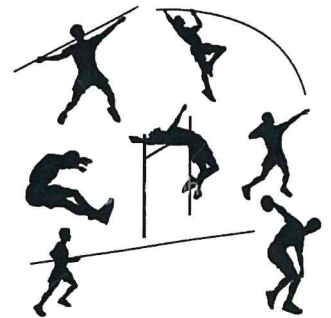




Mt. Diablo Unified School District

Athletic Coaches' Handbook



Athletic Coaches' Handbook

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ATHLETIC COACHES' MEETINGS

Athletic coaches' meetings will be conducted by the school site to keep new and continuing coaches informed of district Board Policy, Administration Rule, and league and CIF rulings on athletics. All coaches need to attend one coaches' meeting prior to the start of their sport season each year to fulfill one of the district requirements needed to coach in Mt. Diablo Unified School District. **Athletic vice principals will provide a list of coaches who have not fulfilled this coaching requirement to personnel. The coaches on the list will not be eligible to coach and receive pay for the season.**

Access more information about California Interscholastic Federation and the North Coast Section through the following websites:

California Interscholastic Federation and North Coast Section Rules, Regulations and Policies

Questions regarding interscholastic athletics (policies, rules and regulations) may be found at the state website www.cifstate.org.

Questions relating to any aspect of CIF/NCS governance or rules regarding athletics may be found at www.cifnccs.org.

Questions relating to coaching certification may be found at the same website or at www.asep.com or www.nfhs.org.

Mt. Diablo Unified School District Board Policies and Administrative Rule

- Go to the MDUSD.org webpage.
- Click on Board of Education.
- Click on Gamut at the bottom of the page.
- User: Public
- Password: mdusd

For all questions relating to league and district policies please consult with your principal, athletic vice principal and/or athletic director.

INTRODUCTION

This manual is a resource for coaches within the Mt. Diablo Unified School District. While it covers many topics, it is not intended to be a comprehensive source of information. Administration of athletic programs primarily takes place at each school site, with coaches and the Athletic Director managing the day-to-day operations. We strongly encourage communication with athletic directors and administrators at each school with particular questions or concerns related to athletic programs.

High school athletics in the state of California are governed on multiple levels, with each sub-level expanding upon the rules of its “parent” organization. Rules are most broadly defined at the highest level and become more specific (and restrictive) at each sub-level. The following represents the hierarchical governance structure for MDUSD’s athletic programs:

Governance Hierarchy:

- California Interscholastic Federation (CIF)
- North Coast Section (NCS)
- Diablo Athletic League (DAL)
- District (MDUSD)
- School Site

This manual focuses on governance at the District level. The District is obligated to support all bylaws from the CIF, NCS and DAL. These bylaws can be accessed online at the following locations: CIF: <http://www.cifstate.org/index.php/governance> NCS: <http://www.cifncs.org> DAL: <https://www.dalathletics.com/>

Each school site will have its own set of procedures that may be more specific than what is required by the District. The expectations included in this manual, however, are adopted by all schools and have been developed collaboratively with inputs from each site.

PHILOSOPHY STATEMENT

Athletics play an important part in the Mt. Diablo Unified School District. Young people learn a great deal from their participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of each team in our athletic program. Athletics play an important part, too, in helping the individual student develop a healthy self-concept as well as a healthy body. Athletic competition adds to our school spirit and helps all students – spectators as well as participants – develop pride in their school and maximize individual potential.

The Governing Board recognizes that the district’s athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program helps also to promote the physical, social, and emotional well-being and character development of participating students. Within the District's financial and personnel constraints, the athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to ensure wide participation.

Participation is a privilege, not entitlement, and student athletes are expected to represent themselves, their team, school, family and community in a manner that demonstrates the highest standard of conduct, academic achievement and commitment to their fellow students.

Bill of Rights for Athletes

Athletes' Bill of Rights pursuant to Education Code 271

- (a) You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- (b) You have the right to have an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- (c) You have the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school.
- (d) You have the right to apply for athletic scholarships.
- (e) You have the right to receive equitable treatment and benefits in the provision of all of the following:
 - (1) Equipment and supplies.
 - (2) Scheduling of games and practices.
 - (3) Transportation and daily allowances.
 - (4) Access to tutoring.
 - (5) Coaching.
 - (6) Locker rooms.
 - (7) Practice and competitive facilities.
 - (8) Medical and training facilities and services.
 - (9) Publicity.
- (f) You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
- (g) You have the right to contact the State Department of Education and the CIF to access information on gender equity laws.
- (h) You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- (i) You have the right to pursue civil remedies if you have been discriminated against.
- (j) You have the right to be protected against retaliation if you file a discrimination complaint.

CODE OF ETHICAL CONDUCT

- 1. Show respect for players, officials, other coaches, and parents
- 2. Respect the integrity and judgment of game officials
- 3. Establish and model fair play, sportsmanship, and proper conduct
- 4. Provide an environment that instills teamwork, commitment, and discipline
- 5. Provide leadership which promotes a positive experience for the student athlete
- 6. Provide proper supervision of students at all times
- 7. Use discretion when providing constructive criticism and when reprimanding players
- 8. Maintain consistency in requiring all players adhere to the established rules and standards of the game
- 9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private post secondary educational institution
- 10. Properly instruct players in use of equipment
- 11. Avoid exerting undue influence on a student to take lighter academic courses in order to be eligible to participate in athletics
- 12. Avoid suggesting, providing, or encouraging any athlete to use non-prescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association
- 13. Avoid recruitment of athletes from other schools
- 14. Work effectively with Booster Groups

15. Work effectively with school administration

Information for Student-Athletes and Parents

Non-Discrimination Policy and Fees

No student-athlete or family of a student-athlete will be required or pressured to pay a “participation fee” by the District, schools, or affiliated athletic booster clubs.

The Mt. Diablo Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, actual or potential parental, family, marital status, or association with a person or a group with one or more of these actual or perceived characteristics. Questions, concerns or complaints regarding compliance with Title IX student issues, please contact the Title IX Compliance Officer, Chris Holleran, Assistant Superintendent High School, at 1936 Carlotta Drive, Concord, CA 94519 by phone (925) 682-8000, or email at holleranc@mdusd.org. Questions, concerns or complaints regarding compliance with Title IX employee issues, please contact the Executive Director of Personnel, Leyla Benson, at 1936 Carlotta Drive, Concord, CA 94519, by phone (925)-682-8000, or email at bensonl@mdusd.org. Questions, concerns or complaints regarding harassment, discrimination, intimidation and bullying, please contact the Equity Compliance Officer, Jennifer Sachs, Executive Director of Instructional Support, at 1936 Carlotta Drive, Concord, CA 94519, by phone (925) 682-8000, or email at sachs@mdusd.org.

Title IX

Title IX mandates equitable sports program offerings for male and female students. These are specific Title IX factors in which school districts use to assess Title IX compliance. The MDUSD Athletic Directors regularly assess the level of compliance at each District school in regards to each Title IX factor. To view entire Title IX policy, please visit our District’s web site at www.mdusd.org.

Sportsmanship

Coaches, student-athletes, and parents are expected to demonstrate proper respect for each other, opponents, officials, and spectators. Student-athletes and parents must sign our Athletic Activity Clearance prior to participation and are expected to abide by this code at all times. Coaches are expected to exhibit the highest level of conduct, both on and off the playing fields, as they are at all times representative of their team, school, and our District.

Athletes, coaches and spectators (including parents) may be ejected from contests for inappropriate behavior. Persistent violations of the Code of Conduct may result in student-athletes being removed from the team and in parents and fans being prohibited from attending future contests.

CIF – (Name of School)

Code of Conduct for Interscholastic Coaches

Preface:

We, in the California Interscholastic Federation, believe that high school athletic competition should be fun but that it must also be a significant part of a sound educational program. We believe that those who coach student-athletes are, first and foremost, teachers who have a duty to assure that their sports programs promote important life skills and the development of good character. We believe that the essential elements of character-building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character"). We believe, further, that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally, we believe that sincere and good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well-being of our student-athletes. This Code of Conduct applies to all full-time and part-time coaches involved in interscholastic sports.

I understand that in my position as a coach, I must act in accord with the following code:

TRUSTWORTHINESS.

1. **Trustworthiness** — be worthy of trust in all I do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.
 - ☐ Integrity — model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.
 - ☐ Honesty — don't lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
 - ☐ Reliability — fulfill commitments; I will do what I say I will do; be on time.
 - ☐ Loyalty — be loyal to my school and team; put the team above personal glory.
2. **Primacy of Educational Goals** — be faithful to the educational and character-development missions of the school and assure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional, physical and moral well-being of athletes above desires and pressures to win.
3. **Counseling** — be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
4. **College Recruiters** — be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

RESPECT

5. **Respect** — treat all people with respect all the time and require the same of student-athletes
6. **Class** — be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
7. **Taunting** — don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.

