

# Hoonah City Schools



## *ACTIVITIES HANDBOOK*

## ***HOME OF THE BRAVES***

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Interscholastic athletics at Hoonah City Schools is a component of the health and physical education program and, therefore, is an integral part of the district's total educational program. Through the promotion of self discipline, dedication, sportsmanship, teamwork, accountability, and commitment to achievement, athletics fosters many of the qualities and educational values we endorse as a district.

This value-building experience should be offered to as many students as possible. A well-coordinated program is vitally important to the morale of the school and our community. Everyone involved in the delivery of athletics possesses a unique opportunity to teach positive life skills and values.

Therefore, this educational experience demands highly qualified coaches. Desire, dedication, and self-discipline need to be developed in order to ensure the commitment and personal sacrifice required by athletes. Making such a commitment helps to nurture integrity, pride, loyalty, and overall character. The final outcome is a better citizenry that is modest in victory and steadfast in defeat.

- **Hold Each Other Up Dikéex' wooch gayilsháat**
- **Respect for Self, Elders and Others Sh yáa ayakdané ka ldakát káa yáa at uwanéi (Self-respect and respect for everyone)**
- **Be Strong in Mind, Body and Spirit Yee toowú klatseen (Be strong)**

*High standards of courtesy, fair play and sportsmanship must prevail at all school athletic competitions, and all involved must pursue victory with honor. Student-athletes are expected to maintain respect for others, demonstrate fair play and always display high standards of good sportsmanship.*

# **REQUIREMENTS FOR PARTICIPATION**

## **Activities and Sports**

Students will be expected to meet both the ASAA and HCS participation requirements.

### **ASAA Extra-curricular Eligibility Requirements**

#### **1. Enrollment Rule**

- a. All Freshman, Sophomores and Junior students must be enrolled in a minimum of 5 semester units of credit or the equivalent to be eligible.
- b. Seniors who are on track to graduate must take at least 4 semester units of credit or the equivalent to be eligible.
- c. Other seniors must be enrolled in a minimum of 5 semester units of credit or the equivalent to be eligible.
- d. In addition, all students must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

#### **2. Citizenship Rule**

- a. A student who is expelled from a school will not be eligible in another school during the duration of the expulsion.

#### **3. Semester Credit Rule**

- a. Freshman, Sophomores, and Juniors
  - Must have passed at least 5 semester units of credit or the equivalent during the previous semester
  - Must have maintained at least an overall 2.0 GPA during the previous semester
  - Those who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.
- b. Seniors
  - First entering 12<sup>th</sup> grade must have passed at least 5 semester units of credit or the equivalent during the previous semester
  - Second semester seniors who are on track to graduate must have passed 4 semester units of credit during the previous semester.
  - All seniors must have maintained at least an overall 2.0 GPA during the previous semester.

- Seniors who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

## **Hoonah City Schools Eligibility Guidelines**

### **In Order to Participate**

- A student-athlete and parent/guardian must review our concussion management protocol on the Hoonah City School Athletic Website.
- A student-athlete and parent/guardian must review the sudden cardiac awareness plan on the Hoonah City School Athletic Website.
- A student-athlete and parent/guardian must review and agree to follow our athletic code of conduct on the Hoonah City School Athletic Website.

### **In order to be eligible**

1. Eligibility will be determined every three weeks based on progress reports.  
Students with no more than one "D" and no "F's" are eligible if their overall GPA is 2.0  
Eligibility will change on the Monday following the Friday of the eligibility period.  
First Quarter Freshman are eligible upon entering 9<sup>th</sup> grade. This eligibility will be effective until the first progress check.
2. A yearly physical is required for all student athletes. The student must pick up the physical form at the school office. School law requires this form to be completed and signed by a parent/guardian and returned to the school before the athlete begins practice.
3. To be eligible to participate in practice, a student must have been in school for at least half the school day.
4. To be eligible to participate in an activity or sports contest, a student must have been in school the day before, the day of, and the day after the event.
5. Every participant must complete and return an Extra-Curricular Activity Contract.
6. Students that travel are expected to complete their Homework Travel Sheet and have assignments completed the first day upon returning to class.
7. Parents of a student sent home from a trip as a result of unacceptable conduct will reimburse the district for travel expenses incurred for that student on that trip.

## **Student code of Conduct**

Our athletes have a responsibility to provide a positive image in the classroom, on the playing fields, and in our community. They must be reminded that participation in athletics is a privilege and not a right. All athletes are expected to meet this athletic code and failure to comply during their season could result in suspension or removal from a team. All athletes and parents must sign our code of conduct prior to participation.

