

**Wrangell High School
Stikine Middle School**



**2023-2024
Coach / Advisor
Handbook**

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

**Nothing in this handbook creates an implied contract.

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

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

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

Erik Scheib
Activities Director
Wrangell Public Schools

Phone: 509-398-2662
Email: escheib@wpsd.us

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

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

Bill Burr, Title IX, and Section 504 Coordinator
P.O. Box 2319; Wrangell, AK 99929-2319
Phone: 907-874-2347 Email: bburr@wpsd.us

Information from the Human Resources/Payroll Department:

Compensation

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

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

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

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

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

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

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

Direct Deposit: Wrangell Public Schools strongly encourages all employees to enroll in direct deposit. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

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

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

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

Personnel Records

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

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

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

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

Medical or other confidential information covered by HIPPA laws will be kept in a separate employee file.

Workmen's Compensation

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

Evaluation

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

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

Job Description

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

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

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

Nondiscrimination

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

Prohibition of Harassment

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

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

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

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

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

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

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

Children in the Workplace

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

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

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

District Vehicles

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

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

All passengers **MUST** wear a seat belt at all times while the vehicle is in motion.

What to Do in Case of an Accident:

1. Stop. Stay calm. Pull your car as far off the road as possible. It is a crime to leave the scene without talking to the police, especially if there are injuries. Investigate.
2. Protect the scene. Use warning devices. Get help from bystanders. Turn off all engines. No smoking. Guard against fire.
3. Do not move injured persons unless necessary. Summon an ambulance if needed.
4. Get help. Use a phone or send a reliable passerby. Notify the administrative office and police as instructed. Give the location and nature of the accident accurately.
5. Identify yourself as an employee of Wrangell Public Schools. Show license and registration on request.
6. Be courteous. Make no statement about the accident except to the police, the school district, or Wrangell Public Schools' insurance company representative.
7. Fill out and check off all applicable information in the APEI Driver's Accident Report Kit (if available). Write down names, license numbers, insurance companies, policy numbers, and any other information regarding the accident. Use the ACCIDENT SCENE diagram or sketch the accident. Indicate weather conditions, time, lighting, exact location, etc. Take photos if you have a cell phone or camera. The more detail you can provide the better for insurance or legal purposes later.
8. Wrangell Public Schools is insured through Alaska Public Entity Insurance (APEI). Our policy number is 43041722 167-05. Give Petersburg-Wrangell Insurance as the contact phone number: 907-874-2359.
9. Call the Wrangell Public Schools District Office, the Superintendent, the Principal, or the Activities Director immediately after you have an accident. Call administrators at home if after hours.

Phone Numbers:

District Office 907-874-2347

Bill Burr, Superintendent	907-803-0003
Kimberly Powell, Admin. Asst.	907-305-0802
Jackie Hanson, Principal	907-401-4055
Ann Hilburn, Principal	601-341-6650
Erik Scheib, Activities Director	509-398-2662

Protecting Student & Staff Privacy

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

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

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

Unauthorized Release of Confidential Information

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

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

Drug and Alcohol-Free Workplace

The School Board believes that the maintenance of drug-free and alcohol-free workplaces is essential to school and district operations.

The unlawful manufacture, possession, use, or distribution of controlled substances on school grounds or as part of any school activity is prohibited. The manufacture, possession, use, or distribution of alcohol on school grounds or as part of any school activity is also prohibited, except as part of an authorized educational activity. In addition, being under the influence of controlled substances or alcohol while on duty is prohibited.

Any employee who violates this policy will be subject to disciplinary sanctions, up to and including termination of employment. Employees must notify the superintendent of any criminal drug statute conviction no later than five days following the employee's conviction. Employment with the district is conditioned upon compliance with the provisions of this policy.

In appropriate cases, employees may be required to participate in approved substance abuse or rehabilitation programs as an alternative to other (or more severe) discipline.

All discipline or other personnel actions undertaken pursuant to this policy shall be taken promptly and, in the case of criminal drug statute convictions for violations occurring in the workplace, within thirty days of receiving notice of the employee's conviction.

For purposes of this policy, school activities include, but are not limited to, all activities sponsored by a school district to which an employee has been assigned or hired to chaperone, coach, or supervise students and include all periods of time during which student supervision is required before, during, and after an event.

For purposes of this policy, "conviction" shall mean a finding of guilt by any judicial body charged to determine violations of federal or state criminal drug or alcohol laws, whether that finding is made following a trial or by the entry of a plea of guilty or nolo contendere.

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

Smoking and Tobacco Use on School Premises

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

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

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

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

Criminal Activity/Arrests

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

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

Discipline

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

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

Sexual Abuse

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

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

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

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

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

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

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

COACH CERTIFICATION

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

CHAPERONE RESPONSIBILITIES

Chaperones must be at least 21 years old to supervise students. Usually, the advisor/coach is the sole chaperone. The following information, however, applies to all advisors, coaches, and chaperones.

