# Wrangell Public Schools



# 2026-2027 Extracurricular Employee Handbook

*This handbook does not address every situation that could arise in the workplace.

**Nothing in this handbook creates an implied contract.

Congratulations on becoming a high school coach/advisor/chaperone. You are in a position to have a tremendous and positive impact on the students' development. Supervising high school activities requires a combination of many skills, including but not limited to a coach, a mentor, a friend, and even a disciplinarian. As a coach/advisor, you will have many opportunities to have a favorable impact on the students both athletically, and on a personal basis.

We know that at times being a school coach/advisor can be difficult. If you have any problems or concerns, with the program, a student, or parents, make sure that you contact us about these concerns. Our job is to help assist you to run a quality program, solve issues that might arise, and ensure that the program runs as smoothly as possible. This handbook will serve as a guide to help you understand our expectations of you as a coach/advisor and to inform you of the procedures and policies that pertain to all activities.

Thank you in advance for all your efforts. If you have any questions, please feel free to call or stop by for a meeting. Again, congratulations on your extracurricular position, and good luck!

Heather Armstrong
Activities Director

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*All classes and programs at Wrangell Public Schools are offered to students regardless of race, color, national origin, sex, or disability.*

WPS is an Equal Opportunity Employer. No person will be denied consideration for hire or advancement based on age, race, sex, and/or handicapping condition. No employee of WPS shall be denied benefits based on age, race, or sex. An employee who feels there are grounds for grievance based on discrimination should contact:

**Dr. Joshua Garrett, Ed.D., Title IX, and Section 504 Coordinator**
**P.O. Box 2319; Wrangell, AK 99929-2319**
**Phone: 907-874-2347 Email: jgarrett@wpsd.us**

# Information from the Human Resources/Payroll Department

## Compensation

**Contract:** Each extracurricular employee will receive a contract with their amount of pay reflected. Pay is contingent upon completion of all assigned duties associated with the position.

The extracurricular activity listed must be offered and completed to render a contract valid.

The employee must be present for this activity and must hold practices as deemed appropriate by the Activities Director and School Principal. Failure to attend scheduled practices/events may result in payment on a pro-rata basis. Coaches/advisors should immediately contact the Activities Director if they are going to be absent from a practice or event or if they are unable to fulfill the obligations of the contract. Absences in excess of five (5) days need to have superintendent approval.

The Head Coach should keep an attendance record for all students and coaching staff in attendance at all practices and events.

The school district reserves the right to terminate any activity. In the event of this occurrence, payment will be made at the completion of the activity on a pro-rata basis. If the minimum participation rate is not met within ten days of the official start of the season, the school district will still sanction the activity; however, funding will not be provided for travel or coach/advisor stipends.

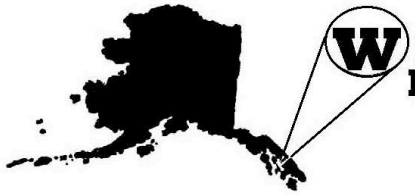
For a coach to be paid in full, the AD must receive the following from the coach:

1. A completed and signed activity/sport inventory sheet.
2. All school related keys, uniforms, and equipment previously issued.
3. A completed and signed coach's evaluation form.
4. A list of all students who completed the season with you.

**Payday:** Payday is the 15th of the month following the completion of the activity.

**Direct Deposit:** Wrangell Public Schools strongly encourages all employees to enroll in direct deposit.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be given to you on paydays described in the preceding sections in lieu of a check.



**WRANGELL PUBLIC SCHOOLS**

## Authorization for Direct Deposit

This authorizes Wrangell Public Schools (the "Company") to send credit entries (and appropriate debit and adjustment entries) electronically to my account indicated below. This authorizes the financial institution holding the account to post all such entries.

Account Type (check one): ☐ Checking ☐ Savings

_____
Employee Name (as it appears on account)

_____ _____
Employee Bank Name Branch

_____
City, State, Zip

_____ _____
Bank Routing No. Account No.

*Please attach a voided check here.*

*A deposit slip is **NOT** acceptable.*

This authorization will remain in effect until the Company and Bank receive a written termination notice from myself and has a reasonable opportunity to act on it.

_____ _____
Signature Date

**Payroll Deductions:** Wrangell Public Schools is required by law to make certain deductions from your pay each pay period. This includes income and unemployment taxes, Federal Insurance Contributions Act (FICA) contributions, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your federal Form W-4 and applicable state withholding form. Your deductions will be reflected in your wage statement.

Wrangell Public Schools will not make deductions to your pay that are prohibited by federal, state, or local law. If you have any questions about deductions from your pay, contact the Business Manager. You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

## Personnel Records

A personnel folder for each employee shall be accurately maintained in the District Office.

In addition to the initial application for employment and supporting material and references, such folders shall contain information relative to compensation, payroll deductions, evaluations, and such other information as may be considered pertinent.

All personnel records of District employees shall be confidential. They shall not be open for public inspection. The Superintendent shall take the necessary steps to safeguard unauthorized use of all confidential material.

Each employee shall have the right, upon request, to review the contents of his or her own personnel file, except for references and recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected with the district. Lists of employees' names and addresses shall be released only to governmental agencies as required for official reports.

Medical or other confidential payroll information will be kept in a separate employee file.

## Workmen's Compensation

All employees shall be covered by Workmen's Compensation as required by the Workmen's Compensation Act. All employee injuries occurring while on duty shall be reported to the Activities Director immediately. Employees shall complete the section of the Workers' Compensation "Report of Occupational Injury or Illness" form. This form should be submitted to the Activities Director who shall forward it to the District Office.

## Evaluation

All extracurricular employees shall be evaluated by their supervisor upon completion of their contract. The performance evaluation shall include areas of strength as well as any areas needing improvement. Nothing in this section precludes a supervisor from evaluating an employee more often than annually if deemed necessary.

An evaluation of the employee's work performance shall be completed and reviewed with the employee. A satisfactory evaluation shall be necessary for continued employment.

## Job Description

Wrangell Public Schools attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Supervisor.

Job descriptions prepared by Wrangell Public Schools serve as an outline only. You may be required to perform job duties that are not within your written job description. Wrangell Public Schools may have to revise, add to, or delete from job duties per the district's needs. On occasion, Wrangell Public Schools may need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your Supervisor.

## Nondiscrimination

The School Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on age, gender, sex, race, color, religion, national origin, ethnic group, sexual orientation, gender identity, marital or parental status, physical or mental disability, or any other unlawful consideration. The Board shall promote programs that ensure that discriminatory practices and disproportional impacts are eliminated in all district activities. *(Reference Board Policies 0410, 4030, and 5145).*

## Prohibition of Harassment

Wrangell Public Schools does not tolerate harassment of any member of the school community. Harassment based on sex, color, race, religion, national origin, age, mental or physical disability, marital status, changes in marital status, pregnancy, or parenthood is specifically prohibited.

Harassment includes, but is not limited to, slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, unwelcome sexual advances, or requests for sexual favors, displaying offensive words, objects, or pictures, and other verbal or physical conduct which adversely affects an individual's employment, or has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive work environment.

Sexual harassment also occurs where submission to conduct of a sexual nature in an explicit or implicit condition of an individual's employment, or submission to or rejection of sexual conduct is used as the basis for employment.

Employees who knowingly permit or engage in such harassment will be subject to disciplinary action, up to and including discharge. Non-employees will be subject to sanctions appropriate to their status or relationship with the District.

The District encourages the immediate reporting of incidents of harassment. Employees who believe they have been subject to harassment should contact their immediate supervisor. In cases where the person to whom a victim would normally report is the alleged source of the harassment, cases where the victim is not an employee or a student, or where other good reason exists not to report to the person designated under this policy to receive reports, the victim should contact the Superintendent, or a person designated by the Superintendent to receive and investigate complaints of harassment.

Individuals who make good faith reports of harassment or suspected harassment prohibited by this policy shall not be retaliated against in any way. Reports will be treated as confidentially as possible, consistent with the District's need to conduct a thorough investigation of the charges to remedy the harm caused by harassment and to prevent further harassment.