**While at school:** A good athlete is also a good student and one who obeys all school rules and

regulations. This means good attendance, participation, effort and behavior. An athlete must be in school and attend all scheduled classes (including physical education) in order to participate in any practices or contests. If an athlete is suspended from school, she/he may not participate in practices or games during her/his suspension period.

**On the playing fields or courts:** Fair play and good sportsmanship is expected at all times. No athlete will use profanity. An athlete will respect teammates, opponents, officials and spectators.

**In our community:** The way an athlete acts in our community is very important. As an athlete, she/he shall respect the rights of others and represent our team, our school and our community in a positive way that brings honor to our culture

**The use of illegal substances:** Any use, possession or involvement with illegal substances (drugs/alcohol) of an athlete is prohibited. This is a twenty-four hour rule, extends beyond the school day, and includes the following circumstances: Being in a motor vehicle with alcohol or drugs regardless of whether the athlete is the passenger or driver, or whether the athlete is in personal possession of any alcohol or drugs.□ Permitting the illegal consumption of alcohol or use of drugs in the athlete's home or on an athlete's premises. Postings on blogs and social-networking web sites that confirm a violation.

Hoonah City Schools follows the guidelines and policies set forth by the Alaska School Activities Association. The following are the guidelines, policies, and procedures for addressing student-athletes and drugs & alcohol:

### **Tobacco, Alcohol and Controlled Substances (TAD) Policy**

In order to ensure adoption of consistent tobacco, alcohol and controlled substances 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. ASAA will provide the first three parts of this component to member schools on DVD and through 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. Minimum Penalties for Violation of this Policy:** Minimum penalties for violations of this policy are:  
First Offense – The student will be suspended from interscholastic activities and practice for 10 (ten) calendar days (as defined in Section 10). 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.

For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within the 10 (ten) calendar day period of suspension, the student's period of suspension will start over again; the First Offense educational component will become mandatory, and no forgiveness will be granted. This process will continue until the student has demonstrated 10 (ten) calendar days without a subsequent tobacco violation. A student who has not completed a suspension or re-suspension under the first Offense Penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense Penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this Policy.

Second Offense – The student will be suspended from interscholastic activities and practice for forty-five (45) calendar days. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Second Offense educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 5).

Third Offense – The student will be suspended from interscholastic activities and practice for one (1) calendar year. Both student and parent/guardian must complete the Third Offense educational component (assessment and plan) prior to return to competition after completion of the Third offense educational component (assessment and plan).

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

These are minimum penalties which may be increased by the member school or member school district, based upon (1) the nature of the violation, (2) the extent to which it occurs on school property or during school activities, and (3) the extent to which it arises in the context of the student's participation in

interscholastic activities. Penalties shall be imposed beginning on the first calendar day following a determination that a violation has occurred, except to the extent a school's appeals policy permits a student to continue to participate pending final determination of any appeal filed by the student under such policy. In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

**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 the 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 intention 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. Students Emancipated by Age or Marriage:** The requirements in this policy that a parent or legal guardian sign the Student/Parent/Legal Guardian TAD Acknowledgment 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 amended 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, or classified as a “designer drug” by the federal Office of the 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 of DVD’s, software and 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 each 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 to maintain a chemical-free lifestyle, and to ensure that students and parents/guardians 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 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 form must still be turned into the office prior to each season of participation).

First Offense: This optional session for students who have committed a First Offense is designed to educate students and their parents/legal guardians on how to make positive decisions that will instill

image. We hope parents will encourage their children to work hard and to do their best. They should not criticize coaches or offer excuses if their children are not playing. As spectators, parents are entitled to cheer at sporting events, but should never become belligerent and arrogant. Any concerns a parent has regarding players, coaches, opponents or officials should be directed to the coaches or our high school athletic office.

Parents should assist their children in following the Hoonah City School Athletic Code of Conduct which includes the Athletic Substance Abuse Policy. Student-athletes must adhere to this athletic code and encourage teammates to do so. All coaches will monitor and maintain the Athletic Code of Conduct and should model appropriate behavior and language for student-athletes.

Coaches will establish high expectations and declare well-defined goals and should instill an enthusiastic commitment to excellence. They shall provide leadership that includes discipline, respect, and praise. They must create a safe, secure, and well-supervised environment for all student-athletes. Student-athletes academic eligibility shall be monitored, and coaches should encourage them to work hard, and to do their best in the classroom.

