

Eligibility Requirements

To be eligible during a school quarter for participation in interscholastic activities, a student must:

1. Be properly registered in a 9-12 school program or any combination thereof, in the school where the student will participate.
2. Be carrying a minimum of five classes or ASAA minimums that lead to granting credit towards graduation.
3. Be in regular attendance at school classes in which enrolled. *If a student has five unexcused absences (or 10 attendance points) in any class, he or she will be ineligible until the following quarter.*
4. All of the above rules apply to Jr. High programs if available.

Quarter Credit Rule

In order to be eligible to participate in a game or contest a student must have maintained a C average during each quarter. If a student falls below a C average or has received a D or F for a quarter grade, he or she will be ineligible to participate in extracurricular activities for the following quarter. ASAA Bylaws state the following: All students must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system. *If ineligibility occurs due to grade point average in the fourth quarter, the student will be ineligible for the first quarter the following year.*

A grade of 'incomplete' is considered as not passing until the 'incomplete' is changed on the official school record. The face value of grades will be used and a "+" or "-" after a letter grade will be disregarded.

GCSD Academic Weekly Eligibility Reports

Galena City School District (GCSD) recognizes that student participation in extra-curricular activities plays an important role in developing well-rounded individuals. Furthermore, GCSD also recognizes that student participation in extra-curricular activities is a privilege and not a right. Good citizenship, the student's active engagement in all classes, and a high level of responsibility toward meeting course outcomes will allow the student to participate in weekend competitions.

1. **Out of School Suspensions:** Students who are suspended out of school will not be allowed to participate in extracurricular activities for 30 calendar days. Furthermore, if a district employee determines that a student has possessed or used alcohol or illegal drugs during the school year, and not just during the season, that student will be suspended from participation for 45 school days.

2. **In School Suspensions:** Students who receive a suspension in school the week of a competition will not be allowed to participate in the extracurricular activity that weekend.
3. **Deadlines:** Weekly eligibility reports are due at 4:00pm (on the athletic director's desk) on the Thursday prior to a weekend competition or the day before if students are traveling during the middle of the week. It is the student's responsibility to ensure that all teachers have signed and processed the weekly eligibility report prior to turning it in.
4. **Active Engagement and Responsibility in Classrooms:** Students will be actively engaged in their classrooms by demonstrating the following behaviors:
 - a. Students will have regularly and consistently completed classroom assignments on time.
 - b. Students will have completed all qualifiers to be eligible for Form A assessments (tests) for the current unit in the appropriate time period as determined by the classroom teacher.
 - c. Students will have completed all qualifiers and corrective loop requirements to be eligible for Form B and Form C assessments (tests) in the appropriate time period as determined by the classroom teacher.
 - d. Students will have attended all after school or before school tutorial sessions requested by the teacher as a component of the corrective loop process.
5. **Special circumstances will be dealt with on an individual basis by the GCS athletic director and administration.**

General Policies

Drug and Alcohol Policy

1. Galena City Schools has the legal right to test its students for the use of alcohol or drugs, including the rapid eye test, Breathalyzer test, and urine analysis. A staff member based on good cause can request any of these three procedures. No random testing will be conducted.
2. The refusal by any student to submit to testing for drugs and alcohol use will be considered an admission of such use, with disciplinary procedures to follow based upon such assumed use.
3. The distribution of alcohol or illegal drugs includes provisions of such substances to other students under any circumstances, on or off campus, including sale, gift, or exchange for other considerations.

In order to be eligible to participate in extracurricular activities during any quarter, a student must be alcohol and drug free. If a district employee determines that a student has possessed or used alcohol or illegal drugs during the school year and not just during

the season, that student will be suspended from participation in extracurricular activities for 45 school days. The student will have to meet with the site advisor or district counselor and principal, attend school regularly, and is not eligible for games or travel during this time. On the second violation the student would be suspended for 90 school days to carryover to the next fiscal year from the date of the infraction. Students who use tobacco products (cigarettes, cigars, snuff, chew, etc.) in school buildings, on school property, or while participating in school-sponsored activities shall be prohibited.

ASAA Tobacco Alcohol and Drug (TAD) Article 12, Section 8 is in effect and will supersede any GCSD policy if applicable. There is an ASAA handbook on site.

Medical Examination

A student may not be permitted to participate in a practice session or to represent his or her school in athletics, cheerleading, or other strenuous activities until there is a medical examination on file annually.