For more information, refer to Board Policy #4119.12, Prohibition of Harassment.

## Children in the Workplace

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is to be avoided except in emergency situations. This policy is established to avoid disruptions in the job duties of the employee and co-workers, reduce property liability, and help maintain the company's professional work environment.

If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Consideration will not be given to allowing a child with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee and must be always accompanied and be under the direct supervision of the employee parent.

## District Vehicles

Drivers of vehicles owned or rented by Wrangell Public Schools are required to complete a driver's release form prior to driving the vehicle.

Cell phone usage (talk or text) is absolutely prohibited while driving a district-owned or rented vehicle.

All passengers MUST always wear a seat belt while the vehicle is in motion.

**What to Do in Case of an Accident:**

1. Stop. Stay calm. Pull your car as far off the road as possible. It is a crime to leave the scene without talking to the police, especially if there are injuries. Investigate.

2. Protect the scene. Use warning devices. Get help from bystanders. Turn off all engines. No smoking. Guard against fire.

3. Do not move injured persons unless necessary. Summon ambulance if needed.

4. Get help. Use a phone or send a reliable passerby. Notify administrative office and police as instructed. Give location and nature of accident accurately.

5. Identify yourself as an employee of Wrangell Public Schools. Show license and registration on request.

6. Be courteous. Make no statement about the accident except to the police, the school district, or Wrangell Public Schools' insurance company representative.

7. Fill out and check off all applicable information in the APEI Driver's Accident Report Kit (if available). Write down names, license numbers, insurance companies, policy numbers, and any other information regarding the accident. Use the ACCIDENT SCENE diagram or sketch the accident. Indicate weather conditions, time, lighting, exact location, etc. Take photos if you have a cell phone or camera. The more detail you can provide the better for insurance or legal purposes later.

8. Wrangell Public Schools is insured through Alaska Public Entity Insurance (APEI). Our policy number is 43041722 167-05. Give Petersburg-Wrangell Insurance as the contact phone number: 907-874-2359.

9. Call the Wrangell Public Schools District Office, the Superintendent, the Principal, or the Activities Director immediately after you have an accident. Call administrators at home if after hours.

Phone Numbers:

District Office 907-874-2347

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|---|---|
| Dr. Joshua Garrett, Superintendent | 907-874-2347 |
| Kimberly Powell, Admin. Asst. | 907-305-0802 |
| Greg Clark, Principal | 907-347-8969 |
| Dr. Cathy Winn, Principal | 907-874-2321 |

## Protecting Student & Staff Privacy

Each student with whom you work has a right to expect that nothing that happens to or with them will be repeated to anyone other than authorized school employees, as designated by the administrators of each school. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well-being. This obligation extends to written or verbal information.

Parents, friends, or community members may, in good faith, ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student, even with members of your own family or their family.

Employees have a right to expect their personal information also be kept confidential. Volunteers may become aware of employee personal information through the course of their activities. You are asked to respect the privacy of the individuals by not sharing this information with others. If you have a concern about this private information, you may discuss your concerns with the associated school principal or program supervisor.

## Unauthorized Release of Confidential Information

Any employee who willfully releases confidential information about students, staff, or any topic properly confined to an executive session shall be subject to disciplinary action up to and including dismissal from district service. Any action by an employee, which inadvertently or carelessly results in the release of confidential information, shall be recorded, and the record shall be placed in the employee's personnel file.

*For more information, refer to Board Policy #4119.23, Unauthorized Release of Confidential Information, and Exhibit #4119.23, Confidentiality*

## Drug. Tobacco, and Alcohol-Free Workplace

Note: Although the passage AS 17.38 authorizes the use of marijuana under certain conditions, it explicitly recognizes the authority of employers to prohibit the use, consumption, possession, transfer, display, transportation, sale, or growing of marijuana in the workplace. Additionally, AS 17.38 does not prevent employers from establishing policies that restrict the use of marijuana by employees. AS 17.38.120(a). Further, as a recipient of federal funds, the district is obligated to maintain a drug-free workplace consistent with federal law, which prohibits the manufacture, sale, distribution, or possession of marijuana. For purposes of the district's policy and legal obligation, marijuana is prohibited.

The School Board believes that the maintenance of drug, tobacco and alcohol -free workplaces is essential to school and district operations. No employee should unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, drug, or controlled substance before, during, or after school hours at school or in any other district workplace.

For purposes of this policy, "drug" is defined to include, but is not limited to, marijuana or cannabis, in any form; synthetic marijuana or cannabis, in any form; synthetic variations of controlled substances, in any form; prescription medication for which a valid prescription has not been obtained, which is used in amounts in excess of prescribed dosages, or which is used for purposes other than prescribed, and prescription drugs distributed or dispensed to any person other than the prescription holder. "Controlled substance" is defined to include any substance identified by federal or state law as controlled.

In the interest of the health and safety of students and employees, it is a violation of this policy for students, staff, parents, visitors, contractors, and all others to use, distribute, or sell tobacco products on District premises, at school-sponsored activities, on or off District premises and in District-owned, rented or leased vehicles.

"Tobacco" is defined to include in any non-FDA approved tobacco or nicotine, lighted or unlighted cigarette, electronic cigarette, vape or vaping device, cigar, pipe, bidi, clove cigarette, dissolvable nicotine strips, liquid tobacco or nicotine, and any other smokeless tobacco product, also known as spit tobacco, dip, chew, and snuff, in any form..

Tobacco possession is prohibited for all district students and visiting students, as well as for all other visitors under the age of 19.

Alcohol, tobacco, and marijuana advertising is prohibited in all school-sponsored publications, in all school buildings, and at all school-sponsored events. District acceptance of gifts or funds from alcohol, tobacco, and marijuana industries is similarly prohibited.

Personnel shall not wear clothing depicting tobacco, alcohol, drugs, or controlled substances, and shall not display such items or related slogans on their vehicles, through signage, or otherwise, while the vehicle is on District property or at a school-sponsored event.

*For more information, refer to Board Policy #4020, Drug and Alcohol-Free Workplace.*

## Smoking and Tobacco Use

As role models, district employees should demonstrate conduct that is consistent with school programs and discourage students from using tobacco products.

In accordance with law and to promote the health and safety of all students and staff, it is the intent of the Board to establish a tobacco-free environment. Consequently, it is a violation for students, staff, visitors, contractors, and all others to use, distribute or sell tobacco, including any smoking device, on district premises, at school-sponsored activities on or off district premises and in district-owned, rented, or leased vehicles. Staff and/or all others authorized to use district vehicles to transport district students to school-sponsored activities are prohibited from using tobacco in those vehicles.

For the purposes of this policy, “tobacco” is defined to include tobacco in any form and/or any nicotine delivering devices, including any lighted or unlighted cigarette, smokeless tobacco (dip, chew, etc.), cigars, and electronic nicotine delivery systems, including e-cigarettes, e-liquids, vaping devices, and vaping liquids. This does not include FDA-approved nicotine replacement therapy products for the purpose of cessation.

*For more information, refer to Board Policy #3513.3, Use of Tobacco.*

## Criminal Activity/Arrests

Wrangell Public Schools will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the District, whether on or off District property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

## Discipline

Employees may be disciplined for any conduct tending to be detrimental to the best interest of the school district or tending to reflect adversely on the employee's competence, character, efficiency, or willingness to perform duties at the required level of performance. Types of discipline include, but are not limited to, verbal warning, written reprimand, suspension without pay, demotion, or discharge.

The Superintendent shall be kept informed in writing of any disciplinary action taken against any employee. Appeals of disciplinary action may be made to the Superintendent.

## Sexual Abuse

Wrangell Public Schools prohibits and does not tolerate sexual abuse. Wrangell Public Schools provides procedures for employees to report sexual abuse. No employee has the authority to commit or allow sexual abuse.

