

# Student, Parent, Coach, Sponsor, and Chaperone Handbook

## 1. Qualifications for Student Activities

- a. Parents/Guardians and students complete required forms through PlanetHS Eligibility System for high school activity participation.
- b. Parents/Guardians are given required information for any elementary/junior high events/travel.
- c. Principal's and Superintendent's (or designee) approval
- d. Chaperone or Coach requirements for travel (for overnight)
  - i. All coaches, sponsors, volunteers, and chaperones must complete the Safe Schools Boundary Invasion Course.
  - ii. In-District: A chaperone of each gender is recommended if the travelers are both male and female or if the coach/sponsor is of the opposite gender of the group. *If needed, it will be the responsibility of the BSSD host school to provide a chaperone of the opposite sex.* This host school chaperone does not assume responsibility for discipline of the team or eliminate the need for the traveling chaperone to be available at all times. The visiting school should make the request for a chaperone before arriving on site. If there is a considerable number of students needing the host school to chaperone the principal should consider securing additional help.
  - iii. Out-of-District: A host school chaperone of the same gender of traveling students is required. *Any exceptions must be approved by the BSSD Student Activities Director prior to departure.*

## 2. Pre-Trip Expectations

- a. Parents/Guardians will be notified concerning travel policies and procedures before the event.
- b. Permission Slips are passed out and returned to the coach or sponsor in a timely manner.
- c. A parent/guardian meeting (or meetings) is required for extraordinary trips, e.g., senior trips, out of district tournaments, Close Up, etc.
- d. There must be one chaperone for each eight (8) students (or, in some cases more, with the principal and District Office approval)
- e. Trip Approval
  - i. In-District: Any school group, club or team wishing to participate in an activity in another of our district's villages must file a written request for trip approval (RTA) to the Activities Director. The request must be signed by the principal and be received at the District Office 14 days before the planned trip.
  - ii. Out-of-District - (for non-district sponsored or scheduled events): Any school group, club, or team wishing to participate in any activity must make a written request to the Activities Director for the Superintendent's

approval. The request must reach the District Office 30 days before the planned trip. In either case the following should be included:

1. Objectives of the trip
  2. A complete itinerary
  3. Cost and funding information
  4. Chaperone information
  5. Pre-travel orientation information
- f. Incidental activities while on any student trip: The chaperone, along with the traveling students, are expected to do prior planning and take advantage of learning opportunities while out of the district. Making appointments to visit places that could be educational and interesting. Some examples follow:
1. Larger Schools (Universities)
  2. Businesses that may relate to village affairs
  3. Regional corporation headquarters
  4. Banking facilities
  5. Food processing plants
  6. Transit companies
  7. Libraries and Museums
- ii. Things more specific to Anchorage:
1. Anchorage Center for the Performing Arts
  2. Alaska Native Heritage Center
  3. Alaska Aviation Museum
  4. The Alaska Zoo
  5. University of Alaska Anchorage or Alaska Pacific University
  6. Anchorage Museum and Imaginarium
  7. Beans Cafe
- g. Any student trip will not exceed five (5) school days in length unless an extension is granted, in writing, by the Superintendent.

### **3. Student and Parent/Guardian Responsibilities**

- a. Eligibility - any student participating in an activity must meet the requirements for:
  - i. School-specific guidelines
  - ii. District rules as follows:
    1. Be properly registered.
    2. Be in compliance with the district and local school's academic and behavioral expectations.
    3. Be in regular attendance at school.
  - iii. ASAA (if applicable) Please reference the ASAA Handbook online for more details.
- b. Student and Parent/Guardian Permission Slips must be signed and on file at the school.
- c. Student Travel Rules
  - i. All travelers must follow chaperone decisions and rules at all times (e.g. curfew and schedule decisions)

- ii. Student will not travel without:
  - 1. Winter boots
  - 2. Snow pants
  - 3. Winter coat/parka
  - 4. Warm hat
  - 5. Winter mittens or insulated gloves

*Note - Final approval of cold weather gear will be the responsibility of the chaperone and principal. If, in the judgment of the local site administrator, a student is not appropriately dressed for a school sponsored trip, he /she will not be permitted to travel. (Board Policy AR 3543)*

*Early fall and late spring trips may have an exception for this with Superintendent approval.*

