Valdez High School

2026-27

Athletic and Activities Coaching Handbook



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Introduction

BP 6145: The School Board recognizes that extra-curricular and co-curricular activities enrich the educational and social development and experiences of students and shall annually adopt a plan for student participation in extra/co-curricular activities, which does not compromise the integrity and purpose of the educational program.

BP 6145.2: The School Board considers the interscholastic program an integral component of the district educational program. The interscholastic athletic & activities programs shall be geared to the interests and abilities of students of both sexes and varied in scope to ensure wide participation, consistent with the financial and personnel constraints of the district.

GENERAL GUIDELINES

The athletics and activities programs at Valdez High School will be conducted in accordance with the policy, rules, and regulations adopted by the administration and the school board as dictated by the Valdez School Board, Alaska School Activities Association (ASAA), and Region VI Bylaws. Inherent in these guidelines are the following:

1. It is the responsibility of administrators and members of the coaching staff to understand and represent the school's philosophy, code of ethics, policies, rules, and regulations.
2. Students in grades nine (9) through twelve (12) participating in activities shall be governed by policies of the Alaska School Activities Association, Valdez School Board Policy, and Valdez High School rules and regulations.
3. No student shall practice or compete without a current physical (as appropriate). The activity fee must be paid before the first competition.
4. All participants shall have a period of practice to ensure proper conditioning before engaging in a contest. In all cases of activities covered by ASAA rules, participants shall have completed the minimum number of practices required by ASAA.
5. Performances, games, and events shall be scheduled to interfere as little as possible with other parts of the school program.
6. Sponsors and coaches will publish clear guidelines and expectations for the selection of participants and participant's continued membership in the organization.

The Activity Handbook shall be reviewed annually.

DUTIES AND RESPONSIBILITIES

Superintendent – The overall responsibility for the operation, policies, and procedures that govern the extra-curricular programs of VCS rests with the Superintendent of Schools.

Principal – The building principal is responsible for promoting and conducting the activities program within his/her school in accordance with ASAA and VCS policies. The principal may assign some or all the duties listed below, but the principal has the ultimate responsibility to ensure the following are carried out, and all District policies and procedures are followed.

Responsibility for any violation of the following rests with the building administrator:

1. Student and player eligibility and behavior.
2. Supervision and fiscal responsibility for all activity funds in their site budget or site activity account.
3. Hiring, termination, and supervision of the coaching and activity staff.
4. Interpreting and enforcing ASAA and VCS policies and procedures.
5. Maintenance of all required records and reporting and filing all reports to the Board of Education, Superintendent, ASAA, and other agencies as required.
6. Ensuring supervision at all scheduled games and events.
7. Preparing a comprehensive yearly schedule of extra-curricular events.
8. Coordinating emergency procedures and coverage's (when appropriate) at all school activities or events.
9. Ensuring that there is a meeting each year with all coaches and sponsors to review security, activities code, handbooks, paperwork, team rules, coaching responsibilities, etc. (Appendix A)
10. Arranging transportation and housing for all events.
11. Any other duties as necessary.

Each school shall have procedures for parental notification should a student emergency arise. Parents should be notified when student transport to a medical center is necessary. Cost of emergency service is usually covered by family insurance plans. In the event there is no family insurance plan, the emergency service costs will be the parents' responsibility. Costs and their responsibility should always be secondary to student safety.

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

1. Scheduling events and contacting participating schools for each home contest.
2. Ensuring that when hosting an event:
    - Schools are sent essential, timely information.
    - Arrangements have been made for dressing rooms, showers, etc.
    - First aid equipment is available.
    - Security of personal items has been provided.
    - Appropriate officials have been contacted.
    - Collecting keys after events.
3. Supervising the running and accounting for all gate receipts.
4. Assisting in the annual scheduling of all ASAA activities.
5. Overseeing the site activity budget and expenditures.
6. Ensuring coaches have access to Arbiter eligibility data, physical forms, emergency treatment cards, parent permission forms, etc. This information will be stored in the arbitersports.com.
7. Coordinating the school activity calendar.
8. Ensuring students have filed a signed statement of participation guidelines.
9. Overseeing inventory, purchase, and maintenance of equipment, uniforms, and supplies.

10. Purchasing and distributing athletic awards, letters, and pins.
11. Organizing awards and banquet ceremonies.
12. Assisting in public relations, including, social media, website, and livestream.
13. Purchasing and distributing first aid supplies.
14. Working as a liaison between the administration, parents, students, and coaching staff.
15. Any other duties as necessary.

Coaches/Sponsors/Advisors

1. Accompany and appropriately supervise his/her students whenever the team or groups travel to play, practice, scrimmage, or compete.
2. Obtain and maintain required certifications and licenses. The AD will help expedite this process. (Appendix B)
3. Supervise his/her students, within the bounds of propriety, in locker/shower areas and other areas of the school building.
4. Follow all procedures related to injury reporting, record keeping, and cooperation with medical personnel.
5. Maintain a thorough knowledge of skills development, training techniques, fundamentals, game strategy, and rules of activity, along with the ability to demonstrate the implementation of the above in scheduled practices and competition/performances.
6. Organize, schedule, and conduct practice sessions designed to teach all participants while keeping the total welfare of all participants in mind.
7. Utilize an appropriate comprehensive (strength, flexibility, power, speed, etc…) strength and conditioning program to maximize the enhancement of participant's physical abilities and resistance to injury.
8. Communicate effectively with team members, parents, community, and administration. **Meeting with team members' parents at the beginning of the season is required**; other meetings should be held from time to time as appropriate. Suggested topics for discussion and clarification are:
    a. Player/participant selection, continued membership and usage
    b. Practice times
    c. Coaching style and philosophy
    d. Academics (in/out of season and "on the road")
    e. Eligibility
    f. Training rules
    g. Travel requirements, conduct, and itineraries
    h. Required forms
    i. Conditioning (in/off-season)
    j. Concussion protocol
    k. Support for other activity programs
    l. Cyberbullying
    m. Electronic devices
    n. Player/Parent Communication
9. Follow, as well as distribute and explain to participants, all activity policies, including suspension procedures.
10. Teach, model, and require good sportsmanship, fair play, ethical conduct, good

scholarship, and a positive student-teacher relationship.

