

PHS/MMS Handbook Highlights

Page 15 – MMS PE Participation

Mitkof Middle School students that do not participate in PE class and/or are unexcused and/or not in attendance for that school calendar day are not allowed to participate during that same calendar day for an activity. In the event that this scenario happens on a travel day, the student may be deemed ineligible to travel for that event.

Rationale:

This update was due to a high number of students not participating in class on the day of a competition and/or travel for an athletic event.

Page 16-17 – Golden Ticket

1. Ensure prior to the first practice that each participating team member has paid district athletic participation fee(s), has a current physical, completed all required ASAA and district forms (ASAA TAD [Tobacco, Alcohol, Drugs] Policy, parent contact forms, emergency medical information, etc.). A complete list of required forms is included in the Student Activities Participation Handbook. **NOTE: A golden ticket pass must be presented to the coaching staff prior to a student attending their first practice.**

Rationale:

To make sure all fees are collected prior to participating. Collection of the fees are needing to be done adequately due to outstanding payments.

Page 19 – Added Dance and Softball

Activities offered was added as Dance and Softball as club activities. These activities must have signed off MOA's prior to beginning any team function.

Page 21 – Media Relations Emphasis

Maintaining a positive public image is the responsibility of all coaches and student athletes of the PSD. Providing the press with positive accounts of athletic events is an important role of participants and others involved in activities. What a coach or player says—in the heat of the competition—or what he/she is quoted as saying— can have lasting repercussions. Ensure your statements reflect well on your team and your school. Always model good sportsmanship; find something positive to say. Remember, these are student athletes, not professional athletes.

Rationale: Emphasis with the local media.

Page 24 – MMS Travel

MMS Athletics are allowed one (1) district sponsored travel. The following outlines upcoming travel trips and tournaments for the 2026-2027 calendar year.

Cross Country – @ Wrangell or Ketchikan
Basketball - @ POW (Stikine Tournament) OR Wrangell due to POW Availability
Cheer - @ POW (Stikine Tournament) OR Wrangell due to POW Availability
Wrestling - @ Wrangell (HOST Stikine Tournament)
Volleyball - @ Wrangell (Stikine Tournament)
Track & Field – Home Event
Robotics - @ Juneau
Native Youth Olympics – @ Juneau

All participants who have met practice requirements, eligibility requirements, academic eligibility requirements, and demonstrate positive citizenship and sportsmanship are able to participate in travel.

*Note for 2026-2027 that home events and travel to away trips are NOT guaranteed. Competitive seasons will occur and travel to away trips are based on location, fund availability, team size, transportation availability, host team accommodation availability, and other unforeseen situations. The Activities & Athletics department will in good faith attempt to provide the best seasons possible for all MS teams for possible competition away from Petersburg as well as hosting events.

Rationale: Clearer verbiage of the MMS activities competition season with planned out seasons. Last paragraph is placed in the event that a MS Stikine Tournament or other tournament is cancelled due to host school's inability to make an event take place.

Page 27-28 – Selection of Coaches/Activity Sponsors

Coaching and Sponsor positions are contracted by the Petersburg School District (PSD) on a one-year basis. Each assignment(s) will be assessed and reviewed annually by the athletic director and/or designee. Coaches/Sponsors that complete a successful year, as determined by the athletic director or designee, may be renewed for the following season. When vacancies occur, the selection of coaches/sponsors will be determined following the procedures below:

1. PSD will post via email and the school district website, and may post by other venues, a list of all extra-duty contract vacancies simultaneously internally and externally.
2. Once the closing date has passed, a Hiring Committee appointed by the Principal and/or Activities Director will review the list of candidates and choose the most qualified person for the job. The Administrator will make the final decision and submit a recommendation to the Superintendent based on information from the Hiring Committee.
3. In assessing the qualification of coach/sponsor applicants, PSD shall give preference to in-district applicants as long as their qualifications are relatively equal. Building-specific candidates will be given preference for openings. (eg, MS teacher for MS basketball will have preference.)
4. If the District determines that an in-district applicant should not be selected because an outside applicant possesses substantially greater skills and qualifications, the unsuccessful in-district applicants may request a meeting for explanation within one (1) week of the decision.

