

High School Co-Curricular Handbook



**Matanuska-Susitna Borough School District
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Student Activities Mission Statement

The purpose of co-curricular activities in the Matanuska Susitna Borough School District (MSBSD) is to provide opportunities for students beyond the classroom that foster integrity, respect, perseverance, resilience, leadership, teamwork, and sportsmanship.

Student Activities Philosophy

Those who manage activities programs across the MSBSD believe that fostering interests beyond academics is integral to the development of a well-rounded individual. It is the expectation that all Coaches and Sponsors provide safe, healthy environments in which participants can explore and experience activities beyond the classroom that develop the attributes mentioned in the Student Activities Mission Statement.

It is to be noted that, while winning is important, it should never be achieved at the cost of fair play or good sportsmanship. We expect that every coach and sponsor will make it their highest priority for students to pursue the highest standards of integrity and respect.

Student Activities Program Objectives

MSBSD student activities program objectives are to encourage students to:

1. Live well-rounded, productive, healthy lives.
2. Practice cooperation, fair-play, and civility.
3. Develop positive attitudes toward non-academic activities.
4. Develop resiliency and leadership skills.
5. Improve self-concept, appreciation of others, employability and life skills, and an ability to thrive in individual and team settings.
6. Develop a positive attitude and connection to the school community.
7. Be part of an organization dedicated to positive peer pressure.

All high school activities are conducted in accordance with Alaska School Activities Association (ASAA) bylaws, rules, and policies. Additional standards may be established by the MSBSD or by the schools therein.

Duties and Responsibilities - Adults

Superintendent

The overall responsibility for the operation, policies and procedures which govern the extra-curricular programs of the MSBSD rests with the Superintendent of Schools or designee.

School Administrators

School site administrators are responsible for overseeing the activities program within his/her school in accordance with ASAA and MSBSD policies. The Principal has the ultimate responsibility to ensure the following:

1. Participant eligibility requirements have been met.
2. Participant behavior is appropriate at meetings, practices, and events.
3. Activities accounts are maintained in a fiscally responsible manner according to MSBSD policy.
4. Maintenance, supervision, and evaluation of the coaching staff.
5. Maintenance of all required records and reporting to the Board of Education, MSBSD, ASAA, and other agencies as required.

6. Ensuring supervision at all scheduled games and events.
7. Preparing a comprehensive yearly schedule of co-curricular events.
8. Coordinating emergency procedures and coverage.
9. Emergency action plans are in place for each team in each location utilized on or off campus.
10. Coach and sponsor meetings are held on a regular basis to ensure clear communication of expectations.
11. Any other duties as necessary.

Activities Director or Activities Principal

The Activities Director or Activities Principal shall have general responsibility for the school's activities, will help coordinate programs, and provide professional leadership. Activities Director's duties shall include:

1. Scheduling events and contacting participating schools for each home contest.
2. Ensuring that when hosting an event:
 - Schools send essential, timely information.
 - Arrangements have been made for dressing rooms, showers, etc.
 - First aid equipment is available.
 - Security of personal items has been provided.
 - Appropriate officials have been contacted.
 - Collection of keys after events.
3. Financial oversight of admission gates.
4. Assisting in the annual scheduling of all activities.
5. Overseeing the site activity budget and expenditures.
6. Arranging transportation and housing.
7. Ensuring coaches keep appropriate track of eligibility requirements and manage their team's rosters accordingly.
8. Coordinating the school master activity calendar.
9. Overseeing inventory, purchase and maintenance of equipment, uniforms, and supplies.
10. Purchasing and distributing athletic awards, letters, and pins.
11. Scheduling awards and banquet ceremonies.
12. Assuming responsibility for working with booster clubs.
13. Assisting in public relations, including newspaper and radio coverage.
14. Ensure team safety through development of team-specific Emergency Action Plans.
15. Assisting in the screening and hiring of activity personnel.
16. Working as a liaison between the administration, parents, students, and coaching staff.
17. Any other duties as necessary.

Coach

A coach asserts the greatest influence on individual athletes and the health of an athletic program. Therefore, it is of paramount importance that the coach is well-versed in the activity and demonstrates the highest form of behavior, leadership, and sportsmanship before the team, student body, faculty, and community. A minimum of three years of post-graduation life experience will be required for any individual to serve as a coach. The Coach's duties shall include:

1. Selecting and coaching the team's members.
2. Supervision and responsibility for the general health and welfare of student participation, conditioning, and well-being.
3. Ensuring all participation documents are up to date and on file prior to allowing an athlete to participate in practice or competition.
4. Adhering to all ASAA and MSBSD eligibility rules.
5. Supervising the coaching staff and coordinating schedules, practices, and equipment. All assistant coaches and volunteers must be vetted by school administration.
6. Maintaining an accurate inventory of all equipment.

7. Responsibility for the team's behavior at all team functions and public appearances.
8. Keeping an accurate team roster on file from week one.
9. Selection of captain(s).
10. Traveling with the team when transportation is provided.
11. Assuming the responsibility for being with team members at all practice sessions and for clearing locker rooms and practice areas at the end of practice.
12. Assuring that no mandatory practices, games, or meetings occur on Sundays or holidays.
13. Maintaining an accurate roll book for practice and game attendance.
14. Having parental consent for medical treatment form at every contest.
15. Reporting all sport-related injuries to the nurse on the MSBSD accident report form.
16. Notifying administration and the parents of any player who is removed from the squad.
17. Submitting the End of Season report.
18. Supervising team members until all have left campus after a practice, competition, or team event.
19. Any other duties as necessary.

Reference the Coach's Code of Conduct for a comprehensive review of coaches' guidelines.

Club or Group Sponsor

A sponsor has tremendous influence on the success of a student group. A student group is often a mirror image of a sponsor's interest and enthusiasm. The following are some of the sponsor's responsibilities:

1. Provide leadership.
2. Supervise all students until all have left campus.
3. Promote positive student interest, enthusiasm, and integrity.
4. Obtain office approval for all fundraising, tournaments, public presentations, and performances.
5. Be present at all meetings and activities.
6. Follow-up with students to make sure they are fulfilling their responsibilities.
7. Encourage good academic standing and ethical behavior.
8. Obtain administrative approval for posters and bulletin announcements.
9. Account for and maintain all uniforms, supplies, and equipment.
10. Obtain all parental permission and parental information needed for student participation.
11. Assume the responsibility for the behavior of club/activity members at all functions and public appearances.
12. Travel with the group when transportation is provided.
13. Ensure that there are no mandatory meetings or activities on Sundays or holidays.
14. Report all injuries that require attention to the nurse on the MSBSD accident form.
15. Notify the office of a student who is removed from an activity.
16. Any other duties as necessary.