11. Always Have immediate access to arbitersports.com emergency information (practices, home/away competition, and during travel). The online data includes emergency contact numbers for parents/guardians & home site administration, ASAA Consent for Student Travel and Participation form.
12. Conduct fundraising activities in cooperation with the Activities Director and the approval of the principal. (Appendix C)
13. Be responsible for handling all money associated with the assigned activity and ensure cash totals are prepared within 48-hours of the end of the activity or event.
14. Complete district cash count form and submit to the Athletic Director.
15. Attend any meetings called by the building principal, designee, or activities director related to the assigned activity.
16. Issue and maintain uniforms, equipment, supplies, and physical property used by participants. (Appendix D)
17. Act as a student advocate when an injury occurs. Fill out and submit accident report forms as required.
18. Provide an identified study/academic time for traveling athletes and act as a proctor for the administration of tests and exams if necessary.
19. Submit a travel roster to the AD prior to travel.
20. Use your best judgment and act with school district authority when emergency situations occur while traveling or engaged in the execution of your duties.
21. When traveling refers all instances of illegal activity, substance/alcohol use by participants to local law enforcement immediately and notify the activities director or administration should this occur.
22. Unless approved by the principal, no athletic practices shall occur between 8:00 am and 4:00 pm on school days. Facility obligation, contract issues, and opportunity equity dictate this.

Student Participation

PHYSICALS

As per the Alaska Schools Activity Association (ASAA) rules, students must have a current physical examination before participating in any practices. Students must pay for their physicals. Completed physicals will be returned to the main office. Physicals are good for 18 months.

STUDENT ACTIVITY FEE

Students at VHS must pay an activity fee of $100 (one hundred dollars) for each activity in which they participate. The activity fee will be collected by the Coach. Students must pay the activity fee before they are permitted to travel and/or compete. Students who are eligible for fee waivers as determined by the Income Survey Form or Migrant Ed. are given an exemption from paying the $100 fee.

The Activities Director will generate a comprehensive list of students who have completed and turned-in their current physical form and who have paid their activity fee. This list will be the sole indicator that a student is cleared to travel and/or compete in an activity. Coaches and

sponsors may review the list daily for any updates.

Eligibility

Eligibility to participate in extra-curricular/co-curricular activities is a privilege, which is attained by meeting the standards set by the Alaska School Activities Association-Region VI, Valdez City Schools, and Valdez High School.

Students must attend all classes on the day of competition or travel.

The student must be in regular school attendance for the entire day of the extra-curricular event or the day before leaving on the activity (i.e., Friday school attendance for Saturday event or departure timelines). The only exceptions are medical/dental appointments or a family emergency that has been verified by the athletic/activities director. Medical/dental appointments shall be communicated in advance of the appointment to the coach, activity sponsor, and athletic/activities director.

Upon returning from a school trip, it is strongly encouraged that the student is in attendance the next school day. Exceptions may be made at the discretion of the athletic/activities director in consultation with the principal.

GRADE CHECK PROCEDURE
Student academic performance must be a priority. Students, parents, coaches, and sponsors should all be aware of a student's academic performance continuously.

While there is no academic probationary period for any sport and/or activity, students must maintain a 2.0-grade point average with no failing grades (Fs). Students who do not maintain a 2.0-grade point average and/or have grades of Fs will not be allowed to practice and/or participate in school district-sponsored travel until their grades meet the minimum requirements during the current two-week grading period. (However, no competitive competition or school district travel until the next two-week grading period, and/or until the student meets the required grading requirements during future two-week grading periods.) Students with F grades are encouraged to attend after-school tutoring or study hall.

Eligibility for athletes or activity participants will be determined every two weeks (rolling eligibility). Academic grade checks (AGC) dates are published in the Valdez City Schools District calendar annually.

Exceptions to these requirements may be made by the athletic/activities director if approved by the principal/designee. Valdez High School is a member of the ASAA (Alaska School Activities Association) and is governed in athletics/activities by ASAA policies.

Activity Progress Reports/Grade Checks – The Activities Director will check the grades of all participating students before a competition and/or travel. Grades will be checked using the PowerSchool grading system. The following procedure will be used for all students that are declared as ineligible or eligible based upon the PowerSchool grade check:

- On Monday @ 4:00 pm, the AD will certify all students as either eligible or ineligible based upon VCS guidelines. Students that are certified as ineligible will be held out of travel and competition for the two weeks.

  ** Teachers should only revise grades when the grade was incorrect due to work turned in that was not graded or entered into PowerSchool or if there were other errors due to grade entry into PowerSchool.*

Grade Checks for Homeschool Students
Homeschool students/parents will be required to fill out the grade check form every two weeks as established by the grade check schedule. These are required to be submitted on Monday of the indicated week at 3:30pm to the athletic director. Failure to do so will result in the student being ineligible for events during that grade check period.

