



Kodiak Island Borough School District

# Kodiak Island Borough School District Activities Handbook

(Revision February 22, 2024)

## Table of Contents

### **Section I Overview of KIBSD Activity Program for Student and Parent-Guardian**

KIBSD Vision and Mission Statement .....	
KIBSD Activities, Clubs and Organizations .....	
General Statements .....	1
Eligibility Code.....	2
Activity Fee.....	2
Eligibility Checks.....	3
ASAA & KIBSD Activities Guidelines.....	4
Student Eligibility with Dual Enrollment .....	4
Practice and Attendance.....	5
Team Selection.....	5
Out-of-District Travel .....	5
Parent Observation of KIBSD Activities Practices .....	6

### **Section II Student Conduct and Discipline**

Student Conduct.....	7
Hazing and Harassment .....	7
Specific Conduct Code .....	7
ASAA Personal Conduct and Sportsmanship.....	9
Implementation of Discipline .....	9
Public Complaints.....	10

### **Section III Student Injuries**

Student Injuries .....	11
------------------------	----

### **Section IV Clubs, Organizations, and Activities**

Clubs and Organizations .....	12
Conduct.....	12
Meeting Times and Attendance .....	12
Member Selection .....	12
Other .....	12

### **Section V Fund Raising**

Fund Raising.....	13
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### **Section VI Student Dances**

Student Responsibilities.....	14
Dance Sponsor's Responsibilities.....	14

### **Section VII Parent and Community Chaperones**

Student Responsibility .....	15
Teacher and Administrator Responsibility .....	15
Parent and Community Chaperone Responsibility .....	15

**Section VIII Activity Letters and Award Criteria**  
General Rules on Awards and Letters .....16  
State Letters .....17  
**Student/Parent Activity Agreement Form.....18**

**Disclaimer: Information in this handbook may be subject to change without notice. Please verify information with Administration and Activities Director. Information in this handbook will follow ASAA regulations.**

## **Section I**

### **Overview of KIBSD Activity Program for Students and Parent/Guardians**

#### **Vision**

Kodiak Island Borough School District is a safe, disciplined, and productive environment where students and adults are meaningfully engaged in learning. Our culturally diverse population is viewed as a strength with a spirit of equity, cooperation, and respect fills our school communities. Our curriculum design and instructional practices enhance our ability to connect academic learning to the work place. All our schools are equipped with the necessary technology, human resources, and materials for academic success.

Our graduates experience success and are academically prepared to take advantage of choices in a changing society. They work collaboratively, are technologically literate and have a passion for lifelong learning.

Our parents experience satisfaction due to the progress of their children. They work cooperatively with school personnel to establish goals and priorities. They feel welcomed and valued as partners in the educational process.

Our staff experiences a sense of accomplishment and is held in high esteem. They work collaboratively, are competent, effective, and committed to professional growth. They are positive role models to our youth.

Our community takes pride in Kodiak Island Borough School District as an organization where everyone is committed to quality education for all students. We are acknowledged as a premier educational system, and the community readily partners with us in a spirit of respect and support.

#### **Mission Statement**

The Kodiak Island Borough School District, in close cooperation with our diverse island community, exists to provide an educational program of the highest standard that empowers all students to achieve personal and academic excellence while developing their full potential as responsible, productive citizens.

**EXAMPLE OF A FEW  
ACTIVITIES, CLUBS AND ORGANIZATIONS WITHIN KIBSD**  
*(This information is subject to change without notice)*

**Clubs & Organizations**

<b><u>Clubs &amp; Organizations</u></b>	<b><u>Description</u></b>
Art Club	For interested art students
Battle of the Books	KHS Library promotes this statewide reading incentive/competition.
Break Dancing	Students interested in Break Dancing
Chess Club	Students interested in chess
Drama Club	Production of school plays. Sign up for tryouts.
Family Career & Community Leaders of America (FCCLA)	For students interested in FCCLA careers
Friends of the Library	For students interested in the Library.
Future Nurses of America/HOSA	For students interested in nursing/health careers.
Future Farmers of America (FFA)	For students interested in
Intramurals	Before school, after school and lunch activities
Key Club	Community Service Organization.,
National Honor Society	Membership by induction during Junior or Senior
Native Youth Olympics	Traditional contests of Native sports
Special Olympics	Organization for special needs athletes.
Student Council	Student government.
Teen Court	Students interested in the court process,
Tsunami Science Bowl	Science-oriented statewide competition.

**Interscholastic Activities**

Cross Country	JV, Varsity	Fall-after school halls & outside
Baseball	JV, Varsity	Spring-HS Gym, field
Basketball - Boys	C-Team, JV, Var.	Winter-HS Gym after school
Basketball - Girls	C-Team, JV, Var.	Winter-HS Gym after school
Cheerleading – Basketball	JV, Varsity	Fall–Winter-HS Gym, KMS Foyer
Cheerleading – Football	Varsity	Fall
Dance Team		Year-long-Dance Studio, HS Gym
Esports		Fall and Spring
Football	JV, Varsity	Fall-weight room, park, field
Girls Soccer	JV, Varsity	Spring-park, field
Boys Soccer	JV, Varsity	Spring-park, field
Hockey	JV, Varsity	Winter, hockey rink
Music		Choir, Orchestra, Band
Softball	C-Team, JV, Varsity	Spring-HS Gym, field
Swim and Dive Team		Fall-pool before and after school
Tennis		Spring/Fall Baranof Park or North Star
Track and Field	JV, Varsity	Spring-after school halls, outside or park
Unified Track		Spring-after school halls, outside or park
Volleyball	C-Team, JV, Varsity	Fall-HS Gym after school
Wrestling	JV, Varsity	Fall/Winter

