Anchorage School District

2026–27

Middle School

Activities Handbook

Prepared By Secondary Education

Anchorage School District

Middle School ACTIVITIES HANDBOOK

Prepared by:
Secondary Education
Revised October 2026

INTERSCHOLASTIC SPORTS ACTIVITY SEASONS

Middle School

Activity	Quarter
Baseball (Outsourced)	1st Quarter
Cross Country Running	1st Quarter
Boys Basketball	1st Quarter
Volleyball (G)	2nd Quarter
Wrestling	3rd Quarter
Girls Basketball	3rd Quarter
Cross Country Skiing	3rd Quarter
Indigenous Games/Native Youth Olympics (NYO)	3rd Quarter
Track and Field	4th Quarter
Softball (Outsourced)	4th Quarter

Intramural schedules are available at each school.

Please visit ASD's activities web page for sports/activities participation requirements and fees: asdk12.org/activities

ASD Statement of Nondiscrimination

The Board is committed to an environment of nondiscrimination on the basis of sex, race, color, religion, gender identity, sexual orientation, national origin, ancestry, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, Vietnam era veteran status, genetic information, good faith reporting to the board on a matter of public concern, or any other unlawful consideration. No person shall, based solely on protected class, be excluded from participation in, or denied the benefits of, any academic or extracurricular program or educational opportunity or service offered by the District. The District will comply with the applicable statutes, regulations, and executive orders adopted by Federal, State and Municipal agencies. The District notes the concurrent applicability of the Individuals with Disabilities Education Act, Title II of the Americans with Disabilities Act and the relevant disability provisions of Alaska law.

Any student or employee who violates this policy will be subject to appropriate disciplinary action.

Inquiries or complaints may be addressed to ASD's Office of Equity and Compliance Senior Director, who also serves as the Title IX and ADA Coordinator, ASD Education Center, 5530 E. Northern Lights Blvd, Anchorage, AK 99504-3135 (907) 742-4132, Equity@asdk12.org., or to any of the following external agencies: **Alaska State Commission for Human Rights, Anchorage Equal Rights Commission, Equal Employment Opportunity Commission, or the Office for Civil Rights-U.S. Department of Education.** REVISED: 8/2007, 8/2012, 5/2013, 7/2014, 3/2017, 9/2017, 1/2020

Table of Contents

Contents

Table of Contents V

Section 1 — Activity Sponsors' Handbook 1
Student Activities Philosophy 1
Sponsor's Responsibilities 1
Student Government 1
Student Advisory Board 2
Newspaper 2
Spirit Signs/Posters/Advertisements 2
Dances 2
Field Trips 2
Fund Raising 2
Food Service Policy 3
Fund Raising 3
Food Service Overview 4
Special Events Requiring School Kitchen Use 6
Philosophy 7

Section 2 — Athletics 7
Objectives of the Athletic Program 7
Administrative Responsibilities 8
Title IX Guidelines for Administrators 8
Coach's Responsibility 9
Procedures for Coaches 11
Captain's Responsibility 12
Manager's Responsibility 12
Spectator's Responsibility 12
Interscholastic Participation and Eligibility Requirements 13
Middle School Charter/Alternative Schools 13
Refunds 13
Intramural Participation and Eligibility Requirements 14
Conditions of Student Participation 14
Denial of Participation 15
Dual Participation 16
Sports Activity Coordinator 16
Administrative Procedures for Additional or Voluntary Coaches 17

Section 3 — Travel 19
Student Travel Approval 19
School Buses and Travel 20

Section 1
ACTIVITY SPONSORS' HANDBOOK

Student Activities Philosophy

The primary purpose of the Student Activities program is to meet those school-related interests and needs of students beyond the curricular program of the school. The activities program refers to classes, intramurals, fine arts and interscholastic programs. The following is a list of objectives for the activities of **all** students:

1. Learn how to use leisure time more wisely.
2. Expand and use constructively unique talents and skills.
3. Increase new vocational and recreational interests and skills.
4. Develop more positive attitudes toward the value of vocational and recreational activities.
5. Boost their knowledge of and skill in functioning as leaders and/or as members of a group.
6. Develop a more realistic and positive attitude towards themselves and others.
7. Encourage a positive attitude toward school as a result of participation in the student activities program.
8. Understand and participate in the democratic processes of an organization.

All school-sponsored interscholastic activities of member schools are conducted in accordance with Anchorage School District Rules and Policies. Additional standards may be established by each school for its own students.

Sponsor's Responsibilities

A sponsor has a great deal of influence on the success of a student group and activity. A student group is often a mirror image of a sponsor's interest and enthusiasm. The following criteria is the responsibility of the sponsor of any Anchorage School District middle school activity. The sponsor should:

1. Supervise all participants and stay until all students leave the school to go home.
2. Assure that activities are scheduled on days that school is in session.
3. Assure that activities are not scheduled on any of the cultural and religious dates of significance.
4. Attend **all** meetings and activities.
5. Obtain administrative approval for posters and bulletin announcements. Posters, bulletins, fliers or displays must not depict alcohol or drugs or their use unless they are a part of an administration-approved drug/alcohol use prevention program.
6. Account for all uniforms, supplies, and equipment used during the school year.
7. Provide leadership.
8. Promote positive student interest, enthusiasm, and leadership.
9. Obtain approval of the school administration for all activities.
10. Discuss with students pros and cons of all projects.
11. Sign all purchase orders.
12. Follow-up with students to make sure they are fulfilling their responsibilities.
13. Encourage good academic standing and ethical behavior for all members of the organization.

Student Government

Each middle school may have a student government or council which is established and organized through its respective constitution and by-laws. The delegation of authority and responsibility for each school's government may vary between schools.

Each student government has a sponsor, whose responsibility is to advise and to assure that the

Student Government *(continued)*

organization operates efficiently, effectively and within the established guidelines and policies. Some of the responsibilities may include:

1. Student dances
2. Assemblies
3. Special projects funding
4. Elections
5. Leadership training sessions
6. Recommendations to administration, staff, and students

Student Advisory Board

Purpose

The purpose of the SAB is to act as an advisory committee to the School Board. Its primary goals will be to enhance the educational system, and to voice the needs of students.

1. Each middle school shall have two (2) representatives.
2. Student representatives from middle schools including, alternative middle schools, shall be elected for one (1) year terms.
3. After meetings are concluded the representative will report to their respective student governments and the assistant principal.

Newspaper

The production of a newspaper may be a part of an elective course or a school activity at middle schools. The sponsors will meet each year with the principal to discuss the procedures to be followed.

Spirit Signs/ Posters/ Advertisements

Any advertisements of school events must have the approval of the administration. Spirit signs may not be posted in any area which would obstruct the vision of spectators.

Dances

A maximum of six (6) dances may be held during the school year. Middle school dances will generally be held immediately following the dismissal of school.