5. An effort will be made to include the head coach or lead sponsor in the selection process of assistant coaches. It must be recognized that this is not always possible, depending on a variety of factors.
6. All “volunteer” coaches must be approved by the Petersburg School District Administration and must meet the same requirements as other coaches, which may include ASAA required classes/courses (e.g. Concussion Certification, Sudden Cardiac Arrest, First-Aid, Health, & Safety for Coaches, and Fundamentals of Coaching), fingerprint background check, application on file, reference checks, etc.
7. Assessment and review after each season will be completed by the administration using the assessment/evaluation tool.
8. Coaches and Sponsors who complete a season in good standing and earn a positive assessment will be offered the opportunity to sign a Letter of Intent to coach the following season by the administration. Extra-Duty Contracts with a signed Letter of Intent must be verified a minimum of two months before the first day of practice for each respective season.
9. Known extra-duty coaching/advisor vacancies for the school year will be posted no later than June 1, for a minimum of five (5) work days. The vacancy may arise due to added positions, resignations, terminations, or the principal's decision not to renew a contract. Should a vacancy occur during a school year, the position may be filled by the building principal on an interim basis and then posted as a vacancy for the upcoming school year.

Emergency Interim Appointment for Extra-Duty Coaching Positions

The Administration recognizes that maintaining the continuity and safety of athletic and extracurricular programs is vital for students. This policy establishes the authority of the school administration to expedite the filling of an extra-duty coaching position when a vacancy occurs after a sports season has already commenced or is about to begin within 15 days or less.

In the event that a coaching vacancy occurs after the official start date of a sports season or within 15 days of the season start date - due to resignation, termination, medical leave, or any other unforeseen separation of service, the Superintendent or their designee (Building Principal or Athletic Director) retains the absolute discretion to bypass standard posting and interviewing timelines.

The Administration may directly assign the extra-duty contract to any qualified internal or external candidate who, in the judgment of the administration, is best suited to fulfill the immediate needs of the program and ensure student safety.

Interim Status and Contract Duration

- Any contract issued under these emergency circumstances shall be explicitly designated as an Interim Appointment.
- The interim contract shall automatically expire at the official conclusion of the current sport's season (including any post-season or tournament play), or at the end of the current school year, whichever comes first.
- Placement in an interim status does not confer any right to automatic renewal, tenure, or continued employment in that extra-duty position for subsequent years.

Reopening of the Position At the conclusion of the season, the interim status will conclude, and the position shall be considered vacant. The District will formally reopen and post the coaching position for

the following school year in accordance with standard district hiring policies and collective bargaining agreements. The individual who held the interim position is eligible to apply for the permanent role through the standard competitive hiring process.

Rationale: Clearly defined selection process that was not placed in a space prior. Also, Interim appointment status for mid-season or prior to season changes for coach/activity sponsors for a clear detailed process in the event that these scenarios take place.

Page 30 – Name Changes & Substitutes for Alaska Airlines/Alaska Marine Highway

- Another person cannot be substituted unless the change is made three (3) calendar days before departure.

Rationale: Better planning and notification for students, families, and teachers. Previous days were set at 2 calendar days.

Page 34 – MMS Homeschool/Alternative Education Participation Enrollment Requirement

MMS Homeschool/Alternative Education Participation Requirements:

For students enrolled in an accredited Homeschool/Alternative Education program intending to participate in any Mitkof Middle School Activity or Athletic Program, all prospective participants must meet the following in order to be eligible:

- 1) Enroll in a minimum of 2 courses at Mitkof Middle School with the following requirements:
 - a. One (1) course must be a core course of English, Math, Science, or Social Studies in their respective grade.
 - b. One (1) course may be an elective course if space allows within that elective.
 - c. Must complete the course in good academic standing of a minimum of a C- at the end of the enrolled quarter of that activity to continue participation in other activities.
- 2) Must meet all eligibility requirements in regards to Arbiter forms and fees to be able to receive a golden ticket for practice eligibility.
- 3) Must complete the Homeschool/Alternative Education form.

Rationale: Previous requirement was enrollment into one (1) course. Challenges that occurred with the previous requirement were students attending the one course during a season and then no attendance once the season was complete. This change will offer academic accountability as similar with fully enrolled students. Having students take a core class at the school gives the administration a direct, objective way to monitor academic eligibility.

With the limitation to electives, some of the electives offered have space limitations and priority will be given to full-time enrolled students. This protects full-time MMS students by ensuring they get priority for popular elective classes, while still offering opportunities to alternative education students when available.

This change also offers the ability for students to build relationships with teammates, classmates, teachers, and administrators during the school day. If behavioral or safety issues arise during an extracurricular activity, school officials already have an established relationship with the student.