

THE LAKE AND PENINSULA SCHOOL DISTRICT

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LPSD Student Athletic/Activities Handbook

I. General Activity Guidelines

LPSD provides its high school students with three sport seasons – Cross Country Running, Volleyball, and Basketball along with a Native Youth Olympic Meet. The district has approved travel for Mix 6 Volleyball and 5-person Basketball teams to participate in two to three regular season weekends and to attend the Regional tournaments and the State tournaments for those who qualify. The district also approves travel for Mix 3 Volleyball and Mix 3 Basketball teams to attend a Jamboree and a District championship event for each season.

In order for students to participate in these activities they are required to meet LPSD's eligibility requirements along with the requirements of the Alaska School Activities Association (ASAA). Refer to <u>asaa.org</u> for the current ASAA Handbook of all policies.

In general, defined in detail below, LPSD and ASAA require that:

- A student in activities needs to be in good academic standing.
- A student in activities needs to be a good role model in behavior, attitude, and sportsmanship.

II. ASAA Affiliation

The Alaska Schools Athletic Association (ASAA) is our statewide athletic association. Within ASAA, Lake and Peninsula School District is part of Region I. To be in good standing with both organizations, the district must adhere to the guidelines as outlined in the ASAA manual. Most notably would be the submission of a school's Master Eligibility Form through PlanetHS. This form can be found online at asaa.org and should be submitted at the beginning of the season.

III. Eligibility for Activities

An LPSD student must adhere to the following guidelines if they wish to be eligible for school-sponsored trips: Students may also be held to the guidelines as outlined by the Alaska School Activities Association:

- 1. Starting their freshman year, a high school student must have passed a minimum of 5 levels (or classes) or the equivalent of 2.5 credits the previous semester and enrolled in at least 5 courses (2.5 credits) school year to be eligible. Seniors on track to graduate only have to pass 4 classes (2.0 credits) in the fall semester and be enrolled in 4 classes (2.0 credits) to be eligible. An eighth grade student begins the year eligible regardless of the prior year's academic performance.
- 2. A middle school student is a student who has turned twelve (12) years of age prior to September 1, of the athletic year in question and may not exceed fourteen (14) years of age by August 15. Due to limited numbers and funding middle school participation will be determined on a year to year basis.
- 3. A middle school student must be developing in level 7 Employability to be eligible for travel.
- 4. A high school student must be developing in level 8 Employability to be eligible for travel.
- 5. Conduct at School: Students must conduct themselves in an acceptable manner with all school staff. If a student is reported as having poor conduct in one class, he/she will be declared ineligible for extracurricular activities for the next week. Poor behavior or attitude could be recorded as an Emerging score in

- Employability, creating the ineligibility.
- 6. Conduct on Trips: Students are required to conduct themselves properly while participating in activities and the guests of another school. A student shall not disobey rules or regulations that have been established by the coach, supervisor, chaperone, or hosting school. Infringements of this section shall be dealt within accordance with the student disciplinary section of Board Policy.
- 7. The student must have no more than <u>ten</u> absences a semester. If absences exceed 10, the student will be ineligible for the remainder of the semester.
- 8. Suspensions (in or out of school) will result in a student becoming ineligible for extra-curricular activity participation until reinstated by the site Principal.
- 9. The students must be free of tobacco, alcohol, and drugs. Students who are caught using these substances will be subject to district policy as outlined in the Student-Parent Handbook, this Student Activities Handbook, and ASAA policies.
- 10. The student must be developing in all content areas. A student will be eligible when they bring their emerging scores to developing or proficient levels.

LPSD defines developing and emerging as follows:

Developing- The student is scoring below 80% on classroom assignments and projects. The student is making steady progress toward 80% proficiency. Assignments are complete and handed in on time.

Emerging- The student is not making progress toward the 80% proficiency. Assignments are not complete and/or are not handed in on time. Students must also be attempting to make progress in their academic programs.