## General Statements of KIBSD:

- Kodiak Island Borough Schools are committed to an activities program of varied opportunity for the student body. The administration, coaches, and sponsors have a responsibility to their students to direct a program that positively reflects on KIBSD and the Kodiak community. (*Student Handbook*)
- KIBSD is committed to promoting these activities in a safe and drug free environment. The staff, parents, and students of KIBSD acknowledge that this commitment requires that all parties support students to make healthy choices, and that we further commit to help students understand the inherent dangers of involvement with alcohol, tobacco, and or other drugs.
- Activities participants at KIBSD are expected to conduct themselves according to the rules of conduct, both on and off the field of competition. Participation in extracurricular activities will be considered a privilege and not a student right. (*Student Handbook*)
- The School Board recognizes the responsibility of the school to sponsor a wholesome program of extra-curricular activities and to direct those activities along educationally acceptable lines. (**KIBSD Board Policy 6145 ExtraCurricular and CoCurricular Activities**)
- Along with the privilege of participating in an activity comes the responsibility of being accountable for your own actions. It is imperative that all students and families know that the use of alcohol, tobacco (e-cigarettes, vaping, etc.), or other drugs at any time is grounds for removal from any activity. Be advised that the committee believes that all coaches, staff, and families recognize the need for our students to make that commitment to remain alcohol and drug free for the entire school year.
- KIBSD offers a well-rounded activities program that is designed to engage a maximum number of students in traditional sports and extracurricular activities as well as activities that are co-curricular. There are some important distinctions to be made between extra-curricular and co-curricular activities. Students must be aware that co-curricular activities include courses that are regularly held at KIBSD and students will be assigned a grade that will be reflected on their transcript and GPA.

### **Eligibility Code:**

In order to participate in any Kodiak Island Borough School District (KIBSD) extra-curricular and/or co-curricular activity, a student must satisfy the following requirements:

1. Pass all eligibility checks (described below) while participating in the activity and have no outstanding discipline.
2. 9-11<sup>th</sup> graders must have passed 2.5 credits, be enrolled in a minimum of 2.5 semester credits, and be on track for graduation.
3. 12<sup>th</sup> graders on track to graduate must have passed 2 units of semester credit and be enrolled in a minimum of 2 semester units of credit.  
(Examples of 2 units of semester credit: 4 high school classes. 2 high school classes and 1 full credit college course, etc.)
4. Pass ALL classes the previous semester (1<sup>st</sup> semester freshmen excluded) with a 2.0 GPA.
  - a) If a student has an F at the end of the semester, they cannot participate in the first competition the next semester. Multiple Fs may result in missing more competitions.
5. If the event is a one-time event, competition, or trip, a student may be allowed to participate if they maintain a 2.00 GPA. And have met the weekly eligibility checks.
  - a) Examples of 1 time events: AASG, State Music, Dance etc.
  - b) 2.00 GPA
  - c) 9-11<sup>th</sup> grader; passed 2.5 credits, 12<sup>th</sup> grader; passed 2 credits
  - d) Have no outstanding discipline.
6. Meet ASAA requirements in all other areas\*

-A competition or event is defined as; a game, performance not for a grade, a meet. Two games would cover two separate days.

-The number of missed competitions is based on the number of Fs and length of season.

Spring semester grades affect Fall semester eligibility for the following year with the exception of incoming freshmen.

**\* Please note:** KIBSD/KHS requirements for eligibility have consistently exceeded the minimum requirements of ASAA.

### **Activity Fees:**

Living on an island has a dramatic impact on the costs of running our extracurricular programs and activities. Students participating in Kodiak High School extra-curricular activities are required to pay an activities fee to help with the costs associated with that sport or activity. The activity fee has been set by the Board at \$50.00 per student, per sport. There is a family limit of \$250.00 per year when children participate in multiple activities or multiple children each participate in one or more activities. Activity fees are collected by the coach or sponsor and turned in to the school office prior to the start of each season. *The coach may establish a fee for specific costs such as uniforms or other necessary items that will be used throughout the season, upon approval of the Principal.*

KIBSD is committed to having a maximum number of students involved in our activities and we will not deny an opportunity to participate to any child based on their ability to pay this fee. Should a student or family have

a concern about the fee, the principal will work with them to ensure that the student has the opportunity to participate. In these situations, a plan will be developed to design an alternative method of payment that might include time payment, the performance of volunteer work in place of payment, or other appropriate means.

Co-curricular activities and clubs sponsored by KIBSD may not be subject to this same activity fee as their mission or purpose may never involve leaving the island for competitions, require uniforms, or any of those related costs many sports and activities share. As part of the approval process a club goes through, they will establish if the fee is warranted and identify what the money will be used for prior to the principal's approval. That information will then be available from the coach, sponsor, or school.