Student-athletes must possess a tremendous work ethic and never give up. They should take great pride in school accomplishments and team achievements should always take precedence over personal successes. Fair play and good sportsmanship is expected from our athletes at all times. They should pursue academic excellence through good attendance, participation, effort, and behavior.

If a conflict occurs between an athlete and a coach, it is expected that the athlete and coach first attempt to solve the conflict that exists between them. These are the steps to follow until a resolution is reached:

- |   |   |                   |
|---|---|-------------------|
| 1. Athlete                                      | > | Coach             |
| 2. Athlete / Parent                             | > | Coach             |
| 3. Athlete / Parent / Coach                     | > | Athletic Director |
| 4. Athlete / Parent / Coach / Athletic Director | > | Principal         |

## COMMUNICATION

The Hoonah City School staff is continually attempting to improve communication with our athletes, parents and coaches. We strongly believe in being accessible to athletes and parents and being supportive of our coaching staff.

***It is reasonable to expect a coach to provide the following information to athletes and parents:***

- ☐ expectations of athletes, parents and coaches
- ☐ team rules and regulations
- ☐ athletic code of conduct
- ☐ ASAA rules on participation and eligibility
- ☐ practice and game schedules

A student-athlete should always be encouraged to communicate with a coach. If a parent has the need to connect with a coach he/she should be prepared to discuss any concerns candidly and professionally. The correct procedure for a parent to contact with a coach is to leave their name and phone number at Hoonah City School Office and a time will be scheduled. Parents should refrain from approaching coaches during school hours, during games, or practice times to discuss concerns.

***Typical issues that are appropriate for parents to discuss with coaches are:***

- ☐ a dramatic change in their child's behavior
- ☐ specific health concerns of their child
- ☐ a disciplinary action that results in their child being denied participation in a practice or contest
- ☐ how they can assist in their child's skill improvement and development
- ☐ to offer a contribution to help support their program

***It is inappropriate for parents to discuss these concerns with coaches:***

- ☐ their child's playing time
- ☐ team strategy or play calling
- ☐ their child's teammates

It is not appropriate for a parent to discuss the concerns with a coach before, during or immediately after an athletic contest. A coach should never be contacted by a parent at her/his home. If an athlete or parent initially approaches the athletic director or principal with a concern they will immediately be referred back to the coach.

***Behavior Guidelines are all reflected in the following procedure:***

Good behavior is expected from all student-athletes. Mutual trust, fairness, and honesty are central to the very nature of learning. These values represent the highest possible expression of shared beliefs among the members of Hoonah City School. As members of the Hoonah City School community, we believe these principles should be upheld at all times in order to foster an environment in which integrity is respected and valued. In cases where conduct endangers or violates a published rule of the school or policy of the board of education, student-athletes will be subject to suspension and removal from teams, or expulsion from school. Student-athletes suspended or expelled may not be on school grounds or participate in any athletic activities during the dates of suspension or expulsion.

***Bullying Behavior in Our Schools***

“Bullying” means any overt act by an individual or group of student-athletes directed against another student-athlete, with the intent to ridicule, harass, humiliate, or intimidate. In accordance with this definition, the following factors (location, misconduct committed more than once, and type of conduct) will be considered when imposing appropriate disciplinary consequences for student misconduct.

***Harassment Statement***

Hoonah City School has zero tolerance for harassment of any kind. Parents are urged to reinforce with their children that if they are harassed or witness harassment happening to someone else that they should report the behavior. Every attempt will be made to halt any harassment by this policy or by direct disciplinary action, if necessary.

## **ELECTRONIC AND SOCIAL MEDIA GUIDELINES**

Student-athletes may use electronic communication devices (except in our locker rooms) as long as the device does not create a disruption. An electronic communication device that creates a disruption will be confiscated. Students-athletes are personally responsible for the security of their electronic communication devices. The school is not responsible for loss or theft of such devices.

Hoonah City School recognizes and supports our student-athletes' rights to freedom of speech, expression, and association, including the use of social networks. The following expectations should be considered when utilizing social media:

*Blogs and electronic chat rooms:* Many times student-athletes will post comments hoping to stimulate conversation with an opponent. Most comments posted on blogs and chats are based on emotion and student-athletes can be quickly lured into replying to comments on such sites. The best advice is to simply not read them.

*Texting:* A hasty negative message by one athlete can cause dissention among teammates and the athletic program. Student-athletes need to be reminded that once a text message is sent, it cannot be taken back. The message is to think before you hit send.

