all rules of the Ferry system and the instructions from personnel on board the ferry.
- Coaches/chaperones have the authority to set and enforce appropriate curfew times. Suggested times are 10:00 p.m. on a week night and 11:00 p.m. on weekend nights. Curfews may be extended at coaches' discretion to accommodate dances, movies, late games or other activities.

- For any multiple-day trips, the coach is encouraged to provide food for breakfast and snacks.

### **Student Release**

- It is expected that students traveling with a team return to Craig with that team. A student can be released by the coach to the supervision of another adult only when a parent has submitted a Student Release Form to the office and coach prior to travel.
- Any student with alternative travel plans must submit those plans to the activities director before leaving on the trip.
- While on a trip, a student may be temporarily released to a non-immediate family member or family friend for visiting purposes, only if prior arrangements have been made in writing. The arrangement should be a signed, handwritten note granting permission for the coach to release the student to a particular individual.
- If, in a coach's opinion, it is best for the athlete to stay with the team, the coach has the right to make that determination.

### **Coaches Evaluations**

All CCSD coaches and assistant coaches will receive one formal evaluation per season. Coaches with more than 5 seasons may have an evaluation done every other year. This evaluation shall be conducted by the Activities Director. A copy of the evaluation tool to be used is included in this handbook.

The Activities Director will base the evaluation upon observations of several practices, observations during contests, adherence to the ASAA Coach's Code of Ethics, and satisfactory completion of other in-season responsibilities.

The Activities Director will review the evaluation with the coach at the end of each season.

## Guidelines for Student Athletes

### Eligibility Requirements

#### Alaska School Activities Association (ASAA)

- All freshman, sophomore, junior, and non-graduating 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 must be enrolled in a minimum of 4 semester units of credit, or the equivalent, to be eligible.
- All students must maintain an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.
- Athletes must have a physical examination. All students must have a parent consent for emergency medical treatment and insurance coverage form on file.
- Athletes and their parents or guardians must view the ASAA Play for Keeps (TAD) DVD and sign the Play for Keeps (TAD) agreement before participating in the first contest.

#### Craig City School District Requirements

- Eligibility is determined at the reporting periods of mid-quarter and end of quarter. Students may not have any F's, no more than one D, and no Incompletes at the grading period in order to be eligible.
- Students must start the new year having a minimum 2.0 GPA from the prior semester. Students may establish a 2.0 GPA in the current semester after the first two weeks.
- Students may also be declared ineligible by a classroom teacher, the athletic director, or the principal on the basis of citizenship, unexcused absences, incompletes, or excessive misconduct.
- Teachers will notify the principal or activities director if the student is unable to travel due to failing grades or unsatisfactory behavior. The principal or AD will notify the coach.
- Students must be current and passing all classes in order to participate in home contests and before being allowed to travel. All students must be eligible and have an Activities Permission Slip submitted to the office by 3PM the Tuesday before departure. All students participating in home events must be eligible in order to participate but do not need to submit an Activities Permission Slip.
- For extenuating circumstances, the principal or activities director may extend the deadline for eligibility form submission. The principal or activities director will document all incidences of extenuating circumstances.

- Under no circumstances shall an administrator or parent pressure a teacher to extend deadlines or certify eligibility for an ineligible player.
- The principal or activities director will contact a student's parents/guardians when a student is deemed to be ineligible.

### Attendance

- A student may not join an activity after the first two weeks of the activity have been completed.
- If a student is not in attendance for an entire day (all seven periods), she or he may not attend practice, travel, or participate in home contests scheduled for that day.
- A student must attend a minimum of four practices the week of travel. If a minimum of four practices are not attended, the student will not be eligible to participate in any contest for that week. An excused school absence excuses a student from practice as well and will not count against minimum practices.
- Students are expected to take care of pre-trip activities such as packing before the day of travel and will not be excused early to do so.
- Students are required to attend the entire school day following their return unless arrangements have been made with the principal.
- Students will attend all classes the day of a home contest. If a student is absent from school for the entire day or leaves school early due to illness they may not participate in games scheduled that day.
- If school is cancelled due to weather or other unexpected circumstances there will not be practice.
- All detention obligations must be fulfilled before a student is allowed to participate in a practice session or contest.
- If a student receives in house suspension or out of school suspension, they may not participate in practices or contests for the period of their suspension.