WPS has zero tolerance for any sexual abuse committed by any employee. Upon completion of the investigation, disciplinary action up to and including termination of employment and criminal prosecution may ensue. Sexual abuse is inappropriate sexual contact of a criminal nature. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation, or sexual injury, but does not include sexual harassment.

Any incidents of sexual abuse reasonably believed to have occurred will be reportable to appropriate law enforcement agencies and regulatory agencies.

Reporting Procedure: You must report the abuse immediately to your local Child Protective Services Agency. You should also notify your building principal or superintendent.

Anti-retaliation: Wrangell Public Schools prohibits retaliation made against any employee who reports a good faith complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. WPS prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

Investigation and Follow-up: WPS will take all allegations of sexual abuse seriously and will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies. If the accused is an employee, WPS provides notice that they have the option of placing the accused on a leave of absence or reassignment.

WPS will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

## COACH CERTIFICATION

Upon being hired for a Wrangell Public Schools activity position, a coach/advisor must complete mandatory training courses to be in compliance with Wrangell Public Schools policies. If you are coaching a high school activity, you must also make a Big Teams account and obtain and maintain ASAA-mandated certifications.

## CHAIN OF COMMAND

If a coach has a concern or complaint, they are required to take that concern or complaint first to the Activities Director. If the coach/advisor feels they have not been given the help needed to resolve the issue, they can appeal the decision to the Principal. If the coach/advisor still feels the issue needs to be addressed, they may appeal, in writing, to the Superintendent of Schools. If the coach or advisor continues to feel the issue has not been handled correctly, they may appeal the decision to the Wrangell School Board.

## COACHES CODE OF ETHICS

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

**The Coach** shall be aware of and implement the NFHS Suggested Guidelines for Management of Concussion in Sports.

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

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

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

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

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

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

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

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

1. Be friendly to your opponents. Before and after contests, coaches for competing teams should meet, shake hands and exchange cordial greetings to set the proper tone for the event.
2. Do not exert pressure on faculty members to give student athletes special consideration.
3. Be a model of good sportsmanship. Refrain from running up the score or degrading the opponent in any way.
4. Display modesty in victory and graciousness in defeat in public and with the media.
5. Respect the integrity of the officials – even when you disagree with their judgment.
6. Refrain from the use of profanity or improper actions and expect the same from your players.
7. Recognize good performance and expect your athletes to recognize the good efforts of others.
8. Develop a program that rewards participants and spectators for positive, supportive actions.
9. Immediately remove any athlete from play that exhibits possible signs and symptoms of concussion. Ensure “Return to play” status is allowed only after clearance by approved professional health care provider.

The Alaska School Activities Association expects all coaches to be competent and know the rules, recognize the importance of his/her duties, respect dignity and integrity of officials and opponents, and promote good sportsmanship amount all of those involved.

# Coach/Advisor/Chaperone Responsibilities

Usually, the contracted advisor/coach is the sole chaperone. Volunteer chaperones must be approved by the district and have Volunteer application and background check on file. The following information applies to all advisors, coaches, and chaperones, both paid and volunteer.

## MEDICAL RELEASE FORMS

All advisors, coaches, and chaperones must take the signed Medical Release Forms with them when they travel. These will be used in case medical assistance is required. The forms indicate allergies, medical needs, insurance information and permission to treat, etc. Coaches/advisors will make contingency plans for ongoing medical conditions and plans will be made with parents. Chaperones will review the content of these forms prior to departure. High School coaches have access to this information on their Big Teams accounts.

## STUDY & HOMEWORK TIME

Chaperones will make every effort to schedule dedicated study time for students while traveling. Ferry rides work particularly well for this activity. Chaperones will ensure that all students have their assignments, as well as needed books and other materials, before departure. Chaperones will ensure that students have necessary study materials with them when they arrive at the study site and are on task throughout the study period. While in other communities, chaperones will arrange study times, preferably in the library or other quiet area, with local school personnel. A minimum of 1.5 hours of study time per missing school day is a good guide to use for study times. **Students are responsible for having completed all missed work upon return to school.**

## HOUSING/FERRY

Students may be assigned to specific chaperones if more than one chaperone is on the trip. Once arriving at another school site, the housing arrangements will be distributed to the advisors, coaches, and chaperones. Housing is not to be changed once arriving at an event unless there is an exceptional situation. Females should only be housed with other females and males with other males. Be aware that while traveling (especially on the ferry), male and female students are not to have sleeping quarters immediately next to each other. Staterooms will not be provided to chaperones. Students are not to be in any staterooms unless they have signed permission slips and are accompanied by a parent/guardian.

## CHAPERONES/HOTEL ROOMS

If there are three students traveling with a same-sex coach/advisor, the coach/advisor may get their own room and have the three students share a room. When there are either one or two students, check to see if we can share with another school district that may also have one or two students. If not, the two same-sex students will share a room and the coach/advisor/chaperone will have their own room.

## CHAPERONE NUMBERS

Additional chaperones will be provided for activities when the coach/advisor/chaperone ratio exceeds 12:1. Additional chaperones will be approved for every 12 students. In situations where there are multiple-sex students traveling, the District will try to coordinate with another district to provide same-sex chaperone coverage. If this is not an option, an additional chaperone of the same sex may need to be sent on the trip.

## SCHEDULED EVENTS

The coach/chaperone will arrange for specific transportation times, curfew & event schedules (games, practice, concert, etc.) that pertain to activities while traveling. Advisors, coaches, and chaperones should be aware of all events, schedules, and curfews set by the activity coordinator.

## GOOD SPORTSMANSHIP

Chaperones are to maintain a presence and monitor students while traveling and while attending all events. All students are required to always exhibit good sportsmanship. If a student is showing poor sportsmanship, such as booing, yelling, or harassing teammates or other team members, being disruptive, or exhibiting other signs of poor sportsmanship, they are to be reprimanded **IMMEDIATELY** and told to stop. If they choose to continue, they should be removed from the area, and suspended from the activity until a review by the coach and the activity director has been completed.

## INCIDENT/ACCIDENT

Any incident or accident that occurs should be reported to the Activities Director immediately. If you are unable to get a hold of the Activities Director, call the school principal. Vehicle accidents must be reported to our insurance carrier within 24 hours; therefore, you must call the activities director or principal as soon as possible after a vehicular accident. An accident/incident form must be completed by the coach/advisor immediately upon return.

### IN THE EVENT OF AN INJURY, PLEASE FOLLOW THESE STEPS:

1. Identify the injury
2. If it is life-threatening or you deem it to be serious, call 911, parent or guardian, and school administration. If not serious, continue down the list.
3. Call a parent or guardian to come and get the student.
    - Coaches will keep a list of parent contact information with them during all practices/events.
    - Coaches will keep blank accident forms with them during all practices/events.
4. A coach must be present when a parent or guardian picks up a student.

5. Contact AD and/or principal as soon as possible
6. Fill out an accident report.
    - Parents/Guardians must be informed of the availability of school insurance. Parent/guardian or coach/school staff signature required acknowledging that the parent/guardian received this information.
    - Report must be filed within 24 hours

## MEDICATIONS/INJURIES

Coaches/advisors need to familiarize themselves with student allergies, medications, and conditions outlined in physical forms. When necessary, the school will develop, with the parent/guardian, contingency plans relating to hospitalization and other emergency treatment for illness or injury of a serious nature. Coaches/advisors must file an accident report for any student injured while participating in extracurricular activities.
Serious accidents involving students shall be reported as soon as possible to the AD. All prescribed medications that are necessary to be taken during activities (this includes travel away from Wrangell) must be under the possession of the coach or advisor. The exceptions are certain asthma medications such as an inhaler or those ordered by a physician (copy must be on file in the high school office). Medication must be stored in its original container with the following information: (1) name of person receiving the medication, (2) date of prescription, and (3) exact dosage and times to be given. No medication will be accepted in any household containers such as foil, baggies, tissues, etc.

The school provides NO unauthorized medication to students for any reason (this includes aspirin, Tylenol, etc.)