*Online photos:* Many student-athletes have a Facebook or Instagram account. While Facebook affirms a page is private and that users only "friend" people they know, student-athletes must be reminded that in reality nothing on the Internet is completely private. Once another person has access, there is no way to control who can and cannot view it.

*Twitter:* Overuse of a media tool will most likely lead to something a student-athlete did not want people to know. In addition, when faced with a character limit, it can be difficult to convey exactly the intended meaning. As a result tweets are often misinterpreted.

*Cyber-Bullying:* Student-athletes should understand that negative comments towards others can be hurtful, and even seen as cyber-bullying, which is not tolerated. The ramifications of bullying can be destructive for the victim and for the one doing the bullying. Student-athletes must be reminded that once a comment is in writing, it becomes everlasting proof the statement was made.

## **LOCKER ROOMS AND PLAYING AREAS**

All athletes must be made responsible for the condition of their locker room. The locker room must be kept neat and clean. Glass bottles are prohibited. All equipment must be kept in the athlete's assigned lockers. All student-athletes must secure their lockers with a lock. Visitors must not be brought into the locker room without permission from the coach.

## **UNIFORMS AND EQUIPMENT**

All uniforms and equipment are the responsibility of the athlete during the season and are on a loan basis to be worn only when authorized by the coach. The athlete must take good care of equipment and follow washing instructions on uniforms. If lost or stolen, the athlete will be responsible for the replacement cost.

## **PRACTICE RULES**

As a member of a team an athlete should be required to attend all meetings, practices and games. Practice rules will be explained and enforced. For many sports, practices and contests are scheduled during school vacations and athletes must understand that are expectations that they will attend. When a player cannot make practice or must be late, that player should notify the coach prior to the start of practice.

## **T-SHIRT SLOGANS**

Many teams in the past have purchased t-shirts with various slogans. This is usually an opportunity to promote great team spirit. On occasion, our student-athletes have created a shirt that although they assume is completely harmless, has the potential to offend. Please remember to have any T-shirt reviewed by a coach before ordering. If you are unsure of the appropriateness of the message, please see the director of athletics.

## **GENERAL INFORMATION**

### **EARLY DISMISSALS**

The Principal will consider early dismissal of a varsity team if an afternoon scheduled varsity event is played at a school.

### **TRANSPORTATION**

The athletic office will provide transportation to all away contests. All athletes must use transportation provided by the school. Any parent requesting a departure from this requirement must sign a release, which will allow an athlete to be transported by that player's parent only. Any other travel arrangement must be approved in writing by the H.S. Office. All athletes are expected to act and speak appropriately at all times.

### **ATHLETIC TRAINING ROOM POLICY**

The training room is to be used by an athlete only under the supervision of the coach. A Physician has the authority to remove any athlete from participation until he or she is deemed fit to return to activity. Any athlete who has been held out of an activity by a physician will require a written note from a physician before returning to play. If a significant injury occurs, the student-athlete, coach must complete an accident report in the H.S. office.

### **ImPACT TESTING:**

The ImPACT program allows trained medical personnel to determine when an athlete should continue athletic participation after suffering a concussion or head injury. This test is a simple 20 minute-long web-based neurocognitive battery that measures memory recall and reaction times. The intent of this test is to reduce the risk of further injury to an athlete after suffering a concussion.

### **ACCIDENT INSURANCE**

Hoonah City School District provides accident insurance for sports participants. This policy provides excess coverage and commences only after other insurance has been exhausted. Athletes should be encouraged to obtain regular student accident insurance available at the H.S. office.

### **STRENGTH AND FITNESS CENTER**

The fitness center is to be used by an athlete only under the supervision of fitness room personnel, or coach.

### **Extra-Curricular Awards Guidelines**

Guidelines for lettering are established in Hoonah High School to provide high standards for every athlete to work toward. An athlete who earns a varsity letter should show pride in him/herself, the school, and the community.

- 1) *Certificates* - Anyone accepted by the coach on a team of any sport who finishes that season is eligible for participant certificate. This applies to grades 7-12.
- 2) *Varsity Letters* - In order to earn a varsity letter, an athlete must attain the following criteria and finish the season as a member of the team:

*Volleyball* An athlete must participate in one third of the varsity games.