All those who coach, or serve as a sponsor/adviser are expected to:

1. Consider safety as your top priority.
2. Always demonstrate good sportsmanship.
3. Have and show respect for your opponent if applicable.
4. ACCEPT THE OFFICIALS' DECISIONS. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials. Public protests can only lead to similar behavior by the players and spectators.
5. Set a good example for others to follow.
6. Refrain from any profanity, as it is not an acceptable part of any activity.
7. Always maintain self-control.
8. Support the values of honest effort in conforming to the spirit as well as the letter of the rules.

9. Be mindful of the comments made to the news media.
10. Build up your students through positive statements, rather than negative comments.
11. Provide the Activities Director or Activities Principal a schedule of practices listing places and times.

Evaluation of Personnel on Extra-Duty Contracts

Coaches and sponsors will be evaluated each year. A Principal or Activity Director will complete the evaluation. Input from all sources may be used for evaluation purposes. The evaluation will then be filed in the Principal's office.

Establishment of New to District Extra-Curricular Programs [AR 6145](#)

Before February 1 of every third school year, the Superintendent or designee shall survey students in grades 5-11 to determine student interest in extracurricular recreational activities and interscholastic and intrascholastic athletic activities. Before March 1 of each school year, the district shall adopt a plan outlining such activities for the following year. The plan shall provide substantial equal opportunities for each sex and be based on the interests of the students. (4 AAC 06.520)

"Substantial equal opportunities" shall be evaluated annually based on the following criteria: (4 AAC 06.520)

1. The provision of equipment and supplies.
2. The schedule of games and practice.
3. Travel schedules and trips taken.
4. Opportunities to receive coaching.
5. Assignment of coaches and tutors.
6. Provision of locker, practice, and competitive facilities.
7. Provision of administrative support services.
8. Publicity.

A copy of the survey results and recreational/athletic activities plan shall be available for public inspection by September 15 at each school site. (4 AAC 06.520)

Administrative Procedures for Operation of Extracurricular Activities

Extracurricular activities are to include those activities listed in the teachers' negotiated agreement, as well as activities requested by individual schools and approved by the District Extracurricular Activities Committee, the Administration, and School Board.

Extracurricular stipends are to be paid to those individuals sponsoring extracurricular activities that are approved as part of the current teacher negotiated agreement. Stipends not included as part of the teachers' negotiated agreement may be authorized by the Superintendent or designee. Such authorization will be in effect for the school year in which it is authorized.

Intramural programs, grades K-12, may be established to provide students with opportunities to practice skills learned in class.

Intra-district K-12 programs (e.g. clubs) are authorized, on an event-by-event basis, by the District Administration.

Extracurricular activities:

Activities that occur outside the normal curriculum.

Co-Curricular Activities:

Activities that are an extension of the normal curriculum.

Intramural Programs:

Programs organized within a single school.

Interscholastic activities:

Events/competitions that occur between two or more schools.

Intra-district activities:

Events/competitions limited to schools within MSBSD.

Establishment of New Extracurricular Programs

The Board recognizes the responsibility of the schools to sponsor an adequate, yet reasonable, program of extracurricular activities and to direct those activities along wholesome and worthwhile lines. To promote these worthwhile activities, a standing committee shall be formed to review proposed additions, deletions or modifications to the extracurricular programs and submit a recommendation to the Board for its consideration.

This committee will consist of the following representatives:

- a. One (1) member of central administration.
- b. Two (2) building level administrators.
- c. Two (2) representatives of the teachers' association.
- d. One (1) Board member.
- e. Up to three (3) community representatives.
- f. Up to six (6) student representatives selected from the Student Advisory Board (SAB): two (2) representing core area comprehensive high schools (WHS, CHS, PHS), one (1) representing non-traditional high schools (CTHS, BHS, VPS, MSC), one (1) representing non-core area comprehensive high schools (SVS, HHS, RJS), and two (2) representing middle schools.

Purpose: The general objectives of extracurricular activities shall be the same as those for the regular curricular program.

Organization

All extracurricular activities shall be recommended by the principal or teaching principal to be approved by the Superintendent.

The following procedures will be adhered to prior to implementation of any "interscholastic" program.

1. The individuals or groups requesting the new program will contact the Superintendent or designee to present their proposal.
2. If the Superintendent or designee determines sufficient interest and merit exists, he/she will submit this proposal to the review committee.

3. It shall be the task of this committee to research and respond to questions concerning extracurricular activities as included in the Co-Curricular Handbook.
4. Once these questions and any others that might arise during the consideration of the new program are answered, the committee shall make a recommendation to the Board for implementation of the new program.
5. All requests for implementation shall be made to the Board before December 1 of the year prior to the proposed implementation, so that the Board can make the final determination on implementation or non-implementation, and so an adequate budget can be prepared to successfully implement those programs that are approved.
6. If, through the budget process, funds originally designated for the new program do not survive, the new program will not be implemented.
7. If it becomes apparent that a newly implemented program or an existing program is not of significant value, a committee made up of those individuals designated previously in this policy will be formed to consider a recommendation for possible revision or termination of the program in question.

Designation of Athletic Teams and Sports

In accordance with BP 6145, the following athletic teams and sports are designated male (M), female (F), or coeducational (C):

Male

Baseball	(M)
Basketball	(M)
XC Running	(M)
Gymnastics	(M)
Nordic Ski	(M)
Soccer (spring)	(M)
Swim and Dive	(M)
Tennis	(M)
Track and Field	(M)
Wrestling	(M)

Female

Basketball	(F)
XC Running	(F)
HS Flag Football	(F)
Gymnastics	(F)
Nordic Ski	(F)
Soccer (spring)	(F)
Softball	(F)
Swim and Dive	(F)
Tennis	(F)
Track and Field	(F)
Volleyball	(F)
Wrestling	(F)

Coeducational

Bowling	(C)
Cheer	(C)
MS Flag Football	(C)
Football	(C)
Hockey	(C)
Rifle	(C)
Coed Soccer (fall)	(C)
Volleyball Mix 6	(C)
Elem. Volleyball	(C)

The designation of new athletic teams and sports not listed above will be reviewed by the Superintendent or designee and added to AR 6145 on an annual basis.