Field Trips

Schools/teachers requesting a field trip must:

1. Ensure the purpose of the field trip meets Alaska Standards and Unit Curricular goals. These are to be annotated on the community resource request form.
2. Be approved at the building level by the principal or his/her designee before the date of the field trip.
3. Ensure the field trip permission form, or a similar school generated form, is completed for each student going on the trip.
4. Follow the guidelines of one adult chaperone per 10 students.

Fund Raising

All fund raising projects must be approved by the building principal or his/her designee ***before*** the activity begins. Money may be raised for local and state sponsored activities only.

In order to gain approval for a fund raising activity, the following criteria must be met:

1. There must be a clearly stated purpose as to why there is a need to fund raise and what the funds will be used for.
2. No candy or bake sales may be held in competition with the school lunch program.
3. Correct purchasing and accounting procedures must be followed.

All purchases involving the use of student body funds will be approved by the principal and organization sponsor. Each purchase will be made using a student body purchase order form so correct accounting procedures can be followed. Original receipts must be obtained by the purchaser and returned to the Administrative Financial Procurement Clerk (AFPC).

STUDENT ACTIVITY PROJECTS

1. Written approval must be obtained from the principal or designee for any school sponsored group participating in a student fund raising activity off the school premises. A copy of such approval will be retained in the files of the school office.
2. All contractual agreements with independent business organizations will be reviewed and

Fund Raising
(continued)

signed by the principal(s) of the participating school and the appropriate business establishment.

3. A copy of each executed contract generated through the RFP process must be forwarded to the district's purchasing office.
4. ASD accounting procedures must be observed for each activity. Monies should be turned in daily to the school's AFPC.
5. Where a single school is involved, records and documents must be maintained and cash deposited in the student activity fund of that school. Where more than one school is participating, one of the schools should be selected for this purpose.
6. Secondary schools shall be allowed to open a separate checking account to handle all of the transactions involved with student activity raffles.
   a. The regulations, accounting, and reporting requirements outlined by the Department of Commerce *must be followed.*
   b. The types of District authorized games of chance shall be limited to raffles. **Pull-Tabs and Bingo are prohibited.**
   c. Raffles will not be permitted unless the school has a current valid permit from the Department of Commerce, Division of Occupational Licensing.

Food Service Policy

Temporary Food Service Events in Schools

Frequently Asked Questions

1. **Do I need a permit from the Department of Health and Human Services (DHHS) to serve food in an ASD school?**

   Temporary food service vendors operating within the Municipality of Anchorage offering food to the public must obtain a permit issued under the Anchorage Food Code. Food served to the public requires a food permit; however when food is served at a private event a permit is not required.

2. **What do you mean by "the public"?**

   The difference between public and private may best be explained by using examples.

   Potluck or food prepared on-site for office staff: Since the people attending will be office staff only, this event is private and does not need a permit.

   Fundraiser where food is served and event is advertised: Fundraisers do not limit who may attend, so they are considered public events and require a food service permit. If a fundraiser is not open to the public, then a permit is not required.

   Bazaar where food is served: Bazaars do not limit who may attend, so they are considered public events and require a food service permit.

   School or extracurricular function: If attendees are limited to a group such as students from a specific school and their parents, a food service permit is not required. However, if people other than a set group attend and the event is advertised, the event is considered public and a food service permit is required.

3. **What about foods served in classrooms for special events like birthdays or as educational projects in classes?**

   The Anchorage Food Code allows for occasional food preparation as part of a curriculum in a school. Birthday and holiday celebrations and food preparation projects in a classroom (home economics, for example) do not need a food service permit.

4. **Are there foods that can be offered to the public without a permit?**

   Yes. These include commercially prepackaged non-potentially hazardous foods. These include candy bars, potato chips, crackers, granola bars, canned or bottled beverages and the like. In general, if a food is commercially prepackaged and doesn't need refrigeration, it fits into this category.

   Bakery-type items. These include homemade and commercially prepared cookies, muffins, donuts and fruit pies. However, service of bakery-type items containing fillings or toppings such as custard, whipped cream (note that Cool Whip and similar items are not actually whipped cream) or meringue are potentially hazardous and requires a food service permit.

   Other foods. These include popcorn, cotton candy, prepackaged ice cream novelties (pre-

Food Service Policy *(continued)*

packaged ice cream bars, for example), coffee served using only single service items and using non-dairy creamers, and whole fruits and vegetables.

5. **Are there any restrictions about how or where the food is prepared?**

   Vendors are required to store food, equipment, utensils and supplies at a facility approved by the Department of Health and Human Services (DHHS). Any preparation of food or cleaning of equipment and utensils that is not conducted at the event location must also occur at the approved facility.

Foods may not be prepared or stored at a home or at an unapproved site.

6. **How do I apply for a permit from DHHS?**

   To avoid a late fee, vendors must apply for a permit from DHHS at least 7 days prior to the planned opening of their facility. Permit applications may be obtained:

   - Monday through Friday from 8 a.m. to 5 p.m. (4:30 p.m. on Friday) at DHHS, 825 L Street, 5th Floor in Anchorage.
   - At www.ci.anchorage.ak.us/healthesd/sanity.cfm.

7. **Do I need anything else in order to obtain a permit?**

   Yes. Permit applications cannot be accepted unless a food manager certificate is included with the application. To become certified, vendors may take the Temporary Event Food Protection Manager Certification Exam between 8 AM and 3:30 PM at DHHS. The certificate is issued immediately upon passing the exam and is valid for three years. The exam is based on the Serving Safe Food in Alaska handbook which can be obtained at DHHS and is also available on the website above (see Question 6). The cost of each temporary food manager exam is $10, payable prior to the exam.

   Vendors who have completed a DHHS-approved 4 or 8 hour food protection manager certification program (ServSafe, for example) and have passed the associated written exam within the past 3 years have met the certification requirement. A copy of the certificate must be submitted along with your permit application.

8. **What happens once I've applied for the permit?**

   An opening inspection will be conducted by a sanitarian. This means that an inspector from DHHS will visit your event to ensure that your operation meets minimum health requirements. You do not need to wait for the inspector to "open" your booth or stand, you may begin operating at the time and place you put on your application. When the inspector arrives he/she will discuss corrective measures needed (if any) and issue your permit. Your permit must be posted in a conspicuous place in full public view. A sanitarian may inspect the commissary (approved facility, see Question 5) as part of the inspection process.

9. **How do I get more information?**

   A copy of the Anchorage Food Code (AMC 16.60) is available at DHHS at 825 L Street, 5th Floor, and also online. For further information please call the Anchorage Food Safety & Sanitation Program at 343-4200.

Food Service Overview

The Anchorage School District Health Permits issued by the Municipality cover all school kitchens for school food functions. When a school food function is open to the public, it must meet the following criteria:

Be approved by the School Administration (principal). Food and supplies must be secured from an approved source (see guidelines below). 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 and high schools. The food function must be supervised by an ASD Food Service employee who has ServSafe Certification. When these criteria are met, the umbrella policy regarding Health Permits agreed to by the Municipality and the Anchorage School District shall apply. No additional permit will be necessary.