Student Travel
Students, while traveling and representing Valdez High School, are expected to follow the rules outlined in this handbook (Appendix E). Those who are in attendance at room parties or other get-togethers where a violation of the drug, alcohol and tobacco rules is taking place, will be subject to the same disciplinary actions as those directly violating the drug, alcohol or tobacco rules. (Appendix I)

Pre-Make Up Policy
All students traveling on school sponsored trips will be required to complete a pre make up form prior to their departure. This form will be filled out by the student's teachers informing them of the work they need to complete. It is expected that students will have schoolwork to do on trips when coaches set aside time for this.

Home school students who are participating in school sponsored trips will be held to the same standard and required to fill out the pre-make up form. They also will be expected to have materials to study during designated times.

Activities

SPORTS SEASONS – 2026-27

	Season Start	**Season End**
Cross Country	July 27	October 3
Football	July 29	October 16
Swimming	August 5	November 7
Volleyball	August 5	November 13
All-State Music Fest.	Nov. 5 submission deadline	November 21

Wrestling	September 30	December 19
Nordic Ski	October 28	February 27
Basketball	December 2	March 20
Cheer	December 2	March 20
Native Youth Olympics	TBD	
Track & Field	March 3	May 29

INITIAL SEASON START-UP
Coaches and sponsors are responsible for consolidating the names of participants in their respective activities. Sponsors/coaches should:

- identify all required forms have been completed in arbiter.com
- the appropriate timelines for completing this.

Once the student and parent have completed their online registration forms on arbiterathlete.com and have paid their fee, they will be eligible to practice and compete.

FACILITIES USE AND PRACTICE SCHEDULES
The activities recognized by Valdez City Schools as part of the school activities program will have priority for the use of facilities. Efforts to accommodate community programs delivered through Valdez Parks & Rec will be made.

Scheduling the use of the facilities is the responsibility of the Activities Director in cooperation with the coaches/sponsors.

Practice schedules during the regular season will be worked out in cooperation among coaches and sponsors involved as well as the Activities Director.

Published schedules are helpful to parents, participants, and school personnel. By starting and ending on time, the program's relationship with all involved will be enhanced.

FACILITIES SUPERVISION
All coaches and sponsors must be present at practice sessions unless otherwise cleared through the Activities Director and/or building principal. Coaches should arrive in advance of the participants if possible. Coaches are responsible for the supervision of their athletes from the time the athlete arrives for practice until the athlete has left the practice. No coach should leave a practice or competition and leave an athlete unsupervised, awaiting transportation.
After each practice, game, or performance, coaches/sponsors shall be responsible for seeing that all locker rooms are vacated and doors providing access to equipment and the building are secured. **All athletes should be off premises before a coach leaves.** The head coach will be responsible for ensuring security and safety.

Hazing
There will be no hazing of students by anyone in any way. Hazing means a behavior or pattern of behavior directed at one or more specific individuals which persecutes, harasses, humiliates, degrades, or endangers the physical safety of an individual. Failure to understand the severe nature of this type of mistreatment or to ignore the warnings provided may result in disciplinary actions to include suspension and expulsion from the team, the sanctioned activity, or school. The hazing prohibition policy page must be signed by the student and parent/guardian verifying they have read and understood the policies.

FIRST AID AND EMERGENCY PROCEDURES

Each coach must have a Basic First Aid card and receive Concussion Protocol training. Coaches that are newly hired will work with the Activities Director to get their Basic First Aid card. It is recommended that all personnel traveling with students have the Basic First Aid card. Emergency Action Plans (EAP) should be in place and practiced for all sports.
In the event of an injury:

1. Give immediate care. Do not leave the injured student in the care of a student trainer or another student.
2. If there is an on-site medical person available, allow him or her to handle the situation.
3. Seek help and care from hosting school personnel when competing away from home.
4. When attending an injured student, a coach or sponsor should put aside contest emotions and evaluate the injured student with care. If, in the coach or sponsor's opinion, the student should not be moved, then don't. Call for medical personnel or an ambulance immediately.
5. If a student has a serious injury, the coach should contact the parent(s) guardian(s).
6. If the parent(s)/guardian(s) cannot be reached, the coach/sponsor will act on behalf of the parent.
7. Always act in the best interest of the injured player and follow those steps deemed to be reasonable and prudent.
8. Report all injuries that need professional attention to either the building principal or the Activities Director as soon as possible. Also, all injuries that result in loss of playing or practice time should be reported on the injury report form and submitted to the school office.
9. For any injury, even those that require minimal ministrations, encourage the student to seek an additional opinion from a parent and/or family doctor.

LETTER AWARDS
All awards will be in accordance with the requirement outlined in the activity's manual.

No award of any kind other than awards by the school, Alaska School Activities Association, or group approved by the State Association shall be made to participants in any activity. If participants accept unapproved awards, such participants shall jeopardize their eligibility to represent the school in extra-curricular activities and jeopardize the school's standing in the State Association.

Only one chenille or felt letter will be presented to a student during the time he/she represents Valdez High School in extra-curricular activities.

Students may earn a varsity letter in the following activities: Basketball, Wrestling, Volleyball, Cheerleading, Cross-Country, Nordic Skiing, Music, Football, Swimming, Aca-Deca, Track & Field, and NYO.

APPENDICES

APPENDIX A

BEGINNING OF THE YEAR ACTIVITY ADVISOR MEETING

The items listed below are suggested topics to be discussed and clarified at the beginning of the year and reviewed with coaches and sponsors prior to the start of the respective activities.