Clubs

Clubs may be established to allow students with similar interests and ideas a chance to become involved in those areas of interest. Clubs established in MSBSD schools shall be classified as one of the following:

1. Stipend Club (has a contracted sponsor).
2. Student-Organized (Limited Open Forum) This type of organization is covered under [AR 6145.05](#).

To be a recognized club member of any activity, the following criteria must be met:

1. Students may organize clubs provided that the club formation and activities are student-initiated and voluntary.
2. Membership in a student-organized club is open to all students.
3. A signed parental permission document will be required for student participation in all school club and sport activities.
4. School staff shall not promote or participate in the meetings of student organized clubs, but each student organized club must have a staff volunteer to supervise meetings for the purpose of maintaining order and protecting student safety.
5. Non-school persons (persons who are neither students nor employees of the MSBSD) shall not direct, control, conduct or regularly attend the meetings or activities of student-organized clubs.
6. The activities of a student-organized club shall take place only during non-instructional time.
7. The school shall not expend public funds to the student-organized club beyond the incidental cost of providing the space for meetings.
8. A student organized extracurricular club may not raise or expend funds for purposes not endorsed in the club statement of purpose and constitution.
9. The school district does not endorse or sponsor the meeting or activities of student-initiated clubs. Student clubs exist as an expression of individual rights and are the sole responsibility of the membership.

Student-organized clubs are expressly prohibited from the following: interfering with the orderly conduct of the educational purpose and activities of the school; promoting, encouraging, or sanctioning activities that are unlawful abridging the constitutional rights of any person; or compelling a school agent or employee to attend a meeting that is contrary to the beliefs of that agent or employee. The school Principal retains the right to prohibit activities and meetings and to disband clubs which engage in the above-listed conduct.

General Fundraising Guidelines

Clubs and student organizations may be allowed to raise funds to accomplish their objectives. The building Principal or designee must approve all school sponsored fundraising projects before the activity begins.

Money raised through gate receipts and activity fees from school-sponsored events shall be deposited in the School and Student Activity Special Revenue (SSASR) Fund. Money raised from these sources of revenue must be used to support that specific program or sport.

Money raised from concessions or other fundraising efforts shall be deposited into a SSASR project designated for specific project or fundraising purposes.

Each club, student and athletic program may, with approval of the Principal or his/her designee, establish a separate fundraising project within the SSASR fund for specific projects or fundraising purposes.

In order to gain approval from the Principal or his/her designee for a fundraising activity, the following criteria must be met:

1. A fundraising activity must be in compliance with MSBSD School Board Policy, District Administrative Regulations, and Alaska State Law.
2. There must be a clearly stated purpose for how the funds raised will be used.
3. The program must disclose the means by which it intends to raise the money.
4. The program must agree that no candy or bake sales will be held in competition with the school lunch program.
5. The program must follow proper district accounting policies and procedures.
6. All fundraising activities that involve sales of food products must comply with District Food Service Policy and DEC Regulations.

The Principal must approve all purchases involving the use of SSASR Funds. See SSASR Fund Manual for Purchasing Guidelines.

Guidelines for School and Student Activity Fundraising Projects

1. Written approval must be obtained from the Principal or his/her designee, for any school sponsored group or booster organization participating in a fundraising activity on or off the school premises. A copy of such approval should be retained in the files of the activity.
2. All agreements with independent contractors, vendors, or organizations must be reviewed by the District's business office and approved by the Principal(s) of the participating school(s).
3. A fully executed copy of each contract must be forwarded to the District Finance Department.
4. Sound accounting procedures must be observed for each activity.
 - a. Where a single school is involved, records and documents must be maintained, and cash deposited in a SSASR Project of that school.
 - b. Where more than one school is participating, one of the schools should be selected for this purpose.
 - c. Revenue collection guidelines in the School and Student Activity Special Revenue Fund Manual (SSASR Manual) must be followed.
5. The types of district-authorized games of chance shall be limited to raffles. Pull-tabs and Bingo are prohibited.

Agreements on Fundraising Activities and Money Raised

1. All students, parents, and staff involved in a school-sanctioned fundraising activity shall agree that all funds raised by the participants shall revert to the fund maintained within the school activity account for the specific club, student, or athletic program engaging in the fundraising activity. Should the specific purpose of the fundraising activity, i.e., trip, banquet, etc., fail to materialize, the fundraising activity will cease, and any money collected for goods or services not provided should be returned where feasible.
2. Participants involved in fundraising activities shall have no claim on the funds raised. Should the intended purpose of the fundraising activity fail to materialize, the money already collected shall be deposited in the fund maintained within the school activity account for the specific club, student, or athletic program account. If the club or activity dissolves the funds go directly to the school's general student activity fund.
3. If the participants of an activity agree to pay a portion of the cost of the activity with the balance to be funded through fundraising, the participant is eligible to withdraw his/her portion at any time, if and only if, nonrefundable tickets or other obligations have not been purchased.
4. Individuals who contribute material items for resale by a fundraising activity shall give up all claims to the contributed materials and to any subsequent funds gained by the sale of the contributed materials.

Political Slogans and Controversial Issues

Political slogans and statements that may be deemed controversial shall not be placed on athletic/activity apparel **purchased** with public funds (activities funds, sports fees, booster club funds, etc.). Athletic/activity apparel includes, but is not limited to, team uniforms, warm-ups, travel gear, shoes, socks, etc. The Superintendent or designee will be responsible for determining whether political slogans and/or statements are controversial.

Student Government

Each secondary school may have a student government or council program which is organized through its constitution and by-laws; the delegation of authority and responsibility for each school's government may vary between schools. Each student government may send representatives to the Alaska Association of Student Governments (AASG), which has an annual conference and workshop. AASG makes recommendations to the State Board of Education and other agencies. Student body officers must meet eligibility requirements for the Alaska School Activities Association and the Mat-Su Borough School District.

Officers and representatives of a student government program are elected annually to provide leadership at each respective school. Each student government must have a program sponsor, whose responsibility is to advise and to assure that the program operates efficiently, effectively, and within the established guidelines and policies.