### Physical Examinations and Paperwork

- A student will not be permitted to practice or represent the school in athletic competitions until there is a current, signed medical release and physical on file with the school. This physical must have taken place within twelve calendar months of the anticipated final day of participation in the activity.
- **A student will not be permitted to practice or represent the school in athletic competitions until all paperwork is completed before the beginning of the season including: activities agreement, medical release, parental permission, and emergency contact information.**
- Verbal confirmation of paperwork completion and physical is not acceptable.
- Coaches will not take verbal confirmation that all paperwork is current from the student or parent. Completion of paperwork will be confirmed by the activities director.

## **Drug Use and Drug Testing**

CCSD will make every effort to ensure drug-free student activities by enforcing the appropriate district policy and administrative regulation, specifically CCSD BP 5131.6 and its supporting AR.

Additionally, CCSD athletes, as well as parents or guardians, who sign an activities agreement have given their permission for the district to conduct drug testing. The drug testing policy was established by BP 5131.61. The procedure for drug testing will be as outlined by the supporting district administrative regulation.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. If the student is uncomfortable doing this, he/she is encouraged to ask a friend to discuss the problem with a parent/guardian or staff member.

If a student finds him or herself in a situation that violates the CHS Activities Agreement, that student must remove him or herself immediately. If the student does not, they will be considered “guilty by association” and in violation of the Activities Agreement. Drug violation consequences will go into effect. Within 24 hours of the incident, the following individuals must be notified of the situation: parent, coach, and activities director or principal.

For all drug, alcohol, and tobacco violations, a TAD infraction will be reported to ASAA as required.

## **Consequences for Violation of Drug Policy**

### **First Violation**

- TAD notification as required.
- Suspension from participation in all District-sponsored student athletic practices and competitions for 30 calendar days. They may begin practice as required by ASAA so they can begin play after 30 days.
- Completion of a Substance Abuse Assessment and recommended treatment (at student expense).
- Return to practice only after submission of a negative test and has completed of the mandated period of suspension.

### **Second Violation**

- TAD notification as required.
- Suspension from participation in all District-sponsored student athletic practices and competitions for 60 calendar days
- Completion of a Substance Abuse Assessment and recommended treatment (at student expense)

- Return to practice only after submission a negative test (at that student expense) and has completion of the mandated period of suspension

### **Third (and subsequent) Violation**

- TAD notification as required.
- Suspension from participation in all District-sponsored athletic practices and competitions for 1 calendar year
- Completion of a Substance Abuse Assessment and recommended treatment (at student expense)
- Return to practice only after submission a negative test (at that student expense) and has completion of the mandated period of suspension.

### **Self Referral**

Students who disclose past use of alcohol or other drugs will be subject to the provisions of CCSB BP 5131.6(b). A student must make this referral prior to the commencement of the activity – a student forfeits the right to self-refer for that activity once the Activities Agreement and Play for Keeps agreement have been signed.

### **Practice Rules**

- Per ASAA rules, there must be ten separate days of physical practice in a sport before a student may compete in that seasonal sport activity. When athletic seasons overlap, ASAA may grant a waiver of up to 5 practices. The waiver request must be submitted to the activities director who will make a formal request to ASAA.
- Coaches will keep attendance records to ensure that each participant has the appropriate number of practices.

### **General Behavior**

- Students are expected to behave in a respectable manner reflective of the values of their school and community.
- Participants are expected to display good sportsmanship at all times.
- Students will participate in daily study sessions supervised by their coach.
- All assignments/homework are due the upon the student's return to class.
- Appropriate team attire or well-groomed attire will be worn. Torn clothing, dirty clothing and pajamas are not appropriate. Students are expected to practice good hygiene while traveling.
- While traveling, students will not drive or operate a vehicle at any time. Students who violate this policy will be returned home at parental expense and will face disciplinary action, which can include suspension from travel for the remainder of the year.
- Students will always travel in pairs (buddy system). Student buddies are to be Craig High School students participating in the activity. Permission must



be obtained from the coach before students are allowed to go somewhere. Leaving with friends or family members without the permission of the coach is strictly forbidden.