1. Establishing rules and procedures for respective activities
2. Supervision of students and facilities
3. Facility use and set up/breakdown requirements
4. Inventory of activity equipment
5. Equipment care and security
6. First aid and concussion protocol training
7. Rosters and student information
8. Grade-checks/Pre-arrange procedures
9. Travel packets
10. Fundraising
11. Paperwork (check requests, deposits, etc.)
12. Student forms (physicals, consent to participate and travel, etc)
13. Eligibility
14. Practices (practice plans, schedule, etc.)
15. Parent meetings
16. Strength & conditioning (in/off season)
17. Clinic workshop attendance
18. Goals and evaluation of coaches and program

APPENDIX B

COACHES CERTIFICATION

Any coach that at any time during the season is asked to be the sole chaperone or coach of a team must be NFHS certified. NFHS Coaching and ASAA Guidelines only need to be taken and passed once. The NFHS First Aid Course must be passed once, but coaches must retake a First Aid Class every three years.

1. Coaches that have signed an extra-duty contract for 2026-27 need to complete or have completed the ASAA certification. Coaches that complete the requirements, appear on the ASAA website as certified, and provide receipts will be reimbursed for the costs of the NFHS/ASAA Coaches Education Classes and the ASAA guidelines test
2. Coaches that do not complete the certification prior to the start of his/her 2026-27 athletic season will NOT be reimbursed.
3. Coaches that do NOT complete the certification by the end of the 2025-26 season will NOT be offered a contract for the following year.
4. New Hires (during the 2026-27) school year will be given until the end of the 2026-27 sport season to finish the class, and will be reimbursed ONLY if they complete certification prior to the end of the season. New Hires during the 2026-27 school year are subject to Section 3.
5. Junior High Coaches are also subject to the requirements listed above. Additionally, High School Cheer Coaches are required to complete the AACCA Spirit Safety Certification. This online class is $75.00. As with the other certification classes, reimbursement for the course fee can be obtained if the course is completed prior to the start of the 2024-25 athletic season.

DEFINITION OF HIGH SCHOOL SEASON = ASAA FIRST PRACTICE DAY UNTIL THE LAST DAY OF THE CORRESPONDING STATE TOURNAMENT.

NFHS/ASAA Coaches Education Program

The Board of Directors has adopted the Alaska Coaches Education Program for all high school level coaches who actually supervise students including coaches of all outsourced teams. (See Article 10, Sections 1-2-3 of the ASAA handbook.) The Alaska Coaches Education Program consists of the NFHS Coaching Fundamentals course, American Red Cross Sports Safety Course and the ASAA component.

To begin taking the ASAA Online Coaches Education program, go to nfhslearn.com or to asaa.org and click the NFHS banner at right.

COURSE COSTS ARE: NFHS Coaching Fundamental Course & ASAA Component = $60, American Red Cross Sports Safety Course = $45. Each coach will pay by credit card through a secure site.

Coaches who believe that they have completed an equivalent certification program such as the ASEP courses (Coaching Principles and Sport First Aid), may submit certificates directly to ASAA for review in order to determine whether that alternate program may be substituted for the NFHS requirement. When an alternate program is approved, the coach will still be required

to successfully complete the Alaska Component. Please contact the ASAA office to arrange for the ASAA test and text to be sent to you for completion. Course cost is $25.

Call 907-563-3723 or email: contactus@asaa.org

Information regarding a blended version of the Fundamentals Course will be sent to member school principals and athletic directors in the coming months. Note: The ARC Sports Safety Course is only available as an online course.

APPENDIX C

Activity Accounts
The individual activity accounts are expended at the discretion of the activity head coach or sponsor upon approval of the athletic director and building principal.

The general fund provides money for officials, uniforms, travel, per diem, tournament fees, etc.

The Valdez High School Principal or designee shall approve all fundraising activities.

Prior to purchasing or ordering anything, a purchase order must be submitted to the Athletic Director for approval. The purchase order/requisition must be approved by the building principal before money is spent.

All funds collected shall be turned into the business office accompanied by an activity cash count form on the first school day following the event.

Student activity funds shall be used to finance extra/co-curricular school activities augmenting but not replacing the activity funds provided by the district.

The coach or sponsor shall be responsible for assuring that the organization has a plan or specific goal in mind for the funds being raised.

APPENDIX D

EQUIPMENT

The head coach or sponsor of each activity is responsible for the safe storage and inventory of that activity's equipment. Careful planning before issuing equipment is the key to a successful rate of return.

School district-owned equipment is not to be issued to individuals or groups outside the dates of formal practice and competitive season of each activity during the school year.

In order to give the student a sense of responsibility and an appreciation for his/her equipment, each will be held accountable for its abuse or loss. Equipment lost by an individual will be paid for by that individual at a cost equal to the replacement cost of the lost item. The coach/sponsor should demonstrate the proper manner in which equipment is to be worn, and used as well as how it should be taken care of.

Athletic equipment, supplies and materials belong to the school district and are not to be given away or sold to students. Exceptions may exist under certain circumstances, but these must be cleared with the activities director and principal prior to any action.

1. Uniforms, equipment, and supplies shall be issued by the sponsor/coach. Equipment issue records must be maintained by the head coach/sponsor.
2. At the end of the season, equipment, uniforms, and supplies will be checked in according to the equipment issue records kept by the coach/sponsor.
3. The sponsor/head coach will designate the date of return.
4. A survey of all equipment and current inventory must be submitted by the head coach/sponsor to the Activities Director within 20 days of the end of the season.
5. If the normal procedure for recovering school owned property does not obtain the desired result, the following procedure will be used and documented:
   The coach will:
   a. Personally contact the student
   b. Telephone student's parents or guardians
   c. Send a letter home to parents or guardians
   d. Turn the name and documentation over to the High School Secretary who will send another letter home and finally forward all materials to the building principal who will take final action on the matter.

No student will receive any award until all his/her equipment has been checked-in by the issuing coach. Such notice will be included in the letter sent to the parent or guardian by the coach.