Some of the responsibilities of a student government program may include:

- Homecoming
- Student Dances
- Assemblies
- Special Projects Funding
- Elections
- Leadership Training Sessions
- Recommendations to administration, staff, and students
- Community Projects
- Representatives to the Student Advisory Board

Dances/Proms

Dances are open only to students enrolled at that school. For some specific events a guest (from outside the school) may attend with prior approval of the building's administration, or when posted criteria are met. All dances must end by 11:00 PM., except for proms that may end at 12:00 AM. Sponsors must be in attendance at all times and additional chaperones are required.

Dances may be conducted under the following criteria:

1. They must have approval of the site administration.
2. They must have a sponsor and chaperones in attendance at all times.
3. Students are not allowed re-entry to any dance.
4. There are no refunds after students leave dance area.
5. The program must complete the activities Form for dance requests.
6. Programs must provide a guest list.
7. The Principal may require identification cards and other requirements for entrance to the dance.

Dance Guidelines and Rules for High School

In order to promote a healthy, safe, enjoyable evening for all students, to encourage venues to continue renting their facilities to our school and to have faculty chaperones, the following procedures will be in place for all dances.

1. Guests must be under 20 and middle school students may not attend. One guest per host high school student. Guests must arrive with their host student.
2. All students and guests may be checked for illegal or controlled substances prior to entry to the dance area. Security and/or chaperones may conduct bag/purse searches according to district policies. No beverages of any kind are allowed. Any student who refuses to comply will be denied entry without refund. Students suspected of being under the influence of drugs and/or alcohol after entering will be subject to evaluation.
3. Rules regarding dancing will be established by site administrators and published via newsletters, mass communication, social media, etc.
4. Dress Code for Formal (Winter Ball and Prom) and Semi-Formal (Homecoming) Dances:

Ladies:

- a. Strapless/spaghetti straps are allowed.
- b. Dress/skirts must be at least mid-thigh in length.
- c. Slits no higher than mid-thigh in length.
- d. Backless to waist is permitted-below waist is not permitted.
- e. No garters or other exposed lingerie/undergarments.
- f. No sheer/see through dresses and not see-through sides or bare sides.
- g. No excessively lowcut dresses or tops, or short skirts.

Gentlemen:

- a. Collared shirt (semi & formal) and tie (formal).
- b. Shirts must have sleeves (semi & formal).
- c. Shirts must remain on (all dances).
- d. Dress pants or slacks, no jeans (formal).
- e. No caps/beanies (semi & formal), bandanas, chains, or canes (all dances).
- f. The dress code will remain the same for non-formal dances excluding the formal attire requirement.

If you are unsure if your attire meets these dress standards, please check with school administration prior to the day of the event. Students not meeting these standards will not be allowed into event until they comply or may be removed from the event. If they refuse, parents/guardians will be notified.

Once students are admitted into the dance, if they alter their attire in such a way as to make it violate the specified dress code standards, they will be removed from the dance without refund, parents/guardians notified, and they will not be permitted to attend the next dance.

5. The following additional guidelines will be adhered to regarding school dances:
 - a. Students are not allowed to leave the dance and return.
 - b. Students must have an ID to purchase tickets. Two (2) ticket limit.
 - c. A coat check area will be available for personal belongings.
 - d. All dances must be approved at least one month in advance.
 - e. All wall and ceiling decorations must be removed at the end of the dance by the sponsor and student group.
 - f. All students and guests must leave dance location within 20 minutes of end of function. No loitering in parking lots.

Yearbook/Newspaper

The sponsors of these activities will meet each year with the Principal, or designee, to discuss the advertising prices and procedures to be followed. Advertising in good taste is permitted in senior high school newspapers and yearbooks. Advertising of alcoholic beverages, tobacco, nightclubs, and other items not considered suitable for high school publications is prohibited. The yearbook advisor must approve all advertising sales. The yearbook advisor and/or administrative designee is responsible for final printed content.

Parades

Guidelines for inclement weather are as follows:

1. The cut off temperature for marching in a parade is 10 degrees F (Chill factor)
2. Student and directors are to be notified of a decision (marching in a parade) before they leave school on the last day prior to the activity.
3. Students dress for the weather – footwear, hats, gloves, regardless of temperature, during the winter months.

Gifts and Awards

Gifts contributed by school organizations must be approved by the Superintendent or designee, and by the respective Principals of the school represented by the organization's memberships.

Any real or personal property donated to the District or to a particular school shall be considered as school property. No such gift may be accepted by any individual in the name of the school or in the name of the District without the understanding that the gift is unconditional and that the title for such property remains in the District. Such property may be transferred or used whenever the Superintendent of Schools finds it expedient and may be sold or replaced without obligation to the donor. Appropriate plates, markers, or other means of identifying the donor may be used.

Awards presented by the school or booster club, such as unattached letters, trophies, metal charms or pins, or similar articles having symbolic value only may be given to students by the school if the cost of the award does not exceed \$100.00. Cash gifts are never accepted. Prior approval must be obtained from the schools principal before awards are obtained and presented. Jackets or sweaters that cost in excess of \$100.00 may be presented to championship teams or groups by a school or non-school organization with prior approval of the school's Principal.

In the case of state championships, the cost may be increased to an amount that does not exceed \$200.00.

Student Travel Approval

Travel is permitted under certain restrictions. Any overnight trip that is organized by a club, academic, or athletic program must obtain the approval of the school principal or his/her designee. A coach or sponsor must abide by all board policies on school and activity related trips.

Criteria for Student Travel

All decisions relative to approval of out-of-district student travel and the funding for such travel shall be based on the following criteria. The application must document each requirement. Please read carefully [BP 3541.01](#) prior to planning any out-of-district travel.