## PHOTOS OF STUDENTS

Employees at our schools and at school-related events (including class parties and field trips) are welcome to take photos of their own child(ren) for their personal use. However, employees are asked to respect the privacy and confidentiality of other families. At school and school events (including field trips) students have an expectation of privacy. This is governed by the federal Family Educational Rights and Privacy Act (FERPA). Employees should not take photographs or videos which clearly identify someone else's child or their work and share them on social media websites.

## SOCIAL MEDIA BEHAVIORAL EXPECTATIONS

Whether you are posting for business or personal reasons, the following are expected of all staff members.

•Always act consistently with Wrangell Public Schools' Mission, Vision & Values and our school board policies.
•Know and follow laws, regulations and Wrangell Public Schools policies regarding privacy and confidentiality at all times.
•Always be aware that written messages are, or can become, public. The Internet is immediate and nothing posted is ever truly private or anonymous.
•If a staff member sees unfavorable opinions, negative comments or criticism about Wrangell Public Schools on a social media site, he or she should not attempt to rebut it nor have it removed as that may escalate the situation. Instead, he or she should forward the information to the Superintendent.
•Any staff member who believes they have been the target of harassment through another staff member's social media activity should report the incident to their supervisor. Abusive or harassing behavior violates Wrangell Public Schools' policy and is subject to disciplinary action, up to and including termination of employment.
•Any unauthorized information posted on a social media site that discloses confidential or proprietary Wrangell Public Schools information or implies official Wrangell Public Schools opinion violates Wrangell Public Schools' policy and may be used as grounds for discipline, up to and including termination, even if the action was on personal time and equipment.
•A suspected Breach of Confidentiality will be dealt with according to Wrangell Public Schools' Confidentiality policy *(BP-4219.23)*.
•Wrangell Public Schools administration has the right to view, monitor and request removal of any posting on a social media site that does not meet the requirements of this regulation.

## DISTRICT RESPONSIBILITY FOR STUDENTS WHILE TRAVELING

On trips, students must utilize school arranged housing and transportation options unless alternative arrangements have been authorized by the school administrator or designee prior to the trip.

**Students wishing to house or visit family or friends while on a school trip must have written permission on file with the school prior to leaving on the trip**. Without prior arrangements, students may not be passengers in vehicles operated by drivers who have not been authorized by the school administrator or designee. This includes personal and family vehicles.

## STUDENTS NOT ON THE TRAVEL ROSTER

Students **who travel to events but are not on the official school roster are the sole responsibility of their parents, not the school, staff, or chaperones.**

Those students will not be permitted to travel in a vehicle with the activity participants, nor are they allowed to sleep on the ferry in the WHS designated section. Since these students will not be the responsibility of the school, **it is strongly recommended that parents <u>not</u> permit their children to travel to these events unless the parent/guardian accompanies them on the trip.**

**<u>RESPONSIBILITIES (Practice, injuries, locker rooms, equipment, uniforms, purchase orders, and expenses)</u>**

- **Practice schedules** - A complete practice schedule for each month reflecting the hours and location of practice must be submitted to the AD or High School office at the beginning of each month/season.
- **Injuries** - If an injury, requiring medical attention, occurs to a student while at practice, in a game, at an event or while traveling, the coach must contact the AD as soon as possible. Coaches need to fill out an accident report form for any accident that requires missed practices or medical attention.
- **Locker room behavior** -Coaches are responsible for the behavior and actions of their team while in a locker room or facility either district owned or otherwise.
- **Equipment and gear** - All equipment used in an activity must be signed out by giving the AD a list of all equipment, medical kits, etc. This equipment must be accounted for and returned to the proper storage place at the culmination of the season and a final checklist turned into the AD noting any missing items and condition of the gear. If a coach needs additional gear or replacement gear, they must inform the AD of that need. All uniforms must be checked out at the beginning of the season. A signed and completed uniform checklist will be turned into the AD once uniforms have been issued.

# Student Conduct

**Alaska School Activities Association (ASAA)**

As a member of the Alaska School Activities Association, WPS sponsored interscholastic sports, events and activities must be conducted in accordance with the Association's Constitution and Bylaws, sport or activity rules and policies, the Activities Guide and Championship Handbook, the Music Handbook, and the Debate, Drama and Forensics Handbook.

To participate in any WPS activities a student must:

- Be full-time students of WPS, or meet the qualifications of being enrolled in an alternative education program, by ASAA art. 1, § 8, AS.14.30.365, and BP 6145.
- Participate in the interscholastic activities of only one member school per year, except as provided under the Transfer/Residency Rule (ASAA art. 12, § 9).
- Submit all required documentation to the school or on Big Teams.
- Adhere to all behavior requirements of WPS and ASAA.
- Adhere to all academic eligibility requirements of WPS and ASAA.
- All students must have 10 days of practice before competition.
    - If a student is currently eligible and participating in another sport at the time of a second season start, the 10-practice rule is reduced to 5 practices to establish eligibility.
- Not become 19 years of age before August 1st of that school year to be eligible for interscholastic competition.

**Academic Requirements,** (ASAA art. 12, § 2)

All first semester freshmen are immediately eligible for the first semester. After the first semester of the freshman year, all students must meet the following criteria to remain eligible for interscholastic competition (Any credited course listed on a student's transcript may be counted toward the semester units needed for eligibility) (ASAA art. 12, § 2).

To be eligible to participate and travel, for any event, game or tournament, students must meet the requirements for both the current and previous semester.

- For all freshmen, sophomores, and juniors, as well as seniors who are not on track to graduate, must be enrolled in a minimum of courses needed to receive 2.5 units of semester credit or equivalent.
- Seniors who are on track to graduate must be enrolled in a minimum of courses needed to receive 2.0 units of semester credit or the equivalent.

- All students, including middle school, must maintain at least an overall 2.0 GPA during the current semester to remain eligible. As per BP-6145 (a), “students with any grades below a “C-” do not meet eligibility requirements.”
- 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.
- At the coach’s discretion, students may participate in practices with less than a “C” average (2.0 GPA).

● Previous Semester

- ○ Course Load and Credits (ASAA art. 12, § 2):

All second-semester freshmen, sophomores and juniors, as well as seniors who are not on track to graduate, must have passed at least 2.5 units of credit, or the equivalent, toward graduation, during the previous semester. All first semester seniors must have passed at least 2.5 units of credit, or the equivalent, toward graduation, during the previous semester to be eligible anytime during the current semester. All second semester seniors who are on track to graduate must have passed at least 2.0 units of credit, or the equivalent, toward graduation, during the previous semester.

- ○ GPA (ASAA art. 12, § 7):

■ All students must have maintained at least an overall 2.0 GPA for the previous semester. Students who did not maintain an overall 2.0 GPA for the previous semester may regain eligibility in the current semester by achieving and maintaining an overall 2.0 GPA within the school’s grading system.

● For the purposes of this section, academic deficiencies may be made up through successful completion of correspondence courses or summer school.

● A grade of incomplete is considered as not passing until the incomplete is changed on the official school records.

● Correspondence study students must meet the same time frame as regular students.

● Attendance:

- ○ Must be in regular attendance at school classes in which enrolled or for which credit is granted (or be enrolled in a district or member school correspondence program).

● NOTE: Special Education Students participating in Unified Sports as “Athletes”, are exempt from the Semester Credit rule and GPA requirement. The student’s IEP team will determine if they are eligible (ASAA art. 12, § 7).

**Eligibility (Checked Weekly)**

● In weeks without competitions or events, students will submit their grades to their
coaches or the Athletic Director for review. At the coach's discretion, students who fall below a C- in any class may still practice but will be encouraged to raise their grade to the 70% minimum.
●In weeks with competitions or events, the Building Leader or his/her designee will check eligibility. Any student falling below a "C-" in any class will not be eligible to participate in that week's competition or event including those held at "home."
●Infractions of behavior expectations can result in ineligibility ranging from a single event or competition to the entire season depending upon the severity of the behavior.