- A student must make prior arrangements in order for the coach to release him or her to the care of another individual. The prior arrangement should be a note granting permission for the coach to release custody to another individual and must be signed by a parent or guardian.
- Students may not leave with anyone other than the coach and/or host family. A student who leaves the group without permission will be subject to appropriate disciplinary measures, which may include being sent home and restrictions placed on future travel.
- School rules are in effect while traveling. The use of tobacco, alcohol, or illicit drugs is not allowed at school activities. Evidence of the use and/or possession of alcohol, tobacco and/or drugs are sufficient cause to be suspended from the activity. If traveling, the student will be sent home at parental expense. Parental and police contact will be made. Violations of school rules while traveling will be addressed using the same policy that governs violations occurring on school grounds.
- If a student encounters the use of drugs, alcohol, tobacco, or other major rule violations by peers, that student must remove him or herself immediately from the situation and alert two of the following three individuals: the coach, activities director, or principal. Failure to inform the proper authorities will result in disciplinary action.
- Violation of behavior guidelines may result in suspension from the program or activity.
- ASAA TAD Policy will also be followed.

## Housing and Travel Policies

### Travel

- If a ticket has been purchased for a student, and that student decides not to travel, the student will be responsible for reimbursing the school for the ticket(s) at full purchase price. The student will be responsible for all airline change fees associated with the ticket. Failure to reimburse the school in such cases will render the student ineligible for further student activities.
- Students may not drive while on a school-sponsored trip. Students may only ride with the coach/chaperone, with a host family member, or via taxi/bus.

### Housing Rules

- You will stay at the house to which you are assigned. If there is a housing issue, contact your coach immediately.
- Have the phone number of your coach.
- Housing will be same-gender and in a minimum of pairs.
- Be polite and respectful of the host families' rules and curfews.
- Keep your area clean and neat in the host family's home.

- Always keep the host family informed about where you will be when leaving.
- Student may request to stay with a relative or family friend. This must be pre-arranged in a timely manner with the office.
- Purchasing a thank you card for a family that has housed you for a period of time is always a nice gesture.
- Students may not ride in any private vehicle other than those driven by the host family. Students may use public transportation or taxi transportation.
- At no time shall a student drive a vehicle while traveling.

#### Group Housing Rules

- Coaches/Chaperones will sleep in same area as students.
- Students will be informed that they will be group housed and should pack appropriately for sleeping on a floor.
- Mixed gender groups will be housed in segregated areas. At curfew, boys will not be allowed in the girl's area and girls will not be allowed in the boy's area.
- Areas used for group housing will be kept orderly. Upon vacating, the area will be thoroughly cleaned and arranged as found.

#### Hotel Rules

- Boys and girls will stay in separate rooms. Boys may not enter the girls' rooms and girls may not enter the boys' rooms without adult supervision.
- Be respectful of other hotel guests. No running, yelling, or loud noise in the hotel.
- Pay-Per-View movies may not be ordered.
- Long distance calls may only be made by using a calling card or personal cellular phone. No long distance calls may be made from the hotel room phone.
- Do not bother the front desk for replacement keys for the rooms.

#### Ferry Policy Rules

- No students allowed in staterooms at any time.
- Students will be informed that they will be traveling via the State Ferry system and should pack appropriately for sleeping on a floor.
- Students are not allowed to sleep in the solarium without a coach or chaperone.
- Be respectful of the ferry crew and other passengers. Students should get ready for bed and be quiet at the time set by their coach.
- Students must travel in pairs on the outside decks of the ferry.
- Girls and boys must sleep in segregated areas.
- Group will clean their area before leaving.
- Follow all rules of the Ferry system and the direction of the personnel onboard the ferry.

### Student Release

- It is expected that students traveling with a team return to Craig with that team. A student can be released by the coach to the supervision of another adult only when a parent has submitted a Student Release Form to the office and coach prior to travel.
- Any student with alternative travel plans must submit those plans to the activities director before leaving on the trip.
- While on a trip, a student may be temporarily released to a non-immediate family member or family friend for visiting purposes, only if prior arrangements have been made in writing. The arrangement should be a signed, handwritten note granting permission for the coach to release the student to a particular individual.
- If, in a coach's opinion, it is best for the athlete to stay with the team, the coach has the right to make that determination.