1. Travel must be related to educational or approved activity programs.
2. Individuals responsible for scheduling out of district trips should be sensitive to days out of school by student participants.
3. Students who miss school while on a school authorized trip or activity shall not be penalized academically. Students who miss school while on a school authorized trip shall be given an opportunity to make up all work and earn all credit or points as if they were in class.
4. It is both the student's and sponsor's responsibility to inform the teachers prior to students being absent on school-approved trips. Failure to inform a teacher prior to activity trips may result in the student forfeiting their rights to make up the missed work.
5. The number of adults participating in the travel to supervise students must be determined by the Principal or his/her designee. The ratio of adult to students may vary depending on the activity. In general, a ratio of 1 to 10 is suggested. Any staff member traveling with a school group on an authorized trip must secure travel authorization through established leave procedures. Coverage by an administrator or designee is required for region events, state events, or events that may be contentious specifically to a school academic or activity program. All high schools will have a plan in place to deal with any issue that may arise.
6. Reliable steps should be taken to protect the safety and security of those on the trip.
7. Written parent or guardian permission must be secured before a student is allowed to travel. It is the coaches' or sponsors' responsibility to secure the following information on each student before they are allowed to travel: parents' home and work phone numbers, emergency numbers, health providers, consent to treat, and agreement for early return transportation costs in connection with disciplinary matters.
8. Impact of fundraising activities upon the students, the school, and the community must be reasonable and possible within the target community. A plan to handle the cancellation of a participant, the trip itself, or other factors that might result in financial liability associated with advance ticket purchaser not the responsibility of the Mat-Su Borough School District.
9. Trips outside the State of Alaska must be approved by the Superintendent or his/her designee prior to departure. No student groups shall be allowed to travel outside of the state without this approval. The Principal shall be responsible for ensuring Sponsors or Coaches turn all district required documentation into the Superintendent for approval. This information must be turned in at least two weeks prior to the scheduled departure of the trip. Failure to meet necessary timelines may result in cancellation of the trip.
10. The cost of all travel outside the State of Alaska shall be the responsibility of the individuals traveling or their parents. No student activity funds may be used for out of state travel with the exception of funds generated by a group specifically for the purpose of out of state travel.

11. Applications for travel must be complete when submitted. Failure to provide all information requested may result in denial of travel. ASAA-sanctioned activities taking place within the State of Alaska DO NOT require out-of-district travel forms.

Conflict of Interest

Any coach or sponsor wishing to enter into agreements with a specific school or the Matanuska-Susitna School District to sell goods, supplies, or services not covered under their contract as a coach or sponsor should refer to [BP 2300](#).

NCAA/NAIA College Freshman Eligibility

The National Collegiate Athletic Association (NCAA) has established criteria that all students wishing to participate at the collegiate level must meet. It is important that all students who wish to earn scholarships and or participate at the collegiate level contact their coach and guidance counselor for the current requirements.

Weather Conditions for Travel

Responsibility

The Principal or his/her designee is responsible for informing affected staff, athletes, families, and the greater school community regarding weather cancellation of any trip or travel. Transportation will assist schools in assessing and determining the feasibility of travel when asked. The district administration reserves the right to cancel any co-curricular or extra-curricular activity if circumstances or conditions dictate.

Activities – Local (Mat-Su Valley and Anchorage)

1. All activities may be canceled whenever the Matanuska-Susitna Borough schools are closed due to weather, road, or outside environmental conditions.
2. When the outside temperature is –25 degrees F or below, all outside activities will be canceled.
3. Activities scheduled in the Anchorage area, or to the airport may be canceled whenever Anchorage School District is closed due to weather, road, or outside environmental conditions.

Activities – Long Distance (Outside the Mat-Su Valley and Anchorage Area)

Activities scheduled outside the of the Mat-Su Anchorage area may be canceled whenever the schools in the destination's area are closed due to weather, road, or outside environmental conditions.

1. Activities will be canceled whenever the raw temperature is below –45 degrees F in the destination area for any extended area (20 miles or more) along the route of travel.

**All students must carry appropriate cold weather gear when traveling on long distance trips.

Food Service Policy

When a school food function is open to the public it must be approved by the school administration and meet the following criteria.

1. All food and supplies must be secured from an approved source.
2. The food function must comply with the type of kitchen permit, i.e., heat and serve (satellite) kitchens for elementary schools, preparatory kitchens for middle, junior, and senior high schools.
3. Must comply with relevant Board Policies and Administrative Regulations.

Guidelines

The following regulations apply only when the activity is open to the public:

1. All food must be from an approved source, not from private homes. Approved source means that the food has been approved by USDA/FDA and is sold through a licensed outlet at the local level. Bakery items would not fall under this requirement. Example: Goods purchased at grocery stores or wholesale outlets that carry products approved by USDA/FDA.
2. The food function must fit within the limitation of the school kitchen. Most elementary school kitchens are approved only for heating and warming prepared food from an approved source. Example: A spaghetti dinner where sauce purchased from an approved source is heated and the noodles are boiled or a carnival booth selling egg rolls, purchased at a grocery store, heated in the school kitchen.
3. The food function can be catered. Catering means the caterer, licensed to do business, brings the prepared food, serves it, and cleans up the kitchen or the catered food from the licensed caterer, is served by and cleaned up by a food service employee.
4. The food function must be supervised by a food service employee.

The following school activities are considered private and do not fall under the licensing or inspection regulations but are the responsibility of the school district to monitor:

1. Potlucks are considered private when they are held for specific events and not open to the public at large. The participants in the food event are limited to specific groups easily identified as separate from the general enrollment of the school.
2. Parties are considered private when they occur in individual classrooms or are held for a specific purpose with a specific limited population.
3. Individual classroom activities that involve food for teaching purposes, snacks or reward incentives are considered private. These types of food activities are within academic freedom and are not the responsibility of the municipal, state, or federal health agencies. Example: An ethnic food project or snacks prior to taking standardized testing. These events should be approved by the appropriate school administration officer in each school.

School Fundraising Events Involving Food Items

Many school fundraising events are food functions. Schools will review on an annual basis the policy and procedures to be followed for these types of food events. All school-sponsored food sales events which fall outside the Federal Nutrition Program MUST fit within [BP 3554](#) "Other Food Sales".

Adult support groups, such as PTA or Booster Clubs, that raise money through food sales that involve school events, must follow the School District procedures and receive school administrative approval.

If major kitchen equipment or storage facilities are used by an activities club or athletic team, an approved district food service employee must be on duty. The person or group will be charged for salaries, fringe benefits and any other out of pocket expenses.

No food or other items are to be stored in the kitchen except during the hours stated on the building use permit for supervision of the kitchen. For school functions not involving the use of major equipment or storage facilities, no food service employee is required.

The district does not provide expendable supplies (e.g., trays, napkins, etc.) to the organization unless previously arranged through the Food Service Department. Charges will be assessed for such use.

The using organization is responsible for leaving the kitchen in a clean and acceptable condition whether the group is school or non-school related and/or whether a maintenance and operational charge is being made.