**Behavior Requirements**

●Adhere to all ASAA regulations and school district policies, and obey all city/borough, state, and federal laws.
●Students must have no serious classroom discipline infractions during the season of the sport or activity. Students will be ineligible for at least one school week (5 days) for any infraction that results in a suspension.
● Students must maintain academic integrity in all of their classes, i.e., no plagiarism or cheating of any kind. For the first infraction of the year, students involved in extracurricular activities will be ineligible for the next game, tournament or event. For the second offense of the year in any class or combination of classes, students involved with extracurricular activities will be ineligible for the rest of the season.
●Students must not miss more than ten (10) days of school for any class in a semester. Days missed because of school travel do not count towards the 10 days.
●Students may not practice or participate in any after school activity on the same day they missed school because of illness.

**REQUIRED STUDENT FORMS (Current Physical, ASAA Consent to Participate, Concussion, etc.)**

Before a student can participate in any sports activity, **including practice**, the student must have on file with the Activities Director a current physical, signed by their physician. Students and parents must also create a Big Teams account and update it yearly or when needed. Big Teams accounts should be current within 10 days of the first practice in an activity.

**Knowingly allowing a student to participate while not having a current Physical or Permission to Participate Form could result in removal from the coaching/advisor position.** A coach must maintain a current file of all copies of Physicals and Permission Forms, both at practice and while traveling. High school coaches have access to this in their Big Teams accounts.

## RELEASE FROM SCHOOL TO TRAVEL

Students will be released from school at two (2) hours prior to departure if traveling on an Alaska Airlines flight, one hour before Alaska Marine Highway travel, or a half hour before charters.

## RETURNING TO SCHOOL FOLLOWING A TRIP

Students should return to school within approximately one hour after their return to Wrangell. They should plan on arriving at the next closest time for a class change within that hour. If the students arrive home after 1:00 p.m., they will not be required to return to school. If students return to town later than midnight, they must be at school by the beginning of 2nd period. If they arrive after 2am they must be at school by the beginning of 3rd period*.* Students who do not return to school within this time frame or **do not report to school following travel will not be eligible to participate in the next traveling event**. Loss of travel privileges will be for the same activity unless it happens to be the last event of the season for a particular activity, in which case the loss of privileges will apply to the next activity in which the student participates, including the following year.

Students are expected to attend school however, they may be excused from this requirement due to illness or injury by the coach who witnessed the illness or injury or by providing a doctor's note.

## COMMUNITY SERVICE:

High school students in extracurricular activities are also encouraged to complete community service hours:

- 1st activity = 8 hours;
- 2nd activity = 6 hours;
- 3rd activity = 4 hours.

## CURFEW

In general, students should be in by 10:00 pm on weeknights and by 11:00 pm on weekends. In special cases, such as extended school functions (late games, dances, etc.) students may be able to stay out later than usual. These times should be pre-arranged and made known to the students, coaches/advisors, and chaperones.

## DRUGS, ALCOHOL, AND TOBACCO PRODUCTS

- Students are prohibited from possessing, using, selling, distributing, bartering, or transporting alcohol or controlled substances as defined by Alaska law while under school authority.
- Students are prohibited from smoking and using tobacco products while under school authority. Smoking is prohibited on school property.
- Violation of this policy will be grounds for suspension or expulsion, depending on the infraction, with re-admittance requiring a parent conference.
- Students involved in substance abuse infractions may be required to attend alcohol and/or substance abuse counseling/training as a condition of re-admittance and continued attendance.
- Students may volunteer and complete the Tobacco Cessation Program in place of the 1st tobacco offense.
- State and Local extra-curricular activities eligibility rules may apply further conditions related to the use of alcohol, tobacco products, and other controlled substances.

## HAZING

Students will not participate in hazing or initiation activities that threaten, abuse, intimidate, humiliate, endanger, or otherwise harass other students. To do so will result in immediate disciplinary action ranging from suspension from the next competition to suspension from the activity for the remainder of the season. ZERO TOLERANCE OF THIS IS REQUIRED TO BE COMMUNICATED TO THE TEAM BY THE COACH.

## PUBLIC AFFECTION

Students will always conduct themselves in a manner that will make their school and themselves proud. Any inappropriate show of affection will not be allowed (example: excessive kissing, hugging, inappropriate sexual gestures, inappropriate touching).

## VEHICLES

Students are not allowed to drive or ride in vehicles (either personal or borrowed) while on a school-sponsored trip unless driven by a district employee or authorized chaperone unless authorized by the district.

# Student Activity Funds

## PURCHASE ORDERS

All purchases and travel costs must be made following District accounting procedures and have approval prior to expending funds. Coaches/advisors must work with the school secretary to complete a purchase requisition. Once approved, they will receive a purchase order number to finalize the purchase. Each school secretary has a credit card available for purchase that require up-front payment, and which can be used during travel for authorized expenses. Except in extenuating circumstances that have prior approval, reimbursements will not be made directly to the coach/advisor.

Purchases made without prior, written approval (i.e. Purchase Order) are not allowed and may result in a deduction from the coach/advisor paycheck and/or disciplinary action.

A coach cannot upgrade the size or type of rental car or add rooms or services to a purchase order or charge additional services to an account without first obtaining proper authorization from either the AD, Principal or Superintendent. Upon check out, the coach should verify that the charges match the purchase order and sales tax was not charged.

## RECEIPTS

Coaches are responsible for collecting all receipts for expenses for purchases and while on away trips. For example – all airline-boarding passes, ferry receipts, hotel receipts, rental car receipts, etc. should be collected and submitted to the Activities Director promptly upon return home to Wrangell.

## BROKEN TRAVEL PLANS

In the event of interrupted travel plans (over-heading in jet, ferry breakdown, bad weather, etc.) the coach/advisor should contact the AD during or after school hours at the numbers previously listed. The District will arrange for lodging and travel. If you cannot reach the AD, you may secure lodging with your personal credit card to hold the reservations. Continue to attempt to contact the District and we will forward a purchase order to cover the cost of additional lodging or travel arrangements. The district will provide activity credit card information to the vendor for billing purposes

## FUNDRAISING

**WHS Fundraising Philosophy -** While fundraising and representing Wrangell Public Schools, you will need to keep some ideals in mind. At times we have many extracurricular activity groups operating at the same time. While we are aware that a certain amount of fundraising is needed to help purchase uniforms, equipment, and pay travel expenses, this type of fundraising can become a burden or hardship for our community. All fundraising activities that are being held to generate funds for WHS Activities or groups must be approved through the High School Office prior to any

fundraising activities. **Fundraising such as asking for donations or money is not allowed.** Fundraising should be service orientated as much as possible (i.e., a product or service, such as food or a prize, should be the result for the person spending the money). Always be aware that you and your group are representing Wrangell Schools.

The following guidelines, procedures and protocol have been established to help guide staff and advisors while fundraising. These guidelines do not cover every situation or application. If an issue arises that is not covered in this memo, please ask the Activities Director for guidance on the matter.

**Request for Fundraising** - Except for scheduled concessions, a fundraising application form must be filled out and on file in the activities office prior to any fundraising event being held during the school season that is activity related. No more than 3 fundraisers, not including concessions, will be allowed at a time at home events. (e.g., 50/50 and a cake raffle or an auction and raffle ticket sales etc.)

**Obtaining Cash Boxes** - All cash box requests, along with the amount of startup money and increments needed, must be made to the high school secretary **three days** prior to when the cash box will be needed. You will need to pick up the cash box the day of the event.

Accountability of Money - All proceeds from fundraising are to be counted at the end of the event, the enclosed cash count form properly filled out, and the cash box turned in to the high school secretary. The cash box needs to be counted two times before turning into the high school office, once by the advisor in charge of the event and once by a second person in attendance. The cash count forms must have both signatures and the box checked showing that both counts reconciled. If the cash box is needed for another night, the box must be turned in to either the activities director or the high school principal. Cash boxes should never be taken home.

**Auctions** - No verbal auctions are allowed during games; they are too long and disrupt the flow of games. The only auctions allowed during games are silent table auctions.