Additional Eligibility Requirements for Sports Participants:

All of the above guidelines are required for all students involved in any activity. In addition, sports participants must also abide by the following:

- A student must maintain regular school attendance as prescribed in Board Policy (see Board Policy or Student-Parent Handbook for more).
- Student athletes must also maintain a 90% attendance rate at practice to be eligible for travel. What constitutes 90% attendance is at the discretion of the site administrator.
- Students who have an unexcused absence at practice during the week of a game will be ineligible to participate/travel in the scheduled game that week.
- The student-athlete must be in attendance the day before, the day of and the next school day after an event, when applicable. If a student is absent on any of these days, he/she will be ineligible for the following event. A student must attend the entire day of school the day of an event.
- A student who is more than 30 minutes late for a class is considered absent.
- To Petition for an excessive absence waiver (more than ten absences in a semester), a letter needs to be written to the Attendance Committee stating the following:
 - The date of each absence
 - The reason for the absences and or special circumstances that kept the student from attending school.
 - List of prearranged absences (where work was collected from teachers and completed while away)
 - What, if anything, can the student do to keep excessive absences from happening again?
 - What is the student's current progress toward graduation (levels/standards completed)?
- The student will be considered ineligible for all activities until the committee reviews the petition. Only one petition per semester will be reviewed (if a student accrues additional absences in the semester, the waiver is null and void). Upon receipt of the petition, an answer will be communicated in writing to the student and parents within one week.
- The Attendance Committee will consist of:
 - o 2 Student Government Representatives
 - o 1 Teacher
 - o 1 Principal
 - 1 District Office Administrator
- **Physicals:** A student-athlete must have a successful physical exam and an ASAA physical form completed by the first day of practice for both LPSD Mix 3 and ASAA-sanctioned sports. The physical must be

completed by a physician, physician assistant or advanced nurse practitioner. If, due to scheduling, a student is unable to get his/her physical before the start of practice, a request for a waiver needs to be approved to the District Activities Coordinator.

If any student is sent home from any school-sponsored trip for disciplinary reasons:

- A letter will be sent to the parents or guardians and the student will not be allowed to travel again until the district receives reimbursement, in the form of 20 hours of community service, for the cost of the trip. The community service will be arranged through the site principal.
- After due process, the penalty for being sent home or other major infraction while a member of a school-sponsored team is:
- First Offense: No activity or travel for 45 school days of ineligibility from date of infraction
- Second Offense: No activity or travel for 90 school days of ineligibility from date of infraction
- Third Offense: No activity or travel for 120 school days of ineligibility plus 20 hours of documented counseling, or 150 calendar days of ineligibility from the date of infraction
- Fourth Offense: Suspension of all district travel and activities for 120 school days of ineligibility plus 20 hours of documented counseling, or 150 calendar days of ineligibility from the date of infraction. Must have superintendent approval.
- After the suspension period, the student must submit a letter of apology to the LPSD Superintendent and ask for their eligibility to be reinstated. The letter must contain the offense and the corrections made to ensure it will not happen again.
- A student will also be held to site and district discipline policies when they return to their school site.

Other instances that will result in a review of a student's eligibility:

- Leaving a school sponsored trip for non-emergency situations.
- Not attending a trip without giving at least a 7 calendar day notice of cancellation.

IV. Sportsmanship Guidelines and Responsibilities

Everyone associated with an athletic event - coaches, athletes, officials, parents, spectators, school staff and the school administrator - plays an important role in seeing that standards of sportsmanship are modeled and upheld before, during and after a contest is played.

Each person in attendance should strive to meet these ideals of sportsmanship:

- A. Show respect for the opponent at all times. The opponent should be treated as a guest, greeted cordially on arriving, given the best possible accommodations and treated respectfully at all times.
- B. Show respect for the officials. The officials should be recognized as impartial arbitrators who do their job to the best of their ability. Great sportsmanship implies the willingness to accept and respectfully abide by the decisions of the officials.
- C. Maintain self-control at all times. Sportsmanship requires one to understand his/her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational and character values of athletic competition are to be realized for the students.

The Role of the Coach in Sportsmanship

The coach bears the greatest burden of responsibility for sportsmanship. The influence of the coach upon the attitudes and behavior of the players, the student body and the community is unequaled. In order for sportsmanship

to become a reality, it is essential that the coach subscribe to the values of sportsmanship and teach its principles through words and action.