Guidelines

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

a. 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.

Food Service Overview
(continued)

b. The food function must fit within the limitations 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 Chinese egg rolls, purchased at Carr's, heated in the school kitchen.

c. 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 ASD student nutrition staff.

Example: The King Career Center Food Service program caters a school event.

d. If they are using the kitchen, a SN staff must be present at all times, and the client will be billed for the hours.

Example: Staff and students operating a concession stand or a PTA member serving at a food event.

The following school activities are considered private and do not fall under the Municipal Health Department licensing or inspection regulations but are the responsibility of the Anchorage 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 public of the school.

Example: An awards potluck for the German Club students and their parents or an authors tea for the fourth grade students and their parents.

2. **Parties** are considered private when they occur in individual classrooms or are held for a specific purpose with a specific limited population.

Example: A class party or an Honor Society Induction reception.

3. **Individual classroom activities** that involve food for teaching purposes, snacks or reward incentives. These types of food activities are within academic freedom and are not the responsibility of the Municipality, State or Federal Health agencies.

Example: An ethnic food project or snacks prior to taking standardized testing.

These events should be approved by the building administrator as well as comply with ASD Student Nutrition.

School Fund Raising Events

Many school fund raising events are food functions. Schools will review on an annual basis the policy and procedures to be followed for these types of food events.

1. **Bake Sales** means an informal sale of candy or baked goods, not filled or covered with a potentially hazardous food, to the public at a fixed location for a period of time not to exceed four periods of 14 consecutive days or less during the calendar year.

Example: Cheerleaders bake sale after school or PTA bake sale on back to school night.

Note: Goods such as pumpkin pie, custard or filling goods are not allowed.

2. **Fruit/Vegetable Sales** are acceptable as long as the fruit/vegetable is not cut and the handling and sales are monitored by an individual with ServSafe Certification. Sale of cut up fruit or vegetables is not allowed unless prepared in the school kitchen under guidelines covered by the ServSafe Certification training. Arrangements must be made in advance.

Example: Oranges and grapefruit sold by the case. Note: Cut vegetables or fruit prepared at home and brought to school for such activities are not allowed.

3. **Candy Sales** of prepackaged approved source goods supervised by an individual with ServSafe Certification.

Example: Band sells School's Finest Chocolate Bars.

4. **Donut Sales:** Each individual donut needs to be wrapped and goods need to be purchased from an approved source. Location of sale must have a hand-washing sink available and individuals selling need ServSafe Certification.

Examples: Student Government sells donuts before school.

5. Concession Stand: Selling prepackaged goods and popcorn. Health permit will cover popcorn preparation with the condition that individuals popping, handling and cleaning the equipment have ServSafe Certification, a hand washing sink is available and access to school's kitchen for proper sanitation is provided. Machines will be sanitized after each use.

Food Service Overview *(continued)*

Example: Concessions sold in the gym area at school athletic events.

Note: Hot dogs, nachos, pizza and similar items need to be pre-approved and have a plan review that indicates areas of concern such as refrigeration, heating, location and adequate hand washing sinks. They are not allowed unless specifically approved with an on-site MOA inspection.

6. School Stores: that sell prepackaged food items must be in compliance with the Municipality and the Anchorage School District agreed upon procedures. A separate permit will not be necessary under the umbrella agreement.
7. Adult support groups such as PTA or Booster Clubs that are raising money through food sales that involve school events must be in compliance with the Municipality and the Anchorage School District agreed upon procedures.

Example: Swim team parents selling snacks at a swim meet or PTA spaghetti feed.

Third Party Use of School District Facilities

Needed In order to be in compliance with the Municipality:

1. Permission from the School Administration, Building Rentals and Risk Management.
2. Permit from the Anchorage Health Department
3. Notification of the Student Nutrition department, and hiring of SN staff.

Special Events Requiring School Kitchen Use

Groups and associations can "rent" parts of a school including the cafeterias and kitchens for their events by calling the **Rentals department, 742-4143.** Events which use the kitchen are required to have a Student Nutrition ServSafe certified staff member present while they are there. Student Nutrition staff is paid time-and-a-half, in accordance with the union contract. The wages are billed back to the client for the event. If the Student Nutrition department is catering the event, then it is staffed by the catering department.

Kitchen use at a school

There should be many volunteers working your event from set up through final cleanup. Student Nutrition ServSafe certified staff is required to be present in our kitchens to oversee the use of equipment, ensure proper sanitation of the kitchen, supervise volunteer personal hygiene and monitor proper food safety.

Student Nutrition staff responsibilities while working an event include:

Monitor use of the equipment

SN staff is present to ensure that all equipment is used properly, cleaned properly and the kitchen is left clean and sanitized. Groups are entitled to use all equipment and utensils when they rent the kitchen. This includes ovens, hot carts, cookie sheets, thermometers, refrigerators, etc. They are NOT permitted to use any Student Nutrition food products, milks, condiments, sporks, napkins, trays, etc. Gloves and hairnets must be used. If they do not provide their own gloves and hairnets, we will provide them for a minimal cost to ensure food safety. The kitchen should be left in excellent condition for the start of school the next day.

SN staff is expected to monitor sanitation and volunteer staff hygiene by:

- Setting up bleach buckets (50-100 ppm) and thermometers for testing food and wiping down countertops.
- Requiring volunteers to wash hands as often as necessary, wear gloves and hairnets. Volunteers should change gloves often between tasks.
- Ensuring that the entire kitchen is cleaned and sanitized at the end of the event.

SN staff is expected to monitor food safety by ensuring the following:

- Make sure any food they bring is being kept at proper temperatures (refrigerator, oven or hot cart)
- Show volunteers how to temp food if needed.
- Be aware of ice machine usage and possible cross-contamination of ice. Use designated ice scoops that have been cleaned and sanitized with 50-100 ppm.

Use of raw meats and raw seafood products is prohibited unless prior arrangement have been made with Student Nutrition.

If a SN staff worker witnesses a violation of food safety and sanitation practices, they are expected to point it out and correct it immediately. If there are questions, please contact Student Nutrition, 348-5188.

Section 2
ATHLETICS

All policies and procedures not mentioned in this handbook must be consistent with Middle School Administrators' Manual and Anchorage School Board policies.

Philosophy

An athletic program should contribute to sound educational objectives when properly organized and conducted and should be an integral part of the school's programs. The better the athletic programs are organized and conducted, the greater will be their contribution to the educational goals of the District and to the personal needs of the students. The fact that the programs are well organized does not necessarily mean an over-emphasis on sports, but rather an assurance that they are being efficiently administered with maximum benefits accruing to students.

The Department of Physical Education and Athletics must promote strong health, physical education and intramural programs that encompass both boys and girls. Through such programs, the needs of most of the students are met. However, there are still a large number of students who have the talent and desire to go far beyond the daily instructional and intramural programs. These students, as well as other students who are less physically gifted, can obtain added benefits and fulfill additional needs by participating in a well designed interscholastic athletic program.