8. **Respect Officials** — treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.
9. **Respect Parents** — treat the parents of student-athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
10. **Profanity** — don't engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the sports program.
11. **Positive Coaching** — use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to student-athletes or others.
12. **Effort and Teamwork** — encourage student-athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.
13. **Professional Relationships** — maintain appropriate, professional relationships with student athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student-athletes.

RESPONSIBILITY

14. **Life Skills** — always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible.
15. **Advocate Education** — advocate the importance of education beyond basic athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve the highest academic goals possible for them.
16. **Advocate Honor** — prominently discuss the importance of character, ethics and sportsmanship in materials about

17. the athletic program and vigorously advocate the concept of pursuing victory with honor in all communications.
18. **Good Character** — foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship and the six pillars of character.
19. **Role-Modeling** — be a worthy role-model, always be mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct myself in private and coaching situations in a manner that exemplifies all I want my student-athletes to be.
20. **Personal Conduct** — refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where my conduct could undermine my positive impact as a role model.
21. **Competence** — strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
22. **Knowledge of Rules** — maintain a thorough knowledge of current game and competition rules and assure that my student-athletes know and understand the rules.
23. **Positive Environment** — strive to provide a challenging, safe, enjoyable, and successful experiences for the athletes by maintaining a sports environment that is physically and emotionally safe.
24. **Safety and Health** — be informed about basic first aid principles and the physical capacities and limitations of the age-group coached.
25. **Unhealthy Substances** — educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs.
26. **Eating Disorders** — counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
27. **Physician's Advice** — seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play.
28. **Privilege to Compete** — assure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team and teammates with honor, on and off the field. Require student-athletes to consistently exhibit good character and conduct themselves as positive role models.
29. **Self-Control** — control my ego and emotions; avoid displays of anger and frustration; don't retaliate.
30. **Integrity of the Game** — protect the integrity of the game; don't gamble. Play the game according to the rules.
31. **Enforcing Rule** — enforce this Code of Conduct consistently in all sports-related activities and venues even when the consequences are high.

32. **Protect Athletes** — put the well-being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.
33. **Access** — help make your sport accessible to all diverse communities.
34. **Improper Commercialism** — be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of my name or the name of the school and undue financial dependence on corporate entities. Make sure any affiliation or association with a corporate entity is approved by school and district officials.

FAIRNESS

35. **Fair and Open** — be fair in competitive situations, selecting a team, disciplinary issues and all other matters; and be open-minded and willing to listen and learn.

CARING

36. **Safe Competition** — put safety and health considerations above the desire to win; never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
37. **Caring Environment** — consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team

CITIZENSHIP

38. **Honor the Spirit of Rules** — observe and require student-athletes to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices and other provisions regulating interscholastic competition.
39. **Improper Gamesmanship** — promote sportsmanship over gamesmanship; don't cheat. Resist temptations to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by practices that negate or diminish the impact of the core athletic skills that define the sport.

I have read and understand the requirements of this Code of Conduct. I will act in accord with this code. I understand that school (and district) officials as well as league and section officials will and should expect that I will follow this code.

Teacher-Coach Signature

Date: _____

***Duties and Responsibilities
of
High School Athletic Directors***
Certificated Teaching Personnel 3600

High School Athletic Directors are responsible to the Principal or his/her designee. The duties and responsibilities of the Athletic Director are as follows:

1. General:

- a. To provide leadership so that the school program supports the worthy purposes of high school athletics and education.
- b. To perform duties directly related to the program. To develop, with the administration, a statement of specific duties related to the assignment.
- c. To make regular progress reports to the administrations.
- d. To attend job-related meetings and activities specified by administration.
- e. To perform supervising duties as appropriate to the program as outlined by the administration.
- f. To recommend to the Principal needed improvement in the program and provide leadership in implementing these changes.

2. Personnel:

- a. To assist in recruitment and selection of coaches.
- b. To supervise and the work of certificated and non-certificated personnel in the program.
- c. To be responsible for orienting and informing coaches, particularly new coaches, about school, District, league and N.C.S. rules, regulations and policies with special attention to:
 - 1) Eligibility – both academic and transfer
 - 2) Student sign-up, physical examination, insurance and athletic fees.
 - 3) Athletic code – expected behavior of athletes
 - 4) Serving as a role-model for athletes.
 - 5) Arranging for early dismissal of athletes (only with Principal's approval and only when absolutely necessary).
 - 6) Purchasing procedures.
 - 7) Ordering and canceling buses, District transportation policies.
 - 8) Arranging for changes in time, date or location of contest.
 - 9) Reporting results of contests to local news media
 - 10) Attendance at league meetings
 - 11) Supervision of facilities (gym, locker room, field, etc.)
 - 12) Prevention, care and reporting of injuries
 - 13) Access to student locator/emergency files.
 - 14) Maintain inventory and record of issuance of equipment and uniforms.
 - 15) Informing athletes through use of bulletins, notices, etc.
 - 16) Athletic awards policies.

3. Policy

- a. to assist in development of policy
- b. To assume leadership in implementing policy and recommending any needed changes.
- c. To be informed about current rules and regulations governing athletics and to see that these are understood and followed by the coaching staff.

4. Finances

- a. To develop and submit to the administration a recommended expenditure budget for each sport.

- b. To monitor budget expenditures and balances.
- c. to develop with administration a statement of procedures for the collection of student athletic fees, including:
 - Responsibility
 - Informing coaches and athletes
 - Follow-up on delinquent fees and provision for hardship cases
- d. To inform coaches about procedure and calendar dates for ordering supplies and equipment. (orders are to be entered into IFAS and have a PO)
- e. to work with administration in planning athletic fund raisers with booster or community groups

5. Program of Sport

To organize and assume responsibility for activities as follows:

- a. Preparation of facilities for contests: e.g., field or gym set up.
- b. Scheduling and calendaring joint use of facilities for practices and contests involving boys and girls athletic teams.
- c. Preparation and follow-through for play-offs, league meets or N.C.S. and State play-offs.
- d. Organizing and conducting athletic affairs, including calendaring, P.A., programs, publicity, etc. awards and ceremonies
- e. Coaches' meetings.
- f. Athletic awards policies and program
- g. Procuring officials for scheduled home contests.
- h. Resource and mentor for coaches
- i. Chair school coaches' meetings for fall, winter and spring sports

6. Liaison

- a. To represent the athletic department at all Booster's Club meetings and to act as liaison between parents, athletes, and school.
- b. To attend Athletic Director meetings as scheduled.
- c. To serve as District, League, or North Coast Section committees.

Information for Administrators, Athletic Directors, and Coaches

Athletic Department Structure

The Athletic Director supervises the day-to-day operations of the Athletic Department under the direction of the Principal and Assistant Principal in charge of athletics. Varsity head coaches are responsible for overseeing assistant coaches, volunteers, and head coaches at the sub-varsity level within their program. Whenever possible, the head varsity coach for a program will assist in recruiting and selecting other coaches within his/her program. The role of the head frosh-soph coach includes supporting the varsity program by preparing athletes for varsity level competition. This is done under the supervision and guidance of the head varsity coach.

Hiring Policies and Procedures

Paid coaching positions and volunteer opportunities are publicly posted. Hiring decisions are made in accordance with MDUSD policies and procedures and are made without regard to a candidate's race, gender, ethnicity, religious preference, or sexual orientation. Applications for positions are accepted electronically through the Edjoin website at <http://www.edjoin.org>.

The District hires coaches from the school faculty and staff, and from off-campus. Hiring decisions at each site are made by the Principal in consultation with the Assistant Principal in charge of athletics and the Athletic Director. Once hired, the Athletic Director will submit the name of the coach to Human Resources so that the coaching clearance process may begin.

Coaching Clearance

All coaches, including current employees and volunteers, must be completely cleared to work directly with athletes. New coaches must set up a meeting with Personnel to complete paperwork and sign up for Livescan (fingerprinting) at the District office. The following items must be fulfilled before a coach or volunteer is authorized to work with athletes:

- Livescan results verifying the background check received by Human Resources
- CIF Coaching Principles course successfully completed
- Negative TB test results submitted (must be renewed every four years)
- Proof of current CPR/AED, First Aid & Concussion Training certifications
- Mandated CPS Reporter Responsibilities
- Water polo/Swimming must submit proof of current Water Safety certification
- NCS Ejection form
- Photo ID of District Paid Coaches

Returning coaches with no lapse in employment need to ensure that their TB, CPR/AED, First Aid, Concussion, ASCC and Water Safety certificates (if applicable) are current. Paid coaches will be provided with a District ID badge and must wear the badge at all times when on campus or working with athletes. If any clearance item for a coach expires during the season, he/she must cease working with athletes until all items are up-to-date.

