

Crowsnest Consolidated High School



PARENT, STUDENT-ATHLETE, COACH HANDBOOK

The Crowsnest Consolidated High School Athletic Handbook contains policy of the athletic department and school. The purpose of this handbook is to educate and answer questions that parents and students may have regarding athletics.

Philosophy

CCHS recognizes that extracurricular athletics promotes sportsmanship, team building, good citizenship, high academic standards, and community responsibility. Extracurricular athletics provide an opportunity for students to explore their unique talents outside of the classroom setting. These activities demand a high level of commitment, excellence, and self motivation, which will help prepare students for the challenges they will meet outside the school community.

It is a privilege for students to participate in extracurricular athletics. Participation is voluntary and is not a requirement, nor an entitlement. Therefore, extra time and effort are required of those who participate. Since the reputation of the school is often judged by its extra-curricular programs, high standards must be maintained. Those who earn the privilege of representing CCHS in extracurricular athletics are expected to accept greater responsibilities as school citizens.

Participation in extracurricular athletics is open to all students provided they meet the general requirements as outlined in this handbook, and any requirements specific to the activity of their choice.

Athletic Department

- ☐ Athletic DirectorMatt Hennig
- ☐ PrincipalPaul Pichurski

Programs

Students can participate at the Junior High, Junior Varsity (JV) (if available), or Senior Varsity (Sr) levels.

Junior High teams are open to students in the 7th, 8th and 9th Grade. In volleyball and basketball, If there is no “B” team, the “A” team may comprise of grade 7, 8, and 9 students. “B” teams can only comprise of grade 7 and 8 students.

High School JV teams are open to students in Grade 10 and Grade 11. Grade 9’s may be “promoted” to a JV team depending on athlete numbers. A decision to have a JV team is made yearly on a sport by sport basis depending on the makeup and number of players trying out for a sport. The decision to have a JV team is jointly made by the athletic director and Sr coach.

Senior Varsity teams compete in the most competitive leagues, and are comprised of the most accomplished players in Grade 10, 11, and 12. Cuts may be necessary at the Sr Varsity level.

Seasons of Play

The seasons of play have been established to protect the student athlete from being placed in a position of having sports seasons overlap. It is not desirable for a student athlete to have to attend practices and games for two or more sports on the same days. Therefore,

- ☐ Each activity may hold practices according to the Alberta Schools Athletic Association (ASAA) seasons of play.
- ☐ The preceding activity has priority for practice times and games.
- ☐ The trailing activity may not hold practices until the preceding activity is over.

Participation Fees

It is necessary for the athletic program to charge a participation fee for each activity that an athlete participates in. This covers some of the costs of bussing, leagues fees, referee and scorekeeper fees, tournament fees, first aid equipment, team uniforms, and other necessary equipment. The following applies to participation fees;

- ☐ All participation fees will be determined by the Athletic Department.
- ☐ An effort will be made to keep the fees consistent and as low as possible.
- ☐ Fees are handed in to the office. Cheques are made out to Crowsnest Consolidated High School.
- ☐ Players must pay fees in full, follow the CCHS payment plan, or make arrangements with the principal, before they will be permitted to participate in league games or tournaments.
- ☐ Participation fees pay for all league fees, ASAA fees, tournament fees, transportation, equipment, jerseys, referees, scorekeepers, and any other costs that may arise.

**** Note: There is a separate \$150 jersey desposit in addition to fees. This separate cheque is not cashed unless jerseys are lost or damaged. Tournament play may require additional fees for travel, meals, and hotels. ****

Uniforms and Equipment

SENIOR HIGH: uniforms will be provided by CCHS and will require a \$150 damage deposit.

Uniforms will be distributed by the coach.

The coach will record which jerseys have been assigned to which players using the uniform sign out sheet, or as requested by the Athletic Director.

Players will be responsible for the care and maintenance of uniforms while they are in their possession. However, coaches will collect all uniforms at the end of games and have all uniforms washed together (by the coach, player-parent, or other volunteer).