### CHS Activities Review Board

A student who violates the Craig High School Activities Agreement while on a school sponsored trip will result in the student's return to Craig and further disciplinary action, and may include suspension from the activity and future activities and a 1 year travel suspension. A student that receives a travel suspension may petition the principal in writing to have a Review Board hear the case. The Review Board may amend travel suspensions after hearing the case, but in all cases, the student will not be allowed to travel for the rest of the season. The decision of the Review Board may be appealed to the Superintendent and the CCSD School Board. The student will not travel until the review board decision has been made.

The CHS Activities Review Board shall consist of the following individuals:

1. Principal
2. Activities Director
3. CCSD Staff Member
4. CHS Student Council Member
5. CCSD School Board Member
6. CHS Coach whose sport is not currently in season

## Guidelines for Parents of Student Athletes

The intent of this handbook is to ensure that parents are provided with accurate information regarding athletic rules and consequences applicable to an extracurricular activity and related travel before that activity begins.

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

The parents of a student involved in an extracurricular athletic program should be informed about the rules and expectations of that activity before it begins. At least one week prior to the beginning of an activity's season, coaches and/or the athletic director, will sponsor a general meeting for parents and players. The meeting should be at a time, which is convenient for a majority of parents. During this meeting, parents will have an opportunity to ask questions and complete required paperwork. This paperwork will include:

- ASAA Parent/Guardian Consent for Student Travel and Participation (includes consent for emergency medical treatment)
- Craig High School Activities Agreement
- Participation Fees
- Student Health Review/Exam (to be completed by a physician)
- ASAA TAD Agreement

Also during the meeting, the coach shall present and clarify team rules, expectations and consequences to both parents and student participants. Specific team rules and expectations beyond those in the CCSD Athletics Handbook shall be in writing and a copy shall be provided to the activities director, dated by the activities director, and kept on file in the High School office. The coach will also provide absent parents with a copy of the rules, expectations, and consequences.

Parents will be given a copy of the approved Region V schedule for their son or daughter's activity at the meeting. Parents and guardians will be notified by the coach of any schedule changes as soon as changes become known.

For all travel planned during the season, the coach shall provide parents a travel schedule at least 1 week in advance. This does not apply to travel for state competitions. Travel for state competitions will be given to parents as soon as it is available.

### **Participation Fees**

Student athletes are required to pay an annual, per sport fee of \$125 in order to participate in the following athletic programs: cross country, volleyball, wrestling, swimming, basketball, cheerleading, baseball, and softball. There will be a maximum, per family fee cap of \$350.

### **General Guidelines**

- In the event a parent becomes aware of a rule violation, that parent will notify the coach immediately.
- Parents should attend a mandatory meeting for the activity their student is participating in.
- Parents should read and sign all paperwork.
- Parents should be familiar with the rules and guidelines their student will be expected to follow (Craig High School Athletics Handbook).
- Parents may request their child to stay with a relative or family friend on school trips. This is permissible only if the request is made in writing by the parent and on file with the activity director listing the housing family's name, address and phone number. This information will be given to the coach. This request must be made at least one week in advance because it impacts the housing arrangements of the hosting school.
- Parents should respect the coach and the rules set forth for the team at all times.
- Parents should remember that Craig High School athletic participants are students first and athletes second. Extra-curricular participation is an extended privilege and parents should not ask for special considerations regarding eligibility for their son/daughter from high school teaching staff, administrators, superintendent, or school board members.
- Under no circumstances shall an administrator or parent pressure a teacher to extend deadlines or certify eligibility for an ineligible player. A teacher may request that an administrator extend the deadline if that teacher is in the process of working with a student on their eligibility and feels that circumstances would warrant an extension.

### **Complaint Procedure**

When an issue arises during an athletic season, parents should wait for a 24 hour "cooling off" period before addressing the issue with the coach.

When a parent has a complaint they will follow the standard chain of command. It is expected that any issue with an activity will be first addressed with the head coach. If the situation is not addressed adequately, the parent should then contact the activities director. The decision of the activities director may be appealed to the principal.

At all times, parents are expected to be polite and respectful to the coach when addressing grievances.