- iii. Behavior must comply with school and BSSD standards.
  - 1. The use and/or possession of tobacco, alcohol, or illegal drugs is prohibited. See BSSD Activity Eligibility and Participation Guidelines.
  - 2. Vandalism is unacceptable in airplanes, hotel rooms, schools, etc. The student's site will be assessed a fee to cover the cost, or part of the cost, for restoration of damaged property. This cost may be passed on to the student if the site chooses. Additional disciplinary measures may be imposed after consultation between the site administrator and the district office. The student shall be prosecuted for any violations of the law.
  - 3. Students who violate and/or are convicted of violating Alaska State laws, ASAA policy, BSSD board policy and regulations, school rules or other rules as specified by the chaperone, will receive penalties appropriate for the action.
  - 4. Students must remain in the care of the locale of the chaperone at all times unless prior arrangements are made in writing ([See BSSD Form SA7](#)) with the student's parent(s) or guardian(s). A student who leaves the group without permission will be subject to appropriate disciplinary measures, which may include being sent home and restrictions placed on future travel. Return travel may be billed to the site and/or student.
  - 5. All pop cans, candy, and/or gum wrappers, etc., used during travel and while visiting another site should be properly disposed of.

#### **4. Coach and Chaperone Responsibilities**

- a. Chaperones are expected to set an example of proper behavior. In addition, chaperones must be supervising and available to students at all times.

- b. Chaperones are expected to enforce all BSSD activity travel procedures and to report major violations of the rules to the appropriate principal(s) as soon as possible after the infraction.
- c. The use and/or possession of alcohol and/or illegal drugs by chaperones is prohibited. Appropriate disciplinary action will be taken for any infraction.
- d. The chaperone must carry a copy of the parent/guardian permission slip(s) and student sign-out sheets at all times.
- e. Coaches, Volunteers, and Chaperones will not travel without:
  - i. Winter boots
  - ii. Snow pants
  - iii. Winter coat/parka
  - iv. Warm hat
  - v. Winter mittens or insulated gloves

*Note - Final approval of cold weather gear will be the responsibility of the chaperone and principal. If, in the judgment of the local site administrator, a student is not appropriately dressed for a school sponsored trip, he /she will not be permitted to travel. (Board Policy AR 3543)*

*Early fall and late spring trips may have an exception for this with Superintendent approval.*

- f. If in the chaperone's judgement the weather conditions are marginal for safe travel, the chaperone has the authority to cancel travel, but all rescheduling of travel shall be coordinated through the district office. It is the chaperone's responsibility to notify the site administrator and the BSSD Activities Director of the change.
- g. The chaperone has the authority to set and enforce appropriate curfew times, abiding at all times by school and community ordinance.
- h. The chaperone has the right and authority to decide when, and if, it is an appropriate time for a student to be released to an approved family member or friend (Check out form must be filled out and signed).
- i. The chaperone has the right 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. It is the responsibility of the chaperone to immediately notify the site administrator if the student is having medical problems, being held by the police or involved in an accident (the site administrator will notify the parent/guardian immediately). If in the judgment of the chaperone, after consultation with the site administrator (or district office administrator in the absence of the principal), it is determined the student should not continue with the group, arrangements will be made for the student to return. The parent/guardian should be made aware before the trip that additional costs for the return of a student due to unacceptable behavior may be their responsibility. The principal should notify the district office as soon as possible.

- j. It will be the responsibility of the chaperone to determine if a student has violated the substance abuse policy. The decisions of the chaperone in these matters shall be final. The site administrator will be notified immediately.
- k. If a student leaves the group without authorization and cannot be located immediately or will not return to the group, the chaperone shall contact the site administrator immediately.
- l. When staying in hotel rooms with in-room movies, the chaperone should request unrated as well as 'X' & 'R' and 'Pay-per-view' movies and games be turned off for all rooms housing students and telephone constraints be initiated.
- m. The chaperone needs to exercise caution in permitting any student to participate in an activity that may be questionable or high risk.
- n. While in Nome, students will be chaperoned as a group at all times.
- o. The chaperone will keep and assume responsibility for all travel documents for each member of the group and aid the airline (pilot) whenever possible with things such as luggage handling and weight distribution.
- p. The curfew or any other rules/expectations of the host school shall be enforced.