*Basketball* An athlete must participate in one third of the possible quarters.



|                           |  |
|---------------------------|--|
| <i>Wrestling</i>          | An athlete must earn 15 team points during the season.   |
| <i>Music</i>              | Any student who participates for the entire season (including first and last rehearsals and performances) in an extracurricular music activity (e.g. pep band) is eligible for a certificate. Any student who has 90% attendance for the rehearsals and performances will earn a letter. |
| <i>Student Government</i> | A member of Student Government must have 90% attendance at meetings and full participation in all group activities.  |
| <i>X Country</i>          | An athlete must participate in one third of the cross country meets.   |

*As a student athlete, the student must be in good standing with the teachers and administration when the letters are issued.*

- 1) *Pins* - Pins denoting a particular sport will be given with the first letter earned in that sport.
- 2) *Captain's Pin* - The captain of each sport will be given a captain's pin.
- 3) *Most Valuable Player Medals* - Medals will be given for the most valuable player in each sport.
- 4) *Service Bars* - An athlete will receive one service bar for each year upon completion of letter criteria.

*Other awards may be given at the discretion of the coaches.*

#### **Attendance Policy As It Pertains To Sports Participation & Travel**

Alaska Law states that parents have the primary responsibility for ensuring that their child(ren) attends school. The law further specifies that students shall be regular and punctual in their attendance. The Hoonah School District follows State compulsory attendance laws and affirms that regular school attendance is necessary for mastery of the educational program provided to students of the District. Absences due to sports travel are excused absences. Therefore, along with being eligible to travel with no "F's" and no more than one "D" you must be in attendance at school at least 85% of the time during a quarter you are participating in extracurricular activities.

## **Hoonah High School Extra-Curricular Activity Contract**

Extra-curricular activities are an important part of the high school experience. These activities promote self-esteem, teamwork, winning and losing, and citizenship.

Extra-curricular activities are also highly visible in the community. Student participants are recognized and serve as models for the citizens in the community and younger children wanting to participate when they are in high school.

Extra-curricular students are representing Hoonah High School and the town of Hoonah. Therefore, the highest standards of student conduct are to be expected.

Any student interested in participating in an extra-curricular activity during the school year will sign a contract at the beginning of the year and be subject to the terms of the contract for the duration of the school year.

A student that has not signed a contract at the beginning of the year can do so at a later date, but will be subject to the terms of the contract retroactive to the beginning of the school year.

1. Any student caught possessing, distributing, or using any tobacco products, alcohol, or controlled substances, whether on or off school property, will be subject to the penalty schedule required by the Alaska School Activities Association (ASAA.)
2. As a participant in an extra-curricular activity, I agree to abide by the rules set by the Coach/Advisor in regards to practices, curfews, and personal behavior.
3. Any unexcused tardies or absences to or from school or class will result in automatic loss of practice, travel, or participation privileges for that day as well as other disciplinary action by the coach and school.
4. If a student is suspended, he or she cannot participate in extra-curricular activities until the suspension is lifted.

Violations of this contract within the school year will result in the loss of the ability to letter in an activity.

This contract must be signed by student, student's parent or guardian, coach, and an Administrator for the student to be eligible to participate in any extra-curricular activity at Hoonah High School.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coach/Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ath. Director

\_\_\_\_\_  
Date

# Hoonah City Schools Student Travel Assignment Sheet and Agreement Form

Student Name \_\_\_\_\_ Activity \_\_\_\_\_ Travel Date(s) \_\_\_\_\_

## Before departure

- Enter assignments for all classes in the table below and obtain each teacher's initials under the "Depart" column.
- Sign this form and turn it in to the high school office by the end of the school day prior to departure.
- Double check that you have all the required materials and fully understand your assigned work. Ask for clarification from the teachers.
- Attend and be on time for all classes for the entire day on the day of departure (or if leaving before 8 a.m., the day immediately prior to the day of departure).

## ***While traveling***

- Comply with all school rules
- Contact teachers in order to resolve any difficulties in completing assignments. Follow each individual teacher's instructions regarding how to contact them.

## Upon return

- Report to school directly if returning during school hours and remain in school for that entire day. If returning after school hours, attend the following school day. If returning before school hours, attend that entire day.
- Turn in all assignments complete, obtain teacher signatures, and turn this form in to the high school office no later than 8:10 am on the school day following the day of return to Hoonah.

| Period | Class | Assignment(s) | Depart | Complete and On Time | Not Complete &/or Late |
|--------|-------|---------------|--------|----------------------|------------------------|
| 1.     |       |               |        |                      |                        |
| 2.     |       |               |        |                      |                        |
| 3.     |       |               |        |                      |                        |
| 4.     |       |               |        |                      |                        |
| 5.     |       |               |        |                      |                        |
| 6.     |       |               |        |                      |                        |
| 7.     |       |               |        |                      |                        |