When athletic equipment becomes worthless or obsolete, it will be removed from the inventory by bringing it to the attention of the Activities Director. Disposition is the responsibility of the Activities Director in cooperation with the building principal and in accordance with Board of Education policy.

APPENDIX E

Student Travel Rules

1. Students must obey the instructions of the chaperone(s). Students, who display disobedience or uncooperativeness to the chaperone(s), to the extent that safety or chaperone effectiveness is compromised may be returned to their home-site with administrative (principal or assistant principal and superintendent) concurrence, and their parent/guardian may be billed by the school district for the cost of return travel.

2. The use of tobacco, alcohol, marijuana, and/or drugs is prohibited regardless of the age of the student. Students who break the laws of Alaska, such as in the case of shoplifting, alcohol possession or consumption, drug use, etc., will be reported to local law enforcement, the principal, and parent(s)/guardian(s). The student will also be returned to their home-site and their parent- guardian may be billed by the school district for the price of return travel.

3. Students must attend all classes on the day of a trip prior to departure. Students failing to attend classes on the day of departure will not be allowed to travel. The Principal or their designee may excuse students from attending classes. Permission to miss classes on the day of departure should be secured no later than the day before the trip departure date.

4. Upon returning from a school trip, it is strongly encouraged that the student be in attendance the next school day.

5. Students who are traveling for school activities will need to request their homework from teachers at least two days in advance.

6. Students shall be with the chaperone(s) at all times when traveling. Chaperone(s) may assign students to groups of at least three students while at a mall, movie or event. Under no circumstances will students be permitted to leave the building without a chaperone(s) in attendance.

7. Students representing Valdez High School should be well dressed for the occasion.

8. The board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate (BP 5132).

9. Provisions for winter travel must include heavy coats, sleeping bag, boots, hat, and gloves.

10. Students must respect the chaperone(s) decisions regarding the selection and approval of all activities. Only movies rated “G”, “PG” and “PG-13” shall be permitted.
11. Students will not be out of their rooms following curfew, lights out and bed check. Offenses may result in the student(s) being returned to their home-site with home-site administrator (principal or assistant principal and superintendent) concurrence.

12. Student will abide by the traveling group's electronic devices policy. Coaches/sponsors reserve the right to confiscate any electronic devices from students when necessary.

13. Students will abide by the coach's/sponsor's cell phone usage policy.

Any student that is returned to the home-site for rules violation will be subject to the following:

FIRST OFFENSE: The student will be ineligible to compete in or travel for any extra-curricular activity for a period of 30-calendar school/competition days. Parent(s)/Guardian(s) may be billed for the cost of return travel for the student following a meeting between parents/guardians and VCS administration.

SECOND OFFENSE: The student shall not be allowed to travel on School District funds for the remainder of the school year.

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE RULES.

Student Signature:_____ Date:_____

Parent/Guardian Signature:_____ Date:_____

APPENDIX F

CHAPERONE DUTIES AND RESPONSIBILITIES

1. While adults are on a school trip chaperoning students, they are expected to set an example of proper behavior. In addition, chaperones will remain with the group/team at all times except in cases of emergency or with the lead chaperone's permission.
2. Chaperones are expected to enforce School District travel regulations and procedures and to report all violations of the rules to the principal of the student who violates the rules.
3. Chaperones have the right and responsibility to screen and authorize all student activities, such as movies, dances, etc. Only movies rated "G", "PG", and "PG-13" shall be permitted.
4. The use of drugs and/or alcohol by persons chaperoning is prohibited.
5. If in the judgment of the chaperone(s) weather conditions are marginal for safe travel, the chaperone(s) shall have the authority to cancel or reschedule travel. The chaperone(s) are also authorized to make other arrangements (accommodations, car rental, etc) as necessitated by the aforementioned travel changes.
6. Chaperones have the authority to set and enforce appropriate curfew times insuring that students receive adequate rest. Chaperone(s) will insure that they have a key for each room in which students are staying. Chaperone(s) of appropriate gender will conduct an unannounced bed check sometime between lights out and morning wake up.
7. Chaperones have the responsibility to report a student to appropriate local law enforcement and to turn a student over to the police or juvenile authorities when, in their judgment, they are unable to control the student or the student presents a danger to others or has engaged in any illegal activity.
8. Chaperones have the responsibility to notify the principal, and the principal has the responsibility to notify the parent(s)/guardian(s), if the student is having medical problems, is being returned to the home-site, or is being held by the police. The principal has the responsibility to notify the Superintendent.
9. Chaperones shall determine if a student is using or is under the influence of alcohol and or illegal drugs. If the student denies being under the influence, the chaperone may request assistance from the police department to administer a Breath Alcohol Test.
10. If a student leaves the group without authorization and cannot be found immediately or will not return to the group, the chaperone(s) shall contact the police and make every effort to contact the principal as well.

I AGREE TO ABIDE BY THE RULES CONTAINED IN ITEMS 1 THROUGH 10 ABOVE.

Chaperones Signature Date

Principal's Signature Date

Activity Inclusive Dates

APPENDIX G

COACHES TRAVEL CHECKLIST

☐	**Pre-Make Up** (Attach a roster to completed slips and give to the building secretary prior to departure).
☐	**Travel Planner** (Follow as planned. Any changes must be approved by the Athletic Director).
☐	**School Vehicle** (Pick up and return filled and cleaned vehicle along with keys and gas card).
☐	**Appropriate Attire** (Be sure students are dressed appropriate for travel including winter gear).
☐	**Med Kit** (Pick up and return med kit in the Athletic Director's office).
☐	
☐	**Call Ins** (Call Valdez PD 907.835.4560 as you leave town, upon arrival to your destination, as you leave your destination, when you arrive in Glennallen on your return and finally when you arrive in Valdez).
☐	**Equipment** (Be sure to have necessary equipment, including extra uniforms, etc.).
☐	**Students** (Don't forget about them or leave them behind).