Although winning in sports is a major objective and a tremendous motivating force, it is not considered to be the goal of athletic participation. More important than winning are the changes that take place in the participant, in the nature of becoming a more useful and loyal citizen, in the desire to achieve excellence, in living a more healthful and purposeful life, in the respect for the dignity of others, in the willingness to make a personal sacrifice for the benefit of the team, and in living by a high code of conduct. These become the more lasting benefits of athletic participation for the individual.

Objectives of the Athletic Program

A school's athletic program serves many purposes and increases advantages for students who participate directly or indirectly. Opportunity for total fitness improvement is accrued to the students who participate.

1. **Physically**-participating in progressively more difficult conditioning exercises, drills, skills, and contests. The players will be striving for higher levels of development in speed, strength, endurance, balance, agility, coordination, flexibility, timing, life-long fitness and good body aesthetics and mechanics.
2. **Mentally**-through learning the history of sports and developing an appreciation for sports, learning the rules of the games and team strategies, assuming leadership, and responsibilities commensurate with one's age and maturity.
3. **Emotionally-**through self and team discipline by demonstrating good sportsmanship and, learning to give and take on a friendly basis of rivalry. Participating in sports should serve as a motivating force for the student to do better in school work through the development of the qualities of courage, tenacity, alertness, and resourcefulness. Participating also serves as an outlet for a student's emotional stresses.
4. **Socially**-through service to school and community by developing respect for the dignity of mankind, respect for the rules of the game, respect for public and private property, by developing social courtesies of the game and loyalty to self, team, school, and community.

It provides opportunity to excel and to strive to win within a framework of good health practices and established rules.

It contributes to good school spirit and provides opportunities for wholesome competition.

Objectives of the Athletic Program *(continued)*

It provides an educational device by which the student body can better appreciate the role of spectators.

It stimulates interest in, and support for, the entire school program.

These purposes are worthy ones which will challenge the abilities of the best people in the coaching profession. They will merit the interest and support of the student body and teaching staff and will command respect from the community.

Administrative Responsibilities

Superintendent of Schools –The general responsibility for the middle level athletic programs lies with the Superintendent of Schools.

Principal –The principal of a school is responsible for promoting and conducting the athletic program within his/her school in accordance with School District policies.

Middle School Assistant Principal –The Middle School Assistant Principal shall have general supervisory responsibility of the athletic programs, help correlate and coordinate these programs within the school and give professional leadership for their improvement. His/Her major responsibilities will be primarily concerned with:

1. Student and player eligibility and behavior.
2. Financing the programs.
3. Supervising the coaching staff.
4. Assisting the coach in verifying parental permission,health examination and payment of fees; he/she then sends a copy of the list to the coach.
5. Interpreting and enforcing School District Policies.
6. Filing the necessary reports, i.e., student participants in each activity with student numbers, sex-equity report for each activity.
7. Providing for supervision at all scheduled games and contests. The administrator has the authority to remove any spectator who does not conduct himself/herself respectfully.
8. Anchorage School District administrators will prepare a comprehensive yearly schedule of athletic events for ASD middle schools, taking into account all other school activities such as musical programs, dances, etc. Scheduling includes changes, cancellations and withdrawal of team from competition before the end of the contest.
9. Emergency Vehicle Service-Good judgment on the part of the assistant principal will need to prevail when a decision must be made regarding utilization of paramedics to transport a student to the appropriate treatment facility. If doubt exists, request that service. An ASD employee designated by the administrator in charge must accompany the student, if the parent is not at the scene.

Parents should always be notified of action of the above nature and informed of the destination of the student. Cost of the service is usually covered by various insurance plans the family may have. In the event there is no family insurance plan, the cost for the emergency vehicle service will be the parent's responsibility. (Cost and the responsibility for these costs should always be secondary to the safety and welfare of the student.)

Title IX Guidelines for Administrators

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational programs or activity receiving federal financial assistance".

-From the preamble to Title IX of the Education Amendment of 1972

The Board is committed to an environment of nondiscrimination on the basis of race, color, religion, sex, age, national origin, economic status, union affiliation, disability, and other human differences. No person shall be excluded from participation in, or denied the benefits of, any academic or extracurricular program or educational opportunity offered service offered by the District. The District will comply with the applicable statutes, regulations, and executive orders adopted by Federal, State, and Municipal agencies.

Title IX applies to all programs in a school (including academics, extracurricular, and athletics) that receives federal financial assistance. It protects all participants in the academic program from gender discrimination including parents, students and employees.

If a school becomes aware of equal opportunity violations or sexual harassment, the school will take appropriate actions to investigate the situation. For more information on the student grievance process speak with your principal and/or follow the Student Grievance Process in this hand-

Title IX Guidelines for Administrators *(continued)*

book. For more information on Title IX or to report any civil rights violation or Title IX violation, contact the EEO Director, who serves as the Title IX Coordinator, at the ASD Education Center, 5530 E. Northern Lights Blvd, Anchorage, AK 99504-3135 (907) 742-4132.

Concerns may also be reported to any of the following external agencies: Alaska State Commission for Human Rights, Anchorage Equal Rights Commission, Department of Education and/or the Office of Civil Rights.

The principal is the Title IX Designee for their school and must respond to all Title IX complaints in a time and consistent manner. To ensure compliance with Title IX, it is the responsibility of the school principal to:

1. Ensure equal access to all aspects of education including classes programs and services.
2. Be aware of areas of gender under representation in all areas of the school environment.
3. Monitor administrative procedures, school processes, teaching strategies and classroom practices to ensure gender neutrality.
4. Assure that the Student Grievance Process, as detailed in the student handbook, is in place.
5. Respond immediately and investigate all allegations of harassment/discrimination, based on gender or sex. Take actions to stop the harassment/discrimination, hold parties accountable and prevent the occurrence of future harassment.
6. Provide annual Title IX training to all classified and certificated staff including coaches, community volunteers, activity advisers, cafeteria staff, noon duties and crossing guards.
7. Notify all students and their parents annually regarding the District policy relative to Title IX.
8. Annually distribute Title IX information to students, staff and families.
9. Have Title IX Brochures available in the main office, counseling office and at parent/teacher conferences.
10. Reporting:
    a. Title IX inquiries or complaints are reported immediately to the school principal or department supervisor. Complaints not resolved at the school or department level may be reported to the Equal Employment Opportunity Director, who also serves as the Title IX Coordinator. Concerns may also be reported to any of the following external agencies: Alaska State Commission for Human Rights, Anchorage Equal Rights Commission, Equal Employment Opportunity Commission or Department of Education, Office of Civil Rights.
    b. Report the status and resolution of all Title IX complaints to the EEO Office.