**In order to be allowed to travel on school trips, students must comply with the conditions specified above.**

**Failure to comply with these conditions will result in not being allowed to travel on the next school-sponsored trip for the same activity.**

I have read the above conditions, I understand them, and I agree to comply with them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# ASAA PARENT AND STUDENT VERIFICATION OF RECEIPT OF INFORMATION CONCERNING CONCUSSIONS

In accordance with AS 14.30.142, the School District requires that each athlete, and each minor athlete's parent/guardian, receive written information on the nature and risks of concussions each year. Students may not participate in school athletic activities unless the student and parent/guardian of a student who is under 18 years of age have signed a current verification that they have received the information provided by the District. Parents will be provided with a pamphlet provided by the Alaska School Activities Association entitled "A Parent's Guide to Concussions in Sports." Students will be provided with a fact sheet produced by the U.S. Dept. of Health and Human Services Centers for Disease Control and Prevention entitled "Head's Up: Concussion in High School Sports – A Fact Sheet for Athletes." Students who are 18 years of age or older will also be provided with the Parent's Guide.

Parents and Students should review this information, discuss it at home, and direct any questions to the student's coach, school principal or athletic activities director.

For more information go to: [asaa.org/sports-medicine/concussion-management/](http://asaa.org/sports-medicine/concussion-management/)

## Student Acknowledgement (required for all athletes)

I acknowledge that I have received a copy of "Head's Up: Concussion in High School Sports – A Fact Sheet for Athletes" and understand its contents.

Student Signature

Print Name

Date

## Parent/Guardian/Eligible Student Acknowledgement (Parent signature required for all students under 18 years of age; student signature required for students age 18 or older)

I acknowledge that I have received a copy of "A Parent's Guide to Concussions in Sports" and understand its contents.

Parent/Guardian/Eligible Student Signature

Print Name

Date

## ALASKA SCHOOL ACTIVITIES ASSOCIATION, INC.

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**Play for Keeps**  
ALASKA SCHOOL ACTIVITIES ASSOCIATION

# Student, Parent/Guardian Acknowledgement Form

**Please read the following statements, sign below and return to your school's office**

- I have participated in ASAA's "Play for Keeps" orientation and have watched the DVD presentation.
- I understand the terms of the Tobacco, Alcohol and Controlled Substances Policy as explained during the presentation, including the penalties for violations.
- I further understand that it is solely the school's responsibility to determine if a violation has occurred and that the school's decision may not be appealed to ASAA.
- I further understand that schools are required to report each violation to ASAA and to maintain strict confidentiality as specified in the policy. More specific wording of the confidentiality statement is found in the policy which is available from the school or at [www.asaa.org](http://www.asaa.org).
- I further understand that students must participate in the orientation and sign this form each season prior to competition.
- I further understand that a student's parent/guardian must participate in the orientation and sign this form at least annually for the student to gain eligibility.
- I further understand that a copy of this signed form must be returned to the school before the student is permitted to participate in interscholastic activities.
- I further understand that schools shall keep a copy of the signed forms on file.
- After participating in the "Play for Keeps" orientation and having the opportunity to review and understand ASAA's Tobacco, Alcohol and Controlled Substances Policy, the violations, penalties and reporting requirements, I agree (both student and parent/legal guardian) to be bound by the terms of the policy.

**Printed Name of Student**

**Student Signature**

**Date**

**Printed Name of Parent/Guardian**

**Parent/Guardian Signature**

**Date**

**Sport or Activity**

**School**

# ASAA PARENT / GUARDIAN CONSENT FOR STUDENT TRAVEL AND PARTICIPATION

## STUDENT

Student Last Name

Student First Name

MI

Date of birth

Grade

Address

City

Zipcode

Phone

Email

School

## PARENT/GUARDIAN

Parent/Guardian Last Name

Parent/Guardian First Name

MI

Address

City

Zipcode

Phone

Email

## COACH/ADVISOR

Coach/Advisor Last Name

Coach/Advisor First Name

MI

Address

City

Zipcode

## PRINCIPAL

Principal Last Name

Principal First Name

MI

School

Phone

Email

# ASAA PARENT / GUARDIAN CONSENT FOR STUDENT TRAVEL AND PARTICIPATION

## Continuation

### CONSENT FOR PARTICIPATION

I hereby give my consent for the above named student to engage in ASAA or school district approved interscholastic activities as a representative of his/her school. I also give my consent for the the above named student to accompany the group as a member on out-of-town trips. I have received and have reviewed the "Parents Guide to Concussion in Sports."