Coaching Philosophy

The coach is first and foremost a teacher and role-model for his/her student-athletes. Coaches are expected to teach not only skills and strategy, but also how to work diligently in pursuit of goals, how to learn from mistakes, and how to win and lose with dignity and respect. The emotional nature of athletic competition requires coaches to lead by setting a proper example.

Coaches work under public scrutiny and pressure to win. Demands on a coach include deciding which athletes should play, for what length of time, and which strategies to employ. These decisions are to be made by the coach and not by athletes, parents, and/or administrators. Coaches will be entrusted to make these decisions based on their own best judgment and commitment to honest communication and fairness. Coaches are reminded that winning is not the primary goal of the District and its coaching philosophy. Coaches are expected to emphasize teamwork, sportsmanship, leadership, commitment, and the development of athletic skills over winning contests. Coaches are encouraged to consider these tenets when making decisions regarding strategies and playing time.

Communication with Student-Athletes and Parents

Coaches are responsible for clearly communicating expectations of student-athletes and parents and providing practice and games schedules. Pre-season meetings with student-athletes and parents after the team has been selected are an ideal time to distribute this information. Coaches should discuss appropriate times and means for parents to contact them with questions or concerns during the course of the season. It is highly recommended that coaches avoid discussing issues of playing time and coaching strategy with parents.

Coaches are held to the same standard of professional conduct as teachers when working with student-athletes. Physical contact between the coach and an athlete should be limited to that necessary and appropriate to teach a skill, maintain safety, treat an injury and appropriate console or congratulate a player. In the instance of teaching a skill, minimal or no contact should be involved and none which places the adult in a position of power or intimidation. Coaches must think and act defensively in order to avoid questions of impropriety.

Coaches are expected to:

- Hold an introductory meeting for parents and athletes
- Communicate expectations of team members
- Provide practice and contest schedules and locations
- Keep athletes and parents informed of schedule changes in a timely manner
- Maintain a physically and emotionally safe environment for team members

Team Meeting Guidelines

It is recommended that head coaches have a pre-season meeting with parents/guardians. These may occur at seasonal Sportsmanship Nights. It is required that the head coaches of each sport meet with all student-athletes under his/her guidance at the beginning of each season to review and discuss the following items (not all inclusive):

- Safety requirements and policies
- Eligibility
- Team rules
- School rules
- Sportsmanship expectations
- Transportation requirements and options

- Block Letter requirements
- Other items specifically related to the sport

Coaching Evaluations

An administrator, with the assistance the Athletic Director, will evaluate each coach at the end of his/her season. These evaluations are to be used as a tool for positive reinforcement and constructive criticism. Input from students, parents, and other coaches may be utilized for input regarding the evaluation process.

Recruiting

Recruiting students to attend a school for athletic purposes is prohibited. If it is found that undue influence has occurred, both the athlete and the school will be penalized per CIF and NCS bylaws. Incoming ninth-graders may not be contacted by high school coaches until they have completed the eighth grade and are officially enrolled at their high school. Any pre-enrollment contact by members of an athletic department with a transfer student must be disclosed as part of the application for residential eligibility and filed with NCS. Contact by outside supporters (such as Athletic Boosters) with prospective students may be considered undue influence. It is expected that the Athletic Director and coaches continually promote an atmosphere of compliance in their athletic community.

Fundraising

Any fundraising activities must be approved by the Athletic Director. Participation by students and parents must be voluntary and have no effect on playing time or status. All income must be deposited into the school's athletic funds immediately through the school site accounting technician.

Duties and Responsibilities of High School Athletic Coaches

3601

General

High School Athletic Coaches are responsible to the Principal of the school to which assigned for coaching.

Duties and responsibilities and responsibilities are as follows:

1. Be responsible for providing an athletic program that is functionally responsive to the sport being taught and to the needs of the participating students.
2. Be assign and supervise the students participating in the sport.
3. Assume the management responsibilities for organizing and conducting a sequential athletic program.
4. Ascertain that student athletes are in physical condition to participate in the sport program.
5. Provide instruction and training in the rules and regulations of the sport being taught.
6. Teach the students the necessary techniques and skills for meeting with success in the sport.
7. Be familiar with laws, rules, and regulations governing sports so that the sport program is in compliance with school district policy, CIF rules and regulations, and Title IX.
8. Provide leadership in creating healthful human relationships that will provide a suitable climate for learning and participation.
9. Order, purchase, and keep all equipment up to the standards needed.
10. Be responsible for adequate safety conditions to ensure participating students against injury.
11. Attend job-related athletic coaches' meetings and activities specified by the principal or the district administration.
12. Perform those non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed the Board of Education.
13. Provide leadership which promotes a positive experience for the student athlete
14. Be a role model in dress, language, behavior, and ethical conduct for players
15. Support and enforce the policies of the school, district, league, and section
16. Perform duties directly related to the program. Develop with the athletic director a statement of expected duties related to the coaching assignment
17. Attend meetings and activities directly related to school, league, and section activities
18. Evaluate the program on a yearly basis and provide a written evaluation of the program to the athletic director at the conclusion of each season
19. Maintain certification in CPR, First Aid, and other training as directed by policy

Season

1. **Be responsible for monitoring student academic eligibility**
2. Schedule games, practices, facilities, and transportation with the collaboration of the athletic director
3. Provide team roster to vice-principal, athletic director, **treasurer** and registrar.
4. Meet with parents prior to beginning of season to explain standards and expectations for program
5. Supervise locker room, gym, or field facilities prior to and after the conclusion of practice. **It is the coaches' responsibility to secure the locker room areas at the conclusion of the day**
6. Maintain all emergency cards, athletic contracts, ejection policy statements, waivers and other documents as required
7. Maintain record of all injuries to players and **fax copy of injury report to Principal.**
8. Inventory and maintain equipment and uniform prior, during and after the season.
9. Report results of contests to local media.
10. Supervise team during transportation on bus to and from games.
11. Supervise team while at other school sites.
12. Provide treasurer with all charges associated with uniforms, equipment and athletic transportation
13. Follow up on all disciplinary actions with players, i.e., school suspensions, league suspensions
14. Act as representative for program at boosters' or other organizational meetings
15. **No coach may require, as a condition for making a team, a student to participate in camps, leagues, or other activities outside the season of sport.**

Head Varsity Coach Job Description

1. Acts as liaison between staff and athletic director.
2. Has thorough knowledge of his/her sport and the rules, by-laws of CIF, NCS, DAL, Mt. Diablo Unified School District, and the respective school.
3. Understands the administrative chain of command and refers requests or concerns through proper channels.
4. Is present at all meetings required by the league and/or school or district.
5. Establishes the fundamental philosophy, skills, and techniques to be taught by his/her staff.
6. Trains staff and promotes professionalism by attending clinics and conferences regularly.
7. Delegates specific duties, supervises and evaluates the season, staff, and players at the end of each season.
8. Performs other duties as assigned by the athletic director and/or site administrator.
9. Assists the athletic director in scheduling facilities, games and tournaments.
10. Oversees and supervises the athletic facility, locker room, equipment that is directly under his/her responsibilities for that sport.
11. Supervises student/athlete's grades and conduct on an ongoing basis.
12. Supervises student/athlete's grades and conduct on an ongoing basis including support for waiver.
13. Supervises and ensures that all documentation relevant to participation of the student/athlete is complete in compliance with section, league, district, and school policy.
14. Directs the work of all non-coaching support personnel.
15. Works with the athletic director in the budgeting functions for his/her sports program. Is responsible for maintaining a balance in his/her sports budget.
16. Is accountable for all uniform and equipment purchase, repair, and replacement and coordinates ordering through District Office. Is responsible to see that all uniforms and equipment is properly inventoried, accounted for, and stored at the end of the season. Submits completed inventory report to the athletic director.
17. Along with assistant coaches is responsible for securing all doors, windows, practice areas, locker rooms, and offices at the end of each practice and/or event. Also is responsible for distributing and collecting keys used in the athletic area prior to and after each season.
18. Is responsible for reporting all scores and information after every contest to the required media.
19. Responsible for maintaining good public relations with local news media, sports clubs, parents, officials, volunteers, fans, and staff at the school.
20. Arranges for the transportation of all teams and properly informs the administrators and staff of dismissal times when student/athletes must leave early.
21. With the athletic director ensures that player awards for letters and/or participation are given according to school policy.