Coach's Responsibility

The person who has the greatest influence on the athlete and the stature and success of an athletic program in a school is the coach. It is, therefore, of paramount importance that the individual is well trained and versed in the activity and that he or she demonstrates the highest type of behavior, leadership and sportsmanship before the squad, student body, faculty, and community. ASD coaches and assistant coaches are required to have a current first aid card and to have completed child abuse and bloodborne pathogens training in addition to any other trainings mandated by law or regulation prior to the beginning of the sport season. Record of completion must be entered into My Learning Plan within five days of the completion of training.

Coach's DUTIES SHALL INCLUDE:

1. Attend District Mid Level pre- & post-season meetings for their sport.
2. Selecting and coaching the team's members; looking after their general health and welfare as it pertains to conditioning programs, physical examination, obtaining parental permission, caring for injuries, and checking on player eligibility.
3. Supervising the assistant coaches of that particular sport, coordinating the schedules, practice sessions, facilities, and equipment so that the programs operate smoothly and efficiently.
4. Assuming the responsibility for issuing, cleaning repairing, collecting and keeping an accurate inventory of all equipment pertaining to the sport. Inventories are to be presented to the assistant principal within two (2) weeks following the end of the sport.
5. Assuming the responsibility for the behavior of squad members at all school functions and public appearances. Team discipline shall be within the guidelines of the ASD Student Rights and Responsibilities Document.
6. Submitting team rosters to the Assistant Principal/Athletic Director on the first day of practice and updating these rosters as needed for eligibility.

Coach's Responsibility *(continued)*

7. Appointing or supervising the squad selection of a captain or captains.
8. **Ensure that all students must ride the school bus to and from "away" school activities unless transported by his/her parent/guardian and signed out with a coach.**
9. Traveling with the team when transportation is provided, unless otherwise authorized by an administrator.
10. Assuming the responsibility for being with team members at all practice sessions, clearing locker rooms, practice areas at the end of practice, and supervising team members until student transportation has arrived.
11. Assuring that practice generally takes place on days that school is in session.
12. Assuming the responsibility for maintaining and submitting an accurate roll book which includes date of entry and dates of practice for all students participating in the interscholastic sport.
13. The using of district and division-approved forms is required (e.g. Attendance and Away Meet Check-out forms).
14. Assuring student have paid applicable fees, maintaining a copy of the Health Examination Form, Middle School Activity Participation form, which indicates parent notification of eligibility and participation requirements for participating students and the clearance from the school office. Must have these copies with the squad at every contest.
15. Coaches should make every effort to work with students and their parents if problems should arise. Communication with parents is encouraged.
16. All injuries which occur during practices and competition that require attention by the coach or a medical professional (EMT, nurse, doctor, etc.) must be promptly reported to the administrator in charge. Injuries must then be reported on the District Incident Report form in accordance with the ASD Safety Handbook within 24 hours, and submitted to the building administrator.
17. Notify the Assistant Principal and the player's parent if a student is in jeopardy of being dropped from the activity, providing the reasons for dismissal.
18. When hosting an event, assure that:
    a. Schools are sent the needed information on time.
    b. Teams arriving are met as they step off the bus. Arrange for seating, storage and bathrooms. For most middle school events, dressing and showering will occur at the school of origin.
    c. First aid equipment is made available
    d. Security of personal items has been provided.
    e. Visiting schools are given the "red carpet" treatment.
19. Submitting a budget for new equipment, supplies, etc., to the assistant principal within two weeks following the end of the sport season. All purchases of athletic equipment and/or supplies must be routed through the Assistant Principal.
20. Assuming the responsibility for completing the Lost Equipment Form at the end of the sport season and for contacting parents regarding return of or payment for lost or damaged equipment or uniforms.
21. Assuming the responsibility for completing the Coach's End-of-Season Check List within two weeks after the end of the sport season
22. Making recommendations to the Athletic Director and the Assistant Principal for improving the administration of the sport.

YOU, AS A COACH, ARE EXPECTED TO:

1. Demonstrate good sportsmanship at all times.
2. Have and show respect for your opponent; treat them as guests.
3. Accept and abide by the officials' decision.
4. Set a good example for others to follow. Public protests can only lead to similar behavior by the players and spectators.
5. Use appropriate language. Refrain from any profanity and derogatory comments at all times.
6. Maintain self-control at all times.
7. Teach the values of honest effort in conforming to the spirit as well as the letter of the rules.
8. Provide opportunities for social interaction among coaches and players of both teams before and after the contest.

9. Let the players play. It's their game.
10. Be mindful of comments made to the news media, especially following a hard-fought contest.

Procedures for Coaches

The following is an outline of the procedures that you as a coach/sponsor will need to follow during each school year.

I. **PRACTICE:**
   a. Practices are generally scheduled on full instructional days.
   b. Supervise all team members and stay until all students leave the school to go home.
   c. Supervise your team when they are using the locker room.
   d. Keep a record of team practices using the Daily Attendance Sheet. Turn this record into the assistant principal at the end of the season along with any other required paperwork.

II. **MEDICAL:**
   a. The following procedure will be followed regarding health examination forms.
      1. Students return the health examination form, and the parent/guardian form to the main office.
      2. The assistant principal is responsible for the roster, verifying parental permission, health examination and payment of fees; he/she then sends a copy of the list to the coach.
      3. Coaches keep copies of health examination and Activity Participation forms and take them to all games. It is recommended that health forms either be taken to practice or be conveniently available if an injury should occur during practice.
      4. Students must have health examination forms, parent permission forms, and eligibility guidelines on file, to play or practice in interscholastic competition.
   b. In case of injury, follow the protocol noted below:

      Injury Protocol:

      - project an image of calm and self-control—calm others
      - determine if the student is in a life-threatening status:
        —student is not breathing (obstructed airway, no pulse, no breathing)
        —student is bleeding (arterial bleeding and/or large bruises)
        —student has lost consciousness
      - If none of the above applies, you do not have an immediate medical emergency. You have time to react. If any none of the above applies, life saving procedures should begin (i.e. CPR, remove obstruction, stop bleeding.)
      - Assume spinal injury if the student was subject to hard fall, a blow to the head or body, or if the student cannot move. **NEVER MOVE AN INJURED STUDENT IF SPINAL INJURY IS SUSPECTED!** If, in your judgment, a student needs emergency medical care, delegate a coach to:
      - call 911
      - render ongoing care; do not leave student
      - instruct a coach to call the parents. Ask which hospital is preferred.
      - await arrival of paramedics (treat for shock: elevate feet, keep child warm with blanket.) If trained in First Aid, immobilize head if spinal injury is suspected.
      - if a parent is not available an ASD employee designated by the administrator in charge will accompany paramedics to hospital.
      - **fill out an ASD Incident Report form in accordance with the detailed instructions in the ASD Safety Handbook.**
      - Monitor student; call parents if you have any suspicion of potential injury

Procedures for Coaches *(continued)*

and recommend medical follow up as appropriate.