Coach's Responsibilities

1. Have all rules on file with the Athletic Director prior to the start of the season. Coaches may establish additional training rules for each sport.
2. Must hold a parent/student meeting before the start of the season. A student will not be allowed to participate until a meeting of coaches and parent is held. Coaches must explain all Galena City School District and ASAA rules, as well as criteria for play, lettering, and travel.
3. Select and coach individual participants in the skills necessary for excellent achievement in the sport.
4. Plan and schedule a regular program of practice in-season with other coaches. There are no practices on Thanksgiving Day, Christmas Day, New Years Day, and Sundays unless approved by the Athletic Director.
5. Work closely with the Athletic Director in scheduling interscholastic contests. The Athletic Director, prior to scheduling, must approve all events and camps.
6. Help at all home events; assist J.V. and other coaches.
7. Maintain and recommend the purchase of equipment, supplies, and uniforms. Maintain and clean all uniforms (dry-clean only if required to) after each activity and before turning in for inventory.
8. Maintain the necessary physical forms, insurance eligibility forms, and records as required by ASAA and Galena City Schools.
9. Oversee the safety conditions of the facility or the area in which the assigned sport is conducted at all times students are present.

10. Establish performance criteria for participation in interscholastic competition in the sport.
11. Enforce discipline and sportsmanlike behavior at all times. Establish penalties for breach of such standards by individual students.
12. Maintain personal/professional conduct and dress standards commensurate with the ideals of the Galena City School District's interscholastic activity program.
13. Be familiar with all pertinent rules, regulations, policies, and procedures of ASAA, the regional affiliate, and Galena City School District.
14. Perform other duties pertinent to the sport as assigned by the Athletic Director.
15. Ensure that chaperones accompany both male and female students for all school-sponsored, overnight activities, and ensure appropriate behavior occurs.
16. Agree to the use of the High School Coach's Evaluation form. This form is for optional use by the administrator, athletic directors, and/or the activity sponsor for the purpose of improvement only.
17. Be currently certified in first aid as required by ASAA regulation, and have a fully equipped first aid kit on hand. Must have an NFICEP Coach's Certification or be in the process of obtaining one.
18. Possess and be familiar with the National Federation Handbook for his/her sport.
19. Develop sport manager job descriptions that include locker room responsibilities. The descriptions must be on file with the Athletic Director/Principal prior to the start of the season.
20. Be responsible for filling out an accident report for any significant injury, and filing it with the student's health records.
21. In most cases, it is not appropriate for coaches to have their own children accompany the team and be present in the bench area.
22. Have all training rules and regulations on file with the Athletic Director.
23. Distribute written guidelines for earning a letter and keep records for all awards.
24. Develop permission slips, which include the place of travel, terms of travel, telephone number of airline traveling on, and contact telephone number of parent/guardian signing permission slip.

Student/Parent - Coach/Chaperone

Qualifications for student activities:

1. Parent/guardian signs off on Hold Harmless Agreement.
 - (a) Must attend coach/parent meeting before each sport.
2. Principal's and Superintendent's (or designee's) approval.
3. Chaperone (hereafter includes coach) requirement for overnight:
 - (a) A chaperone of each gender is required if the travelers are both male and female or if the chaperone is of the opposite gender of the group. (District office may authorize other arrangements.)

Student/Parent (Guardian) Responsibilities

A student participating in an activity must meet the eligibility requirements for:

1. School
2. District rules as follows:
 - (a) Be properly registered in the school where the student will participate.
 - (b) Carry a minimum of five classes that lead to granting of credit toward advancement in elementary and graduation in high school. Second semester seniors that are on track to graduate and have passed all three sections of the HSGQE must have passed 4 semester units of credit during the previous semester.
 - (c) Be in regular attendance at school.
3. ASAA (if applicable). The above rules apply along with others specifically written for high school participation in ASAA-sanctioned activities. Please reference the ASAA Handbook on-site for more details.
4. Student/Parent (guardian) permission slips must be signed and on file at the school.
5. For those students wishing to be checked out while on a school sponsored trip must provide a written note in advance from their parents or legal guardian. Parents or legal guardians are the only people allowed to check students out and they must have their child back to the chaperone at a predetermined time.
6. If a student wishes to stay longer on a trip and has submitted a written request prior to the trip will be responsible for paying travel costs back.
7. The following student activity fees must be paid prior to student participation in any practices. Students who qualify for free or reduced lunch with the National School Lunch Program must request through writing to be considered for a waiver. Requests will be scrutinized for need and/or hardships. If your child is on the direct certification list for the NSLP, this waiver is automatic. A family cap will be set at \$300.

Junior High Sports-\$50 H.S. X-C running and skiing-\$50 H.S. Basketball-\$100
H.S. wrestling and volleyball-\$60 J.H. Pentathlon and H.S. Decathlon-\$30

Student Travel Policies

Eligibility Requirements for Travel

Student athletes must be in school one full day **before** and **after** any school-sponsored travel. If the student does not comply with these attendance requirements he or she will be ineligible for the next competition. All travelers must follow chaperone decisions and rules at all times (e.g. curfew and schedule decisions).

Clothing for Travel-must be worn on the plane

- Winter boots
- Snow pants
- Winter parka
- Warm hat
- Winter mittens or insulated gloves

Final approval of cold weather gear will be the responsibility of the chaperone and Principal. A trip can be cancelled because of weather at the discretion of the site administrator.