All uniforms are to be cold-water washed together and dried on low heat.

Players will be responsible for the cost of replacement of any uniform damaged or lost while in their possession.

Junior High: Jerseys will be purchased by each student athlete. The cost will be \$30 for volleyball and basketball.

Transportation

The transportation for league, invitational, zone, and/or provincial events may be handled in two fashions at the discretion of the coach. However, when possible, busses will be used.

Volunteer (Parent/Private) Vehicle

- ☐ Family members may transport other immediate family members to events.
- ☐ Players may be transported to events by registered LRSD Volunteer Drivers on school days.
- ☐ To become a registered Volunteer Driver, drivers must complete LRSD's Volunteer Driver Form and meet all requirements as stated on the form. Volunteer Driver forms are available from the school office.
- ☐ Volunteer vehicles used for league transportation will not be eligible for financial compensation from the school.
- ☐ On non-operational days, parents may arrange transportation to and from events without the need for a registered LRSD volunteer driver.

Criminal Record Checks (All Volunteers)

- ☐ Volunteer drivers must complete a criminal record check prior to transporting other players besides immediate family members.
- ☐ All coaches or any other adult who will be left alone with students must also have a completed criminal record check on file with the school. This must be renewed every 3 years by returning coaches.

Practice and Game Times

All gym usage shall be booked through the Athletic Director.

League games and home tournaments have booking priority over practices.

There must be a coach, assistant, or teacher present at all practices and games.

Coaches may request specific practice times. While all efforts will be made to accommodate requests, it shall be the priority of the Athletic Director to provide a practice schedule which is equitable to all teams in accordance with priorities

The Athletic Director will create a practice schedule on a monthly basis. In some instances where seasons overlap it may be appropriate to develop a schedule on a weekly basis. The schedule will be communicated in announcements, on the school website, and coaches may use Teamsnap to communicate schedules as well.

Sportsmanship

Inappropriate behavior or unsportsmanlike conduct by ANY participants, including spectators, parents, coaches, athletes or students will not be tolerated. If a spectator, parent or student is observed acting inappropriately, the administration expects it to be stopped. If it is not stopped, that spectator may be asked to leave by an official, school personnel, administrator or police officer.

If an athlete acts inappropriately, (see guidelines presented in the Athlete's Code of Conduct; Appendix F), the coach is expected to take appropriate action. This may include suspension for the remainder of the game or longer. Consequences for such behavior should be outlined in team rules and expectations and discussed prior to competitive season.

If a coach acts inappropriately (see guidelines presented in the Coaches Code of Conduct; Appendix C), the coach actions will be addressed by a school Administrator. Consequences may range from verbal reprimand, to written reprimand, to suspension, to dismissal. Coaches are expected to set strong examples and should model expected behavior at all times.

If a spectator/parent acts inappropriately (see guidelines presented in the Spectator/parent Code of Conduct; Appendix G), the spectator/parent may be asked to leave by an official, school personnel, administrator or police officer. Following the incident the spectator/parent will meet with a school Administrator. Further consequences may include meeting with the district Superintendent, cease & desist letters or that spectator may forfeit his/her privilege of attending future contests – either home or away and be issued a no trespass notice.

The Fundamentals of Sportsmanship

1. Gain appreciation and understanding of the rules of the sports.
2. Exercise exemplary conduct at all times.
3. Recognize and appreciate skilled performance regardless of affiliation.
4. Exhibit respect for contest officials.
5. Display pride in your actions.

ASAA Citizenship Code

“Good Sports Make Good Decisions on and off the court.”

- Treat all opponents as guests.
- Maintain self-control at all times.
- Understand and appreciate the rules.
- Be considerate and courteous to all.
- Show respect for the officials.
- Cheer for their team.
- Applaud all outstanding performances.
- Rally around good sportsmanship.