III. **EQUIPMENT**

a. Sports equipment will be secured in appropriate storage areas.
b. Coaches will meet with the Assistant Principal for equipment needs.
c. Uniforms issued to an athlete is his/her responsibility for return or replacement. If the equipment is neither returned, replaced nor paid for, a certificate/award shall not be given plus other sanctions against the athlete may be possible.
d. Athletic uniforms are to be worn only during sponsored practices, activities, assemblies and on game days. **All uniforms must be returned to the coaches no later than one week after the last day of participation.**
e. Uniforms should be turned in CLEAN and FOLDED at the end of the season. Coaches will contact parents regarding payment for lost or damaged uniforms and/or equipment.
f. A medical kit must be readily available at all times, both in the office and during games/meets. See your nurse for necessary items to be included in the kit and for restocking. Ice packs must also be available.
g. Season checks will not be issued until all final check-out items are marked off by the assistant principal and secretary.

IV. **AWAY GAMES:**

a. Notify the assistant principal of any changes in schedule time, dates, or location of games.
b. Students must ride the bus to and from games unless transported by their own parents or guardians and signed out with coach using the approved district student check-out sheet.
c. Coaches are to ride the bus to and from games with the teams.
d. The ASD sponsored activity/athletic events are limited to competitions and performances within the ASD schools. Travel outside the Anchorage area is not permitted.

Captain's Responsibility

The team captain provides leadership and promotes team responsibilities. The duties, under the direction of the coach, shall pertain to:

1. Assisting with the control of team on the field of play and directing the team in a manner which reflects credit to self, team, school and community.
2. Cooperating with school and game officials and assisting the coach in the enforcement of established training regulations.

Manager's Responsibility

Managers are looked upon as important personnel in the total morale. They should be willing workers and possess a high degree of loyalty and respect for private and public property. The manager's duties under the direction of the coach shall pertain to:

1. Issuing, marking, repairing and assisting in making inventories of sports equipment.
2. Performing such duties as may be assigned by the coach or Athletic Director.

Spectator's Responsibility

Spectators are expected to:

1. Remember that the game is for the players. Good sportsmanship will enhance this educational experience.
2. Refrain from distracting the players during play.
3. Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and good will.
4. Treat the officials with respect before, during, and after the contest.
5. **Display good conduct. The administrator has the authority to remove any spectator who does not conduct himself/herself respectfully. Abusive language is prohibited.**
6. All student spectators must leave school at 2:45 p.m. They are allowed to return to watch the activity if accompanied by an **adult.**

Interscholastic Participation and Eligibility Requirements

Eligibility

1. To be eligible to participate in the middle school interscholastic activities program, a student **must** fulfill all requirements listed below:
   - Be currently enrolled as a full-time student of the Anchorage School District;
   - Be in good standing;
   - Pay participation fee per sport or be eligible for a sports fee waiver;
   - Have a current physical on file in the office. Please note that a **CURRENT PHYSICAL IS REQUIRED FOR ALL SPORTS.** PHYSICALS ARE ONLY GOOD FOR 18 MONTHS FROM THE DATE THAT THE PHYSICAL WAS TAKEN AND FOR THE SEASON OF THE SPORT. Physical should be valid until the end of the season.
   - Have an Activity Participation Form signed by a parent/guardian for ***each*** sport. Included in the Activity Participation Form is a parent's consent for emergency treatment which must be signed and on file, and participation guidelines must be acknowledged. Also, the parent/legal guardian must sign and file a release of the District and assumption of the financial responsibility in the event of injury.
2. Athletic participants must have ten (10) days of practice before they are eligible to participate in a competition.
3. In order to practice or play in a game, a student must be in attendance a minimum of one-half day (3 or 4 periods depending upon the school schedule), except for extenuating circumstances approved by an administrator.

Middle School Charter/ Alternative Schools

1. Member Schools – The 10 neighborhood middle schools are the member schools for ASD. Students attending member schools are only eligible to compete for that school.
2. ASD Middle School Charter/Alternative Schools. Students attending ASD MS Charter/ Alternative Schools are only eligible to participate in interscholastic sports with their neighborhood/zoned school if the sport is not offered at their school of enrollment.
3. Limited member schools shall restrict participation to students of that school only. ASD Middle School Charter/Alternative Schools seeking limited member status will acknowledge awareness that all costs associated with organizing a team(s) and competing are the school's responsibility. This includes, but is not limited to, coaches, transportation, administrative support and staff support. Schools requesting limited member school status must meet the following criteria.
   a. The principal will submit a detailed proposal to Secondary Education listing funding sources, coaches' expectations, anticipated number of students, transportation plans and accounting procedures.
   b. The Secondary Senior Director will seek input from the Middle School Principals.
   c. The principal will attend Middle School activity meetings and will provide administrative coverage for athletic events.
   d. The coaches will follow all coaching procedures and responsibilities listed in this handbook.
4. Due to the large number of participants and related safety concerns, ASD Middle School events may only occur among ASD member and limited member schools.

Refunds

Any student who is still participating after the date of the first contest, in which that student could have competed, is NOT eligible for a refund.

Intramural Participation and Eligibility Requirements

To be eligible to participate in the middle school intramural activities program, all of the above must be observed with the exception of the participation fee.

Conditions of Student Participation

Participation in middle school athletics is a privilege. All students are expected to comply with local, state, and federal laws and the rules and regulations of the Anchorage School District. Students will be subject to denial of the ability to participate if they; do not meet eligibility requirements, engage in behavior that is detrimental to the well being of the team or school, are in violation of the tobacco rule, are in violation of the drug and alcohol rule or commit criminal acts as defined in the ASD Statement of Student's Rights and Responsibilities. In all cases the Superintendent or designee retains the right to review and revise any disciplinary action.

A. STUDENT INTRAMURAL AND INTERSCHOLASTIC ATHLETICS
   1. All students will be permitted to participate in intramural sports in a manner consistent with their gender identity consistently expressed at school. Furthermore, all students will be permitted to participate in District-sponsored interscholastic athletics in a manner consistent with their gender identity.

B. ELIGIBILITY RULES
   1. Athletes must meet all eligibility requirements of the Anchorage School District.
   2. Violation of the eligibility rules shall result in denial of participation.

C. DENIAL OF PARTICIPATION
   1. An athlete who is suspended out of school for any reason will not be eligible to practice or play any sport during the period of suspension.
   2. Any sanction imposed under these Conditions of Participation is separate and distinct from any sanction which may be proposed for violation of any other school disciplinary requirement.
   3. **During an appeal process the student shall not participate in the group's activities until the appeal process is completed.**

D. DENIAL OF PARTICIPATION FROM TEAM ACTIVITIES FOR SPECIFIC CIRCUMSTANCES.
   1. An athlete with an unexcused absence for one or more classes or in attendance for less than half of the school day whether or not the absence is excused, cannot practice or play on that day without principal permission.
   2. Equipment issued to an athlete is his/her responsibility for return or replacement. If the equipment is not returned, replaced or paid for, no letter shall be awarded nor shall the student be permitted to participate in any sport.
   3. Denial from participating with the team for a period of time to be determined by coach may result from the following:
      a. Insubordination
      b. Obscene gestures; swearing
      c. Provocation
      d. Fighting
      e. Stealing/Theft
      f. Hazing/Initiation
      g. Harassment/bullying
      h. Concussion
      i. Other disciplinary situations, which may arise
   4. With administrative approval, the coach may establish additional participation rules.