### **Travel**

When parents travel to out of town school events to watch their child, the following guidelines should be observed:

- Parents may not take their child away from the team without the permission of the coach.
- Parents may not take other players with them without prior written permission from the other student's parents and permission from the coach.
- Parents may not make alternate travel arrangements for their child without the permission of the principal or activities director and permission of the coach.
- Parents may not override the rules outlined in the Craig City School District Athletics Handbook or those of the coach.
- All parental requests must be made directly to the coach by the parent.
- If, in the coach's opinion, it is best for the athlete to stay with the team and not leave with a parent, the coach has the right to make that determination.
- It is expected that students traveling with a team return to Craig with that team. A student can be released by the coach to the supervision of another adult only when prior arrangements have been made in writing. The arrangement should be a handwritten note granting permission for the coach to release the student to a particular individual. If, in the coach's opinion, it is best for the athlete to stay with the team, the coach has the right to make that determination.
- While traveling, the coach will have the final decisions on all students traveling under their supervision.

### **Housing Guidelines:**

It is a responsibility of Craig High School students involved in athletics to house visiting teams. The following guidelines should be followed when housing students:

- Parents should provide a clean, safe area where the guest students can sleep.
- Parents should notify the activities director if they have pets.
- Parents should provide at least one meal daily.
- Parents should provide transportation as needed and that is reasonable. Visiting students are not allowed to drive a vehicle.
- Parents should ensure that visiting students are on time to all contests/events and departure locations.
- If a host family becomes aware of a violation by the guest student, they will notify that student's coach immediately.
- Host parents may set reasonable curfews for guest students. Parents will also make sure the student adheres to the curfew the coach has set. If the two curfew times are in conflict the host parent will contact the coach to make arrangements with the coach.

- Parents should conduct themselves in a manner that will make the visiting students feel comfortable and welcome.

#### Student Release

- It is expected that students traveling with a team return to Craig with that team. A student can be released by the coach to the supervision of another adult only when a parent has submitted a Student Release Form to the office and coach prior to travel.
- Any student with alternative travel plans must submit those plans to the activities director before leaving on the trip.
- While on a trip, a student may be temporarily released to a non-immediate family member or family friend for visiting purposes, only if prior arrangements have been made in writing. The arrangement should be a signed, handwritten note granting permission for the coach to release the student to a particular individual.
- If, in a coach's opinion, it is best for the athlete to stay with the team, the coach has the right to make that determination.

## **Appendix: Forms**

**AASA Alaska Coaches Code of Ethics**

**CCSD Coaching Agreement**

**CHS Activities Agreement**

**CHS Participation Fees**

**CCSD Student Release Form**

**Coaches Evaluation Form**



## Alaska Coaches Code of Ethics (AASA)

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times.

**The coach** shall be aware that he/she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

**The coach** shall take an active role in the prevention of drug, alcohol, and tobacco abuse.

**The coach** shall avoid the use of alcohol and tobacco products when in contact with players.

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

**The coach** shall master the contest rules and shall teach them to his/her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

**The coach** shall exert his/her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, sponsors, booster clubs, and administrators.

**The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against officials. Public criticism of officials or players is unethical.

### **Coaches should follow these guidelines in performing their duties:**

1. Be friendly to your opponents. Before and after contests, coaches for competing teams should meet, shake hands, and exchange cordial greetings to set the proper tone for the event.
2. Do not exert pressure on faculty members to give student athletes special consideration.
3. Be a model of good sportsmanship. Refrain from running up the score or degrading the opponent in any way.
4. Display modesty in victory and graciousness in defeat in public and with the media.
5. Respect the integrity of the officials – even when you disagree with their judgment.
6. Refrain from the use of profanity or improper actions and expect the same from your players.
7. Recognize good performances and expect your athletes to recognize the good efforts of others.
8. Develop a program that rewards participants and spectators for positive, supportive actions.

My signature indicates that I have read and, understand, and agree to abide by the Alaska Coaches Code of Ethics as outlined above and available in the ASAA Handbook

---

Printed Name/Activity

---

Signature

---

Date



# Craig High School

P.O. Box 800  
Craig, Alaska 99921  
Phone 907-826-2274  
Fax 907-826-3016  
craigschools.com

Chris Reitan, Superintendent

Kim Brand, Principal

## Craig High School Athletic Coaching Agreement

Please read and initial each statement

I will be a positive role model for students at all times. \_\_\_\_

I will properly supervise students for the entirety of all practices. \_\_\_\_

I will hold the required number of practices and keep accurate attendance. \_\_\_\_