**Eligibility Checks:**

Kodiak High School is proud of the strong academic standing of our student athletes and participants in other activities. All students must remember that their first responsibility must be to their classes and their own intellectual growth and development. Extra-curricular activities exist to provide students with opportunities they need to develop into well-rounded individuals

The Activities Principal or Activities Director at Kodiak High School will conduct eligibility checks throughout the school year of all students involved in a seasonal activity. These checks will be conducted weekly on all activities in season. For activities with one-time events, it will be required of the director or teacher of that event (s) to provide a participation list to the activities director and activities principal at least two weeks prior to events (s). The school will follow ASAA rules and regulations for eligibility.

Grade checks will be done a week in advance for an activity/event. For example: On a Tuesday, a grade check will be done for the following week. Student(s) then have until the following Tuesday to meet the criteria in order to participate in the events of that week. This creates an incentive for students to continuously maintain passing grades and remain involved in KIBSD activities.

Example

Athlete	Week 1	Week 2	Week 3
Student 1	no Fs	Student has an F	No Fs

The student above would not miss any competitions because they got their grade up within a week.

Coaches and Sponsors will be notified of any student that does not meet the below criteria.

In order to compete or perform, either at home or away, a student must:

1. Meet academic eligibility standards described above
2. Have no pending major disciplinary action, and
3. Be present in school all class periods the day before and the day of completion (*and/or travel*).
  - a. Must have administrator/activities director approval if student will miss any class(es).

At the discretion of the coach or sponsor, a student who is ineligible to participate in competition may take part in practice sessions during the week, but not on a day they are truant or suspended from class. If the student is permanently removed from an activity for disciplinary reasons, they are not allowed to practice or play another activity that takes place during the same activity season.



Administration has final authority in the eligibility of students and may adjust the above criteria for individual students for situations and/or circumstances.

**ASAA and KIBSD Activities Guidelines:**

Students participating in interscholastic activities must abide by eligibility and participation guidelines set forth in the Activities Handbook.

1. A student is eligible to participate in activities in only one-member school per year, except as provided under the transfer/residency rule.
2. Ten (10) separate regular days of physical practice in an activity are required before a student may compete in an interscholastic event.
3. A student who becomes 19 years of age, prior to August 1<sup>st</sup> of the current school year, shall be ineligible for interscholastic competition.
4. Before participating in interscholastic sports (*including pre-season*), students are required to have a current physical examination form signed by the doctor on file in the Activities Office. Physicals are required as per ASAA guidelines. Physicals are required to be up to date every eighteen (18) months.
5. The athletic director and coach/sponsor will hold a meeting with the participants and their parents to disseminate and discuss all rules/regulations concerning the activity.
6. Participants are responsible for the return or replacement of uniforms and equipment issued to them.

**Student Eligibility with Alternative Education Program:**

An Alternative Education program is 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 Cognia accredited; a charter school; and a statewide correspondence school. The eligibility of students enrolled in Alternative Education Programs will follow ASAA guidelines.

**Student Eligibility with Dual Enrollment:**

Dual enrollment and partial enrollment are allowed in Alaska and ASAA and KIBSD abide by the following rules for students who are dually enrolled at KIBSD and in another school program.

1. A student may be enrolled in more than one school at the same time (dual enrollment). If a student is dual enrolled, s/he must designate the School of Eligibility where s/he intends to participate. The student may not change the School of Eligibility once one has been designated.
2. The School of Eligibility must ensure that the student meets all eligibility requirements before being permitted to participate.
3. Dual enrolled students are not required to enroll in a specific number of courses at each school. The School of Eligibility, however, must grant a total of five (5) credits leading to graduation on its school transcript for the student in question to be eligible.
4. A student enrolled in a Cognia accredited home school, private school, or non-district correspondence may enroll part-time in a member school and be eligible to participate in activities at the member school providing the student is enrolled in a minimum of five classes, or the equivalent, as entered upon the official transcript at the School of Eligibility that lead to the granting of credit toward graduation at that school.

**Practice and Attendance:**

Practice may start on the day listed by ASAA as the season's starting date. There will be no official practice sessions during the school year after the preceding State Tournament.

The following guidelines also apply to practices and attendance:

1. An individual may not practice until the school has on file all signed and required forms.
2. Participants will be present at all practice sessions. If an individual must miss a practice, they should contact the coach in advance. An individual who misses practice without notifying the coach in advance may be suspended from the team.
3. A student must be present at school for the length of the normal attendance day on the day of a scheduled home event. A student must be present at school for the length of the normal attendance day prior to the day of scheduled travel to an event. If the event is scheduled for a weekend day, the student must be present on the last attendance day of the preceding week. Participants who do not attend school may not participate in the event without prior administrative approval.

### **Team Selection:**

Kodiak High School allows for a cut policy in all high school activities. Criteria for selecting the team are determined by the coach/sponsor of each activity.