Gaming/Raffles - All gaming such as raffles (e.g., 50/50, outboard motors, gift certificates) must be accounted for separately from all other fundraisers. If you are planning on having a raffle, you will need to complete a fundraising form to be approved by the activities director and you are required to notify the high school secretary at least three days prior to the date the raffle will begin. You will need to give the secretary all pertinent information (i.e., where and when the raffle is held, type of gaming you intend to do, how many tickets required, which students will be selling tickets, price per ticket, etc.). The high school secretary will provide the raffle tickets. All tickets used for gaming must have Wrangell Schools' gaming permit number printed on each ticket. All tickets sold must be filled out legibly with the contestant's full name and phone number. While collecting funds from gaming, all proceeds must be kept separate from other funds. Do not mix gaming proceeds with gate receipts or concessions.

At the end of the event, you must turn in ALL proceeds to the high school secretary along with a cash count form. **ALL tickets must be returned to the office, sold or unsold.**

If the gaming was a 50/50 raffle, you will need to turn in all proceeds along with all tickets. **The winning ticket drawn must be attached to the cash count form**. The winner of a 50/50 raffle will be paid by check after the proceeds are properly accounted for and the winner signs the required gaming receipts and IRS documents. Prizes should never be given directly to the winner, as a gaming receipt and IRS forms will always be required.

All gaming/raffles (using our gaming permit) are to raise funds for "reimbursable expenses." Funds raised will remain in the Gaming Fund until a reimbursement request is submitted to the Activity Director.

**Concessions** - All requests for concessions must be approved through the Athletic Director. A concession schedule and sign-up sheet is available upon request from the high school office. If you require a purchase order to a local store to purchase goods for concessions, the purchase order request must be made with the high school secretary three days prior to the event.
**You must keep all receipts while billing to an activity purchase order and turn them in along with the proceeds at the end of the event**. An adult is required to be in the concession booth at all times. As the advisor, you are responsible to ensure that the kitchen and all utensils and appliances are properly cleaned and returned to the shelves. Here are some suggestions to help you while running concessions:

- Sign up for concessions well in advance. This is basically first come first serve. Caution, any one group will not be allowed to book a monopoly of the available dates.
- Open concessions 30 minutes prior to an event. Keep concessions open until the event is over.
- Be aware that you may get a rush at half time and be prepared.
- Think ahead of how many people you expect to serve. Try not to over buy products. It is best to order more food than you think you might need for the first night. You can always use extra food the next night, but if you run out on the first night, you will not have many options and may lose customers.
- Use signs to generate sales. Place signs at the entrance to the gym doors and over the concessions opening. Hang banners at the concession stand and ask the announcer to let the crowd know that concessions are available.

**Suggestions for fundraising:**

- Bake Sales
- Car Washes
- Rummage Sales
- Team/Take-out dinners
- Event pledges (pledges get something tangible such as a shirt etc. at the end)
- Clothing/Spirit Wear sales
- Concessions
- Alumni games
- Service orientated work such as cleaning, moving items, snow shoveling, etc.

## UNIFORM ROTATION

Uniforms will rotate every 5 years based on need. School uniform purchases will not exceed $2,500. If you want uniforms that cost more than this, you will need to fundraise for the additional expense.

# Board Policies
# Governing Activities

# STUDENT ACTIVITY FUNDS (CLASS & CLUB ACCOUNTS)

Student organizations may raise and spend money in order to promote the general welfare, morale, and educational experiences of the students. Student funds shall finance worthwhile activities, which go beyond those provided by the district.

Student funds shall be managed in accordance with sound business procedures. Fund raisers should be designed to encourage the largest possible educational return to students without sacrificing the safety of funds, safety of students, and to minimize financial risk.

The Superintendent or designee shall be responsible for the proper conduct of all student organization financial activities and shall periodically review the organizations' general financial structures and accounting procedures. The High School Principal is responsible for the day-to-day oversight of student activity funds. Coaches/Advisors should keep a record of their account revenues and expenditures. At a minimum, quarterly reports will be distributed to coaches and advisors. If the Coach/Advisor finds a discrepancy between their accounting and the report, they should contact the Activities Director.

The use of Petty cash funds for purchases are not allowed within the District. The High School Activities Office may maintain cash in the safe for making change related to student fees as well as creating and distributing cash boxes. The office cash will be reconciled at least monthly. Event cash boxes will be reconciled and deposited as soon as possible, within three business days. The use of receipts is required when receiving payments or fees.

The School Board allows the district to possess a gaming permit if the Superintendent or designee ensures that all state regulations are adhered to. Only school groups may use the school district gaming permit. The permit is not available for other organizations to use. Upon the dissolution of the Wrangell Public Schools, the disposition of net proceeds from charitable gaming conducted under AS 05-15 will go to a permittee other than a multiple-beneficiary permittee.

All funds, raised by class and club student groups, shall be maintained by the school district and audited on a yearly basis.

Expenditures from Class and Club accounts will be authorized using the District's accepted accounting practices. All purchases must be made following the procedures outlined in BP-3310, Purchasing Procedures. All funds will be expended for the designated student organization for which the funds were raised. The designated organization may, however, with the approval of the principal, donate monies to another district organization for other purposes.

Fundraising should be for a specific purpose. Money raised should be spent for that purpose. Each class may raise funds for prom and the graduation ceremony. Individual student graduation expenses are the responsibility of the family. Funds raised by clubs/teams may not be spent for team meals outside of one celebratory meal per season unless the fundraiser clearly states that is the purpose.

All funds shall be carefully handled to avoid loss or the appearance of loss. Two people acting together shall count all money before it is deposited to the appropriate account.

Non-school groups are not permitted to engage in fund-raising activities on school property without the written permission of the school administration and activities director. The appropriate facility usage agreement form must be completed. All volunteers must have an approved volunteer application on file with the district.

Adoption Date: October 3, 1988
Revised in Consultation with Legal Council: May 23, 2005
Revised: June 27, 2011
Reviewed: May 21, 2012
Revised: September 21, 2020
Revised: December 18, 2023
Revised: September 16, 2024

# EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

For purposes of this policy, “extracurricular activities” means those learning activities sponsored by the Board, which do not comprise a part of the District’s formal curriculum. Such activities are ordinarily conducted wholly or partly outside of the regular school day. “Co-curricular activities” are those where practice takes place largely within the classroom setting (i.e., Art and Music).

The School Board recognizes that extracurricular and co-curricular activities enrich the educational and social development and experiences of students and shall adopt a plan for student participation in extra/co-curricular activities that does not compromise the integrity and purpose of the educational program.

The superintendent shall oversee the development of a comprehensive program of extra-curricular activities for the district. The superintendent shall present the proposed extra-curricular program to the board for consideration and approval in conjunction with the development of the budget for the year in which the program is to be implemented. No student extra-curricular activity shall be under the sponsorship of the District unless the Board has approved it.

The Superintendent shall establish a method for assigning coaches and advisors for the support of extra-curricular activities, subject to the approval of the Board.

**Eligibility Requirements:**

Students must meet all eligibility requirements set forth by the Alaska School Activities Association (ASAA) or other governing organizations. In order to participate in extra/co-curricular activities, students in grades 6 through 12 must demonstrate satisfactory educational progress toward meeting the requirements for graduation.

The Superintendent or designee may exempt from eligibility requirements extra/co-curricular activities or programs that are offered primarily for the student’s academic or educational achievement.

To encourage and support academic excellence, the School Board requires students in grades 6 through 12 to earn a minimum of 2.0 or “C” grade point average to participate in extra/co-curricular activities. Students with any grades below a “C-” do not meet eligibility requirements.

The School Board desires to balance the academic needs of students with the benefits they receive from participating in school activities. The Superintendent or designee may grant ineligible students a probation period of not more than one semester. In implementing this policy, the Superintendent or designee shall help ineligible students regain eligibility.

The Superintendent or designee may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.