Guidelines for Student Athletes

Responsibilities of an Athlete

Coaches would expect an athlete to adhere to the following guidelines;

- The team’s goals, welfare and success must come before any individual’s.
- An athlete needs to attend practice sessions.
- Players must be receptive to coaching.
- Team members are responsible for all issued uniforms and equipment.
- Must agree to and follow team rules.
- Remember that athletes represent themselves, the coaching staff and the school.
- Must inform coach if they are going to miss a practice or game.
- If an athlete does not adhere to the guidelines, their playing time may be reduced.

Athlete Code of Conduct, Expectant Behaviour, Attendance/Eligibility

Code of Conduct

1. All members of school teams automatically assume the role of "School Ambassadors" and as such are expected to represent the school, both inside and outside, in an exemplary and professional manner.
2. It is the responsibility of the coach to instill in his/her players the highest standards of conduct both on and off the playing surface.
3. A competitive team is a desirable characteristic, but a team, which exhibits good sportsmanship, a co-operative spirit, and a classy appearance, is more important when working with student athletes.
4. The coaches determine playing time. However, it is expected that junior high and JV high school teams emphasize player development and greater equity in playing time. Senior Varsity high school teams focus more on success and athletic competition in pursuit of excellence and playing time may reflect this.
5. In order to ensure that people exhibiting the aforementioned qualities always represent CCHS, the coaches of each team will review the following "expected behaviors" with his/her team at the initial team meeting.

Expected Behavior

1. Team members will exhibit the highest standards of sportsmanship and commitment to the team.
2. Team members will present themselves at each game in a neat and tidy fashion.
3. Team members will refrain from consuming any illegal drugs or alcohol at any school related function.
4. Team members will refrain from posting or circulating written statements, photos, or videos of themselves or others which could negatively reflect upon the school and/or team.
5. Team members will refrain from performing any acts of willful damage regardless of the venue or circumstances.
6. While under the supervision of a coach during the course of a game, practice, and tournament or as a spectator, team members will refrain from showing any disrespect for their fellow players, opposition coaches, opposition players, fans, referees or supervisors.
7. All high school athletes are also responsible to the code of conduct and eligibility rules of the ASAA.

A violation of any of the "expected behavior" will result in an immediate suspension of the team member(s) involved (suspension from the immediate activity). The violation will then be reported to administration and both the coach and administration will design a suitable sanction. Possible sanctions include:

1. Suspension from the team for a prescribed amount of time - be it days or the entire season.
2. Suspension from school - depending on the infraction.
3. Suspension from all subsequent school related co-curricular activities.

Attendance and Eligibility

1. Student must attend school on a regular basis.
 - Student must maintain a high degree of punctuality at school.
 - A student who is absent for the entire day of an event/game due to illness will not be allowed to participate on that day.
 - A student who is deemed to be truant by school administration shall not participate in any game or tournament at the discretion of the administrators. For the purpose of this policy truancy will be defined as an unexcused absence *in the opinion of the administration*.

In order for a student to be eligible for participation in any co-curricular activity, he/she must:

1. Be a bonafide student of CCHS or an accepted player according to the ASAA regulations.
2. Adhere to all rules and regulations established by the coach, school, league, and ASAA.
3. Make the commitment to the team; attend all practices and games.

Note: The administration may suspend a student from participation in any or all extra-curricular activities if the offense is deemed severe or of a gross nature.

Teachers will notify administration of any students who have not maintained appropriate grades, assignments and behaviors.

Administration will meet with the student and come up with a plan of action or place students on probation until the problem (appropriate grades, assignments and behaviors) has been resolved. If the problem is not resolved after a two-week period, the student *may* be dismissed from the team.

Student/Athlete Academic Performance Expectations

Although we recognize the importance of athletics in the life of a student, we consider participation in school athletics to be secondary to success in the classroom. As a result, students who are not performing up to expectations in their classes will be required to improve their academic standing through the following procedure.

1. Teachers will notify administration of any student/athletes who have not maintained appropriate grades, assignments and behaviors.
2. Administration will construct a plan with appropriate timelines for student improvement.
3. Student/athletes will remain on athletic eligibility probation until the problem (appropriate grades, assignments and behaviors) has been resolved. If the problem is not resolved, the student may be dismissed from the team.