### **Out-of-District Travel:**

The following guidelines shall be maintained at all times while traveling as a representative of Kodiak Island Borough School District:

1. While on school-sponsored trips, students are expected to follow all rules and regulations as adopted in the KIBSD Board Policy and the KIBSD Student Handbook.
2. The administrator/sponsor/coach will be in full charge of the trip. All students will do as instructed by the coach or sponsor.
3. Students will not be released to friends or family members until the final competition of the trip.
  - a. Upon release from the team, parent/guardian is responsible for the students return to Kodiak and all fees associated with travel.
  - b. Parent/Guardian will provide a letter requesting release, in advance, to the Activities Director and coach/sponsor prior to travel.
4. Curfew will be an accepted procedure. Each coach/sponsor will set and enforce curfew regulations.
5. No student will ride in any vehicle except that which is provided by the school.
6. Students may be denied travel privileges for academic failure, behavior, or attendance-related concerns.
7. If serious misconduct occurs while on a school-sponsored trip, a student may be sent home early and at parental expense.
8. Students must be where their coach/supervisor designates, they must respect the “buddy” system and communicate with their coach/supervisor.

The additional guidelines below are important for all parents, students, sponsors, and chaperones to know.

These guidelines are very specific to assure all families of the processes we follow and to eliminate any confusion that may come up while a student is traveling as a representative of Kodiak High School.

1. No plans will be changed during the trip without prior approval from the school administrator/designee.
2. The group’s travel schedule, list of eligible participants, and list of ineligible participants will be provided by the Activity Office and to the school administration, at least three days before departure. The final decision whether a student travels shall be determined by the school administration.
3. All students are required to participate in any planned group activities.

4. Students of the opposite gender are not allowed in the same rooms without adult supervision.
5. Visitors are never allowed in rooms.
6. Only individuals that have passed KIBSD's background check may travel with the team.

**Parent Observation of KIBSD Activities Practices:**

KIBSD has set a standard for parental observation of "open practices". Parent observation may begin with the first regular practice as established by the coach/sponsor of the individual activity. The period specified by the coach/sponsor for "try outs" will be closed to observation.

All regular practices will be open to parents/guardians of team members. However, standards of behavior similar to any classroom observation will be in effect. Any infraction of the following rules will result in the person losing their privilege to attend practices for the remainder of the season. The coach or administrator's judgment in this matter will be final.

1. There will be no communicating with students during the practice.
2. There will be no communicating with coaches during the practice.
3. Parents/guardians will always remain in the designated area.
4. Parents/guardians will conduct themselves in a manner consistent with being silent observers.
5. Behavior that disrupts or detracts from the quality of the practice will not be allowed.

In addition, the following courtesies are requested:

1. Please do not talk during the practice session.
2. Please come before the practice and leave only during a break.
3. Please sit alone.
4. Children may attend with parents but must remain seated in the bleachers with their parents.

## **Section II**

### **Student Conduct and Discipline**

#### **Student Conduct:**

Participation in extra-curricular activities (including athletics) is a privilege. While participating in any activity sanctioned by KIBSD, students are under the school's jurisdiction and expected to comply with and subject to the rules of conduct of the Alaska School Activity Association (ASAA), Kodiak Island Borough School District, Kodiak High School and local, state, and federal laws.

The athletic director and coach/sponsor will hold a meeting with the participants and their parents to disseminate and discuss all rules/regulations concerning the activity.

Please be advised that students must comply with conduct requirements both on and off school premises during participation in an activity as well as while on any trip on which the student will be representing Kodiak High School in an event or competition.

Students and families should be aware that conduct and behavior is something that is considered for the top honors bestowed upon any KIBSD student athlete. As an example, National Honor Society has specific language related to these areas. It is in everyone's best interests to become familiar with these details early in the high school career. Along with coaches and sponsors, parents should always expect their child/children to maintain an exemplary level of behavior while participating in Kodiak High School activities.

#### **Hazing and Harassment:**

Kodiak High School is committed to eliminating any hazing and harassment of students and student athletes. The School Handbook is very clear in stating our District policy in this area and all students participating in school activities should become familiar with that language. Failure to understand the serious nature of this type of mistreatment or to ignore the warnings provided may result in disciplinary actions to include suspension and expulsion from the team, the sanctioned activity, or school.

#### **Specific Conduct Code:**

The conduct expectations for students participating in school sponsored activities are in addition to regular student conduct expectations. A student's conduct while participating in an activity is expected to comply with the conduct expectations for both the activity and the generally applicable student rules and responsibilities. This means that depending on the specific facts of a situation, a student's conduct while participating in an activity may have consequences that impact regular school attendance (including for example, suspension from school or expulsion). Similarly, a student's conduct while participating in the regular school programming may have consequences that impact the student's participation or activities (including for example, suspension from participation in the activity).

The examples and consequences listed below are not meant to be an exhaustive or all-inclusive list. Disciplinary actions shall, instead, be based upon the specific facts of each situation. For example, a student with cumulative conduct offenses would likely receive more significant consequences than the examples below. The examples below highlight different degrees or levels of infractions and types of disciplinary sanctions that might result from prohibited conduct.

It is not the intent of the Kodiak Island Borough School District to use this list as a way to only punish students for bad choices and behavior. It is the District's hope that all involved work together to support all students and use the activities offered by the District as a means to develop character and exceptional conduct.

These rules and expectations apply on school grounds, at school activities, on school buses and at school bus stops. These rules and expectations also apply to acts that:

1. Begin on school grounds and end off school grounds; or
2. Begin off school grounds and continue on school grounds; or
3. Pose a likelihood of disruption of education or conduct at the school or at a school activity.