The coach should:

- 1. Always set a good example for others to follow.
- 2. Teach the value of honest effort to conform to the spirit, as well as the letter, of the rules.
- 3. Instruct the players in their sportsmanship responsibilities.
- 4. Be an accommodating host to opponents, treating them as honored guests.
- 5. Respect the judgment of the officials and their interpretation of the rules. Public protest by a coach can only lead to similar behavior by the players and spectators.
- 6. Publicly shake hands with the officials and opposing coach before and after the contest.
- 7. After the contest, congratulate the opposing coach, team players and officials on a good effort.
- 8. Be sensitive to score and game conditions so as not to embarrass or belittle an opponent.

The Role of the Athletes in Sportsmanship

The responsibility of the athletes for sportsmanship is second in importance only to the coach. Because athletes are admired and respected by young and old alike, they exert a great deal of influence over the actions and behavior of the spectators.

The athletes should:

- 1. Accept seriously the responsibility and privilege of representing the school and community.
- 2. Treat opponents with respect as honored guests and fellow competitors.
- 3. Shake hands with opponents and wish them good luck before and after the contest.
- 4. Offer assistance during a break in game action to an opponent who has fallen.
- 5. Exercise self-control at all times, accepting coaches' and officials' decisions both verbally and non-verbally, and abiding by them.
- 6. Respect the judgment of the officials and their interpretations of the rules. Never argue or make gestures indicating dislike for a decision.
- 7. Allow the speaking captain to be the only team member to communicate with the officials regarding the clarification of a ruling.
- 8. Accept both victory and defeat with humility and compassion; never be boastful or bitter.
- 9. Congratulate the opponents in a sincere manner following either victory or defeat.

V. Student Check Outs While Traveling

In order for a student to be released from the coach's responsibility during a school-sponsored trip to an approved adult. LPSD Form C12 "Request for Travel Release and Responsibility for LPSD" needs to be completed. The parent/guardian, the site administrator and the Athletic Director must sign the release LPSD Form C12 prior to the event. Students should not be released until all events for the day or trip have been completed. Students must be back by the established curfew or rendezvous hour.

VI. Mix 3 Volleyball / Basketball

Mix 3 Volleyball and Mix 3 Basketball are LPSD intramural sports programs offered to high school students. The boy:girl ratio is required to be 2:1 during competition (more female athletes is acceptable). In the case of a team only having one girl on their team, they may take her out of the game for periods of rest. At this time, the opposing team may also sub in a male athlete for the time of the rest. Whenever school numbers are high enough, schools may field two teams- an A and B Mix 3 team. The district pays for a Jamboree and a Championship, but there are no Regional or State tournaments for Mix 3.

VII. Mix 6 Volleyball

Mix 6 Volleyball is an ASAA-sanctioned sport, so all guidelines in the ASAA manual must be followed. The district has approved travel for Mix 6 Volleyball teams to attend two to three tournaments and the Regional tournament and to the State tournaments for those who qualify, but teams may play additional games that are funded through local sources. Teams must have a minimum of seven eligible players at the beginning of the season, three of which need to be girls.

VIII. 5-Person Boys and Girls Basketball

5-Person Basketball is an ASAA-sanctioned sport, so all guidelines in the ASAA manual must be followed. The district has approved travel for 5-person teams to attend two to three tournaments and the Regional tournament and to the State tournaments for those who qualify, but teams may play additional games that are funded through local sources. Teams must have a minimum of six eligible players at the beginning of the season to play 5-person basketball

IX. Native Youth Olympics

NYO district competition takes place at the middle school/high school SNAP Meet. For a high school student to qualify for state (LPSD does not participate in Junior NYO), they must qualify at the SNAP Meet with a time, distance or score that equals or exceeds the LPSD district standards (see Appendix A: NYO State-Qualifying Standards).

X. Cross Country Running

Cross Country Running is an ASAA-sanctioned sport, so all guidelines in the ASAA manual must be followed, including coaching certification and student eligibility. Cross-country running competition takes place at one district/regional event during the season. Local schools may, after pre-approval by their Principal and the Athletic Director, schedule additional meets paid for by local funds. Cross-country runners who are able to run for an entire 5K during practice may attend the season-culminating district/regional meet and qualifiers may attend the State meet. The LPSD Athletic Director or his/her designee (e.g., consider the coach with the most athletes going to State) will act as the district coach to the State Championships.