I will hold an annual meeting at the start of the season with parents and students where I will provide written activity guidelines and lettering criteria. \_\_\_\_

I will refrain from all alcohol consumption or purchase while traveling on a school activity. \_\_\_\_

I will refrain from the use of all tobacco products in the presence of students. \_\_\_\_

I will properly chaperone students during travel. \_\_\_\_

I will ensure that all paperwork is completed before allowing participation in any practices.  
\_\_\_\_

I will provide a list of student participants to the Activities Directors. \_\_\_\_

I will only travel with students that have met eligibility requirements. I will not ask school staff for special exceptions. \_\_\_\_

I will check out equipment and uniforms at the beginning of the season and will be responsible for their return and inventory at the end of the season. \_\_\_\_

I have read the rules and guidelines set forth by the Craig City School District in the CCSD Athletic Handbook. \_\_\_\_

I understand that my failure to follow the rules and expectations set forth for coaches may result in disciplinary action against me including but not limited to dismissal. \_\_\_\_

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

\_\_\_\_\_  
Activity

Signature

Date



# Craig High School

P.O. Box 800  
Craig, Alaska 99921  
Phone 907-826-2274  
Fax 907-826-3016  
craigschools.com

Chris Reitan, Superintendent

Kim Brand, Principal

## Student Release Form

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

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

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

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

### PERMISSION and RELEASE FROM LIABILITY:

I, \_\_\_\_\_, hereby grant my permission for my child, \_\_\_\_\_,  
(printed parent/guardian name) (printed child's name)

to be released to \_\_\_\_\_ at the conclusion of the above activity in \_\_\_\_\_.  
(printed name of person to release to) (city)

I guarantee that the above listed person will contact the coach directly and will retrieve my child at the time and place set by the coach. I hereby waive, release and discharge Craig City School District, its staff, board members, coaches, and successors from liability of any nature whatever arising from or growing out of my child being released to the above listed person. I understand the coach/advisor may decide it is the best interest of the team or my child for my child to stay with the team and can refuse this request.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date

This form must be completed before the date of travel. A copy will be given to the coach and a copy will be kept on file at Craig High School.



# Craig High School

P.O. Box 800  
Craig, Alaska 99921  
Phone 907-826-2274  
Fax 907-826-3016  
craigschools.com

Chris Reitan, Superintendent

Kim Brand, Principal

Participant's Name \_\_\_\_\_ Activity \_\_\_\_\_

Each Craig student represents everyone connected with the school; students, staff, parents, and the community. For this reason, each student has responsibilities when s/he decides to participate in a school activity. Therefore, each Craig student will:

- Conduct him/herself appropriately in the role of school and community representative. S/he accepts responsibility for his/her actions and will act in a mature manner, including the use of appropriate language and respectful behavior at all time.
- Meet the Alaska School Activities Association and/or Craig Schools standards for eligibility in order to participate.
- Obey the instructions of the coach/sponsor/chaperone in a respectful manner. Further, the supervising adult will know of and agree to the student's whereabouts at all times. The decisions of the supervising adult are final.
- Attend and participate in all scheduled activities and curfew times.
- Show good sportsmanship at all times, keeping temper and emotions under control.
- Be neat and clean in appearance and dress appropriately for activities.
- Adhere to all standards for behavior as established in the Craig Schools Student Handbook. Violations that are also against the law (possession, use or distribution of alcohol, illegal drugs, or tobacco products; shoplifting, etc.) will result in the student being immediately sent home.
- Attend all classes the school day preceding and following an activity/event.
- Attend ten practices (five if transferring from another sport) before participating in the first contest of the season.
- Provide evidence of a current physical and insurance coverage/self-insurance.
- Remove him/herself immediately from situations where others may be participating in violations of this Activities Agreement.

- When students elects to participate in activities involving travel, parents will be asked to sign an agreement to reimburse the District if the student declines to travel after tickets are purchased.

Students participating in all extra curricular activities are required to pay a \$125 activity fee per sport, up to \$250 maximum per year. In addition the maximum fee per family will be \$350 per year.

- I authorize the Craig City School District to conduct a drug/alcohol screening prior to the start of the sports season, and on a random basis thereafter.