**Participation by Students Enrolled in an Alternative Education Program**

A high school student who is enrolled full-time in an alternative education program, as defined by AS.14.30.365, is eligible to participate in extracurricular activities in the student's district of residence if the student's alternative program does not offer interscholastic activities. The student is required to meet the same eligibility criteria for participation as district students and must provide documentation, including transcripts, proof of full-time enrollment, applicable disciplinary records and medical records if required for participation in the activity. The students must claim the same school for interscholastic purposes during a school year.

The School Board welcomes the participation in extracurricular activities of eligible students who are enrolled full time in alternative education programs. Participation is available to those students who would be permitted to enroll in the district based on residency of the student's parent or legal guardian. Participation is available in those interscholastic activities sanctioned by the Alaska School Activities Association that occur outside the regular curriculum. Participation is not available in student government at a school.

The alternative education program in which a student is enrolled must be located entirely in Alaska (as defined by AS.14.30.365) and must be a public secondary school that provides a nontraditional education program, including the Alaska Military Youth Academy; a public vocational, remedial, or theme-based program; an accredited home school program; a charter school or a statewide correspondence school.

In addition to the activities' participation fee, High School students enrolled in an Alternative Education Program, who are not enrolled in Wrangell Public Schools for at least .5 fte (for the purpose of state funding), will be expected to pay all costs associated with travel for the activity. The cost of travel should be paid prior the student departing on the trip.

*Note:* A student wanting to participate in activities but whose parent or legal guardian is not a resident of the district may still request participation. A student meeting all other requirements will be eligible if the Board approves participation based on good cause demonstrated by the student. Good cause is not defined in statute. The Board considering all applicable circumstances should make decisions on eligibility on a case-by-case basis. Such determination should be evenly applied to students in similar situations.

The Board recognizes that good cause may exist for a student to participate in district extracurricular activities even if the student's parent or guardian does not reside within the district. Students who attend an alternative education program full time and who otherwise meet the eligibility requirements for the extracurricular activity(ies) may apply to the district for participation despite the lack of residency. Such a request must be submitted to the superintendent or designee with a written explanation of good cause that exists. The Board must approve eligibility in this situation.

Unless the parent or eligible student's presence is requested at a meeting of the Board, the Board's decision will be based upon the written request submitted, including any recommendation by the superintendent or designee.

Board approval will be effective for the school year in which the student applies and may be renewed annually if the good cause continues to exist.

**District Funding for Activities**

Wrangell Public Schools requires the number of students participating and competing in the following extracurricular and co-curricular activities in order to fund the activity for the school year. In order to be counted in this number, the student must be enrolled at least .5 FTE in Wrangell Public Schools.

| | |
|---|---|
| Art Festival: | 6 students |
| Band & Choir: | 6 students |
| Baseball: | 11 students |
| Basketball: | 8 students |
| Cheerleading: | 6 students |
| Cross Country: | 6 students |
| Drama, Debate & Forensics: | 6 students |
| Softball: | 11 students |
| Swimming | 6 students |
| Volleyball: | 9 students |
| Wrestling: | 6 students |

If the minimum participation rate is not met within ten days of the official start of the season, the school district will still sanction the activity however, funding will not be provided for travel or coach/advisor stipends. If the activity falls below the minimum participation rate during the season, the activity will no longer be sponsored by the District and further funding will not be provided during that season. The activity would still be sanctioned by the District.

If the number of participants falls below the threshold required by ASAA to participate in a sanctioned event, the season will be terminated and the coaches' contracts pro-rated.

Close-up is a district-sanctioned activity. The School District pays a stipend and travel for the Close-up Advisor. Students are always required to pay for their own travel for the National Close-up program.

The District will pay for one trip per year for middle school activities (basketball, volleyball, and wrestling) to Craig or Petersburg. If the rotation causes the middle school tournament to be held in Wrangell, the district will pay 50% of the cost of a trip to Ketchikan.

The superintendent, by regulation, shall establish operating procedures for the extra-curricular program.

Legal Reference:

ALASKA STATUTE

14.30.365 Inter-scholastic activities; eligibility

ALASKA ADMINISTRATIVE CODE

4 AAC 06.520 Recreational and athletic activities
4 AAC 06.600 Definitions

| | |
|---|---|
| Adoption Date: | October 3, l988 |
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| Revised: | October 9, 2013 |
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| Revised: | June 18, 2018 |
| Revised: | March 18, 2024 |

# *EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES*

**Section I: Uniform Code of Conduct for Extra-curricular Activities**

The following rules must be adhered to in order to travel and participate in extra-curricular activities.

1. All school rules apply while students are participating in all extra-curricular activities.

2. The rules set out below apply throughout the school year to all students who participate, or who seek to participate, in extra-curricular activities. Students may be excluded from participation in activities for violation of these rules regardless of when or where the prohibited behavior occurs if the violation occurs during the school year. These rules also apply during any period of participation in an activity that occurs outside the regular school year.

3. Students shall not engage in actions that are threatening or harassing toward any person, including hazing or initiation activities that threaten, abuse, intimidate, humiliate, endanger, or otherwise harass other students. To do so will result in immediate disciplinary action ranging from suspension from the next competition to exclusion from the activity for the remainder of the season or longer, given the nature of the offense. If a student is engaging in such actions, the person feeling threatened or harassed should immediately report the incident to either the Coach or the Activities Director.

4. Students who engage in the illegal use and/or possession of drugs or alcohol, regardless of whether that use results in the student's prosecution for a crime, or students who test positive to a random drug test, will be excluded from participation in extra-curricular activities in which the student is participating at the time of the offense or positive drug test. In addition, students will be excluded from participating in any additional extracurricular activities for a minimum of 20 school days following the incident and must successfully complete a district-approved drug or alcohol assessment/intervention plan in order to participate in any extra-curricular activity for the remainder of the school year following the conclusion of the period of exclusion.

   In addition, a student who has engaged in the illegal use of drugs, or a student who has had a positive result in a random drug test, must agree to submit to periodic drug testing in order to participate in any extra-curricular activity for the remainder of the school year following the conclusion of the period of exclusion. For a second offense, the period of exclusion shall be increased to 90 school days. For a third or subsequent offense, the period of exclusion shall be 12 calendar months.

   The term "drug" is defined to include all controlled substances, all chemicals that release intoxicating vapors and other harmful psychoactive substances, and any prescription or over-the-counter medication, except those medications for which a student can demonstrate lawful possession, consistent with applicable district policies, and a legitimate medical need.

5. Students are expected to disassociate themselves from situations where alcohol or drugs are being used illegally. Students who attend parties or other gatherings where alcohol or drugs are being used illegally shall be excluded from participation in all extra-curricular activities for a period of 20 school days following the incident.

6. These rules do not prohibit students from consuming alcohol in religious settings or provided by their parents or guardians in a family setting, or associating with individuals who use alcohol or controlled substances legally in a family or religious setting.

7. Students who are convicted of misdemeanor or felony crimes shall be excluded from participation in all extra-curricular activities and may be removed from any team of which the student is a member either permanently or for a period of time appropriate to the offense, but not less than 30 school days.

8. Students who engage in the sexual or violent assault of another person, or who are a party to such an assault, or who engage in other violent behavior toward any person, regardless of whether the assault or other behavior results in a criminal charge or conviction, shall be excluded from participation in all extra-curricular activities and may be removed any team of which the student is a member either permanently or for a period of time appropriate to the offense, but not less than 30 school days.

9. Smoking and using tobacco are prohibited. Students will be excluded from participation in all extracurricular activities for a period of 15 school days if they are found smoking, vaping, or using tobacco.