APPENDIX H

WEEKEND RESULTS REPORT

Sport _____

Valdez versus _____

Tournament/Event _____

Scores for each game or results of the event:

_____

_____

Coaches' Comments:

_____

_____

_____

Highlights:

_____

_____

_____

APPENDIX I

Valdez City Schools
ASAA Citizenship Rule
(TAD Policy)
Adopted by the School Board
June 2016

ASAA Bylaw Article 12, Section 8, Citizenship Rule and Tobacco, Alcohol and Controlled Substance Policy Reference Citizenship Rule:

The determination by a member school that a student is ineligible based on poor citizenship or violation of the Tobacco, Alcohol and Controlled Substance Policy, is not appealable to the Association.

Expelled Student:
A student who is expelled from a member school will not be eligible in another member school for the duration of the period of expulsion.

A. Tobacco, Alcohol and Controlled Substance Position Statement:

ASAA and its member schools recognize that the use of tobacco, alcohol and controlled substances is a significant health problem for many students, resulting in negative effects on behavior, learning and their total development. The use of tobacco, alcohol and controlled substances by students affects academic development, personal growth, extracurricular activities participation and the development of related skills. Others affected by misuse and abuse are family members, teammates and other significant persons in their lives.

ASAA and its member schools believe that close contact of parents, coaches, advisors, students and communities in interscholastic activities and classrooms provides a unique opportunity to observe, confront and assist one another. It is the philosophy of ASAA and its member schools that students should be encouraged and supported in their efforts to develop and maintain a chemical-free life style.

Participation in ASAA sanctioned sports and activities is a privilege which requires all participants to adhere to rules imposed by the member schools and/or member districts that students attend and represent. The policy described in this article is intended to further the following purposes:

1. To emphasize the health and safety of students while participating in activities, to recognize the long-term physical and emotional effects of tobacco, alcohol and controlled substance use on student health, and to minimize the potential for injury.

2. To promote a sense of order and discipline among students.

3. To recognize that a student's possession, distribution or use of controlled substances, alcohol, or tobacco during the school year or during interscholastic competition outside of

the school year, even during times when the student is not actively participating in interscholastic activities, may nevertheless be detrimental to health, safety, order and discipline when the student is participating.

4. To assist schools in the establishment of policies that are consistent with ASAA standards of athletic and activity eligibility.

5. To support schools that have programs to assist students who desire to resist peer pressure which directs them toward the use of tobacco, alcohol and controlled substances.

B. Tobacco, Alcohol and Controlled Substance Policy:
The Board of Directors has implemented a statewide policy regarding the possession, distribution and use of controlled substances, alcohol and tobacco. This policy includes an educational component, minimum penalties which are cumulative and progressive, a time period in which the policy applies, an explanation of how violations are determined and reported, a required Student and Parent/Guardian Acknowledgment Form which must be signed prior to participation, and a definition of terms.

The complete Tobacco, Alcohol and Controlled Substances (TAD) Policy follows below.

Tobacco, Alcohol and Controlled Substances (TAD) Policy

In order to ensure adoption of consistent tobacco, alcohol and controlled substances use policies by member schools and districts, ASAA requires that member schools and districts adopt the following policy for their enrolled and alternative education program students who are participating in interscholastic activities. This is intended to set forth minimum restrictions and penalties, subject to greater or additional restrictions or penalties which may be adopted by member schools or school districts.

1. Prohibited Conduct: The possession, distribution or use of any tobacco products, including "E" or electronic cigarettes, alcohol and controlled substances (as defined in Section 10 of this policy) by a student-athlete or activity participant, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth herein.

2. Time Period During Which Policy Applies: The policy in this section applies to any student who is participating or has participated in interscholastic activities starting from the student's first participation in interscholastic activities, at any ASAA member school, and continuing until the student graduates from high school. This policy applies during "calendar days" as defined in this section**.** The policy first went into effect on July 28, 2008.

3. Educational Component: The educational component is a critical part of the policy and is comprised of four parts; *Pre-Participation Orientation, First Offense, Second Offense, and Third Offense*. The first three parts of this component to member schools can be found on the ASAA website. An overview of each part is included under Section 10. Definitions.

4. Cumulative and Progressive Penalties: Violations of this policy will be cumulative and progressive, as described in the following paragraph, throughout a student's high school years. If a student transfers from one ASAA member school to another ASAA member school, the student's cumulative violations will accompany such transfer and shall be the basis for any additional penalties should further violations occur.

5. Truthfulness, integrity, and honesty are characteristics exhibited at all times by our student-athletes and activity participants. If a student chooses to be in violation of this policy and does not tell the truth and it is later learned that the student did in fact violate this policy, an additional five (5) calendar days shall be added to the first and second offense, as listed below, from the date the information has been confirmed and verified. Please note that tobacco includes electronic "E" cigarettes.

Note: The fifty percent (50%) forgiveness clause below applies only to the first offense category.

First Offense: The student will be suspended from interscholastic activities and practice for twenty (20) calendar days from the date the violation has been confirmed and verified. Fifty (50) percent of the suspension will be forgiven, and the student may return to practice if the student and parent/guardian complete the first offense educational component.

- Please note that per ASAA practice policy, if a student misses more than four (4) weeks, the student must have ten (10) additional days of practice and concurrence of the coach before returning to competition.

The following educational components are required before a student will be allowed back on the team/activity for a first offense/rules violation.