Assistant Coaches Job Description

1. Meets all district requirements for coaches as employed funded coaches.
2. Acts as liaison between his/her staff and the head varsity coach.
3. Has thorough knowledge of the rules of the CIF, NCS, DAL, the Mt. Diablo Unified School District, and the representative school.
4. Utilizes the proper chain of command to refer requests or concerns through the proper channels.
5. Aids the head coach in ensuring that the philosophy of the program is communicated.
6. Is responsible for supervising the academic eligibility and progress of his/her players.
7. Assists in the daily operation of the athletic program in the care and conditioning of the athlete, supervision of the facility, and in dealing with the emotional well being of the student/athlete.
8. Assists the head varsity coach in the care, use, inventory and collection of athletic equipment.
9. Attends all meetings as necessary for league and school purposes.
10. Instill the tenets of sportsmanship and appropriate behavior before, during and after the contest.
11. Oversees athletic awards and informs the varsity coach and the athletic director of those who will receive rewards.
12. Maintains positive public relations with parents, staff and students.
13. Understands the role of the junior varsity and freshman program in preparing the participants for varsity competition and coaches his/her players accordingly.
14. Other duties as assigned by the administration, athletic director or head varsity coach.

Fourteen Duties Related to Negligence Litigation

NCS/CIF

Several obligations or duties have been identified as absolute requirements for coaches and athletic programs administrators. These standards have evolved as a result of various case law proceedings and legal judgment against individuals and school districts.

1. **DUTY TO PLAN-** This is a comprehensive requirement that transcends all other duties. Inherent in this duty is the need to continually conduct focused analyses and to develop responsive strategies that prevent or reduce injury and loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to athletes and their families; insurance of athletes; child advocacy in cases of alcohol and other drug abuse (AODA) or family neglect or abuse. Plans and policies should be committed to paper and should be rigorously implemented unless dangerous conditions prevent implementation. Plans and policies should be retained in safe storage. Negligence can be alleged when an injury loss results from no planning, inadequate planning or when plans are developed but ignored.
2. **DUTY TO SUPERVISE-** A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. Supervision responsibilities also pertain to athletic administrators who are expected to be able to supervise coaching staff members competently. In addition, athletic administrators are expected to supervise contests to ensure that spectators do not create an unsafe or disruptive environment. A further extension of this duty is the need to supervise the condition, safe usage, maintenance and upkeep of equipment and facilities.
3. **DUTY TO ASSESS ATHLETES READINESS FOR PRACTICE AND COMPETITION-** Athletic administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. Athletes must be medically screened in accordance with state association regulations before participating in practice or competition. Moreover, some children may require specialized medical assessment to ascertain the existence of congenital disorders or the existence of a physical condition that predisposes the athlete to injury. In addition, injured athletes who require the services of a physician may not return to practice or competition without written permission of the physician. Plans should become policy documents and updated regularly by administrators, coaches and experts in specific areas (e.g. equipment, emergency response, etc.). A new area of concern that may grow from this duty is the difficulty of assessing the readiness of handicapped children who are referred for practice and competition under the American With Disabilities Act or the Education of All Handicapped Children Act of 1975. In these cases, it is imperative that medical and multidisciplinary team approval and recommendation be obtained before a handicapped student becomes a candidate for practice and competition.
4. **DUTY TO MAINTAIN SAFE PLAYING CONDITIONS-** Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify

foreseeable causes of injury inherent in defective equipment or hazardous environments. Courts have held athletic supervisors responsible to improve unsafe environments, repair, or remove defective equipment or disallow athletes' access. In addition, weather conditions must be considered. Athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary. Building codes and laws must be observed and implemented with respect to capacity, ventilation, air filtration and lighting.

5. **DUTY TO PROVIDE PROPER EQUIPMENT-** Coaches and athletic administrators must ensure athletes are properly equipped with clean, durable and safe equipment. This is especially important for protective equipment which must carry a National Operating Commission on Safety in Athletic Equipment (NOCSAE) certification and must be checked for proper fit and wearing. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the athletes.
6. **DUTY TO INSTRUCT PROPERLY-** Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill and capability. Instruction must move from simple to complex and unknown to known. Instructor-coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe technique and must include warning about unsafe techniques and prohibited practices.
7. **DUTY TO MATCH ATHLETES-** Athletes should be matched with consideration for maturity skill, age, size and speed. Mismatches should be avoided in all categories.
8. **DUTY TO CONDITION PROPERLY-** Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration must be given to weather, maturational and readiness factors.
9. **DUTY TO WARN-** Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension. Videotapes of warnings to players and parents are recommended.
10. **DUTY TO ENSURE ATHLETES ARE COVERED BY INJURY INSURANCE-** Athletic administrators and coaches must screen athletes to ensure that family and/or school insurance provides a basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.
11. **DUTY TO PROVIDE EMERGENCY CARE-** Coaches are expected to be able to administer approved, prioritized, standard first aid procedures in response to a range of traumatic injuries.
12. **DUTY TO DEVELOP AN EMERGENCY RESPONSE PLAN ATHLETIC-** Administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to an injured athlete. In addition, plans must be in place to: ensure access to a stocked first aid kit, spine board and other emergency response equipment; access to a telephone; ensure a timely call to EMS; to expedite rapid access by EMS to the injured

athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.

13. **DUTY TO PROVIDE PROPER TRANSPORTATION-** In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. The age and maturity of athletes should always be considered when allowing athletes to use public transportation to travel to a local contest. Athletes should be prohibited from driving to an out of town competition, scrimmage or practice.
14. **DUTY TO SELECT, TRAIN AND SUPERVISE COACHES** - Athletic administrators will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

Team Selection Process (Tryouts)

The first day of tryouts for a team coincides with the first day of practice as specified by NCS/District. In general, this date will occur in early to mid-August for Fall sports, early November for Winter Sports, and late January or early February for Spring sports. Multi-sport athletes must be given an equal opportunity to try out when their previous season concludes (assuming the previous season overlaps with the first day of practice of the next season). Students will be allowed a minimum of 3 days of tryouts.

While an athlete's conditioning and skill level may impact his/her ability to make a team, the following activities may not explicitly or implicitly be considered as criteria for making the team:

- Off season conditioning workout
- Small group skill sessions
- Spring football or summer practice sessions
- Participation on club teams

All items listed above are strictly voluntary, and club teams must be unaffiliated with school programs. Coaches may not coordinate or require participation on club teams.

Practices

NCS Bylaw #506: PRACTICE ALLOWANCE/GUIDELINES

For the benefit of the physical and mental health of our student-athletes, all practices (as defined herein) under the auspices of the high school athletic program during the season of sport shall be conducted under the following conditions (See also Bylaw 504.M.):

- A. All teams will be allowed no more than eighteen (18) hours of practice time per week and no more than
- B. Four (4) hours in any single day.

(1) Multiple Practice Sessions:

- a. Double day practices shall not be held on consecutive days.
- b. Must include a minimum of three (3) hours rest between practices.

(2) Golf Only

- a. In the sport of golf only, a team is allowed a maximum of two (2) days per week of 18-hole practice rounds. [Counts as four (4) hours]

- C. Any competition day would count as three (3) hours toward the allowable weekly and daily practice hours no matter the length of the contest(s). No practice may be held following the conclusion of any contest.

A coach may establish reasonable consequences that are consistently enforced for players who miss practices and/or contests. However, coaches are to be cognizant of the fact that the MDUSD School Board values and respects the importance of family time. School holidays and recesses are often a chance for families to visit relatives and celebrate holidays together. Therefore, athletes may not be penalized for not participating in practices that occur during the Thanksgiving, winter or spring breaks. No athlete may be penalized for observing a religious holiday at any time of the year.

Contest Start Times

Coaches and administrators shall make every effort to schedule contests at times that will not require students to miss school. Night and Saturday games are encouraged over start times that would cause a loss of student school time.

The standard student release time for contests should be no more than one hour before the contest start time plus the estimated transportation time. School administrators and athletic directors will communicate the importance of avoiding or minimizing the loss of student school time with coaches. All coaches must provide a list of student release times and contest start times to their Athletic Director and Principal at the beginning of each season for all scheduled contests. The Principal and Athletic Director will review the student release times for all contests to ensure that any loss of student school time is absolutely necessary and the standard release time of no more than one hour plus transportation time is in effect.