Athletic/Activity Booster Associations and Clubs

[Board Policy 1230](#) recognizes that parents may wish to form organizations such as booster clubs to support athletic teams and other extra-curricular clubs and groups. While welcoming the participation of such organizations, the board policy also recognizes that they are legally separate and independent of individual schools and the District.

Athletic/activity booster associations and clubs perform a valuable service by engaging in fundraising and other volunteer support activities for the benefit to students participating in district activities. Coaches/Sponsors are, therefore, encouraged to cooperate with their efforts to promote specific teams and activities.

In the event a member of an Athletic/Activity Booster Association or Club asks a coach/sponsor about a specific program's needs or proposes a monetary or non-monetary contribution, the coach/sponsor should feel free to discuss the subject. No monetary contribution for any purpose should be received directly by any coach or sponsor; the donation must be deposited in the school's SSASR Fund project. Contributions of property or services should not be accepted without the prior approval of the building Principal or his/her designee and will become property of the Matanuska-Susitna School District upon receipt. Donations must be reported to the District Accounting Department using the Non-Cash Donation Form.

Each booster organization must have a constitution and by-laws on file with the school Principal or designee. The sections of these documents must delineate specifically how the finances of the organization will be administered. Each booster organization must have a separate checking account and accounting system. Booster organizations may not use the school's name (i.e., Wasilla High School Football Boosters), or represent itself as a part of the District. A booster club may use a school mascot and sport for checking accounts (i.e., Warriors Football Boosters). The Booster organization must have nonprofit status per section 501(c)(3) of the Internal Revenue Code. Booster organizations will operate under this umbrella non-profit status. Booster clubs may donate funds to the District or a district program to be deposited into student activity accounts.

District guidelines and procedures must be followed in relation to gambling and controlled substances when any student is engaged in fundraising activities on behalf of a booster organization. Even though a booster organization may be a private organization, the involvement of students reflects on the District.

Contributions and other assistance from booster organizations are subject to the following restrictions:

1. Contributions must be made to the District or a specific program, and may not be used to augment the compensation of any District employee or to fund positions not authorized by the District.
2. Contributions may be used to provide compensation to individuals occupying coaching or sponsorship positions authorized by the District provided that:
 - All coaches or sponsors will be paid per the compensation established by the District for his/her position in the Negotiated Agreement; and
 - The contribution is accepted by the School Board in accordance with [BP 3290](#). No coach or program sponsor may be hired by or work for a booster organization.

3. Although students may choose to participate in the fundraising activities of athletic/activity booster organizations, they may not be compelled or coerced into doing so by any coach/sponsor. A student's participation or failure to participate in a fundraising project sponsored by a booster club shall not impact whether the student may participate in any program or influence the treatment of a student by a coach or sponsor.
4. Contributions must be for the benefit of the entire team, club, or activity.
5. Booster club contributions must not violate rules of the ASAA or the National Collegiate Athletic Association (NCAA).

Contributions that would violate the restrictions set forth above should not be accepted.

Booster organizations are cautioned to be sure to stay within NCAA/NAIA/ASAA guidelines.

The District reserves the right to form a district-wide advisory committee to review athletic/activity booster organizations.

Administrative Procedures for Additional or Voluntary Coaches

The MSBSD has allocated coaching positions to maintain the safety and supervision of the activity programs. However, additional coaches may be necessary based on need.

Criteria

1. The number of participants requires additional staff for supervision purposes.
2. The environmental conditions such as facility or location require additional staff for safety/supervision purposes.
3. The coach/sponsor's requested assistant is acceptable to the school's administration.

Procedures for Hiring Additional Staff

1. All funds to support additional coach/sponsor stipends must be from approved MSBSD funding accounts and follow district procedures.
2. Established MSBSD training requirements will apply to any additional staff hired.

Sharing of Allocated Stipends

The pay range established by the negotiated agreement has been determined to be a fair compensation for the job to be performed. Staff members may work part-time and split an activity stipend when total combined time worked is equal to the full activity stipend position.

Volunteers

Many MSBSD programs have parents and interested community members willing to volunteer to aid in program development. The philosophy of the MSBSD encourages parents and community members to be part of the school programs. Volunteers are welcome to assist in a variety of ways. Most of these jobs are identified and delegated by the staff member in charge of the activity. A volunteer coach is defined as a person who works directly with students on the field or court in practice or game situations. Volunteer guidelines are outlined in [1240 AR](#). A minimum of three years of post-graduation life experience will be required for any individual to serve as a volunteer. The guidelines for volunteer coaches are as follows:

1. Must be approved by the school principal. Approval must be obtained each year.
2. Must obtain an Interested Person's Report from the Alaska State Troopers and return it to the Human Resource Department as part of the Co-Curricular Application.
3. Must be willing to serve without compensation from any source.
4. If the volunteer is part of an ASAA sanctioned activity, they must fulfill the ASAA requirements for volunteers.

5. Volunteers that are employed by the MSBSD in another capacity, at a different location, must give priority to the paid position.
6. Should coaching responsibilities conflict with the regular MSBSD job, the following procedures for release time are to be followed:
 - a. The principal of the hosting school must contact the employee's principal to receive permission.
 - b. Approval must be obtained prior to any commitment related to team travel.
 - c. The requesting school must provide the funds for substitutes, if required, and all other expenses associated with the arrangement.

Outsourced Sports

Currently, MSBSD offers several "outsourced sports". These sports operate under specific guidelines which may differ from co-curricular guidelines as outlined in this handbook. Specifically, outsourced sports are NOT funded in any way by the MSBSD or individual school sites. All athletes participating in outsourced sports must meet all MSBSD and ASAA eligibility requirements. Additionally, activity fees for outsourced sports may be different from those outlined in 3260 AR (below).

Outsourced sports require a MOA between the organizing entity and the business office of the MSBSD.

Activity Fees ([AR 3260](#)) Pay to Participate Co-Curricular/Electives

In accordance with AR 3260, the Board has adopted the fee schedule listed below. All schools must adhere to this fee schedule. Fees are due in full when the paperwork to participate in an activity is submitted. If the fee is not paid a student may not participate. Materials/activities fees may not be charged for required courses.