E. DRUG/ALCOHOL RULES

The actual or attempted sale of, use of, possession of tobacco, alcohol, inhalants, illegal drugs, substances designed to look like illegal drugs, substances purported to be illegal drugs, or drug paraphernalia shall subject the athlete to loss of practice and athletic participation.

Conditions of Student Participation *(continued)*

Under School Jurisdiction

Students who violate the drug/alcohol rules will be subject to:

a. **FIRST** OFFENSE FOR POSSESSION OR USE - Suspension in accordance with Anchorage School District Regulations. Loss of practice and athletic participation during the suspension. Completion of the appropriate Drug/Alcohol unit before resuming eligibility.

b. **SECOND OR SUBSEQUENT** OFFENSE FOR POSSESSION OR USE, OR FIRST OFFENSE FOR SELLING, DISTRIBUTING, OR ATTEMPTING TO SELL - Suspension or change in placement in accordance with Anchorage School District Regulations - Loss of practice and athletic participation during the suspension or change in placement.

F. CRIMINAL ACTS

Students who commit criminal acts as defined in the ASD Statement of Student's Rights and Responsibilities will be removed from the team for the remainder of the season.

1. The school will conduct an investigation independent of the Police.
2. The student may appeal the finding of the investigation to the school principal.
3. The student shall not participate in the team's activities until the appeal process is completed.

Denial of Participation

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 and the rules and regulations of the Anchorage School District. In all cases the Superintendent or designee retains the right to review and revise any disciplinary action.**

A. General

1. The Anchorage School District Conditions of Participation shall apply to all athletic teams, music groups and clubs. In addition to these general rules each advisor or coach may develop *specific* rules for his/her particular group or team. These rules must be signed by a parent/guardian and coach to be placed on file with the assistant principal. Students are to be notified in writing of both general rules and the group's specific rules by the coach or advisor.
2. The group's advisor or coach must administer reasonable disciplinary action of violation of these rules including suspension from the activity for a temporary period or removal from the activity altogether.
3. Violation of athletic, music or club general rules may result immediately in suspension or removal from the group by the advisor or coach. In these violations the advisor/coach must follow the procedures as outlined in B and C below.
4. Violation of the advisor's or coach's specific rules may result in suspension from the team only; however, before denying participation in the activity, the advisor should communicate with parents, discuss the situation with the student and administer other appropriate disciplinary action.
5. **In all cases, the Superintendent or designee retains the right to review and revise any disciplinary action.**

B. Denial of participation

1. Denial is defined as any suspension less than a permanent denial of participation.
2. When an advisor or coach intends to deny participation of a student in an activity or team for disciplinary purposes for violations of the Conditions of Participation, the coach or advisor shall submit specific and complete details of the proposed disciplinary action to the principal. **The principal shall notify Secondary Education. The proposed action shall be reviewed by the principal prior to the imposition of the sanction.**
3. When an advisor or coach denies participation of a student in an activity group, the student must be informed of the intended action. It is then the responsibility of the advisor/coach to discuss the situation with the student and then determine whether or not to deny the student participation. If the student is denied participation, the advisor/coach must complete the applicable denial of participation form.
4. The student may appeal the denial of participation within 24 hours of the action to the principal or designee. The principal will conduct an informal hearing. The decision

Denial of Participation *(continued)*

will be final. Such appeal must be conducted within two school days after the appeal is received, unless by mutual agreement there is an extension in the time period.

5. Procedures for conducting the appeal hearing are as follows:
   a. The assistant principal shall serve as chairperson of the appeals committee.
   b. The advisor/coach who is denying participation will present reasons for the denial.
   c. The student and/or parents may then present evidence or reasons why the student should not be denied participation.
   d. The student has the option of being represented at the appeal hearing; however, the hearing is not a legal process.
   e. The appeal board shall make its decision with 24 hours of the hearing to either uphold, modify or repeal the denial of participation.
   f. **During the appeal process the student shall not participate in the group's activities.**
   g. The decision of the appeal board will be based upon generally accepted parliamentary procedures with a majority vote of the members of the appeal board necessary to take action.
   h. The appeal board is responsible for notifying the student in writing of its decision and the reason for the decision.
   i. There is not provision for appeal beyond the appeal board in the case of a temporary denial of participation in an extracurricular activity.

C. Administrative Review

In all cases the Superintendent or designee retains the right to review and revise any disciplinary action.

Dual Participation

1. A student may participate in an activity sponsored by an organization other than the District while competing during the same season in the same activity sponsored by the District.
2. A student may participate on more than one team within the school during the same sport season with prior approval by the school Administration
3. All student athletes must accomplish ten (10) separate days of physical practice in the same sport activity prior to the first day of competition. When a student is participating in a recognized school sport activity or is participating in a nationally recognized activity in the same sport, which over laps the beginning of another recognized sport season, the school Administration may waive up to five (5) practices.

Sports Activity Coordinator

Each school will be assigned to coordinate one or more specific activities annually. The designated administrator/coordinator will be responsible for the following:

1. *Two meetings per year (minimum) will be chaired by the administrator in charge of the sport.* Coaches are expected to attend. One of the meetings will be held before the season begins and the second after the season ends.
2. All coaches' recommendations will be presented to the assistant principals through the coordinator as well as all requests for a coaches' representative to speak at a principals' meeting.
3. Minutes of coaches' meetings will be kept. A list of schools represented must accompany the minutes and a vote must be recorded for each recommendation.
4. Items for the agenda must be submitted in advance so the agenda can be distributed to all schools prior to the meeting.
5. The middle school administrator/coordinator is responsible for the preparation of the meet schedule and arranging for officials. A copy of the schedule will be submitted to the assistant principals. Any schedule changes must be reported to assistant principals and the officials involved.

Administrative Procedures for Additional or Voluntary Coaches

The Anchorage School District has allocated adequate coaching positions to maintain the necessary safety and supervision of the activity program. Schools are expected to adhere to the allocated staff in order to maintain equity between programs and to stay within ASD budget guidelines. However, additional coaches may be necessary based on need.

Procedures for Hiring Additional Staff

1. All additional staff allocations must be requested and justified in writing. All requests must be approved by the Executive Director of Secondary Education.
2. All funds to support additional coaching addenda must be from approved ASD funding sources.
3. Established ASD hiring practices will apply to hiring of additional coaches.
4. Established ASD training requirements will apply to any additional staff hired.
5. Additional positions are approved on a year-by-year basis.