Transportation

As part of the Athletic, parents may specify if they will allow their child to be transported by another parent driver. Parent drivers must complete the Student Permission/Adult Driver Application Form and have it verified by the school site before transporting athletes. Students authorized through form may drive themselves to contests but may never transport another student except a sibling as permitted by the vehicle code. District buses and vans are available to athletic departments for transporting student-athletes. Parents must give consent for their child to be transported via District vans.

Uniforms

The school will provide student-athlete team members with the uniform that is required to participate in the sport. The uniforms must be returned at the end of the season. Some items that student-athletes wear during sport participation are personal in nature and are typically purchased and owned by the individual.

Injuries and Medical Emergencies

Injuries are an unfortunate but common part of athletic participation. Coaches are trained in basic first aid and will be able to assist with minor ailments. In the event of a serious injury or medical emergency, the coach will be responsible for contacting parents and, if necessary, calling 911. Successfully handling serious medical concerns involves the following preventative measures and follow-up duties on the part of the coach:

- Coaches are required to have the student's medical emergency card information on hand at all practices and contests. Parents/guardian or emergency contacts must be notified as soon as practical when injuries occur.
- Coaches shall stay with an injured athlete until an emergency contract and medical authorities arrive, if necessary.
- A student accident report shall be completed and submitted to the Athletic Director within 24 hours.
- In the event of a head injury, parents must be informed about signs that may indicate a concussion and what precautionary steps to take in response to a concussion.
- If an athlete is restricted from participation by a physician, the coach shall not allow the athlete to participate until cleared by the physician in writing.

What Families Can Expect From the Coach

Student-athletes and parents should expect clear, respectful, and consistent communication from coaches. Coaches are expected to:

- Hold an introductory meeting for parents and athletes
- Communicate expectations of team members
- Provide practice and contest schedules and locations
- Keep athletes and parents informed of schedule changes in a timely manner
- Maintain a physically and emotionally safe environment for team members

Conflict Resolution Procedures

In the event that a conflict or concern regarding a student-athlete's participation arises, athletes and parents are encouraged to deal with these issues in a timely manner. The following series of steps is recommended:

- **First Step:** The student-athlete should approach the coach to set up a convenient time to discuss the problem. Helping athletes learn to advocate for themselves and to communicate effectively with adults is an important part of the maturation process.
- **Second Step:** If the athlete is not satisfied with the outcome of the meeting with the coach, the parent of the athlete should ask to meet with the coach to help find a solution or come to a mutual understanding.
- **Third Step:** If the first two steps do not resolve the issue, the athlete and/or parent may request to meet with the Athletic Director. The Athletic Director will attempt to facilitate a positive outcome (this may involve a meeting among involved parties).
- **Fourth Step:** After the first three steps have been taken and the issue is not resolved, the athlete and/or parent may approach a school administrator (Vice Principal or Principal) for assistance. While not all issues can be resolved with a mutually agreeable solution, it is hoped that students, parents, and coaches will feel supported by an administrative team that will listen to and consider their concerns.

Please note that issues regarding playing time and coaching strategy are not typically appropriate issues for discussion between parents and coaches. Coaches are entrusted to make these decisions in the best interest of their teams, and parental influence is often unfair to other students and the team in general. While legitimate disagreement in this area may exist, the coach's decision on these matters is considered final.

Coaches Checklist

Please use the following checklist to remind you of details which must be checked out prior to the beginning of the season

- ☐ Sports Schedule/Review schedule
- ☐ Transportation Requests
- ☐ Roster/ Early Dismissal Forms
- ☐ CPR/First Aid Current
- ☐ Team Forms (varies by site):
 - Physical Card
 - Emergency Card
 - Insurance
 - Concussion and steroids notifications
- ☐ Inventory
- ☐ First Aid/ Emergency Kit
- ☐ 9th Grade Waivers must be supported with plan to keep student eligible and be approved by the vice principal in charge of athletics. A copy of the student's waiver form and support plan should be kept on file at the school. **Plan must be monitored by coach.**

Facility Use: Coaches who are using the facilities on weekends, days out of sports, or for teams not associated with the school must fill out a facility use permit request online and obtain approval prior to use of facilities.

If there are any problems or questions you should talk to the athletic director immediately.

Any change in schedule or contest date must be approved by the site principals.

If you have questions about rules or policies in the CIF or NCS please bring them to the AD or the vice principal in charge of athletics. Do not call the CIF or NCS offices because the secretaries will not accept calls from coaches.

Athletic and Extra-Curricular Eligibility Rules High School

All students of the Mt. Diablo Unified School District participating in athletic and extra-curricular activities are subject to the following eligibility rules pursuant to MDUSD Policy 6145(a) Eligibility to Represent the School.

Initial Eligibility

1. Students must achieve a 2.0 grade point average on a 4.0 scale during the previous grading period. Grades which count for eligibility are the first quarter grades; first semester grades; third quarter grades; second semester grades.
2. Students will be currently enrolled in a minimum of 20 units or the equivalent.
3. Students will have passed a minimum of 20 credits or the equivalent in the previous grading period.
4. The student is ineligible if he or she is more than two semester courses behind normal progress in successfully completing high school graduation requirements as determined by the governing Board.
5. All students entering from the eighth grade must have achieved a grade point average of 2.0 on a 4.0 scale in the last grading period of the eighth grade year for initial eligibility.
6. Students will demonstrate good citizenship record, both on and off campus, as determined by the principal.

Probationary Status

Students who fail to meet academic requirements for eligibility may seek probationary status under the following guidelines:

9th Grade Waiver: Vice principals in charge of athletics may approve 9th grade waivers. A plan of support for the student to remain academically eligible should be developed. Supports suggested include: Peer/buddy based tutoring/mentoring, team study sessions, academic plan, with coaches weekly communication with teachers. The vice principal in charge of athletics and the coach work together to insure the athlete has support. Quarterly review of the student's progress is done to determine the student's eligibility each quarter.

The waiver is applicable for the full 9th grade year providing the student maintains eligibility. If a student loses eligibility at some point, the student cannot participate in another sport later in the school year unless eligibility has been restored.

1. 9th graders may receive probationary status during their 9th grade year and only one time more during grades 10-12.
2. Probation will be for a period of one grading period (nine weeks).
3. Probation will be granted to students only for failure to achieve a 2.0 grade point average or failure to maintain minimum progress towards graduation. Students with less than a 1.5 grade

point average will be granted probation by the principal only under extraordinary and extenuating circumstances

4. Students must apply in writing to the Principal or Principal's designee for probation.
5. Students who fail to comply with the conditions of probation shall immediately lose their eligibility. They will not have another opportunity for probationary status.
6. Students are cautioned to use the probation opportunity wisely. Using the probationary period during the ninth and tenth grade years may preclude them from participation in the eleventh and twelfth grade years.

See Application for Academic/Athletic Probation Grade 9 and application for Academic/Athletic/Extra Curricular Probation (Grades 10, 11, 12) at the end of the handbook in forms.

Students May Participate in More than One Sport

Based on the eligibility requirements previously stated for students to participate in sports, Mt. Diablo Unified School District students/athletes have the opportunity to participate in a variety of sports. We believe that the student/athlete can gain much in playing as many different sports he/she and their parents choose.

We expect coaches and staff to honor the rights of students to make this choice. The student/athlete's participation is of their choice and should not be interfered with by any coach.

Note: Requiring a student to participate in "voluntary" off-season conditioning or by inferring that a student won't make the team if the student does not participate in off-season activities (or sports) suggested by the coach are examples of coach interference of a student's choice.

***Athletic Eligibility
Mt. Diablo Unified School District
Alternative Education***

<i>High School</i>	<i>Eligible to Participate in C.I.F. Athletics</i>
Horizons Center for Independent Study (CIS)	YES*
Horizons Home Study	YES*
Summit	NO
Crossroads High School	NO
Gateway	NO
Home School (non-district program)	NO
Olympic Continuation High	NO
Prospect	NO
Alliance Program	YES**

*A student enrolled in **Horizons Center for Independent Study (CIS) or Horizons Home Study** is eligible to participate in athletics at the high school that would normally be his/her school of residence if the following conditions are met (Board Policy 6158):

1. The student is concurrently enrolled in **Horizons CIS/Horizons Home Study** and his/her school of residence.
2. The student can only participate at his/her school of residence.
3. The student must be enrolled in a minimum of 240 minutes of instruction daily.
4. The student must take at least 2 courses at the school of residence (subject to space and course availability).
5. The student will be subject to the same graduation requirements as the school of residence if the student competes on an athletic team (so the student must take Physical Education).
6. The student must meet all requirements such as minimum GPA behavior citizenship requirements.