High School Sports	\$250	Students who qualify for free/reduced lunch will pay one-half the sports fee.
High School Clubs	\$15	Fees may increase depending on club transportation or material needs. Additional fees must be approved by school administration.
Middle School Sports	\$100	Students who qualify for free/reduced lunch will pay one-half the sports fee.
Elementary Activities	\$30	

The maximum total amount of fees charged for high school sports is \$625 per student, per year (or \$312.50 if the student qualifies for Free/Reduced Lunch). The maximum total amount of fees charged for middle school sports is \$250 per student, per year (or \$125 if the student qualifies for Free/Reduced Lunch). Other fees are charged according to the schedule. Students may not be prohibited from participating in a program for failure to participate in a booster organization fundraising activity and may not be charged additional fees for participation beyond those authorized by the Matanuska-Susitna Board of Education.

An activity is defined as a club or sport when it has a stipend coach or sponsor.

The following guidelines apply to this fee:

1. All fees are to be collected as part of the eligibility process.
2. Any student who is not selected for the team will have the fee returned to them.
3. Fees are collected according to standard district accounting procedures.
4. Fee refunds may be available prior to the first competition of the season; thereafter, decisions will be made at the discretion of the principal or his/her designee.

Eligibility

To participate (try-out, practice, or play) in a school-sponsored activity an athlete must meet all ASAA and MSBSD academic guidelines for eligibility. Additionally, they must fully complete their online registration.

Attendance Rule

To be eligible for an activity or contest, a student must satisfy the below requirements regarding practice and competitions.

Games/Competitions/Representations

1. A student must be in full attendance on the day of an activity.
2. If an event is held on a weekend, the student must be in full attendance the day prior to the contest.

Not following the above rules will result in the student forfeiting the next scheduled competitive day until he/she re-establishes his/her eligibility.

An exception to these rules applies to students attending school-related events, having received prior administrative approval, or when unusual circumstances have led the Principal or his/her designee to authorize an absence.

School attendance for all Regional and State events is at the discretion of the building administration.

Eligibility Requirements and Maximum Participation

Refer to the [ASAA Handbook](#) for all eligibility requirements.

Recruiting

If a student or his/her family is offered and accepts reward, was unduly influenced to reside in a school's attendance area or was unduly influenced to attend a school by means of a boundary exempt or under the auspice of school choice, that student will be deemed ineligible to participate in interscholastic activities.

Multi-Sport Participation Within the School

A student athlete may participate on more than one team within the school during the same sport season if approved in writing by coaches, parents, and the school's administration.

Academic Eligibility Requirements for Practice and Participation

The following requirements shall be enforced to ensure students are in compliance with district and ASAA policies for eligibility. High School student athletes will not be allowed to play or travel while academically ineligible. Students in the process of obtaining eligibility through the Alaska School Activities Association (ASAA) waiver process may tryout and practice.

1. To be eligible to participate in extracurricular activities; all second semester freshmen, sophomores, juniors as well as seniors who are not on track to graduate must have passed at least five (2.5) semester units of credit, or the equivalent, toward graduation, during the previous semester. At the end of each semester all students must have a 2.0 grade point average and comply with all other minimum ASAA requirements. Seniors who are on track to graduate must successfully have completed 2.5 units of credit the previous spring for early fall sports.

2. Seniors who are on track to graduate must be enrolled in a minimum of four (2) semester units of credit, or the equivalent toward graduation, during the previous semester with a 2.0 GPA.
3. All students must have maintained at least an overall 2.0 GPA for the previous quarter.
4. For the purpose of this section, academic deficiencies may be made up through successful completion of correspondence courses, online courses, or summer school. Should a student be enrolled in an online class above and beyond the minimum class requirements for participation, they may be allowed an additional semester (or summer term) to complete the online course.
5. There will be a grace period for eligibility at the culmination of each quarter to allow time to submit grade changes. The deadline for this grace period will be determined prior to the beginning of the school year by the district's Activity Directors/Activities Principals.
6. Students making up grades/credit from 2nd semester during the summer must have a confirmed final grade and credit prior to the first academic contact day.
7. A grade of incomplete is considered not passing until the incomplete is changed on the official school records.
8. Athletes must adhere to the ASAA Citizenship Rule and Controlled Substance, Alcohol and Tobacco Policy.
9. An athlete must meet the above requirements to be considered eligible. All eligible athlete names must be on the master eligibility list in Big Teams.

Transfer/Residency

All Transfer and Residency issues are governed by ASAA Bylaws. MSBSD athletic programs will adhere to all ASAA policies.

Denial of Participation – Due Process Procedures

The following regulations shall be observed in the administration of the extracurricular activity program. All students are expected to comply with local, state, and federal laws, ASAA policy, and the rules and regulations of the MSBSD, their school of attendance, and their school of participation.

General Standards

1. The MSBSD's participation standards shall apply to all students involved in any district or school sponsored activity. In addition to the general rules, each coach or advisor may develop specific team or club rules for his/her particular group or team. Any rules or regulations developed by a coach or sponsor must be approved by the administrator or designee prior to implementation. Students are to be notified in writing of both general rules and any rules specific to the activity.
2. It is the responsibility of the coach or sponsor to administer reasonable disciplinary action for violation of the rules and regulations governing the activity.
3. Violations of activity rules may result in immediate suspension or removal from the activity. In all cases the coach or sponsor must follow the procedures listed below.
4. It is also the coach/advisor's responsibility to communicate with the parents, discuss the situation and reasons with the student, and inform the proper school administrator, prior to carrying out appropriate disciplinary actions.
5. In all cases, the Principal or designee retain the right to review and revise any disciplinary action or decision.

Denial of Participation

A student may be denied participation in an extracurricular activity on a temporary or permanent basis. A temporary denial is defined as a suspension from participation, which is less than permanent. A permanent denial is a suspension from participation for the remainder of the season.

The following procedures apply when an advisor or coach seeks to suspend a student from participation on a temporary or permanent basis.