### **Level I Violations:**

Examples of Level I Violations:

1. Missed practice or late to practice;
2. Insubordination or non-productive attitude;
3. Profanity, or use of obscene gestures;
4. Provocation to fight or fighting;
5. Unsportsmanlike conduct;
6. A participant involved in theft, possession, or use of stolen property;
7. A participant found to be in possession of, or use of or using tobacco substances;
8. A participant found to be in association with alcohol or illegal drugs in any form, including attendance at parties/events where these items are in use;
9. Other disciplinary situations as they may arise or violations of other applicable school rules, handbook provisions, policies, or laws.

A Level I Violation will result in a consequence that will be determined by ASAA, the coach/sponsor, Activities Director and/or Activities Principal and could include any of the following:

1. A minor consequence determined by the coach/sponsor and/or Activities Director appropriate to the misconduct;
2. Specified loss of participation time;
3. Suspension from the team and team travel for a specific period of time;
4. School sanctions as determined by the Student Handbook or ASAA.

*Level I violations cannot be appealed.*

More serious violations are identified as Level II violations. Depending on the totality of the circumstances, inappropriate conduct described in Level I may be treated as a level II offense. Due to the severity of these situations, any complaint or appeal will be handled by the Superintendent and School Board in the same manner they handle any student appeal or complaint per Board Policy.

### **Level II Violations:**

Examples of Level II Violations:

1. Accumulation of lesser violations during the student's high school eligibility;
2. A participant found to be in possession of or under the influence of alcohol;
3. A participant found to be in possession of or under the influence of illegal drugs;
4. A participant is found to have committed theft or is in possession of or has distributed stolen property.
5. Other illegal or severe violations of the law or applicable rules or conduct that are more severe than Level I violations.

A Level II Violation will result in a consequence as determined by the Principal and may include any prior consequences as noted above as well as the following:

1. Removal from the team or activity for the remainder of the activity season
2. Loss of eligibility for one calendar year from the date of the incident for one or more activities;
3. Loss of eligibility for the duration of the student's high school career.

### **ASAA Personal Conduct and Sportsmanship:**

All ASAA contests or events must feature high standards of courtesy, fair dealing, and sportsmanship. Activities covered under the auspices of ASAA shall be subject to ASAA rules, regulations, and code of conduct. Any disciplinary sanction that may be used by ASAA shall be separate and in addition to any District consequences.

### **Implementation of Discipline:**

#### **Administration of Level I sanction shall be as follows:**

1. The student shall be advised of the alleged violation verbally or in writing.
2. The parent/guardian will be notified.
3. The student will be provided orally or in writing with an explanation of the evidence should the student deny the charge.
4. The student will have the opportunity to respond to the concerns of the coach/sponsor, activities director, or principal.
5. The student's parents shall be notified by the Activities Director of the conclusion of the process and the decision of the sanction, if any, to be imposed.
6. The decision by the Activities Director shall be final. In all cases, the Superintendent or designee retains the right to review and revise any disciplinary sanction.

Students suspended from activities shall not be permitted to participate in other school-related or school supervised activities during the specified length of suspension.

#### **Administration of Level II Sanctions:**

For Level II sanctions, the process for Level I shall be followed with the following changes: The Level II allegations (with reasons supporting the sanctions) shall be delivered in writing to the student, the student's parents, and building principal. The student/student's parents may appeal that decision following the appeal process identified in Board Policy.

**Public Complaints:**

In order to promote fair, timely, and constructive communication, the following procedures shall govern the resolution of complaints not handled in another formal procedure. Every effort should be made to resolve a complaint at the lowest possible stage, including directly with the employee and supervisor prior to lodging a complaint with the Superintendent. Duplicate hearings shall be avoided and prior decisions on the same matter held before the Association of Labor Relations Agency (ALRA), Professional Teaching Practices Commission (PTPC), Office of Civil Rights (OCR), special services due process, legal proceeding, or grievance procedures in collective bargaining agreements may be deferred to avoid costly duplicate hearings. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.

1. All written complaints regarding district personnel other than administrators shall be initially filed with the principal or immediate supervisor. If the complaint regards a principal or central office administrator, the written complaint shall be initially filed with the Superintendent or designee. If the written complaint concerns the Superintendent, it shall be initially filed with the Board President.
2. If the complaint cannot be resolved informally by the persons involved, the complainant may submit the complaint in writing to the school principal or immediate supervisor. A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the complaint with the employee involved and the failure to resolve the matter. (see Form E1312.1)
3. The principal or immediate supervisor shall investigate and attempt to resolve the complaint to the satisfaction of the person(s) involved. If the complaint is resolved, the principal will advise all concerned parties, including the Superintendent or designee.
4. If the complaint remains unresolved after review by the principal or the immediate supervisor, the written complaint may be sent to the Superintendent or designee for final appeal. Verbal complaints must be rendered to writing on the form provided, and verification that the investigation has been begun and the person assigned to conduct the investigation will be made in writing.
5. If the person filing the complaint is not satisfied with the results, the person may present an appeal to the President of the School Board within ten (10) working days after the receipt of the decisions from the Superintendent or his or her designee. The person making the complaint may request a meeting with the School Board to discuss this appeal. The School Board will render a decision at the next regularly scheduled meeting. A written notice of the School Board's decision will be made available within ten (10) working days.
6. Except when a complaint is directed against the Superintendent, no party to a complaint may address the Board, either in closed or open session, unless the Board has received the Superintendent or designee's written report concerning the complaint.