Risks of Athletic Participation (safety)

In spite of protective equipment, and the supervision and sound instruction by our coaches, there are some risks associated when someone participates in athletics. Injuries in some of our activities can and do occur. In extremely rare cases, death could also result. All athletes and their parents need to be aware and understand this possibility. At CCHS, we will do all that we can to ensure a safe and healthy environment for our athletes. Each coach shall do everything necessary to ensure the safety of participants at all times. In addition to the normal school safety procedures, each coach should also:

1. Provide supervision for all organized practices, games, trips, etc. and should ensure that all facilities are secure following the completion of an activity.
2. Suggest to all students that they receive a medical prior to participation in extracurricular athletics.
3. Take a medical kit to all organized activities and other activities required.
4. Report all accidents in writing as soon as possible on the accident report form.

PARTICIPATION ON AN ATHLETIC TEAM

It is important to understand that participation on an athletic team at a school is a privilege and not a right. Being on and maintaining one's membership on the team means accepting all the responsibilities of an athlete. However, unlike some other organizations, equal or guaranteed playing time does not exist. A coach will use players best suited to the conditions or demands of the contest at that time.

While our ultimate goal is to promote the greatest athletic participation possible at Crowsnest Consolidated High School, it may be necessary in some sports to cut a player. This may occur due to limitations of our facilities, regulations specific to some sports, travel restrictions, and other factors.

Every coach has the responsibility and authority for selecting his or her team. The criteria for selecting the team are will be determined by attitude, coach-ability, commitment to the program and skill.

It is also important to remember that there are no guarantees. Players from the previous year's Junior Varsity, for example, do not automatically make either the Junior Varsity or Varsity squad the following year. Having been a member of a team during the previous year or even being a senior does not ensure that an athlete will make the squad, nor does this guarantee the amount of playing time.

Parents should expect that every candidate is treated fairly and given every consideration. Coaches are sensitive to feelings of disappointment, will handle the task as positively as possible, and be available to answer athletes questions.

Hazing

Hazing or negative initiation activities are prohibited by Crowsnest Consolidated High School. The planning, initiation of, or participation in such activities shall be dealt with under the behavioral expectation of CCHS athletics, and may lead to suspension or removal from a team and or school.

Guidelines for Coaches

Responsibilities of a Coach

A coach has the responsibility for the following;

- Selection of the squad (only at the senior high level if the amount of players exceeds the roster size that ASAA allows).
- The determination of the style of play.
- The teaching and instruction at practice sessions.
- The determination of when and how long an athlete plays in a contest.
- The decision of who plays what position.
- The establishing of team rules.
- The selection of team captains.

The following guidelines are to be considered a code of conduct for CCHS coaching staff:

The Coach is foremost a teacher. The chief objectives of school athletics are to build leaders and to develop athletic skills. Winning games is secondary to these objectives. Coaches who do not make a positive contribution to the total educational process are not meeting their obligations.

The Coach should always be regular and prompt in meeting assignments – practices, games and meetings.

The Coach should be diligent in attention to routine details. This includes getting in all reports when due, keeping necessary records, emailing or faxing in results, and forwarding any receipts when required.

The Coach should instill in the team an attitude of sportsmanship on and off the court, during the game and afterwards, in school and out.

The Coach should use professional language at all times. Vulgarity and profanity have no place on or around our teams.

The Coach shall not use alcohol or non-prescription drugs in any form while with the team, including at any time during an away tournament.

The Coach should refrain from using tobacco products within sight of players.

The Coach should, when faced with unpredicted disciplinary situations, let the common sense prevail.

The Coach should accept the responsibility as a counselor to the athletes under her/his direction. The coach is in a unique position among all teaching staff in the relationship with the students. Many students complete their high school program because of their interest in athletic participation, and the influence of

the coach. In this way, the coach can play a major role in motivating students to graduate.

The Coach should be mindful of their position of guardianship entrusted by the athletes and their parents. While acting as a counselor to the athletes, there must also be a necessary social separation, so that over-familiarity or impropriety does not occur or is not perceived to have occurred.