Sharing of Allocated Addenda

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 addendum when total combined time worked is equal to the full-time position. Any other reduction or reallocation of this standard rate of pay requires approval of AEA. Employees may not agree to work full-time for less than the negotiated agreement. Intramural sponsors will be compensated by the 40-hour intramural addendum.

Volunteer Coaches

Many ASD programs have parents and interested community members willing to volunteer to aid in program development. The philosophy of the ASD 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, however, those volunteers that are interested in serving as a "Volunteer Coach" must meet the same standards expected of any other ASD coach that assumes major responsibility of supervision of students in the activity program. Volunteer coach is defined as a person who works directly with students on the field or court in practice or game situations. The guidelines for volunteer coaches are as follows:

1. Must be approved by the building principal. Approval must be obtained each year.
2. Must have the same qualifications required of other coaching staff to include background check and first aid training.
3. Must be willing to serve without remuneration from any source.
4. Must be under the direct supervision of an ASD coach at all times.
5. May not directly supervise students without an ASD administrator or coach present.
6. Volunteers that are employed by the ASD in another capacity, at a different work site, must give priority to that position. Should coaching responsibilities conflict with the regular ASD job, the following procedures for release time are to be followed:
   a. The principal/supervisor of the activity school must request, in writing, the release of the employee from the direct principal/supervisor.
   b. The direct principal/supervisor must agree to the release of the employee. 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 release time period.

Section 3
TRAVEL

Student Travel Approval

Travel is permitted under certain restrictions. If there is an overnight trip that is organized by or in the school, approval must be obtained from the principal and the Secondary Executive Director or designee.

Behavior expectations

Student participating in travel activities are to conduct themselves according to district and school guidelines. Failure to do so will result in appropriate disciplinary action begin taken by school officials.

Permission for student travel

Principal and parent/guardian permission is required before a student may travel.

Travel

a. Travel is defined as travel by any means outside of the municipality of Anchorage, whether for a day or overnight.
b. The district shall establish procedures for approving and/or funding, within budget limits, travel by students and/or student groups. Travel may be approved where such travel fulfills a student need or provides an important benefit to the involved student(s) and to the district, and where the needs cannot be met or the benefits adequately provided locally. The procedures shall include consideration of the cost to the district relative to the educational or other program benefits, the priority of the activity and benefits relative to competing requests for travel and other budget considerations and the amount of school support required and its impact on other ongoing programs.

Approval of student travel

a. A teacher and/or activity sponsor must submit a request for travel by students to the appropriate administrator for initial approval. The proposal shall then be submitted to the appropriate Senior Director, or his/her designee, for final approval. Initial approval of the student travel must be received prior to the teacher or sponsor making commitments to students and/or parents about the travel, or making financial commitments.
b. Approval for programs which involve academic credit (e.g., supplementary field trips) must be obtained prior to the activity taking place. Credit after the fact may be approved by the Superintendent or designee in unusual circumstances.

Funding of student travel

a. At its discretion, the district may pay part or all of the costs of travel and related expenses for approved activities. Decisions on funding shall not discriminate among students or groups of students on any impermissible basis (i.e., race, sex, religion, etc.)
b. In situations where approval for travel is sought, but district funding is not available to defray the cost of such travel, funds may be raised by the proposed participants and/or supportive groups to underwrite the cost of the travel. The proposed source of funds and/or manner in which funds are to be raised must be approved by the principal and respective elementary, middle level or secondary divisions prior to initiating fund raising activities.

Criteria for student travel

All decisions relative to approval of student travel and the funding for such travel shall be based on the following criteria. The application must document each requirement.

a. Travel must be related to education or approved activity programs.
b. Travel must provide opportunities that are not available within the district. Priority will be given to those trips that do not interfere with the school calendar. While school is in session, trips related to academics will be limited to five (5) cumulative school days per year for each class or group. Trips related to activities/athletic

Student Travel Approval *(continued)*

will be limited to three (3) school days per season. The Superintendent or designee may grant a waiver of this limitation and will be recorded as an activity absence. Absences for trips initiated for academic enrichment will be recorded as a prearranged absence. However, travel/trips during a period approved by the Superintendent for specialized instruction as part of a school's calendar (intensives) will not count toward the limit under this section.

c. The number of adults participating in the travel to supervise students must be approved by Secondary Education. The ratio of adult to students may vary depending on the activity. In general, a ratio of 1 to 10 is recommended. If the trip is not a part of the ASD educational program, any leave expenses incurred must be covered by fund raising activities, the ASD professional leave bank or LWOP/personal leave opportunities. Coverage by an administrator or designee is required when the trip is related specifically to an ASD academic or activity program. Schools will ensure gender balance among chaperones on overnight trips. A minimum of two ASD staff members are expected to attend each trip.

d. School programs for student not traveling must continue at the level expected if the trip did no occur. Applications must provide assurances that this will happen. Students traveling must maintain their overall educational program. It is highly recommended that student attend school while on these trips, whenever possible.

e. The trip must be safe and adequate security must be provided. There must assurance that adequate medical care is available. It is highly recommended that at least one chaperone have a current first aid certificate. Chaperones must sign the Travel with Students form and abide by all expectations.

f. The proposal must anticipate possible contingencies including potential liability, emergency situations, and provisions for disciplinary matters. Parents must sign the Waiver of Liability form.

g. The impact of fund raising activities upon the students, the school, and the community must be reasonable and possible within the target community. There must be a plan to handle the cancellation of a participant, the trip itself or other factors that might result in financial liability associated with the scheduled trip. Advance ticket purchases and other non-refundable deposits are not the responsibility of the Anchorage School District.

h. Travel must be approved prior to encumbrance of advance ticket purchases. Trips outside the state of Alaska must be approved the semester prior to the trip departure. Trips within the state of Alaska must be approved 30 days prior to departure.

i. Applications must be complete when submitted. Failure to provide all information requested may result in denial of travel.

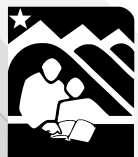
Cancellation for Safety Reasons

Whenever the Superintendent or designee determines that dangerous conditions may affect the health, safety, or welfare of those traveling, the Superintendent or designee may withdraw approval for the trip. In making such decisions, the Superintendent or designee will consider any known travel advisories or restrictions issued by the Department of Homeland Security and the U.S. State Department. The district assumes no liability to anyone for reimbursement of costs or expenses incurred by any trip for which the Superintendent or designee withdraws approval. Parents must acknowledge notification of the District's policy.

School Buses and Travel

Requesting the bus

- An Activity/Field Trip Request form must be submitted to the Transportation department at least 10 days prior to the departure date.
- An itinerary indicating transportation requirements while at the destination (trips for meals, game travel, etc.)
- If the trip requires overnight accommodation the school is responsible for making hotel accommodation for the driver(s). If the trip is scheduled to depart late in the day, arrangements should be made for a late checkout for drivers so that they will be well-rested for the return trip.



Anchorage School District

Educating All Students for Success in Life