**Alliance students may participate if indicated in their IEP.

Equity

A. Pertinent Definitions

1. California Education Code section 35160.5(s) (1) defines "extracurricular activities" as including all of the following characteristics:
 - (a) The program is supervised or financed by the school district.
 - (b) Pupils participating in the program represent the school district.
 - (c) Pupils exercise some degree of freedom in the selection, planning, or control of the program.
 - (d) The program includes both preparation for performance and performance before an audience or spectators.
2. "Extracurricular activity" is not part of the regular school curriculum, is not graded, does not offer credit, and does not take place during classroom times. Education Code section 35160.5(a)(2)
3. "Co-curricular activity" is defined as a program that may be associated with the curriculum in a regular classroom. (Ed. Code § 41560.5(D)(3).)
4. A "field trip" may be conducted "in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state, any other state, the District of Columbia, or a foreign country for pupils enrolled in elementary or secondary schools."
(Ed. Code § 35330(a).)

B. Laws and Regulations

1. Individuals with Disabilities Education Act, 20 U.S.C. Section 1415, et seq.
 - (a) The Individuals with Disabilities Education Act (IDEA) requires public school districts to provide special education and related services to special education students. The IDEA also requires school districts to afford equal opportunity for students with disabilities to participate in nonacademic and extracurricular activities. Specifically, the IDEA provides as follows:
 1. "Each public agency shall take steps to provide nonacademic and extracurricular services and activities in the manner necessary to afford children with disabilities equal opportunity for participation in those services and activities." (34 C.F.R. § 300.306) (Authority 20 U.S.C. Section 1412(a) (i) (See also 34 C.F.R. § 104.37(a) (2), implementing Section 504.)

2. "Nonacademic and extracurricular services and activities may include counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the public agency, referrals to agencies that provide assistance to individuals with disabilities, and employment of students, including both employment by the public agency and assistance in making outside employment available."
- b. In addition, the IDEA requires that the IEP for each child with a disability must include a statement of the special education and related services and supplementary aids and services to be provided to the child, or on behalf of the child, and a statement of the program modifications or supports for school personnel that will be provided for the child to participate in extracurricular and other nonacademic activities. (34 C.F.R. § 300.347 (a) (3) (ii).) (Authority 20 U.S.C. section 1414(d) (1) (A) and (d) (6) (A) (ii).)
- c. The IDEA further requires that local educational agencies place students with disabilities in the least restrictive environment (LRE), "In providing or arranging for the provision of nonacademic and extracurricular services and activities, including meals, recess periods, and the services and activities set forth in Section 300.306, each public agency shall ensure that each child with a disability participates with non-disabled children in those services and activities to the maximum extent appropriate to the needs of that child." (34 C.F.R. § 300.553.) (Authority 20 U.S.C. section 1412(a) (5).)

2. California Education Code

- a. The Education Code declares that "it is the policy of the State of California to afford all persons in public schools, regardless of their sex, ethnic group identification, race, national origin, religion, mental or physical disability, equal rights and opportunities in the education institution of the state." (Ed. Code § 200.) The extent of this prohibition against discrimination applies to any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance, or which enrolls pupils who receive state student financial aid. (Ed. Code § 220.)
- b. Additionally, IEP's shall include, but not be limited to, "the specific special educational instruction and related services and supplementary aids and services to be provided to the pupil, or on behalf of the pupil, and a statement of the program modifications or supports for school personnel that will be provided for the pupil in order to . . . participate in extracurricular and other nonacademic activities." (Ed. Code § 56245(a)(3).)
- c. Education Code section 56000.5(a)(7) provides, "It is essential that hard-of-hearing and deaf children, like all children, have programs in which they have direct and appropriate access to all components of the educational process, including, but not limited to, recess, lunch, and extracurricular social and athletic activities."

- d. Education Code section 56364(b) provides, "In providing or arranging for the provision of activities, each public agency shall ensure that each individual with exceptional needs participates in those activities with non-disabled pupils to the maximum extent appropriate to the needs of the individuals with exceptional needs, including nonacademic and extracurricular services and activities."
- e. California Code of Regulations section 3051.15 states, "Recreation programs in schools and the community which are those programs that emphasize the use of leisure activity in the teaching of academic, social, and daily living skills; and, the provision of nonacademic and extracurricular leisure activities and the utilization of community recreation programs and facilities."

3. **The Americans with Disabilities Act**

- a. Title II of the Americans with Disabilities Act of 1990 (ADA) provides, "Subject to the provisions of this chapter, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." (42 U.S.C. § 12132.) Title II of the ADA is applicable to public school districts because local educational agencies are public rather than private entities.
- b. The Code of Federal Regulations (CFR) implementing Title II of the ADA provides, "No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity." (28 C.F.R. § 35.130(a).)
- c. Further, the CFR states that any public entity providing an aid, benefit, or service, may not deny, a qualified individual with a disability the opportunity to participate in or benefit from the aid, benefit, or service. Additionally, a public entity may not afford a qualified individual an unequal opportunity, nor provide different or separate opportunities, nor otherwise limit the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving the aid, benefit, or service. (28 C.F.R. § 35.130(b)(1).)
- d. Additionally, the CFR provides that a public entity must make reasonable modifications necessary to prevent discrimination, unless the modifications will "fundamentally alter" the nature of the entity. (28 C.F.R. v 35.130(b)(7).)

4. **Section 504 of the Rehabilitation Act of 1973**

- a. Section 504 of the Rehabilitation Act of 1973 (Section 504) states, "No otherwise qualified individual with a disability in the United States, shall solely by reason of her or of his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance ... " (29 U.S.C. § 794(a).)

- b. Section 504 states that any program or activity receiving Federal financial assistance shall not discriminate against any person by reason of their disability. Specifically, Section 504 states, "For the purposes of this section, the term 'program or activity' means all of the following operations of... a local educational agency, system of vocational education, or other school system..." (29 U.S.C. § 794(a) and (b)(2)(B).)
- c. The CFR implementing Section 504 provides, "No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives Federal financial assistance." (34 C.F.R. § 104.4(a).)
- d. In addition, the CFR implementing Section 504 prohibits discrimination as similarly expressed in the CFR implementing the ADA. (See section 3(c) above.) (34 C.F.R. § 104.4(b).)
- e. Further, recipients of Federal financial assistance "shall provide non-academic and extracurricular services and activities in such manner as is necessary to afford handicapped students an equal opportunity for participation in such services and activities." (34 C.F.R. 104.37(a)(1).)

5. **California Unruh Civil Rights Act**

- a. Section 51 of the Unruh Civil Rights Act (Unruh Act) states, "All persons within the jurisdiction of this state are free and equal, and no matter what their sex, race, color, religion, ancestry, national origin, disability, or medical condition are entitled to the full and equal accommodations, advantages, facilities, privileges, or services in all business establishments of every kind whatsoever." (Cal. Civ. Code § 51(b).)
- b. The California Supreme Court has held that the Unruh Act is to be construed as broadly as possible. Consequently, California Courts have held that public schools are business establishments within the meaning of the Unruh Act. Thus, the Unruh Acts applies to school districts.
- c. In addition, school district personnel may be sued in their individual capacities for violations of the Unruh Act.

Finance and Budget

Coaches are to adhere to the following guidelines in budgeting and fund raising:

1. Coaches will meet on a yearly basis with the athletic director to plan budget and fund raising.
2. Fund raising activities must have the permission of the principal or designee.
3. All monies collected must be abated back to the appropriate budget code.
4. Coaches must not place monies in personal accounts or accounts outside of the school.
5. **ASB budgets require prior approval from student leadership before a purchase from ASB funds can be made.**
6. Monies are not to be kept under ASB budgets unless the activity is a club activity.
7. Purchases must be made with the approval of the athletic director and/or vice principal.

Coaches who purchase materials or equipment without prior approval or outside the Business Plus system may be financially responsible for those purchases. Purchases are to be entered in the Business Plus system.

8. Fund raising activities are to be coordinated throughout the athletic program.
9. No fund raising activity may have any merchandise or product that could be connected with the use of alcohol, drugs, or tobacco i.e. mugs, steins, etc.
10. Coaches are responsible for keeping financial records and making them available for audit when requested.
11. Monies for summer camps and camps outside of school, district, league, and section sanction **are not to be mixed with school funds.**

Tips on How to Stay Legal

DO'S

- ✓ All fund raisers must be approved by the principal.
- ✓ Pay any salaries through the District's payroll system to ensure the necessary tax deductions can be reported.
- ✓ Put all cash collected for the operation of the school into the Clearing Account
- ✓ Put all cash collected for the student body into the Student Body Account.