The Coach should work to instill with their players respect for the officials, and establish that they alone shall discuss aspects of the game with the officials, unless directed by the coach to do so (captains).

The Coach will respect the rights and feelings of other coaches and will never use tactics that take unfair advantage of others. The coach should be friendly and courteous at all times and never argue with an opposing coach in front of the team or spectators.

The Coach should teach the team to be respectful of and friendly towards opponents.

Team Selection

All activities are open to all students of CCHS who meet the requirements of grade, gender, and general eligibility.

Coaches must conduct an open tryout, and may not make final cuts until after the second practice. Cuts should be made in private, and feedback on how to improve should be given by coaches. Cuts should only be made at the Sr varsity level if the team has more players than ASAA allows on a roster. This does not guarantee playing time for those who make the team. Final selections should be based on attitude, coachability, commitment to the program, and skill.

Once the team has been selected, the coach must promptly submit a roster to the Athletic Director.

Playing Time/Expectations

1. CCHS participates in competitive leagues. As such, there will be few, if any instances where playing time for each player on the team will be equal. The amount of playing time may vary from game to game, or from week to week. This will be up to the coach of the team based on his/her understanding that CCHS emphasizes competitiveness as well as the development of the athlete and team. However, it is expected that junior high and JV high school teams emphasize player development and greater equity in playing time. Sr Varsity high school teams focus more on the pursuit of excellence and athletic competition.
2. Athletes whose attitude, commitment, or sportsmanship is not up to the coaches' standards, may be limited in playing time, regardless of jr/sr team. In these cases, coaches will communicate why the player is missing time and what they can do to earn it back.

Communication

Clear communication between coach and player, player and parent, parent and coach and between players is critical to avoid misunderstanding. This communication can be initiated and maintained in a number of ways:

- ☐ At the beginning of tryouts Coaches should provide a statement of their philosophy, team goals, fees, and player expectations.
- ☐ The process for communication should be clear: concerns should be expressed privately and directly to the coach, first by the student athlete, then the parent. (See Appendix A)
- ☐ The Athletic Director and coaches will hold a pre-season meeting for parents and athletes, if needed. (suggested agenda - Appendix B)

Guidelines for Parents/Guardians

Responsibilities of a Parent/Guardians

Demonstrating good sportsmanship involves a commitment to fair play, ethical behavior, and integrity. This means;

- There must be no vulgar language or inappropriate language.
- No taunting or “trash talking” of our opponents, their cheerleaders, or fans.
- Spectators cannot leave the bleachers or enter onto the court or field during a contest.
- Cheering should be done for our team and not against our opponent.

Support the team, the players, and the coaches.

Help your child to follow and uphold the CCHS athletes’ guidelines for participation.

Support the goals of sportsmanship and help bring pride and respect to your child and Crowsnest Consolidated High School.

Support your child’s role on the team, even if you don’t understand his/her position on the depth chart. In the event of concerns, follow the guidelines and procedures as outlined in Appendix A

Guidelines for Spectators

RESPONSIBILITIES OF SPECTATORS

1. Realize that admission is a privilege to observe a contest and to support. This is not a license to verbally assault others or be generally obnoxious. Do not taut, jeer, or attempt to distract the members of the opposing team.
2. Remember that CCHS Athletics is a learning experience for students, and also that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students and athletes.
3. Be an exemplary rule model by positively supporting the team in every manner possible. Enjoy the skill and competition.
4. Recognize an outstanding play by either team. Show respect for the opposing players, coaches, spectators, and supporting groups.
5. Avoid the use of profanity and derogatory or disrespectful yells, chants, songs, or gestures. Refrain from offensive or unruly behavior, which reflects poorly on the school you are supporting.
6. Respect the integrity and judgment of game officials. Accept their decisions without public protest. Never confront a game official at halftime or after the game.
7. Do not publicly criticize the coaches or athletes for the loss of a contest.
8. Show concern for an injured athlete regardless of team affiliation.
9. Respect school property and the authority of school officials. Remember that you are a guest of the host school.