MEDICAL RELEASE FORMS

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

STUDY & HOMEWORK TIME

The head chaperone/coach will receive a copy of the student *Travel Authorization* forms from the school office. This form will list the assignments that students are expected to complete while absent from school. The Chaperones will make every effort to schedule dedicated study time for students while traveling. Ferry rides work particularly well for this activity. Chaperones will ensure that all students have their assignments, as well as needed books and other materials, before departure. Chaperones will ensure that students have the necessary study materials with them when they arrive at the study site and are on task throughout the study period. While in other communities, chaperones will arrange study times, preferably in the library or other quiet areas, with local school personnel. A minimum of 1.5 hours of study time per missed school day is a good guide to use for study times. **Students are responsible for having completed all missed work upon return to school.**

HOUSING/FERRY

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

CHAPERONES/HOTEL ROOMS

If there are three students traveling with a same-sex coach/advisor, the coach/advisor may get their own room and have the three students share a room. When there are either one or two students, check to see if we can share with another school district that may also have one or two students. If not, the two students will share a room with the coach/advisor. If there is a single student attending who is of the same sex as the coach/advisor, the coach/advisor may choose whether to share the room with the student or require a parent or parent representative to attend. If there is a single student who is not of the same sex as the coach/advisor, a parent or school representative must go with the student to the event.

CHAPERONE NUMBERS

Additional chaperones will be provided for activities when the coach/advisor/chaperone ratio exceeds 12:1. Additional chaperones will be approved for every 12 students.

VEHICLES

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

SCHEDULED EVENTS

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

GOOD SPORTSMANSHIP

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

INCIDENT/ACCIDENT

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

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

1. Identify the injury
2. If it is life-threatening or you deem it to be serious, call 911, parent or guardian, and school administration. If not serious, continue down the list.
3. Call a parent or guardian to come and get the student.
 - Coaches will keep a list of parent contact information with them during all practices/events.
 - Coaches will keep blank accident forms with them during all practices/events.
4. A coach must be present when a parent or guardian picks up a student.
5. Contact AD and/or principal as soon as possible
6. Fill out an accident report.
 - Parents/Guardians must be informed of the availability of school insurance. Parent/guardian or coach/school staff signature required acknowledging that the parent/guardian received this information.
 - Report must be filed within 24 hours

MEDICATIONS/INJURIES

Coaches/advisors need to familiarize themselves with student allergies, medications, and conditions outlined in physical forms. When necessary, the school will develop, with the parent/guardian, contingency plans relating to hospitalization and other emergency treatment for illness or injury of a serious nature. Coaches/advisors must file an accident report for any student injured while participating in extracurricular activities.

Serious accidents involving students shall be reported as soon as possible to the AD. All prescribed medications that are necessary to be taken during activities (this includes travel away from Wrangell) must be under the possession of the coach or advisor. The exceptions are certain asthma medications such as an inhaler or those ordered by a physician (copy must be on file in the high school office). Medication must be stored in its original container with the following information: (1) name of person receiving the medication, (2) date of prescription, and (3) exact dosage and times to be given. No medication will be accepted in any household containers such as foil, baggies, tissues, etc. The school provides NO unauthorized medication to students for any reason (this includes aspirin, Tylenol, etc.)

STUDENTS NOT ON THE TRAVEL ROSTER

Students **who travel to events but are not on the official school roster are the sole responsibility of their parents, not the school, staff, or chaperones.** Those students will not be permitted to travel in a vehicle with the activity participants, nor are they allowed to sleep on the ferry in the WHS-designated section. Since these students will not be the responsibility of the school, **it is strongly recommended that parents not permit their children to travel to these events unless the parent/guardian accompanies them on the trip.**

CURFEW

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

PURCHASE ORDERS

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

RECEIPTS

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

RETURNING TO SCHOOL FOLLOWING A TRIP

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

HAZING

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

PUBLIC AFFECTION

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

BROKEN TRAVEL PLANS

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

RELEASE FROM SCHOOL TO TRAVEL

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

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

Before a student can participate in any sports activity, including practice, they (the student) must have on file with the Activity Director a current physical, signed by their physician. Students and parents must also create a PlanetHS account and update it yearly or when needed. PlanetHS accounts should be current within 10 days of the first practice in an activity. Knowingly allowing a student to participate while not having a current Physical or Permission to Participate Form could result in removal from the coaching/advisor position. A coach must maintain a current file of all copies of Physicals and Permission Forms, both at practice and while traveling. High school coaches have access to this in their PlanetHS accounts.

CHAIN OF COMMAND

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

RESPONSIBILITIES (Practice, injuries, locker rooms, equipment, uniforms, purchase orders, and expenses)

- **Practice schedules** - A complete practice schedule for each month reflecting the hours and location of practice must be submitted to the AD or High School office at the beginning of each month/season.
- **Injuries** - If an injury, requiring medical attention, occurs to a student while at practice, in a game, at an event or while traveling, the coach must contact the AD as soon as possible. Coaches need to fill out an accident report form for any accident that requires missed practices or medical attention.
- **Locker room behavior** -Coaches are responsible for the behavior and actions of their team while in a locker room or facility either district-owned or otherwise.