- Five (5) hours of community service verified by the athletic/activities director and/or principal.

- Both the student and parent/guardian must complete the First Offense ASAA Educational Component prior to the student's return to competition.

Second Offense: The student will be suspended from interscholastic activities and practice for forty-five (45) calendar days from the date the violation has been confirmed and verified.

- Please note that per ASAA practice policy, if a student misses more than four (4) weeks, the student must have ten (10) additional days of practice and concurrence of the coach before returning to competition.

The following educational components are required before a student will be allowed back on the team/activity for a second offense/rules violation.

- Both the student and parent/guardian must complete the ASAA Second Offense Educational Component prior to the student's return to competition.

- Ten (10) hours of community service verified by the athletic director and/or administrator.

3rd Offense: The student's privilege to participate in interscholastic activities and practice is revoked for the remainder of the student's high school years.

6. Determination of Violations: In implementing this policy, it will be the member school's responsibility to determine the nature and extent of a violation, to impose and enforce any penalty, to report each violation to ASAA on a standardized form, and to maintain records of all violations by each student occurring after the student's first participation in interscholastic activities. A member school's determination that a violation has occurred and its imposition of penalty may not be appealed to ASAA. If a member school or member school district reverses a determination of violation, it shall promptly notify ASAA of such reversal. Alleged failure of a member school or district to enforce this policy may not be the basis for either a report of rules violation to the Executive Director or of a member school's protest against another school, under ASAA Bylaws.

Violations and penalties are to be based upon noncompliance with the policy by the student participant, by the student's parents/legal guardians, or both, provided however, that where a violation is based solely upon action or inaction of the parent or legal guardian and not of the student participant, under circumstances completely beyond the control of the student and where it would be manifestly unfair to disqualify the student on this ground, the member school may, at its discretion, withhold imposition of a penalty against the student.

7. Violations Reported to ASAA and Confidentiality Requirement: After determining that an enrolled student, or an alternative education program student who has been granted eligibility at a member school, has committed a violation, the member school shall report the violation to ASAA on the required form. ASAA will provide a *School Report of Violation Form* to member schools and districts. Member schools and districts must report to ASAA a violation of this policy within 3 calendar days of determination that such violation has occurred. A report of violation must show all violations which occurred at the member school or district and the dates thereof, including the specific basis upon which a determination of violation was made. It is ASAA's intension to maintain the confidentiality of all such reports. As such, information concerning a student's previous violations will be disclosed by ASAA only to an administrator of the member school, which the student is attending. A school administrator to whom such information has been disclosed may exercise discretion to provide such confidential information as is appropriate to the student's coach or other activity administrator, but only to the extent that such information is provided in a good faith effort to prevent violations and to assist the student in maintaining a lifestyle free of tobacco, alcohol and controlled substance use, and to maintain eligibility to participate in interscholastic activities. An administrator who provides any confidential information to a student's coach or other activity supervisor shall assure that such person will use the information only in communications with the student and shall otherwise maintain strict

confidentiality of the information. ASAA's records of violation shall be made available to the student and/or the student's parent or legal guardian upon written request.

8. Student and Parent/Guardian Acknowledgement: ASAA will provide a *Student/ Parent/Legal Guardian TAD Acknowledgement Form* to member schools and districts. The form will explain the policies of this section and penalties for violations. The form must be signed by the student and the student's parent or legal guardian, and requires that the student and parent or legal guardian acknowledge that they have read and understand the terms of the policy, including the potential penalties for violations, and that it requires the school to report such violations to ASAA. The form will require that the student and parent or legal guardian agree to be bound by these terms. Prior to each season in which a student participates in interscholastic activities, a copy of the signed form must be returned to the school before the student is permitted to participate. Member schools shall keep a copy of the signed forms on file. This means, that although a student will be required to view the orientation video only once per year, the signed acknowledgement forms must still be turned into the office prior to each season of participation.

9. Student Emancipated by Age or Marriage: The requirements in this policy that a parent or legal guardian sign the *Student/Parent/Legal Guardian TAD Acknowledgement Form* and that require that a student's parent or guardian participate in the Pre-participation Orientation or in mandatory education arising from an offense do not apply to a student who has obtained the age of 18 (eighteen) years, or who becomes married if the student has reached the age of 16 (sixteen).

10. Definitions: As used in this section, terms are defined as follows:

Electronic "E" Cigarettes – E-cigarette "means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor."

Calendar Days – Each day, including weekends and holidays, during the member school's school year. Additionally, if a student participates in any interscholastic activity, including practice, outside of the school year, then the entire period of such participation, including intervening weekends and holidays, counts as calendar days for such student.

Controlled Substance – Any substance appearing on the list of Controlled Substances identified by the federal Office of the Drug Enforcement Administration or as set forth in 21 U.S.C. Section 812, unless the student's usage of such substance is consistent with a physician's prescription for the student's usage.

The DEA list of Controlled Substances appears on its internet website at http://www.deadiversion.usdoj.gov/schedules/index.html#list.

ASAA will endeavor to provide member schools with an updated List of Controlled Substances; however, for purposes of ASAA's policy, the current list maintained by the DEA is controlling. In addition, any substance listed as illegal or restricted by Alaska statute or regulation, classified as a "designer drug" by the federal Office of Drug Enforcement Administration or by Alaska statute or regulation, shall be considered a controlled substance for the purposes of this policy.

Report to ASAA – Violations must be reported to the ASAA office within three days via the Electronic Reporting System.

Suspension – As defined in Article 5, Section 1 (A) (6) of ASAA bylaws.