DO NOT'S

- * Don't keep cash in a desk drawer.
- * Don't put any money collected for the operation of the school into a personal checking account.
- * Don't open any checking accounts in the name of the school for other than the Student Body Account, the Clearing Account and the Revolving Cash Account.
- * Don't pay any salaries out of the Student Body Account.
- * Don't pay for expenses out of the school Clearing Account. (The money in the Clearing Account should be transferred to the school site budget. Expenses should be paid out of the school site budget.)
- * Don't use school dollars to give gifts of appreciation (e.g., flowers or candy). That is considered a gift of public funds.

Reminder:

"A pupil enrolled in a school shall not be required to pay any fee, deposit, or other charge not specifically authorized by law" (refer to State Dept. of Ed. Fiscal Management Advisory 97-02). ***Fiscal Services 12/30/09***

Hazing

Student athletes who engage in such activities are subject to discipline which shall include dismissal from the team and possible expulsion from the district.

Coaches are expected to explain the prohibition of hazing to team members and the consequences for participating in hazing activities.

California Education Code:

Section 32050: As used in this article, "hazing" includes any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any pupil or other person attending any school, community college, college, university or other educational institution in this state. The term "hazing" does not include customary athletic events or other similar contests or competitions.

Section 32051: No student, or other person in attendance at any public, private, parochial or military school, community college or other educational institution shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

INFORMATION (Other)

Food Sales - No individual school agreements with individual custodians are permitted due to a 2009 agreement made with principals, Local 1 and district administration that food sales would not take place in gymnasiums in order to protect the surface of the floors.

Principals and/or designees are to insure that athletic trainers used at their site are processed through personnel. If you have an athletic trainer at your site, be sure he/she has the appropriate training, skills and clearances processed through the district's personnel department.

Parent Orientation Meeting

Rationale: All coaches are required to have pre-season meetings for players and parents. While these are valuable for individual teams there often are times when necessary information is not communicated or worse yet misinterpreted. For this reason we suggest the following agenda for all schools to follow prior to each season of sport.

Fall Sports: Football, cross country, girls' volleyball, girls' tennis, girls' golf and water polo.

Winter Sports: basketball, soccer and wrestling

Spring Sports: Baseball, softball, track, swimming and diving, boys' volleyball, boys' golf and boys' tennis lacrosse and competitive cheerleading.

Pre-Season Meeting

At least two weeks prior to the beginning of each season of sport each school will have one general parents' information night. Parents and their sons/daughters will come for a general meeting followed by breakout individual meeting groups by sport to discuss issues specific to a particular sport and program.

The general meeting should include the principal and/or the vice principal in charge of athletics and the athletic director. A preseason meeting with parents will serve a number of purposes that will make your season easier. With some effort you can have parents working with you (check district requirements for volunteers to do this) and appreciating your efforts. Many problems that can arise during the season can be avoided by a well organized parent meeting. During the general meeting the following topics should be covered.

- Introduction of coaches – this should include assistant coaches as well as head coaches.
- An outline of the district and school's philosophy about interscholastic athletics.
- A presentation regarding the district and school's expectations of sportsmanship and conduct for parents and students.
- Athletic clearances and physicals.
- Eligibility requirements – GPA, graduation track, credits completed, probationary status.
- Drug, alcohol, tobacco, and steroid issues.
- Communication with coaches and administrators, i.e., order of four step process:
 1. Player/parent to coach
 2. Coach to Athletic Director
 3. Athletic Director to Vice Principal Athletics
 4. Vice Principal Athletics to Principal
- Prohibition on hazing
- Questions and Answers

Doing so will better:

- Enable parents to understand the objectives of the program.
- Allow parents to become acquainted with you.
- Inform parents about the nature of the sport and its potential risks.
- Explain team rules, regulations, and procedures.
- Let parents know what is expected of the athletes and of them.
- Enable you to understand parent concerns.
- Establish clear lines of communication between you and the parents.
- Obtain help from parents in conducting the season's activities.

ORIENTATION PROGRAM - BREAKOUT INDIVIDUAL SPORT MEETINGS

- Introduce yourself and any assistant coaches. Give a little background of yourself-why you are coaching, your experience. Explain the roles and responsibilities of the coaches.
- Describe your coaching philosophy - the value of your sport; the methods you use to teach, your feeling about winning, what you expect of each athlete.
- Describe the specifics of your program:
 - Tryout and selection criteria
 - Schedules - how often and when the team practices, length of the season; how many games
 - Expectations for practice and criteria for playing time
 - Equipment the athlete needs to purchase
 - Transportation fee
 - Emphasis on academic/athletics
 - Rules, i.e., school, league, and section rules governing participation team discipline
 - Guide about family vacations
 - **Of utmost importance is that you inform parents on how and when you would like them to communicate with you regarding a concern or complaint that may arise during a game.**
- Question and Answer Period

Supplements (dietary) & Performance Enhancing Drugs

The Mt. Diablo Unified School District is concerned about the use of so-called "performance enhancing" drugs by student/athletes. While controlled substances such as steroids and HGH are prohibited and their use is subject to the district's "zero tolerance" policy, there are other over-the-counter supplements such as creatinine that are available. Some of these over-the-counter supplements have been banned by the governing bodies of international sports such as track and swimming; however, there is no current ban or prohibition by the CIF/NCS or other sports governing bodies in California.

Coaches and student/athletes are cautioned that the recommendation or use of these supplements should be carefully considered. Coaches should not suggest, recommend, advocate, or make available these supplements. Student/athletes should not use these supplements either without parental consent and the advice of their physician.

TRANSPORTATION

1. Coaches with the aid of the athletic director are responsible for scheduling transportation of teams to and from games.
2. Students may drive themselves or a sibling to an athletic contest or practice if the appropriate paperwork (per trip) is signed by the parent/guardian and on file with the coach and a copy in the school office.
3. Transportation should be scheduled prior to the beginning of the season.
4. A coach must accompany teams on the bus and is responsible for the behavior of team members.
5. Players are to ride on district provided transportation to and from contests except for approved parent/guardian car pools or as permitted in #2 above.
6. Coach shall remain with the members of the team until such time as all have been picked up by a responsible adult. Under no circumstances should a coach leave prior to the last player leaving.
7. Under **no** circumstances are students permitted to drive one another (except a sibling) to athletic contests or practices off campus.
8. **Parents who want to drive their students either to or from events must arrange to do so in writing, or in person, with the coach prior to the event.**
9. Use of private automobiles must be approved prior to the event and *A Use of Private Automobiles for School Connected Activities* form should be completed and filed in the school office. **No driver younger than 23 is permitted to drive.**
10. Students who violate these rules are subject to discipline up to and including dismissal from the team.
11. **Coaches who violate these rules are subject to termination.**
12. **Coaches use our new online system to request bussing. Questions, call Phyllis x3708 or 3862.**

General Athletic Trip Information for Athletic Coaches

Please take a moment to review this information. It is provided to help you understand and observe rules and regulations governing athletic trips.

Coaches need to turn in their trip requests to the Transportation Department in a timely manner. A **MINIMUM OF 30 WORKING DAYS NOTICE** is needed or we may not be able to accommodate your request.

The law requires safety instruction to be given to all pupils regardless of grade level, prior to departure on **each school activity trip**. The instruction must include the location of the emergency exits and location and use of emergency equipment.

In no event shall aisles, doors, steps or emergency exits be blocked. Please have your students put their larger gear in the luggage compartments. Pole vaults need to be put between the seats and windows and secured, usually on the right side of the bus, to avoid blocking any emergency exit or aisle. **Cleats are not to be worn on the bus!** They tear up the bus floor and it is also a safety issue.

Cleanliness is both a Health and Safety issue. There should be **NO EATING or DRINKING ON THE BUS**. Any garbage should be deposited in the wastebasket by the front entrance door. We would appreciate the coach in charge making sure that students respect the bus property by leaving the bus clean when they depart, both at their destination and on their return to school. Any vandalism or damage to the bus will be **charged back to the site**.

Teams shall be responsible for requesting district transportation or be responsible for providing their own transportation when district transportation is not available or practical. If providing their own transportation, coaches are to insure that the appropriate paperwork including insurance requirements including the completion of the Use of Private Vehicle form is approved by principal/designee's with a copy kept by the coach and the school office.

If you have any questions or concerns regarding any particular scheduled trip, please contact the Transportation Department so that any potential problem can be avoided. Your cooperation is very much appreciated.

Our Dispatch office is open from 5:30 a.m. – 5:00 p.m.: x 3836 or x 3714.

After 5:00 p.m. call Security for transportation needs at 3836.