XI. Coach Responsibilities

Mix 6 Volleyball and 5 on 5 Basketball coaches must become ASAA Certified coaches and hold a valid First Aid/CPR certificate as mandated by ASAA (reimbursable by LPSD after proof of completion). Mix 3 coaches are encouraged to become certified and will also be reimbursed by LPSD for certification costs. However, Mix 3 coaches are not required to become certified, unless they want to be considered to be the coach of a Mix 6 Co-op team that qualifies for State.

Coaching Responsibilities are as follows:

- Hold regularly scheduled practices for a minimum of five hours a week.
- Chaperone students during home and away games.
- Monitor student eligibility and record attendance.
- Host a minimum of one home game a season (as scheduling allows).
- Present oneself as a positive role model for students and encourage every athlete to do their best.

Assistant coaches may travel if:

- There is room on the charter
- They are not displacing athletes
- There are no additional costs to the district
- They have prior approval from their supervisor and the Activities Director

XII. Hosting Home Events

While hosting home meets, the home site is responsible for:

- Working with the Activities Director in advance to plan an excellent experience for all.
- Communicating with principals, parents, district office, and staff as necessary for any disciplinary issues.
- Working with the LPSD Student Government advisor and officers to coordinate SG activities at the event.
- Providing three meals a day for student-athletes and coaches.
- Providing students a clean place to stay within the school.
- Providing an off-gender chaperone for teams traveling without one.
- Organizing the games and other events to develop student leaders

XIII. Travel

Traveling to compete or participate with other schools requires that students, coaches and sponsors travel by airplane. In order to minimize the risks involved, the following conditions must be observed:

All flying should be done during daylight hours. If there is an exception to this the air carrier, the pilot, airplane, and respective airfields must be equipped and current for night flying operations.

Any sponsor/chaperone traveling with students is expected to adhere to the following guidelines regarding multiple plane usage.

- If there is only one coach/sponsor, that person is expected to board the first plane leaving the home village.
- If there is only one coach/sponsor, that person is expected to board the last plane leaving the visitation site.
- If there are two or more coaches/sponsors, an adult coach/sponsor is expected to be on each plane.
- Coaches and sponsors will not leave a group of students unattended except as noted above for travel circumstances.

Upon his or her discretion, the Activities Coordinator will notify all sites that the "Cold Weather Clothing Requirement" is in effect. From that point forward, appropriate clothing for harsh weather conditions will be worn! This means that each student, teacher, sponsor or coach shall be wearing: a warm coat, snow pants, gloves or mittens, a warm head covering, and winter boot type footwear. Failure to wear proper gear will lead to an immediate return home and/or loss of participation at the next scheduled event.

The Activities Coordinator will also notify all sites at any point that cold weather gear is not required (usually late April or May depending on conditions.

For cost, safety, and equity reasons, the following travel stipulations also apply:

- Mix 6 Volleyball and 5 person Basketball teams are allowed 8 players and a coach to travel to away games, including the Regional Tournament.
- Athletes must travel with the team on a school-sponsored flight in order to participate.
- Additional athletes are not permitted to pay their own way or find their own transportation to participate in an athletic event if they are not selected to be on the travel team.
- LPSD will not support any team or student travel to athletic or activity events in private airplanes, by water, or by ATV, four-wheeler or snow machine.
- If a team qualifies for state competition, LPSD will provide funding for the travel for up to 10 athletes (or whatever the state roster allows) and 1 coach.
- All eligible players, in good standing, may participate in home meets at the coach's discretion, since there are no travel costs.
- To be eligible for travel, teams must consist of the minimum amount of players for competition.
- While LPSD-approved air carriers make informed decisions based upon flying conditions, any coach, student, athlete, or parent/guardian can decline to fly under certain circumstances.

• A parent or guardian who feels uncomfortable with the weather or other conditions may pull their student from the air travel with a written note to the site administrator and coach.