*(KIBSD Board Policy 1312, Public Complaints)*

## **Section III**

### **Student Injuries:**

In the event of an injury incurred by an athlete or participant during practice or scheduled event, the following procedures should be adhered to:

1. Care for the injury in an approved manner.
2. In the event of a significant injury that requires special treatment or medical assistance by a physician, the parent/guardian is to be notified in person by the coach or adult designee and appraised of the circumstances at the earliest convenience. The coach or adult designee shall report significant injury to Activity Director and/or Activities Principal at the earliest convenience as well.
3. The coach must complete and submit the appropriate accident report form to the school office for all injuries that are reported.
4. Participants are not allowed to engage in practice or performance following an injury treated by a physician until the treating physician releases them to do so.
5. Follow-up with parent/guardian on the status of the student.



## Section IV

### Clubs, Organizations, and Activities Students and Parent/Guardians

Kodiak Island Borough School District is committed to providing opportunities for students to participate in a variety of clubs, organizations, and activities to foster student involvement, school pride, community service, and enrichment of the learning environment. KIBSD students are strongly encouraged to engage themselves in said activities with intent to extend their overall high school experience.

#### **Clubs and Organizations:**

1. Clubs and organizations allow students of similar interests an opportunity to become involved with those pursuits which fall within the scope of educational or school service purposes.
2. To be a recognized club the following criteria must be met:
  - a. Approval by the Activities Director and Principal or designee.
  - b. Open to all students
  - c. An adult sponsor approved by the principal.
  - d. A list of participating students and meeting times turned into the Activities Director.

#### **Conduct:**

While participating in any club or organization activity, students are under the school's jurisdiction and subject to the rules of conduct of the Kodiak Island Borough School District at all times.

#### **Meeting Times and Attendance:**

Beginning dates, practice days, and times will be established by the club sponsor in accordance with ASAA rules when applicable. Participants will be present at all sessions unless excused by the club sponsor. If an individual must miss a session, they are responsible to notify the sponsor in advance. An individual who misses practice without notifying the sponsor in advance may be suspended from the activity or competition. If an individual's name appears on a daily absentee list, no other notice is necessary.

#### **Member Selection:**

KIBSD allows for membership selection in activities. Criteria for selecting members are determined by the sponsor of each activity. The criteria should be explained in writing when applicable.

#### **Other:**

1. Attendance patterns and discipline reports will be reviewed regularly. Poor attendance and/or disciplinary problems will result in ineligibility.
2. All members of organizations are expected to be neatly and appropriately dressed and to present themselves well when representing the school during the year.
3. If a trip is canceled for any reason, all participants are required to attend their normal class schedule.
4. With administrative approval, the sponsor may establish additional rules, schedules, curfews, etc. for the proper conduct of activity.
5. For eligibility criteria refer to the Eligibility code in Section 1.

## **Section V Fundraising**

All fundraising activities must be approved by the building Principal or designee and Superintendent prior to implementation. Forms/applications for fundraising activities can be obtained from the building account secretary. Fundraising activities must also be in conformity with School Board policy and Alaska State Statutes. Fundraising activity may be stopped at any time by the Activities Director or Administration if found to be out of compliance or not in the best interest of KIBSD.

The Superintendent or designee may limit fundraising activities in order to prevent interference with the instructional program or to protect students from dangerous or unsafe situations.

All revenues and expenditures must go through the high school self-generated accounting system. Money raised should be deposited as soon as possible (on the following business day) via an administrator or account secretary.

As a sponsor, encourage creativity in your group's fundraising ideas. Keep the following in mind when your group is discussing fund raising events:

1. What is the purpose of raising the money? How important or critical is the need?
2. Try not to saturate the school with repetitious or duplicate fundraisers. (i.e. hot dog sales, bake sales, dances) Do not infringe on other fundraisers.
3. Fundraising activities that provide a service to the school or community are to be encouraged.
4. Ensure the student group is responsible for the time and labor required by the fundraiser, not the sponsors, faculty, administration, and parents.
5. Be sensitive to the fact the businesses are too often solicited for fundraising events. Also consider the fact that the community has already paid taxes for school programs. Is your group providing a benefit or service in exchange for the community's support?
6. Keep in mind the type and success of fundraising activity influences the image of your group and the school in general.
7. Be aware of competing activities being held in or out of school when planning and setting a date for a function. Be sensitive to and honor other groups' fundraising.
8. All advertisements for the group's activity should be approved by the Activities Director.

**Prior to any fundraising activities, the sponsor/coach must complete the Form E1321 *Request for Fund Raising Activity*.**

*(KIBSD Board Policy 1321, Solicitation of Funds from and by Students)*

## **Section VI**

### **Student Dances**

School dances can be an important part of the social aspect of being a high school student. Dances are expected to be held in a safe and inviting environment. Building Principal, Activities Principal, and Activities Director have final decision on all dances, dance participants, dance guests, and rules as necessary.