- **Equipment and gear** - All equipment used in an activity must be signed out by giving the AD a list of all equipment, medical kits, etc. This equipment must be accounted for and returned to the proper storage place at the culmination of the season and a final checklist turned in to the AD noting any missing items and the condition of the gear. If a coach needs additional gear or replacement gear, they must inform the AD of that need. All uniforms must be checked out at the beginning of the season. A signed and completed uniform checklist will be turned in to the AD once uniforms have been issued.

DRUGS, ALCOHOL, AND TOBACCO PRODUCTS

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

FUNDRAISING

WHS Fundraising Philosophy - While fundraising and representing Wrangell Public Schools, you will need to keep some ideals in mind. At times we have many extracurricular activity groups operating at the same time. While we are aware that a certain amount of fundraising is needed to help purchase uniforms, equipment, and pay travel expenses, this type of fundraising can become a burden or hardship for our community. All fundraising activities that are being held to generate funds for WHS Activities or groups must be approved through the High School Office prior to any fundraising activities. **Fundraising such as asking for donations or money is not allowed.**

Fundraising should be service orientated as much as possible (i.e., a product or service, such as food or a prize, should be the end result for the person spending the money). Always be aware that you and your group are representing Wrangell Schools.

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

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

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

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

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

Gaming/Raffles - All gaming such as raffles (e.g., 50/50, outboard motors, gift certificates) must be accounted for separately from all other fundraisers. If you are planning on having a raffle, you will need to complete a fundraising form to be approved by the activities director and you are required to notify the high school secretary at least three days prior to the date the raffle will begin. You will need to give the secretary all pertinent information (i.e., where and when the raffle is held, the type of gaming you intend to do, how many tickets are required, which students will be selling tickets, price per ticket, etc.). The high school secretary will provide the raffle tickets.

All tickets used for gaming must have Wrangell Schools' gaming permit number printed on each ticket. All tickets sold must be filled out legibly with the contestant's full name and phone number. While collecting funds from gaming, all proceeds must be kept separate from other funds. Do not mix gaming proceeds with gate receipts or concessions.

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

Concessions - All requests for concessions must be approved through the Athletic Director. A concession schedule and sign-up sheet is available upon request from the high school office. If you require a purchase order to a local store to purchase goods for concessions, the purchase order request must be made with the high school secretary three days prior to the event.

You must keep all receipts while billing to an activity purchase order and turn them in along with the proceeds at the end of the event. An adult is required to be in the concession booth at all times. As the advisor, you are responsible to ensure that the kitchen and all utensils and appliances are properly cleaned and returned to the shelves. Here are some suggestions to help you while running concessions:

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

Suggestions for fundraising:

Team/Take-out dinners

Event pledges (pledges get something tangible such as a shirt etc. at the end)

Clothing/Spirit Wear sales

Concessions

Firewood sales

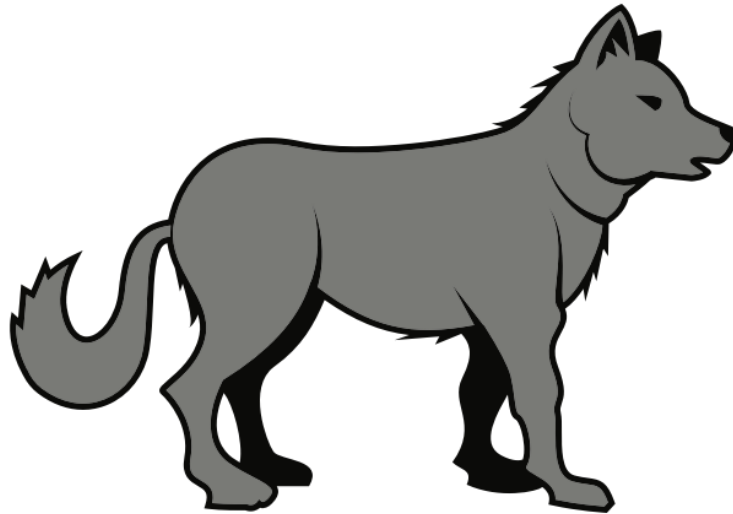
Alumni games

Service-orientated work such as cleaning, moving items, snow shoveling, etc.

50/50 raffles

UNIFORM ROTATION

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



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

ACKNOWLEDGEMENT

I acknowledge that I have received and read the contents of the Wrangell Public Schools 2023-2024 Coach/Advisor Handbook. I understand that I am to adhere to all rules and regulations stated in the handbook, provided that such adherence and/or supervision does not violate any of my other terms and conditions of employment.

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

Employee Signature

Date