If non-district funded travel for a district sponsored team is planned (including summer camps):

- A C13b form needs to be submitted to the Activities Director and Superintendent approval must be secured before the travel takes place.
- Teams must fundraise for the food and travel costs.
- Scheduling responsibilities fall on the coach.
- All other LPSD requirements for travel apply to the trip, because it is district sponsored, even though it is not district funded.

XIV. Tournaments

Tournament locations are kept on record and future sites are determined with the following criteria:

- If and how long the site has had a team.
- How long it has been since the site has held a district or regional tournament. Access to the site by participating out-of-district schools.

XV. Referees and Officials

In most cases, when there is not a qualified community member to officiate or referee, the coaches will officiate the games. Coaches are advised to read the regulation book and be familiar with the rules prior to the season. For district tournaments, the district will attempt to hire officials. Local officials will be encouraged to become certified through ASAA.

XVI. Athletic Awards

LPSD Athletic Awards are:

- LPSD Letter– Awarded once in high school when a student completes an activity.
- Sport Pin Awarded upon lettering for the first time in a particular sport.
- Bar Awarded when an athlete letters for the 2nd, 3rd, or 4th time in a given sport.
- Certificate A printed certificate will accompany each and every letter earned.

In order to earn a Lake and Peninsula School District Athletic Letter and subsequent awards, a student athlete must:

- Start and complete the entire athletic season (from the first day of practice until the team completes competition). Exceptions may be allowed for injuries or unavoidable personal situations, which may prevent total season participation.
- Not be ruled ineligible to participate due to academic or disciplinary reasons more than one time per each athletic season.
- Return all athletic uniforms and equipment as assigned.
- Strictly obey school and team rules and guidelines established by principals and coaches.

Coaches are responsible to make student athletes aware of these expectations prior to participation.

XVII. Uniforms

While LPSD does not have a uniform criteria, teams qualifying for regional and state tournaments must be aware of ASAA uniform regulations. Uniforms are purchased through individual team fund-raising efforts.

XVIII. Forms

All necessary LPSD forms can be found on LPSD's Intranet site. Some commonly used forms:

• D01 Master Eligibility Form

- C7b Student Travel Form
- C13 Out of District Travel Request
- C12 Request for Travel Release of Responsibility
- C14 Chaperone Requirements/Agreement
- A02 Timesheet (for non certified coaches)
- Section M (Miscellaneous forms) has forms needed for fundraising and team accounts

XIX. Hazing and/or Initiations

LPSD students may not participate in acts of hazing, bullying, or initiation. Students who witness acts of hazing are required to report it to a chaperone or other responsible adult or will be considered to have participated in the act of hazing. Engaging in hazing will result in discipline in accordance with LPSD's Parent-Student Handbook.

Hazing includes any act that endangers the health or safety of a person or subjects that person to physical discomfort or embarrassment because of the person's participation or membership in, or as a condition of attaining or maintaining membership in or a position with or affiliation with, any classroom, grade level or school-sponsored activity. Hazing related to non-school sponsored activities is also prohibited if the hazing behavior occurs on school grounds or at a school-sponsored activity or function. Hazing is considered a form of bullying and is prohibited by this policy regardless of whether the subjects of the hazing are, or profess to be, willing participants in the hazing activity.

Hazing includes, but is not limited to, the following acts:

- required consumption of any substance
- required exposure to the elements
- required wearing or carrying of any article intended to subject the wearer to discomfort or embarrassment
- assignment of pranks to be performed by the candidate
- subjugation to swats or other forms of physical or mental abuse

XX. Alcohol, Drugs, and Tobacco: (See related Board Policy 5131.6 & 5131.62)

The District enforces a zero tolerance policy concerning alcohol, drugs and tobacco. Students found in possession or under the influence of tobacco, alcohol, or other controlled substance while on school grounds will face disciplinary sanctions. Students found in possession or under the influence of tobacco, alcohol, or a controlled substance while on a school sponsored trip will be transported back to site immediately after notification of the District Office and Parents.

Prohibited Conduct: The possession, distribution or use of any tobacco products, alcohol or controlled substance by a student whether it occurs on or off school property, is prohibited and shall result in the following penalties:

1st infraction: Suspended from interscholastic activities and practice for 10 calendar days. Fifty percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the First Offense educational component. For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within the 10 calendar day period of suspension, the student's period of suspension will start over again; the First Offense education component will become mandatory, and no forgiveness will be granted.