#### **Student Responsibilities:**

All High School dances must be approved by school administration. The following dance rules apply:

1. All students may be required to show a student ID to get into dances.
2. Admission to the dance will be closed at a pre-designated time as set by school administration.
3. Dances will end at or before midnight. Or earlier time as pre-designated by school administration.
4. If a student leaves the dance for any reason, they will not be allowed to return.
5. All school rules and regulations per Student Handbook will apply at dances. All dances are intended as a positive activity and will be free from drugs, alcohol, and tobacco.
6. School dances are activities offered to high school students. If a student wishes to bring a guest, permission must be obtained from an administrator.
8. Students currently under out of school suspension or who have been expelled from KIBSD or another school are prohibited from attending.
9. All Dance rules are subject to Building Principal's final decision and may be changed without notice.

#### **Dance Sponsor's Responsibilities:**

The staff sponsors of school dances are expected to adhere to the following guidelines:

1. Ensure adequate supervision by Wednesday prior to the dance. This would include:
  - a. Minimum of three staff sponsors
  - b. One administrator
  - c. A minimum of four (4) parent/community chaperones
  - d. Notify the Kodiak Police Department.
2. Arrange for student council's sound system and trained students or a contracted Disc Jockey with their own sound system.
3. Secure the cash box from the school's accounting secretary for an administrator to pick-up the day of the dance.
4. Arrive at the school at least 30 minutes before the dance is to begin.
5. Open the door at the assigned time.
6. Supervise the dance in accordance with the Student Handbook rules.
7. End the dance at the scheduled time (no later than midnight).
8. Provide clean up in the hallway, foyer, and restrooms. Any additional cleaning requiring District janitorial personnel time will be charged to the sponsoring organization on a per hour basis.
9. Secure all doors.
10. Secure cash box and submit to an administrator by the end of the dance.

## Section VII

### Parent and Community Chaperones

It is recognized that parent and community volunteers are necessary in providing adequate supervision at many KIBSD functions. Volunteer parent and community chaperones are vital to the safety of students and adherence to school policy. They act as role models for students and therefore should refrain from consuming alcohol or tobacco prior to/during chaperoning responsibilities. The following criteria are a guideline to inform students and chaperones of expected behaviors:

#### **Student Responsibility:**

1. Students are required to respect and follow directions given by chaperones as they would from their teacher, administrator, or other school district employee.
2. Students are required to provide supervisors and chaperones their correct name when requested.
3. Students are required to interact in a positive and cooperative manner with all supervisors and volunteer chaperones.
4. Students are required to remain in designated areas for each activity.

#### **Teacher and Administrator Responsibility:**

1. Ensure parent or community chaperones have completed a KIBSD background check.
2. Contact parent or community chaperones well in advance of the scheduled activity.
3. Instruct the parent or community chaperone(s) on the activity in which they will be assisting.
4. Instruct the parent or community chaperone on your expected student behaviors or special situations which may arise.
5. Provide chaperones with necessary information and instruction on students with disabilities or medical needs.
6. Support the chaperone in interaction with the students, allowing them to engage in the activity as opposed to passive interaction.

#### **Parent and Community Chaperone Responsibility:**

1. Complete the KIBSD background check.
2. Educate self to the school rules in respect to student behavior and discipline.
3. Be punctual in arriving for the activity and remain for the duration of the activity and/or shift.
4. Communicate any concern or potential problem to the teacher or supervisor of the activity.
5. Support the expectations of the teacher or supervisor.
6. Ensure that students remain only in areas designated by the teacher or supervisor.
7. Remove any student exhibiting inappropriate behavior or which may be of danger to themselves or others. Report this behavior to the supervisor.
8. Maintain a positive rapport with students. Reward good decision-making.

## Section VIII

### Activity Letters and Award Criteria

KIBSD is committed to recognizing student achievement in athletics and other activities through the awarding of school letters. Varsity letters can be earned in any sanctioned activity according to the criteria listed below. Letters designate a significant contribution to the team, club, and school and the final decision on the awarding of a letter rests with the coach and/or sponsor. At no time should the criteria for a letter include fund-raising contributions, or other events not related to their individual contribution, performance, or participation in a sport or activity.

These standards were developed by coaches and other community members and have been in place for some time. Should a coach determine that they would like to use a different standard, they must have approval from both the Activity Director and the School Principal. Any temporary changes should be brought to the next handbook committee meetings to be included in subsequent edits.

#### General Rules on Awards and Letters:

1. Anyone wearing a letter jacket on or off campus is representing their School and should act in a manner that brings credit to the school.
2. Letter award recipients will complete the season and be in good academic standing at the end of season.
3. A single letter of any given type will be awarded to an individual.
4. Nominees for the major annual awards including Athlete of the Year, Iron man and Iron woman, and Career Athlete have requirements that exceed anything mentioned in an individual sport or activity.
5. Students/Athletes that attend and participate in the Regional Tournament will receive a Varsity Letter.

#### Rules on Letter Awards for activities without a regional tournament:

##### *Dance*

- a. Complete the season as a member of the varsity team, and
- b. Participate in 90% of all dance team activities including practices, performances, meetings, and other projects.