FORMS

ATHLETIC ACTIVITY CLEARANCE

CONCUSSION INFORMATION

**APPLICATION FOR ACADEMIC/ATHLETIC
PROBATION**

**APPLICATION FOR
ACADEMIC/ATHLETIC/EXTRA CURRICULAR
PROBATION**

STEROIDS INFO & AGREEMENT

CONCUSSION INFORMATION SHEET

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your athlete reports any symptoms of concussion, or if you notice the symptoms of signs of concussion yourself, seek medical attention right away. Students who are diagnosed with a concussion or display concussion type symptoms must be excluded from athletic activities for 7 (seven) days.

Symptoms may include one or more of the following	
<ul style="list-style-type: none"> — Headaches — Pressure in head — Nausea or vomiting — Neck pain — Balance problems or dizziness — Blurred, double, or fuzzy vision — Sensitivity to light or noise — Feeling sluggish or slowed down — Feeling foggy or groggy — Drowsiness — Change in sleep patterns 	<ul style="list-style-type: none"> — Amnesia — Don’t feel right — Fatigue or low energy — Sadness — Nervousness or anxiety — Irritability — More emotional — Confusion — Concentration or memory problems (forgetting game plays) — Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

<ul style="list-style-type: none"> ● Appear dazed ● Vacant facial expression ● Confused about assignment ● Forgets plays ● Is unsure of game, score, or opponent ● Moves clumsily or displays incoordination ● Answers questions slowly 	<ul style="list-style-type: none"> ● Slurred speech ● Shows behavior or personality changes ● Can’t recall events prior to hit ● Can’t recall events after hit ● Seizures or convulsions ● Any Change in typical behavior or personality ● Loses consciousness
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Adapted from the CDC and the 3rd International Conference on Concussion in Sport

What can happen if my child keeps on playing with a concussion or returns to soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new CIF Bylaw 313 now requires implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

“A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time and for the remainder of the day.”

and

“A student-athlete who has been removed may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider”.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

Student-athlete Name Printed

Student-athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date

Mt. Diablo Unified School District
Application for Academic/Athletic Probation
(Grade 9)

Mt. Diablo Unified School District permits any ninth grader who fails to meet the requirements for athletic eligibility an opportunity for probationary status under the following guidelines:

1. Probation will be granted for one nine-week grading period only.
2. Probationary status will be inclusive of athletic/extracurricular activities.
3. Students who fail to satisfy conditions of probation will lose eligibility immediately. They shall not be eligible for probationary status again during their ninth grade year.

School _____ Date: _____

Name of Student _____

Dates of Probation; _____

Note: All ninth grade students seeking academic probation must be passing in a minimum of 20 credits each semester; have no more than two Fs, and have a minimum of a 1.5 grade point average.

Conditions of Probation: Check all applicable items)

_____ Weekly progress reports

_____ No referrals for tardies/truancies

_____ No Ds or Fs on progress report

_____ Perfect attendance at academic support groups as assigned

*****Attach names and times of support groups and to whom the student is to report.*****

Any student suspended by the school for any reason shall have his/her waiver revoked immediately.

I understand the guidelines and conditions of probation. I also understand that it is the student's responsibility to meet deadlines, uphold conditions of probation, and notify the appropriate adult if there is a problem with meeting any of the conditions of probation.

Student Signature _____

Parent Signature _____

Principal Signature _____

cc: Student
Cum Folder
Athletic Director
Aeries Tracker

Mt. Diablo Unified School District
Application for Academic/Athletic/ Extra Curricular Probation
(Grades 10 - 12)

Mt. Diablo Unified School District permits students grades 10 -12 who fail to meet the requirements for athletic/extracurricular eligibility an opportunity for probationary status under the following guidelines:

1. Probation will be granted for one nine-week grading period only.
2. Students may have only one probationary period during their 10th through 12th grade years.
3. Probationary status will be inclusive of athletic/extracurricular activities.
4. Students who fail to satisfy the conditions of probation will lose eligibility immediately. They shall not be eligible for probationary status again.

School _____ Date: _____

Name of Student _____

Dates of Probation; _____

Reason(s) for Probation (check one or both)

- did not meet 2.0 GPA requirements for previous grading period.

Conditions of Probation (check all that are applicable):

____ Weekly progress reports ____ No referrals for tardies/truancies
____ No grade lower then 'C' on six week progress report. ____ No discipline referrals

Other: _____

Any student suspended by the school for any reason shall have his/her waiver revoked immediately.

I understand the guidelines and conditions of probation. I understand that I will have only one nine (9) week period of probation while in high school.

Student Signature _____

Parent Signature _____

Principal Signature _____

cc: Student Athletic Director Cum Folder Aeries Tracker

Anabolic Steroids

The Governing Board recognizes that the use of anabolic steroids presents a serious health and safety hazard. As part of the district's drug prevention and intervention efforts, the Superintendent or designee and staff shall make every effort to ensure that students do not begin or continue the use of anabolic steroids.

(cf. 5131.6 – Alcohol and Other Drugs)

(cf. 5131.61 – Drug Testing)

Students participating in athletics are prohibited from using anabolic steroids or any other performance-enhancing drugs. Coaches shall inform students about this prohibition and the dangers of using such drugs.

(cf. 6145.2 – Athletic Competition)

Before participating in interscholastic athletics, a student athlete and his/her parent/guardian shall sign an agreement that the student athlete shall not use steroids, unless the student has a written prescription from a fully licensed physician, as recognized by the American Medical Association, to treat a medical condition.

A student who is found to have violated the agreement or this policy shall be restricted from participating in athletics and shall be subject to disciplinary procedures including, but not limited to, suspension or expulsion in accordance with law, Board policy, and administrative regulation.

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

(cf. 6145 – Extracurricular and Co-curricular Activities)

Coaches shall educate students about the district's prohibition and the dangers of using steroids and other performance-enhancing supplements.

(cf. 4127/4227/4327 – Temporary Athletic Team Coaches)

The Superintendent or designee shall ensure that district schools do not accept sponsorships or donations from supplement manufacturers that offer muscle-building supplements to students.

(cf. 1325 – Advertising and Promotion)

The Superintendent or designee shall provide teachers and coaching staff with training in the symptoms and dangers of the use of performance-enhancing substances and strategies for helping students terminate the use of such substances.

(cf. 4131 – Staff Development)

(cf. 4231 – Staff Development)

Legal Reference:

EDUCATION CODE

51262 *Use of anabolic steroids; legislative finding and declaration*

CIVIL CODE

1812.97 *Warning statement; posting in athletic facilities*

Anabolic Steroids

School personnel, including coaches, shall not sell, distribute, or encourage students to use performance-enhancing dietary supplements that promote muscle-building. School personnel and coaches may provide only no muscle-building nutritional supplements to student athletes for purpose of providing additional calories and electrolytes. Permissible no muscle-building nutritional supplements are identified according to the following classes: carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters, and vitamins and minerals.

School personnel, including coaches, shall follow the manufacturer's recommendations when discussing the use of any drug or food supplement with a student athlete. In order to minimize the health and safety risks to student athletes, school personnel shall not supply or recommend any drug, medication, or food supplement to enhance an athlete's performance.

Students and parents must sign an agreement annually not to use androgenic/anabolic steroids. Failure to sign the agreement will exclude the students from athletic participation.

It is the coaches' responsibility to verify the agreement has been signed. These agreements must be kept on file in the Athletic Director's office and on file in the student's permanent record.

(cf. 110423.2 - Health and Safety Code)

The following warning, reproduced in 10-point bold type, shall be posted in every locker room of schools with classes in grades 7-12 and contained in any contracts for the lease or rental of the school's athletic facilities: (Civil Code 1812.97)

Warning: Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use or exchange of anabolic steroids.



STEROIDS AGREEMENT

AGREEMENT FOR STUDENT ATHLETE AND PARENT/GUARDIAN REGARDING USE OF STEROIDS

_____	_____	_____
Print name of student athlete	Grade	School

Directions: As a condition of membership in the California Interscholastic Federation (CIF), the Governing Board of the Mt. Diablo Unified School District has adopted Board Policy 5131.63 prohibiting the use and abuse of androgenic/anabolic steroids. CIF Bylaw 524 requires that all participating students and their parents/guardians sign this agreement.

By signing below, we agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician, as recognized by the American Medical Association, to treat a medical condition.

We recognize that under CIF Bylaw 200.D the student may be subject to penalties, including ineligibility for any CIF competition, if the student or his/her parent/guardian provides false or fraudulent information to the CIF.

We understand that the student's violation of the district's policy regarding steroids may result in discipline against him/her, including, but not limited to, restriction from athletics, suspension, or expulsion.

_____	_____
Signature of student athlete	Date

_____	_____
Signature of parent/guardian	Date