Appendix A

Parent/Coach Communication

Both parenting and coaching are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to students. It is also very important to remember that coaches are volunteers and they are giving their valuable time to work and help improve your child's leadership abilities, social skills, team cooperation and responsibility. Here are some guidelines to help you as a parent supporter of the athletics programs at CCHS.

Communication Coaches expect from student athletes:

- ☐ concerns expressed privately and directly to the coach
- ☐ notification of any schedule conflicts well in advance
- ☐ specific concerns in regards to a coach's expectations and/or philosophy

As your son or daughter becomes involved in the sports programs at CCHS he/she will experience some of the most rewarding moments in their high school career. It is important to understand however that there will be times when things do not go the way you or your son/daughter wish. At these times, discussion with the coach is encouraged.

Communication Coaches expect from Parents:

- ☐ concerns expressed privately and directly to the coach away from the court setting
- ☐ notification of any scheduling conflicts well in advance
- ☐ specific concerns in regard to a coach's philosophy and or expectations

Appropriate Concerns to Discuss with Coaches:

- ☐ the treatment of your child mentally or physically
- ☐ ways to help your child improve
- ☐ concerns about your child's behavior
- ☐ any influence that the activity is having on your child's academic performance

It is difficult to accept your child not playing as much as you or they may hope. Coaches make judgment decisions based on what they believe to be the best for all students involved. While there are certain things that should be discussed with your child's coach, there are also certain things that should not be discussed. The following decisions will be left to the coach's discretion:

- ❑ Playing time
- ❑ Team strategy
- ❑ Play calling
- ❑ Other student athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged but the following procedures should be followed to help promote a resolution to the issue of concern:

- ❑ call and set up an appointment with the coach
- ❑ resolution, not confrontation is the best approach
- ❑ **please do not confront a coach before, during, or after a game or practice** - these can be emotional times for both the parent and coach, and our coaches are instructed to walk away from such situations.

The Next Step:

- ❑ call and set up a meeting with the Athletic Administration. This meeting will consist of the parent/guardian, coach, athletic director, and athletic administrator.
- ❑ if no resolution is made, call and set up a meeting with the Principal to discuss the situation
- ❑ at this meeting if a resolution cannot be reached, the next step will be determined

The coaches at CCHS recognize the importance of extra-curricular activities. We provide a program that strives to provide your child with a positive and meaningful experience.

Appendix B

Coach's Guidelines for a Preseason Parent's Meeting

All coaches are required to distribute copies and address the following - may be done either by a meeting or by a letter:

- ☐ Team Rules and School Rules regarding athletics.
- ☐ Participation - amount of play time athletes can expect.
- ☐ Sportsmanship - expectations by players and parents.
- ☐ The procedure to deal with disagreements between coach and players or parents:
 - at no time are problems to be discussed in front of other players.
 - Parents are asked to speak to the coach regarding concerns.
 - call and set up a meeting with the Athletic Administration. This meeting will consist of the parent/guardian, coach, athletic director, and athletic administrator.
 - if no resolution is made call and set up a meeting with the Principal to discuss the situation
 - at this meeting if a resolution cannot be reached, the next step will be determined
 - make sure there is parent communication!
- ☐ Fees and the breakdown of the costs.
- ☐ Team supervision - coaches and parents
- ☐ Medical information in case of injury

Other topics you may want to address

- ☐ Your coaching philosophy
- ☐ How practice sessions are conducted
- ☐ Length of practice times
- ☐ Expectation of attending practices
- ☐ The consequences of missing practices
- ☐ Academic requirements for eligibility
 - Be registered in minimum of 2 full classes in Senior High
- ☐ Question and Answer

Appendix D

To All Parents/Guardians,

Livingstone Range School Division and Crowsnest Consolidated High School recognizes various types of transportation arrangements that can maximize the delivery of extra-curricular programs within limited resources available to schools and therefore, supports the concept of volunteer drivers and vehicles in providing extra-curricular transportation. However, arrangements must conform to the laws and regulations of the province and are in accordance with the specific guidelines and procedures established by the Board of Education for Livingstone Range School Division.