##### **Choir/Band/Orchestra**

Students who fulfill five of the following credits will be eligible to receive a letter in choir:

- a. Participate in All-State or All-Northwest Choir
- b. Participate in Solo/Ensemble Festival

##### **Drama Club (DDF)**

Letters in drama will be awarded to any student who competes at the State competition or significantly contributes to KHS drama productions.

##### **Knowledge Masters**

Must have participated in the Knowledge Masters program at the high school level for at least two years.

**Managers**

Successfully complete one season as a manager of a varsity team.

**State Letters**

Awarded to all participants at a state competition.

All coaches and sponsors of lettering activities will submit a list of participants to receive a varsity letter to the Activities Director following the end of their season.

**Academic Letters**

An Academic Letter will be given to any students who have completed five semesters of high school (with at least two semesters at Kodiak High School) with a grade point of 3.75 or higher. An academic chevron, pin, or patch will be awarded to those students who have maintained a grade point of 3.5 or higher for five semesters.



### INTERSCHOLASTIC ATHLETICS

Kodiak High School is committed to varied activities for the student body. To that end the administration and coaches have a responsibility to their athletes to direct a program that reflects positively on Kodiak High School as well as the community.

Activity participants at Kodiak High School are expected to conduct themselves properly at all times both on and off the field of competition. Participation in high school activities will be considered a privilege and not a right. Therefore, failure to follow set procedures and rules will result in immediate dismissal.

#### **Eligibility Code:**

In order to participate in any Kodiak Island Borough School District (KIBSD) extra-curricular and/or co-curricular activity, a student must satisfy the following requirements:

- 1) Achieve a 2.0 GPA for the previous semester (1<sup>st</sup> semester freshmen excluded) and maintain a 2.0 GPA while participating in the activity.
  - a) 9-11<sup>th</sup> graders must have passed 2.5 credits, be enrolled in a minimum of 2.5 semester credits, and be on track for graduation.
  - b) 12<sup>th</sup> graders on track to graduate must have passed 2 units of semester credit and be enrolled in a minimum of 2 semester units of credit.
  - c) (Examples of 2 units of semester credit: 4 high school classes. 2 high school classes and 1 full credit college course, etc.)
  - d) Have no outstanding discipline.
- 2) Pass ALL classes the previous semester.
  - a) If a student fails a class during the fall semester, students will not be allowed to participate in one or two competitions/events.
  - b) If a student fails a class during the spring semester, the student will not be allowed to participate in one or two competitions/events.
- 3) If the event is a one-time event, competition, or trip, a student may be allowed to participate if they maintain a 2.00 GPA. And have met the weekly eligibility checks.
  - a) 2.00 GPA
  - b) 9-11<sup>th</sup> grader; passed 2.5 credits, 12<sup>th</sup> grader; passed 2 credits
  - c) Have no outstanding discipline.
- 4) Meet ASAA requirements in all other areas\*

-A competition or event is defined as; a game, performance not for a grade, a meet. Two games would cover two separate days.  
-The number of missed competitions is based on the number of Fs and length of season.

Spring semester grades affect Fall semester eligibility for the following year with the exception of incoming freshmen.

In order to compete or perform, either at home or on a trip, a student must have no major disciplinary action during the current week. Any flagrant misconduct resulting in suspension will result in that student's ineligibility. Current week means Monday through Sunday. Every student participating must sign this form acknowledging understanding and acceptance of these guidelines. A student with excessive absences beyond activity absences may not be eligible for athletic participation.

**\* Please note:** KIBSD/KHS requirements for eligibility have consistently exceeded the minimum requirements of ASAA.

#### **ACTIVITY PARTICIPATION REQUIREMENTS & GUIDELINES**

Emphasis will be placed on conduct, especially in the areas of sportsmanship, citizenship, schoolwork and teamwork.

The coach will hold a meeting with participants and their parents and disperse and discuss all rules and regulations concerning the athletes. The coach will collect rules and regulations acknowledgments signed by the participant and their parents. In order for a student to be eligible, parents and students must have signed this form, have a current physical examination (18 months) form signed by a doctor on file in the activities office and have completed planeths documents.

Ten (10) separate days of physical practice in a sport are required before a student may compete in that seasonal sport activity. A student who becomes nineteen (19) on or before August 1, shall be ineligible for interscholastic competition. Participants will not be able to practice if truant or suspended that day. Denial from participating with the team for a period of time to be determined by coach/principal may result from examples including, but not limited to: insubordination, obscene gestures, swearing, antagonistic behavior, fighting, stealing, etc. **A participant who is removed from an activity for disciplinary reasons will not be eligible to participate in another activity during the season of the discipline action. Depending on timing and severity of incident resulting in disciplinary removal, participant may be ineligible for future seasons.** Students involved in activities **will not** vape, use alcoholic beverages, tobacco in any form, marijuana, or other non-prescription drugs and **will not** be in association with alcoholic beverages or drugs in any form, including attendance at functions where these items are in use, even if the participant doesn't use them. See KIBSD student handbook and KIBSD Activities Handbook.

Students who violate district substance abuse regulations will be subject to team, district and/or ASAA disciplinary action. Equipment issued to a participant is their responsibility for return or replacement. If the equipment is not returned, replaced, or paid for the student will not be permitted to participate in any additional activities until such bill is paid.

Student Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Coach, Sponsor, or Activities Director \_\_\_\_\_ Date \_\_\_\_\_