10. The following rules of conduct apply to traveling students:

- Students will abide by the town's curfew rules unless the coach/advisor establishes an earlier curfew; in that case, the coach's rule takes precedence.
- Students will maintain a high standard of personal appearance.
- Students may not get tattoos or piercings while traveling on a school trip.
- Any act of violence, vandalism, theft, or other serious misconduct will result in a student's return home (at parent's expense), the student's exclusion from that activity and his or her exclusion from future activity travel for a period of time appropriate to the offense.
- Students will effectively use all mandatory study times established by the coach/advisor for each trip.
- Students will at all times conduct themselves in a manner that will make their school and themselves proud. Any inappropriate show of affection will not be allowed (example: excessive kissing, hugging, inappropriate sexual gestures, inappropriate touching). While on the ferry, males and females will sleep in different sections.
- Students will adhere to all extra-curricular rules and regulations that normally apply when students are in Wrangell.
- Any violations will result in the suspension of travel privileges or exclusion from the team/activity (to be determined by the coach and/or principal depending on the circumstances).

**Section II: Disciplinary Guide**

The following points and procedures will guide the administration of Wrangell Public School District's Uniform Code of Student Conduct established for students participating in extra-curricular activities. That Code appears below as Section II of these regulations.

1. Discipline as Process.

Participation in extra-curricular activities is a privilege, not a right. Students who participate in extra-curricular activities are representatives of this school district and are expected to conduct themselves accordingly. It is impractical to attempt to list all possible violations of the district's Uniform Code of Student Conduct. Further, the seriousness of a given offense may vary, as can the circumstances involved. This guide then establishes a process for dealing with infractions rather than delineates a set of linked violations and consequences. The guidelines below apply only to discipline that relates to participation in extra-curricular activities.

Students who violate school rules may also be subject to discipline pursuant to BP-5030 and BP-5144.

2. Two Discipline Levels

a. Decisions about discipline should be made, when possible, at the coach/advisor and student/parent level. These are the parties with the greatest knowledge of the violation of the code of conduct and individual circumstances involved. A coach may elect to consult with the school principal or other administrative designee regarding disciplinary decisions. Failure of a coach/advisor to maintain the uniform code of conduct will be grounds for his or her removal from the coaching position for the remainder of the season and/or for subsequent to seasons.

b. If a student who violates the Code of Student Conduct is involved in more than one extra-curricular activity, the coach/advisor initiating disciplinary action will consult with the student's other coach(es)/advisor(s) and a mutual decision shall be reached regarding student participation in each activity.

3. Appeals Process

Any disciplinary decision that results in the exclusion of a participant for more than three competition weeks, community service of greater than ten hours, or the loss of an athletic award, is appealable through the normal district appeals process for student complaints set out in BP-5150.

However, any sanctions applied will be in effect during such an appeal. The school superintendent should be the highest appeal for any disciplinary decisions with lesser consequences than indicated above.

4. Effective Dates

The district's Code of Student Conduct will be in effect for all students beginning with the first day of school in a given school year and ending on the last day of the school year. This Code of Student Conduct will also apply to any individual participating in any extra-curricular activity whether or not such activity falls within the first and last day of the school year.

5. Periods of Exclusion

a. For purposes of exclusions from competition, a competition week is defined as a seven-day week that begins on Monday, ends on Sunday, and includes a scheduled competitive event in the activity in question.

b. If a period of exclusion exceeds the number of days or weeks left in the school year, the period of exclusion will continue into the next school year. When an activity includes days of practice or competition during the summer or during a school break, then a day of practice or competition is considered the equivalent of a school day for purposes of calculating periods of exclusion.

c. During a period of temporary exclusion that extends only to competition, a student must participate in practice and must continue to meet all other eligibility requirements in order to remain a member of the team.

d. If an activity begins and the initial two weeks for joining that activity passes within the period of a student's exclusion from activities pursuant to these provisions, the student will not be permitted to join the new activity.

Revised in Consultation with Legal Counsel: June 26, 2006
Revised & Renumbered November 10, 2010
Revised: October 9, 2013
Revised: January 19, 2015
Revised: June 18, 2018
Revised: March 18, 2024

# Forms

# GUIDELINES FOR ALTERNATIVE EDUCATION STUDENTS

- ☐ The parent and student affirm that he/she has not been recruited by a coach, nor by any other school representative, to play on a team at the school of eligibility. If the student is a hockey player, he/she understands that ASAA's Supplemental Rules limit playing on a non-school hockey team during the high school season.
- ☐ The student has had a sports physical exam within the prior 18 months, and agrees to provide a copy of such to the school of eligibility.
- ☐ The student and parent are aware that participation in ASAA's "Play for Keeps," tobacco, alcohol and drug (TAD) education program is a requirement of eligibility.
- ☐ The student and parent are aware that participation in ASAA's Concussion Education/Awareness/Management Program for student-athletes is a requirement of eligibility.
- ☐ The student and parent are aware of Sudden Cardiac Arrest and have signed the ASAA SCA form.
- ☐ The student and parent understand that AS 14.30.365 does not guarantee the student a position on a school team.
- ☐ The student and parent understand that the school of eligibility may charge a fee, on a "fair share" basis, for participation in an interscholastic sport or activity as defined in AS 14.30.365.
- ☐ The student and parent understand that the student must remain eligible, according to ASAA rules and those of the governing body of the school of eligibility, in order to participate in high school interscholastic activities. Schools which permit ineligible students to participate will be subject to penalties in accordance with ASAA Bylaws.

**Student Information Sheet**

Student Name _____ Signature _____

Parent/Guardian Name _____ Signature _____

Home Address _____ Phone Number _____

Student Email _____ Parent Email _____

Alternative education program (ie. IDEA) _____ If a home school, it is accredited by _____

# WRANGELL HIGH SCHOOL

## Cash Count Form




**Class/Club:** _____

**Activity:** _____

**Date of Activity:** _____

Submit this form to the High School office for cash reconcilliation and
for submission of **ALL CASH** earned by students, classes, and clubs.
Please bundle all ones in $25 stacks and roll change before returning to the office. Thank you!

| COUNT | TOTAL |
|---|---|
| $1s | |
| $5s | |
| $10s | |
| $20s | |
| $50s | |
| $100s | |

| | |
|---|---|
| **Total CASH:** | |
| **Total CHANGE:** | |
| **Total CHECKS:** | |
| **Sub-Total:** | |
| *less Start Up:* | |
| **TOTAL SUBMITTED:** | |

**Notes:** _____

**By signing this, I agree that I have counted all earned money and the above totals are correct and accurate.**

| *Advisor Signature* | *Date* | *Second Count Signature* | *Date* |
|---|---|---|---|
| | | | |

**For Office Use ONLY:**

☐ WHS Office count agrees with advisor/second count totals.

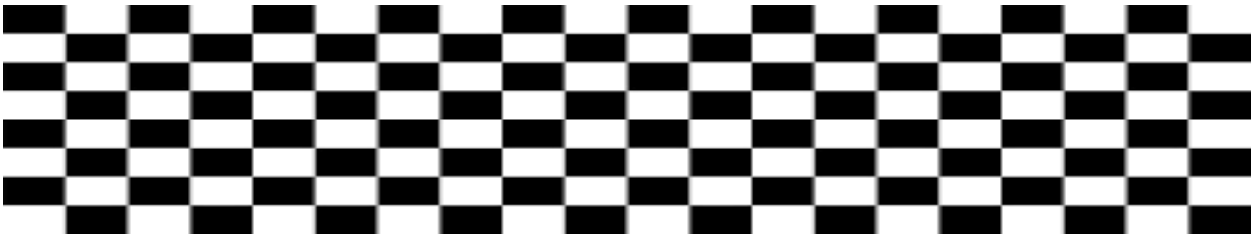
| *Office Count Signature* | *Date* |
|---|---|
| | |

**Cash Box No.**

Revised 7/8/19 MP



**Please copy this page, sign, and return the following acknowledgement to the district office upon receipt of this handbook.**



## ACKNOWLEDGEMENT

I acknowledge that I have received and read the contents of the Wrangell Public Schools 2026-2027 Extracurricular Staff Handbook. I understand that I am to adhere to all rules and regulations stated in the handbook, provided that such adherence and/or supervision does not violate any of my other terms and conditions of employment.

If I have any questions or need clarification, I will arrange a meeting with the Activities Director

_____

Employee Signature

_____

Date