Parent/Guardian name (please print)

Parent/Guardian signature

Date

### INSURANCE COVERAGE

I understand that the Alaska State Board of Education and Alaska School Activities Association (ASAA) do not carry medical or liability insurance covering students traveling for interscholastic activities. I HEREBY WAIVE ON BEHALF OF MYSELF AND THE ABOVE NAMED STUDENT ANY LIABILITY RESPONSIBILITIES OF THE BOARD OF EDUCATION OR ASAA, EITHER ORGANIZATIONALLY OR FOR ANY OF ITS OFFICERS, AGENTS OR EMPLOYEES, FOR INJURIES OR DAMAGES SUSTAINED IN THE INTERSCHOLASTIC PROGRAM. I also understand that medical or liability insurance is my responsibility.

Parent/Guardian name (please print)

Parent/Guardian signature

Date

### CONSENT FOR EMERGENCY MEDICAL TREATMENT

In consideration of the above named student's opportunity to participate in interscholastic activities, I hereby give my consent to medical examination, emergency medical treatment, hospitalization or other medical treatment as may be necessary for the welfare of the above named student, by a physician, nurse practitioner, PA, athletic trainer, community health aid, and/or hospital in the event of illness or injury during all periods of time in which the student is away from his or her legal residence as a member of an interscholastic activity group. I further hereby waive on behalf of myself and the above named student, any liability of the school district or ASAA, its officers, agents or employees, arising out of such medical treatment.

Coverage is provided as follows: ☐ Native Services ☐ Military ☐ Private Insurance Carrier  
☐ None. I will assume financial responsibilities for injuries.

Name of Insurer: \_\_\_\_\_ Policy Number: \_\_\_\_\_ Phone of Insurer: \_\_\_\_\_

Parent/Guardian name (please print)

Parent/Guardian signature

Date

Parent/Guardian phone number

Parent/Guardian emergency phone number

Personal Physicians Name

Personal Physicians phone number

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# AUTHORIZATION TO RELEASE MEDICAL INFORMATION RELATING TO STUDENT HEALTH REVIEW/EXAM

**TO:**

Medical Provider

I hereby authorize you to release copies of all medical information in your possession, whether paper or electronic, relating to student health review/exams of the student identified below to the school or school district in which the student is enrolled and to appropriate health care providers.

**Name of school or school district**

This release authorizes disclosure of this information to the school for purposes of the school's determining the fitness of the student to participate in strenuous physical activities, including but not limited to competitive athletic events.

I understand that the medical information disclosed by the medical provider to the school may be further disclosed by the school to the school's administrators, athletic director and coaches of any interscholastic activities in which I seek to participate.

I understand that once the information is disclosed, it may be re-disclosed by the recipient and federal law may not protect the information.

I understand that I may revoke this authorization in writing at any time, except to the extent action has been taken in reliance on this authorization.

I certify that the signatures on this release are voluntary.

Photocopies of this release shall have the same authority as the original. This release will expire one year from the date of signatures on this form, unless revoked earlier by me in writing.

**Date of signature**

**Signature of student**

**Printed or typed name of student**

**Student's social security number** (optional)

**Date of birth**

## CONSENT OF PARENT

I am the parent or legal guardian of the above student, and authorize the foregoing release of medical information to the student's school/school district and to appropriate health care providers.

**Date of signature**

**Signature of parent / legal guardian**

**Printed or typed name of parent / legal guardian**

# STUDENT HEALTH REVIEW/EXAM

## SECTION A: To be completed by parent or guardian.

|  |  |   |  |                       |
|--|--|---|--|-----------------------|
| <b>Student Last Name</b><br>_____  | <b>Student First Name</b><br>_____         | <b>MI</b><br>_____                                  | <b>Date of birth</b><br>____/____/____     | <b>Grade</b><br>_____ |
| <b>Address</b><br>_____<br>_____   |  | <b>City</b><br>_____                                | <b>Zipcode</b><br>_____                    |                       |
| <b>Phone</b><br>_____  | <b>Emergency Phone</b><br>_____            | <b>Date of last physical exam</b><br>____/____/____ |  |                       |
| <b>Are your immunizations up to date</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Last tetanus shot</b><br>____/____/____ | <b>Last measles shot</b><br>____/____/____          | <b>Last TB skin test</b><br>____/____/____ |                       |