Educational Component – A series web based training programs and counseling ranging from a pre-participation orientation session to remedial programs for first through third time offenders. These are designed to keep students in school, teach them responsibility, educate them and their parents/guardians on new behaviors and lifestyles, instill accountability, exemplify teamwork, teach positive decision-making skills, and keep students eligible for interscholastic activities.

An overview of each part follows:

Pre-Participation Orientation: The Orientation is required of all student participants and parent/guardian annually, at the beginning of the student's first season of the school year, before the student is eligible to participate. This session is a short informative presentation designed to encourage students and parents/guardians to understand the policy and the consequences for violation. Upon completion of the Orientation, the student and parent/guardian must sign the *Student/Parent/Legal Guardian TAD Acknowledgement Form* as stated in B. 2. above for the student to gain eligibility. Schools will affirm that this has happened by marking the designated field on the Master Eligibility List.

(Note added for clarification purposes – The board did not change the following provision). "Prior to each season in which a student participates in interscholastic activities, a copy of the signed form must be returned to the school before the student is permitted to participate. Member school shall keep a copy of the signed forms on file." *(This means that although a student will be required to view the orientation video only once per year, the signed acknowledgment form must be turned into the office prior to each season of participation).*

APPENDIX J

ASAA Rules:

A member school may not permit students who are ineligible under ASAA bylaws to participate in or otherwise appear on the field or floor in uniform during any contest between itself and other member schools. (ASAA Art. 6, Sec. 3)

Prior to each year of interscholastic athletic participation, a student shall furnish a statement, signed by the student's parent or guardian, which grants permission for the student to participate in interscholastic athletics. (ASAA Art. 11, Sec. 2)

In order to be eligible for participation or travel associated with activities under ASAA bylaws, students must be enrolled in at least five (5) classes (semester units) that lead to granting of credit toward graduation. (ASAA Art. 12, Sec. 2)

In order to be eligible to participate in interscholastic activities during any semester after completion of the first semester of the ninth (9th) grade, a student must have passed, for the immediately preceding semester, at least five semester units of credit toward graduation. (ASAA Art. 12, Sec. 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 GPE within the schools grading system. (ASAA, Section 7).

APPENDIX K

Pre-Arranged and Emergency Student Custody Transfer to Their Parent/Guardian While on a School Sponsored Trip

VALDEZ HIGH SCHOOL

P.O. Box 398 Valdez, Alaska 99686 **PHONE**: (907) 835-4767 **FAX**: (907) 835-2596

VHS TRAVEL DEVIATION FORM

VHS students are required to travel with their team or group to their destination. A student may not ride in a vehicle other than one authorized by the VHS Activities/Athletic Director. A student may ride with his/her parents home from a trip if arrangements have been made with the coach or sponsor and approved by the Activities/Athletic director prior to departure.

I _____, would like to have my student _____,
(Parent name) (Student name)

released to me at the conclusion of planned sports event at _____
(Location)

on _____. Valdez City Schools will not be held responsible for any accident or injury
(Date)

following departure from sports event.

Parent Signature:_____

Date:_____

Cell Phone:_____

Other pertinent information:_____

_____

_____

_____

APPENDIX L

COACHES CODE OF ETHICS

The function of a coach is to educate students through participation in interscholastic completion. Educational Based Activity Programs should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect and his or her welfare should be considered at all times.

In Educational Based Activities, the coach shall;

- Be aware that he/she has a tremendous influence, on the education of the student and, shall never place the value of winning above the value of instilling the highest ideals of character.
- Uphold the honor and dignity of the profession. In all personal contact with students, officials, administrators, ASAA, the media and the public the coach shall strive to set an example of the highest ethical and moral conduct.
- Promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

When considering the welfare of their students, the coach shall:

- Take an active role in the prevention of drug, alcohol, and tobacco abuse.
- Avoid the use of drugs, alcohol, and tobacco products when in contact with players.
- Be aware of concussion management and return to play protocol.
- Develop and practice an Emergency Action Plan with their team.
- Work to keep programs free of hazing.
-

APPENDIX M

HEAD COACH EVALUATION FORM

2025-26 School Year

Valdez City Schools

Name Position	Exceeds Standard	Meets Standard	Does Not Meet Standard
Appropriately supervise students whenever the team or groups travel			
Obtain and maintain required certifications and licenses			
Follow all procedures related to injury reporting and record keeping			
Maintain a thorough knowledge of skills development, training techniques, fundamentals, game strategy and rules of activity			
Organize, schedule, and conduct practice sessions designed to teach all participants while keeping the total welfare of all participants in mind			
Keep practice sessions within reasonable time			
Utilize an appropriate comprehensive strength and conditioning program to maximize enhancement of participant's physical abilities and resistance to injury			
Communicate effectively with team members, parents, and administration			
Follow and explain to participants, all activity policies			
Teach, model and require good sportsmanship, fair play, ethical conduct, good scholarship and a positive student-teacher relationship			
Have immediate access to the emergency information folder at all times. This includes emergency contact numbers for parents/guardians & home site administration, ASAA Consent for Student Travel and Participation form			
Be responsible in handling all money associated with the assigned activity			
Issue and maintain uniforms, equipment, supplies and physical property			
Act as student advocate when injury occurs. Fill out and submit accident report forms as required			
Provide an identified study/academic time for traveling athletes			
Submit a travel roster on the insurance form to the Activities Director and principal at least 48 hours prior to travel			
Use your best judgment and act with school district authority when emergency situations occur while traveling or engaged in the execution of your duties			
When traveling refers all instances of illegal activity to local law enforcement immediately and notify the activities director or administration should this occur			

Recommended for rehire the following season: Yes No

_____ _____

Principal Coach

_____ _____

Date Date