Students participating in activities shall be notified in advance when they are scheduled to travel. Students must commit to travel at that time. Once tickets have been purchased, students who decide not to travel, except in cases of emergency or ineligibility, will reimburse the district for the cost of the tickets.(AR 6153 (b))

In addition, we, the undersigned student and parent/guardian understand that:

- Violations of any section of this Activities Agreement may result in the immediate removal from the activity and, if traveling, the parent/guardian is responsible for the full expense of the student's immediate return to Craig. Additional consequences in accordance with Craig School's discipline procedures will be enforced.
- The District does not carry student medical insurance.
- The parent/guardian, in consideration of the student's opportunity to participate in the school activity, hereby gives consent to emergency medical treatment as may be necessary for the welfare of the named student by a physician, qualified nurse, and/or hospital during all periods of time in which the student is away from his/her legal residence as a member of the approved student activity or group, and hereby waives, on behalf of him/herself and the named student, any liability of the school district, and of its officers, agents or employees, arising out of such medical treatment.

We have read, understand, and agree to abide by the provisions of this Activity Agreement.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

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

**CRAIG CITY SCHOOL DISTRICT  
JOB DESCRIPTION AND  
ATHLETIC COACH PERFORMANCE EVALUATION REPORT**

Coach's Name	Sport	School Year
<b>Performance:</b>		<b>Recommendation:</b>
Satisfactory	_____	Continued Employment
Unsatisfactory	_____	Probationary Status
		Termination

Evaluation indicates S (Satisfactory), U (Unsatisfactory), or NA (Not applicable) on the line preceding each numbered item.

**GENERAL RESPONSIBILITIES**

- \_\_\_ 1. Is familiar with the activities, policies and regulations of the Alaska School Activities Association (ASAA) and the Craig City School District.
- \_\_\_ 2. Is responsible to Principal/Athletic Director.
- \_\_\_ 3. Attends coaches' meetings, clinics, inservice programs. Studies films, magazines and books related to sport for professional improvement.
- \_\_\_ 4. Is available to counsel all participants in decision-making relative to college choice, vocation, or daily problems.
- \_\_\_ 5. Cooperates with Principal/Athletic Director and all other coaches/sponsors to upgrade total athletic program.
- \_\_\_ 6. Cooperates with teaching staff, parents, members of the news media and other citizens to insure good public relations.
- \_\_\_ 7. Oversees the safety conditions of the facility or area in which assigned sports activities are conducted at all times the athletes are present.
- \_\_\_ 8. Promotes respect by example through appearance, manners, behavior, language and conduct during practices, contest, and while traveling for the activity.

**MAJOR PRE-SEASON RESPONSIBILITIES**

- \_\_\_ 1. Cooperates with other coaches in conditioning programs to promote physical fitness.
- \_\_\_ 2. Holds a pre-season meeting with students and parents to inform them of the philosophy of the program and of rules and regulations (schedules, practice times, attendance, criteria for earning a varsity letter or certificate, etc.).
- \_\_\_ 3. Secures medical clearance of participant according to the Craig City School District and ASAA regulations.
- \_\_\_ 4. Is responsible for the Craig City School District athletic participation – parental consent forms to be accurately completed prior to submitting them to the Principal/Athletic Director.
- \_\_\_ 5. Informs students of the insurance policies available through the school district.

# Craig High School - Activities/Athletics

Welcome to Craig High School Activities and Athletics. Below is the CHS checklist for the prospective student who is either Home Schooled or in an Alternative Education Program and is interested in participating in Alaska School Activity Association Activities. Also listed below are the regulations and requirements that the prospective student-athlete must meet in order to become eligible and/or to maintain eligible status as a participant in an activity or athletic activity.

## ASAA Eligibility Checklist

For High School Students Enrolled in Alternative Education Programs as defined in AS 14.30.365 (c)(1). Before you participate in high school interscholastic activities, you must be eligible and you must register with the ASAA “school of eligibility” at which you are requesting to participate. Please review with your prospective schools Activities/Athletics Administrator and parent(s)/guardian(s). For any questions please contact the Principal or Athletic Administrator at your requested “school of eligibility”.

I am officially enrolled in grades 9-12 in an “alternative education program” as defined on page 3 of this document.