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Have you ever been hospitalized? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever had surgery? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you presently taking any medications or pills? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever passed out during or after exercise? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever been dizzy during or after exercise? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever had chest pain during or after exercise? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do you tire more quickly than your friends during exercise? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you ever had high blood pressure? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have you ever been told that you have a heart murmur? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Have you ever had racing of your heart or skipped beats? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Has anyone in your family died of heart problems or sudden death before age 50? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Do you have any skin problems ( <i>itching, rashes, acne</i> )? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Have you ever had a head injury? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Have you ever had a concussion? If yes, how many _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Have you ever been knocked out or unconscious? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Do you suffer from migraines? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Have you ever had a seizure? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Have you ever had a stinger, burner or pinched nerve? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Have you ever had heat or muscle cramps? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Have you ever been dizzy or passed out in the heat? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Do you have trouble breathing or do you cough during or after activity? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Do you use any special equipment ( <i>pads, braces, neck rolls, mouth guards, eye guards, etc.</i> )? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Have you ever had problems with your eyes or vision? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Do you wear glasses or contacts or protective eye wear? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries in any of the following bones or joints? ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| ____Head   ____Shoulder   ____Thigh   ____Neck   ____Elbow   ____Knee   ____Chest  |                          |                          |
| ____Forearm   ____Shin/calf   ____Back   ____Wrist   ____Ankle   ____Hip   ____Hand  |                          |                          |
| 26. Have you ever had other medical problems ( <i>infectious mononucleosis, diabetes, etc.</i> )? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Have you had any medical problem or injury since your last evaluation? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Are you Diabetic? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Are you Asthmatic? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Do you have any allergies ( <i>medicine, bees or other stinging insects</i> )?? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| List all allergies: _____  |                          |                          |
| 31. When was your first menstrual period? _____  |                          |                          |
| When was your last menstrual period? _____   |                          |                          |
| What was the longest time between your periods last year? _____  |                          |                          |
| 32. Explain all "yes" answers: _____   |                          |                          |

I hereby state that, to the best of my knowledge, my answers to the above questions are correct and give consent for my student to be examined.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# STUDENT HEALTH REVIEW/EXAM

**SECTION B: To be completed by physician, physician assistant or advanced nurse practitioner**

*This form to be sent to the school (do not send to ASAA)*

|                                     |                                    |  |                                     |                      |
|-------------------------------------|------------------------------------|--|-------------------------------------|----------------------|
| <b>Student Last Name</b><br>[ ]     | <b>Student First Name</b><br>[ ]   | <b>MI</b><br>[ ]   | <b>Date of birth</b><br>[ ]/[ ]/[ ] | <b>Grade</b><br>[ ]  |
| <b>Height</b><br>[ ]                | <b>Weight</b><br>[ ]               | <b>Blood Pressure</b><br>[ ]   | <b>Pulse</b><br>[ ]                 |                      |
| <b>Vision — Right Eye</b><br>20/[ ] | <b>Vision — Left Eye</b><br>20/[ ] | <b>Vision Corrected?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No |                                     | <b>Pupils</b><br>[ ] |

|                 | NORMAL | ABNORMAL FINDINGS | INITIALS |
|-----------------|--------|-------------------|----------|
| Cardiopulmonary |        |                   |          |
| Pulse           |        |                   |          |
| Heart           |        |                   |          |
| Lungs           |        |                   |          |
| Skin            |        |                   |          |
| Abdominal       |        |                   |          |
| Genitalia       |        |                   |          |
| Musculoskeletal |        |                   |          |
| Neck            |        |                   |          |
| Shoulder        |        |                   |          |
| Elbow           |        |                   |          |
| Wrist           |        |                   |          |
| Hand            |        |                   |          |
| Back            |        |                   |          |
| Knee            |        |                   |          |
| Ankle           |        |                   |          |
| Foot            |        |                   |          |
| Other           |        |                   |          |

**Clearance:** ☐ Cleared  
☐ Cleared after completed evaluation/rehabilitations for (Specific Sports): \_\_\_\_\_  
☐ Not cleared for: ☐ Collision ☐ Contact ☐ Noncontact ☐ Strenuous  
☐ Moderately Strenuous ☐ Nonstrenuous

Due to: \_\_\_\_\_

|  |                         |                            |
|--|-------------------------|----------------------------|
| <b>Name of M.D., P.A. or ANP (circle which)</b><br>[ ] | <b>Signature</b><br>[ ] | <b>Date</b><br>[ ]/[ ]/[ ] |
| <b>Address</b><br>[ ]                                  |                         | <b>Phone</b><br>[ ]        |

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