This process will continue until the student has demonstrated 10 calendar days without a subsequent tobacco violation. A student who has not completed a suspension or re-suspension under the first Offense Penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspension under the First Offense Penalty for tobacco use. A student serving a First Offense Penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this Policy.

2nd infraction: The student will be suspended from interscholastic activities and practice for forty- five calendar days. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Second Offense educational component. A student may need additional days of practice before returning to competition.

3rd infraction: The student will be suspended from interscholastic activities and practice for one calendar year. Both the student and parent/guardian must complete the Third Offense education component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Third Offense education component. A student may need additional days of practice before returning to competition.

4th infraction: The student's privilege to participate in interscholastic activities and practice is revoked for the remainder of the student's high school career.

Substance Abuse Programs are available through Bristol Bay Area Health Program. Please contact them for additional information.

XXI. Physical Examination

Any student wishing to participate in interscholastic sports must have a current physical examination report in accordance with ASAA.

XXII. Parental Permission Form

All students wishing to participate in any school-sponsored activity must have a signed parental permission and medical release form on file at the local school.

Appendix A: NYO State-Qualifying Standards

The winners of our district NYO competition who reach or surpass these scores will be eligible to compete at the Statewide Senior NYO competition. It is time to start practicing. Good Luck!

Event and Starting Height/Distance	Boys State Qualifying: District Champion plus this minimum	Girls State Qualifying: District Champion plus this minimum
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Toe Kick- B-48 in, G-30 in (Please be sure to use safety measures to avoid injury while practicing for this event. Mats may be needed around the jumper in case of a fall.)	56 inches	34 inches
Seal Hop- One try	One try	One try
Two Foot High Kick: B-50 in, G-42 in	62 inches	50 inches
One Foot High Kick: B-56 in, G-46 in	76 inches	58 inches
Alaskan High Kick: B-42 in, G-36 in	66 inches	52 inches
Wrist Carry: One try	250 feet	100 feet
Kneel Jump: Three tries	40 inches	30 inches
One Hand Reach: B-46in, G-42in	50 inches	46 inches
Indian Stick Pull	n/a	n/a
Eskimo Stick Pull	n/a	n/a

Appendix B: Sports Declaration Form
Click on link above for the most current form. Sample Template below:

SPORTS DECLARATIONS

Name of School		_ Principal						
After consulting with our staff, LSAC, and students, I hereby declare our intent to participate.								
Cross-Country Runni	ng (ASAA Dates: J	uly 27-Oct 8 I	PSD Dates: Au	ıg 29-Oct	8)			
District/Regional Championships (End of Sep)								
? Locally Funded	l XC Trip? (SG, Villa	age, Family, and	/or Boosters)	Provide	Reque	st(s) Below:		
Date	Host School		Est. St	udents	ВС	j		
Volleyball (Mix 3 Dat	es: Oct 3-Nov 19 1	Mix 6 Dates: Se	p 7-Dec 3)					
Mix 3	Mix 3 Oct Jamboree	e M	ix 3/Mix 6 Nov	Champion	ships			
Mix 6 Own School	ol Mix 6 Co-o	p Est. # B	oys Est. # (Girls				
Notes:								
Basketball (Mix 3 Da	tes: January 9-Mar	10 5-person I	Oates: Nov 30-N	Iar 18)				
Mix 3 Season	Mix 3 Wint	er Jamboree	N	⁄lix 3 Sprin	ıg Chan	npionships		
5-person Boys	Own School	Est. # Boys I	Notes:					
5-person Girls	Own School	Est. # Girls 1	Notes:					
5-person Co-	-Ed Own School	(playing a Bo	ys' schedule)) Est. #	B _	G		
5-person Boy	ys Co-op Est. # I	Boys Note	s:					
5-person Gir	ls Co-op Est. # (Girls Note	s:					
(There is no guarante	e of Co-ops. School	s declaring to C	o-op must be p	aired with	anothe	er school willing		
to Co-op. The Activiti	es Department will	strive to accom	modate and fac	cilitate req	uests.)			
Notes:								