1. When an advisor or coach intends to deny participation of a student in an activity, the coach or sponsor shall meet with the student and present the reasons for denial of participation, the length of suspension, and give the student an opportunity to respond to the charges.
2. If after meeting with the student, the coach or sponsor implements sanctions, it is the responsibility of the coach or sponsor to communicate the reasons and sanction to the parents of the student.
3. If the student or parent wishes to appeal the decision of a coach or sponsor, the parent or student must present within 24 hours of the coach's decision a request to the Activities Director or Activities Principal for an appeal of the decision. All appeals should take place within two working days of a written appeal request.
4. If the parent or student is not satisfied with the Activities Director or Activities Principal's decision, they may appeal to the building Principal.
5. If the parent or student is not satisfied with the Principal's decision, they may appeal to the Principal's immediate supervisor.
6. Procedures for conducting an appeal shall be as follows.
 - a. The Principal or his/her designee shall serve as the hearing officer.
 - b. The coach sponsor shall present the reasons for the sanction and the length of the sanction.
 - c. The student or parent may then present evidence or reasons why the student should not be denied participation. The hearing officer need not allow anyone other than the student and/or parent/guardian to attend the hearing.
 - d. The Principal or his/her designee shall make their decision known to the parent and or student in writing within 24 hours of the hearing.
 - e. During the appeals process the student may not participate in the activity.

Participation Limitations

Interscholastic sports competition in the MSBSD is intended to provide participation in competitive programs for individuals at similar levels of skill development in that activity. Further, such competition should be provided within some age classification. The following is the practice of the MSBSD:

"C" Team composition	9 th & 10 th graders (or 11 th /12 th with administrative approval)
"J.V." Team composition	9 th through 11 th graders (and 12 th graders at the discretion of the site administrator)
Varsity Team composition	9 th through 12 th graders

All Mat-Su participants must follow ASAA guideline concerning the number of competitions or portions of competitions that a student can participate in on a daily and weekly basis.

Extra-Curricular Participation Regulations

Drug/Alcohol/Tobacco Violations

Students engaged in extracurricular activities are prohibited from engaging in the following conduct:

1. The possession, ingestion, being in proximity, delivery, or sale of alcoholic beverages, illegal drugs (controlled substances), or any other intoxicants or substances purported to be alcoholic beverages or illegal drugs.
2. Being in the proximity of the activities listed in (1) is also prohibited. Proximity is described as being in the same car, house, party, etc., where the alcohol or controlled substance is being used.
3. Being under the influence of alcoholic beverages, illegal drugs, or any other intoxicants.
4. The use or possession of tobacco or tobacco products, e-cigarettes, or vape pipes.
5. The possession, ingestion, delivery, or sale of prescription or non-prescription drugs.

All drug, alcohol, and tobacco infractions are cumulative, District-wide, and considered substance abuse issues.

School Jurisdiction

Extracurricular sanctions apply regardless of where the violations occurred. The school has extracurricular jurisdiction over evening and weekend behavior outside direct supervision 24 hours a day during the ASAA activity calendar. Students may be subjected to school sanctions for their training rules violations depending on the location of the offense and its degree of illegality.

When a student is suspended from school or serving an activity suspension, that student is not allowed on the property where any district team is participating, which includes all out of district competitions or practices.

The School's Burden of Proof

As stated earlier, extracurricular activities are a privilege for those willing to accept higher standards. When a question of propriety arises, the school will evaluate situations based on a preponderance of evidence standard. This means that the school official will gather evidence from all parties reasonably related and make a determination based on what is most likely to have happened. The deciding party (school officials) must be only 51% certain that events happened a certain way.

Tobacco, Alcohol and Controlled Substances (TAD) Policy

The policy for tobacco, alcohol, and controlled substances is governed by ASAA. Please see the ASAA Policy Handbook for details.

Additional School Sanctions

If a school sanction is given, the activity sanctions are to run concurrently. For example, a student serving a 3-day school suspension for a tobacco violation would also be banned from activities during his/her suspension; however, the student's activity suspension clock would begin on the first day of the suspension.

A denial from participating in extracurricular activities for a period of time, to be determined by coach/principal, may result from the following while either in or out of school jurisdiction:

1. Willful disobedience.
2. Profanity, obscenity, abusive language.
3. Provocation.
4. Assault/fighting.
5. Theft/larceny.

6. Hazing/initiation.
7. Violations of rules described in this handbook, the Student's Rights and Responsibilities Handbook, or the rules and regulations specified by a coach or sponsor.

During an appeal process the student shall not participate in the group's activities until the appeal process is completed.

Practice

Practice for a sport may be started on the day listed by ASAA as the season's starting date. The maximum number of practices per week is six (6). Two-a-day practices count as 1 practice. Additionally, practices on Thanksgiving Day, Christmas day, and New Year's Day are prohibited. Non-mandatory practices may be held on other holidays including those that fall during the week and school is not in session.

Team Selection

The MSBSD allows for a cut policy in all high school sports. Criteria for selecting the team and establishing playing time are determined by the coach of each sport. The criteria should be well defined for aspiring athletes at the beginning of each season.

Alaska All-State Honors Band/Choir/Orchestra Student Eligibility Requirements

All students participating in All-State Band or Choir must follow and are eligible according to guidelines and policies outlined by the MSBSD and the Alaska School Activities Association.

Awards and Letters

School letters may be awarded for student participation only in events that are School District sponsored and controlled or sanctioned by a current MOA.

Varsity Athletic Letter Award Minimum Criteria

An individual may letter in an athletic activity if he/she completes the season for that activity, participates in 50% of the periods of scheduled varsity competition, attends all practices unless excused by the coach, and must end the season in good standing.

Coach's Discretion

A coach may award a letter to an individual for the following reason at his/her discretion:

1. Injury or illness.
2. Manager: Varsity Team Manager at Coach's discretion.
3. Other as approved by School Administration.

Academic Letter

A school may award a varsity letter to a student who achieves a 4.0 for any given semester.

Criteria for All Music Letter Awards

The student is expected to live up to the responsibilities of membership in the group, and:

1. Attend all concerts unless excused by music advisor.
2. Attend 75% of all other scheduled performances of their group.

A director may award a letter to an individual for the following reasons at his/her discretion:

1. Injury or illness.
2. Other as approved by School Administration.

The letter award program will in no way be affiliated with the classroom grading system.

Admission Prices

General Admission	\$8.00
Students in grades 1 through 12	\$3.00
Preschool and kindergarten children	Free
Senior Citizens (65 years or older)	Free

Admission may be charged to all events except those when the logistics of collecting admission from all spectators cannot be done uniformly.

At tournaments and regional events prices may be subject to change. State events are set by ASAA.

The home school will admit, without charge, all competitors, cheerleaders (in uniform), coaches, and managers of the visiting school.

ASAA passes, District passes, officials' passes, and media passes will be honored at all MSBSD events.