Student Behavior During Travel

- The use and/or possession of alcohol or illegal drugs are prohibited. If it is determined that a student has possessed or used alcohol or illegal drugs, the student will not be allowed to participate in extracurricular activities for a minimum of 45 school days. A second offense will carry a penalty of one semester or 90 school days, whichever is greater, from the date of infraction.
- Vandalism is unacceptable in airplanes, hotel rooms, schools, etc. Any student who has committed vandalism will be assessed a fee to cover the cost or part of the cost, for restoration of damaged property. Additional disciplinary measure may be imposed after consultation between the site administrator and the District Office.
- Students who violate and/or are convicted of violating Alaska State laws, GCSD Board policy and regulations, school rules, or other rules as specified by the chaperone, will receive penalties appropriate for the action.

- Students shall not be allowed to smoke, chew, or possess tobacco or nicotine products on school property or during school hours, school-sponsored events, or under the supervision of district employees.
- All pop cans, candy, and/or gum wrappers, etc., used during travel and while visiting another site should be properly disposed of.

In the event that any of the rules relative to student travel are violated, the student will be sent home at the student's/parent's expense and may be suspended or expelled from school or activities or both, for up to one year.

Chaperone Responsibilities

Chaperone Behavior

Chaperones are expected to set an example of proper behavior. In addition, chaperones are expected to supervise and be available to students at all times during travel. Chaperones will either *remain physically present with students during the entire trip* or have a buddy system for student safety. Chaperones are expected to enforce all GCSD activity travel procedures and report all violations of rules to the appropriate Principal(s) as soon as possible after a violation.

The use and/or possession of alcohol and/or illegal drugs by chaperones are prohibited. Appropriate disciplinary action may be taken for any infraction.

Travel Documents

The chaperone will keep and assume responsibility for all travel documents for each member of the group and aid the airline (pilot) whenever possible with things such as luggage handling and weight distribution. The chaperone must carry a copy of the parent/guardian permission slip(s) at all times.

Weather Conditions

All rescheduling of travel shall be coordinated through the District office. It is the chaperone's responsibility to notify the site administrator of any changes in travel arrangements.

Student Behavior

Chaperones will explain all rules to students prior to leaving on a trip.

The chaperone has the right to turn a student over to the police or juvenile authorities when, in their judgment, they are unable to control the student or the student presents a danger to others. It is the responsibility of the chaperone to immediately notify the site administrator if the student is having medical problems, being held by the police, or involved in an accident. The site administrator will then immediately notify the parents or guardians.

If, in the judgment of the chaperone, after consultation with the site administrator or District office administrator in the absence of the Principal, it is determined the student should not continue with the group, arrangements will be made for the student to return home. The parent or guardian should be made aware before the trip that additional cost for the return of a student due to unacceptable behavior may be their responsibility. The principals should notify the District office as soon as possible.

It will be the responsibility of the chaperone to determine if a student has violated the substance abuse policy. The decision of the chaperone in these matters shall be final. The site administrator will be notified immediately.

Chaperones will be responsible for knowing the exact whereabouts of students on a trip at all times. If a student leaves the group without authorization and cannot be located immediately or will not return to the group, the chaperone shall contact the site administrator who will make arrangements to send the student home immediately.

Curfew will be set and enforced by chaperones. When staying in hotel rooms with in-room movies, the chaperone shall request non-rated as well as "X" and "R" rated movies to be turned off for all rooms housing students and telephone constraints be initiated.

The chaperone needs to exercise caution in permitting any student to participate in an activity that may be questionable or high risk.

Hold Harmless Agreement

I have read the Galena City School District activity guidelines and understand their contents. I authorize the school to transport my child for any co-curricular activity. I understand that neither the local Board of Education nor the Alaska School Activities Association carries sports or activities insurance and will not assume responsibility for injuries sustained in the co-curricular programs. I also understand that accident insurance coverage is my responsibility. I give consent for emergency treatment to be administered to my child.

I understand that all co-curricular activities have a certain degree of risk. I also understand these risks may include injury ranging from minor sprains and contusions to major injury, possible paralysis, or even death. I understand the possibility of serious injury may impair my future abilities to earn a living; to engage in other business, social and recreational activities, and to enjoy life generally.

Having read and understood the above warning, I recognize the importance of following coaches' instructions regarding playing techniques, training and other team rules, and I agree to obey such instructions.

Having read the above warning and having understood the dangers and potential risks involved in playing or practicing these activities, I give my consent as the parent/legal guardian of _____ (student's name) to participate in the following program(s) (list all sports activities that student intends to play during the current school year):

I understand that since neither the local Board of Education nor the Alaska School Activities Association carries sports activities insurance, I agree to assume all medical costs incurred should injury result from participation in these activities. I hereby agree to hold the Galena City School District, its employees, representatives and coaches harmless from any and all liability, actions, debts, or claims of every kind whatsoever which may arise by or in connection with participation of my child/ward in activities related to the above-mentioned high school programs. The terms hereof shall serve as a release for my heirs, estate, executor, and all members of my family.

Student Signature

Date

Parent/Legal Guardian Signature

Date