If I am officially enrolled in an “accredited” home school, my school is accredited by the following agency as defined on page 3. \_\_\_\_\_ (List Accredited Agency)

My residence is physically located within the attendance area of my requested “school of eligibility,” or I have requested to participate at another school and have received approval of that school’s governing body to do so.

I am currently enrolled in courses totaling at least 5 semester units of credit or the equivalent, each of which counts toward graduation through my alternative education program. (Exception for Seniors – see Enrollment on page 3).

I passed 5 semester units of credit or the equivalent, which count toward graduation, with at least an overall 2.0 GPA, during last semester’s grading period (for exceptions for incoming Freshman and Seniors, see Previous Semester Credits on page 3).

I understand that once I have established my “school of eligibility,” any subsequent request to transfer my eligibility to another high school will be subject to ASAA’s transfer rule, Bylaw Article 12, Section 9.

I have not been enrolled in high school for more than eight consecutive semesters since first enrolling in 9th grade. (For definition of “consecutive” see page 3). Also, I have not previously participated for four seasons in a sport or activity for which I am seeking eligibility.

I am an amateur in each sport and activity in which I want to participate in accordance with ASAA Bylaw Article 8.2

I have not been recruited by a school coach or other school representative to play on a team at my “school of eligibility.” If I’m a hockey player, I understand that ASAA’s Supplemental Rules limit playing on a non-school hockey team during the high school season.

I have had a sports physical exam within the prior 12 months, and I agree to provide a copy of this to my chosen “school of eligibility.”

I am aware of and agree to participate in ASAA’s “Play for Keeps,” tobacco, alcohol and drug (TAD)

education program as a requirement of eligibility.

My parents/guardians and I are aware of ASAA’s Concussion Education/Awareness/Management Program for student-athletes and will comply with its requirements.

My parents/guardians and I understand that AS 14.30.365 does not guarantee that I will be selected to fill a spot on a team.

I understand that “schools of eligibility” may charge a fee, on a “fair share” basis, for my participation in an interscholastic sport or activity.

I understand that “schools of eligibility”, ASAA, and Region V may charge a participant fee, for my participation in an interscholastic sport or activity. (This fee is not included in the participation fee required for each activity).

I understand that in order to participate in high school interscholastic activities, I must remain eligible

according to ASAA rules and those of the governing body of my “school of eligibility” which may be more strict than ASAA’s.

---

Student Printed Name

---

Parent/Guardian Printed Name

---

Student Signature

---

Parent/Guardian Signature

---

Student Date

---

Parent/Guardian Date

---

School of Eligibility

---

School District

Definitions:

“Accredited”: For purposes of determining whether a home school program is "accredited" such as to qualify as an alternative education program herein, the State Department of Education and Early Development (DEED) has identified agencies and



organizations which accredit home school programs which have standards similar to Alaska's standards; the Association shall regard as "accredited" those home school programs which have been accredited by such agencies and organizations. Note: See list of accreditation agencies at <http://asaa.org/home-school/> A private home school which does not seek accreditation by such

## Craig High School - Activities/Athletics

agencies or organizations may seek accreditation by completing a self-study through DEED, and will be deemed to be accredited if DEED determines that the home school meets the 14 standards for an accredited school.

The "School of Eligibility" shall be the public school (1) that, based on the residence of the parent or 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, as determined by the governing body of the Public School the student would be eligible to attend were the student not enrolled in an alternative education program and (B) the governing body of the school in which the student seeks to participate in interscholastic activities approves.

**Or, a religious or other private school regulated under this chapter that, (1) the student would be eligible to attend were the student not enrolled in an alternative education program; and (2) at which the student requests to participate, if the administrator of the school approves.**

"Enrollment" - Seniors who are "on track" to graduate and who have passed all parts of the HSGQE, when required by statute, must be enrolled in at least four one credit courses, or semester units or the equivalent, each of which counts toward graduation.

"Previous Semester Credits" – All incoming, first year Freshmen, are eligible. All first semester Seniors must have passed at least five-one credit courses, or semester units or the equivalent, which count toward graduation, during the immediately preceding semester. All second semester Seniors who are on track to graduate, must have passed at least four-one credit courses, or semester units or the equivalent, which count toward graduation, during the immediately preceding semester. "Consecutive" semesters include all semesters, including semesters in which the student is enrolled in any school or is enrolled in another school, after the student's initial entry in 9th grade.