To this end, LRSD Administration Policy 544 declares that:

10) Students are not permitted to transport other students, or to act as “trip drivers”.

11) Volunteer drivers must be a minimum of 21 years of age.

14) When a private vehicle is used for co-curricular and extra-curricular transportation, the Principal must approve the vehicle and driver, and have on file, prior to the trip taking place, a properly completed Form P1, which attests to the fact that the vehicle owner has \$2,000,000.00 public liability insurance coverage.

30) If the school provides transportation to an off-site activity, and a student wishes to use their own transportation, the student and his parent must sign a letter stating: a) That the student was offered school provided transportation and that it was declined; b) That the parent accepts responsibility for the student’s transportation; c) That the parent does not or will not hold the School Board liable for any accident or injury that may occur during the transportation to/from the off-site activity; d) That the parent understands that the School Board’s Student Accident Insurance does not apply during the transportation portions of the trip, and that the student is only covered from their arrival at the school sponsored offsite activity, until the student leaves the off-site activity.

A violation of the above policy will result in immediate suspension of the team member(s) involved (suspension from the immediate activity – the game). The violation will then be reported to school administration who will design a suitable sanction.

Possible sanctions include:

- a. The student-athlete being placed on a program of monitored compliance.
- b. Suspension from the team for a prescribed amount of time (e.g. a certain number of games, the rest of the season).
- c. Suspension from all school related activities.

Please contact school administration if you have any concerns regarding this policy.

Appendix E

LRSD EXTRA - CURRICULAR ACTIVITY TRANSPORTATION POLICY HIGHLIGHTS

Full policy is available here:

<http://www.lrsd.ca/documents/general/544%20%20Co-Curricular%20and%20Extra-Curricular%20Transportation.pdf>

- 9) Volunteer drivers may be used to drive buses, but they must have all of the proper and required qualifications as specified by Livingstone Range School Division No. 68.
- 10) **Students are not permitted to transport other students, or to act as “trip drivers”.**
- 11) **Volunteer drivers must be a minimum of 21 years of age.**
- 12) As much as possible, division-operated vans and buses should be used for cocurricular and extra-curricular transportation.
- 13) Fourteen and fifteen passenger vans are not authorized to be used to transport for any school-related activity.
- 14) **When a private vehicle is used for co-curricular and extra-curricular transportation, the Principal must approve the vehicle and driver, and have on file, prior to the trip taking place, a properly completed Form P1, which attests to the fact that the vehicle owner has \$2,000,000.00 public liability insurance coverage.**
- 15) After the required coverage outlined in procedure 14, the Division’s liability insurance coverage will also become effective.
- 20) Overnight co-curricular and extra-curricular trips require the following supervision:
- a) If a girls' team or student group has a male supervisor, a female supervisor is required.
 - b) If a boys' team or student group has a female supervisor, a male supervisor is required.
 - c) If a mixed team or student group is involved, both male and female supervision are required.
 - d) All supervisors must have prior approval of the Principal.
- 21) Each school shall have rules governing student conduct and rules governing transportation requirements, to ensure the safety of the students. These rules must conform to existing legislation. The Principal shall ensure that all supervisors and students are made aware of such rules.
- 22) School bus drivers have the right to prohibit any dangerous articles from being placed on the bus.
- 30) **If the school provides transportation to an off-site activity, and a student wishes to use their own transportation, the student and his parent must sign a letter stating: a) That the student was offered school provided transportation and that it was declined; b) That the parent accepts responsibility for the student’s transportation; c) That the parent does not or will not hold the School Board liable for any accident or injury that may occur during the transportation to/from the off-site activity; d) That the parent understands that the School Board’s Student Accident Insurance does not apply during the transportation portions of the trip, and that the student is only covered from their arrival at the school sponsored offsite activity, until the student leaves the off-site activity.**