



Temporary Athletic Team Coach Handbook
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REFERENCE

- El Dorado Union High School District Web Site, District Policies:
<http://www.eduhsd.net/District%20Policies/WebINDEX-policies.htm>
- CIF Sac-Joaquin Section: <http://cifsjs.org>

Your Status as a Coach

This handbook is designed for the entire coaching staff.

Per Education Code 44919(b), all coaches, whether regular district employees, walk-on coaches, or volunteers, are considered “temporary” in that assignment.

Prior to the start of the sports season, the coaches' handbook will be reviewed with an emphasis on practices, procedures, and protocols.

All individuals working with students (in any capacity) must be preapproved and maintain current certifications and clearances with the Human Resources office.

Qualification of Coaches

Refer to Administrative Regulation 4119.3-28 (**Attachment A**).

Philosophy

The coaching staff of the El Dorado Union High School District has dedicated itself to the development of the total student/athlete. The academic, physical, and psychological growth of each person is conscientiously considered when planning and implementing our athletic program.

Our professional staff is aware of the individual needs of youth as well as the social implications of being able to work as a member of a team. We believe the purpose of athletics is to assist the student/athlete in developing playing skills; health and physical fitness; respect for teammates, opponents, officials and rules; and, finally, an awareness that athletic participation is a privilege and carries responsibilities.

Our goals are to produce young men and women who are able to accept success or defeat and know that they have done their best and to ultimately become successful citizens in a highly competitive society. After participating in our athletic program, we would expect the student/athlete to be proud to

have been part of a first-class program. We are committed to achieving these goals, and we will do our best to serve as role models for our young people.

Interscholastic athletics is a voluntary program; thus, participation is a privilege and not a right. Along with that privilege comes the responsibility to conform to standards established for high school athletic teams. This privilege may be revoked when the student/athlete fails or refuses to comply with the rules. In order to provide the greatest benefit to participants, the El Dorado Union High School District will provide adult role models who exemplify the kind of behavior and leadership to be developed from the program.

The ultimate goal of high school athletics should be to foster the value of participation without overemphasizing the importance of winning and to improve positive citizenship traits among the program participants. The program will constantly strive to develop well-rounded individuals capable of taking their place in society.

Code of Ethics for Athletic Team Coaches (5 CCR 5596)

Each school district, no later than 90 days subsequent to the filing of this chapter with the Secretary of State, shall implement the following listed standards of ethical conduct for each temporary, probationary, or permanent employee of a school district providing supervisory and instructional services in interscholastic athletic programs and activities. Any specified person providing such services to the district shall:

1. Show respect for players, officials, and other coaches.
2. Respect the integrity and judgment of game officials.
3. Establish and model fair play, sportsmanship, and proper conduct.
4. Establish player safety and welfare as the highest priority.

5. Provide proper supervision of students at all times.
 6. Use discretion when providing constructive criticism and when reprimanding players.
 7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
 8. Properly instruct players in the safe use of equipment.
 9. Avoid exerting undue influence on a pupil's decision to enroll in an athletic program at any public or private postsecondary educational institution.
 10. Avoid exerting influence on pupils to take lighter academic course(s) in order to be eligible to participate in athletics.
 11. Avoid suggesting, providing, or encouraging any athlete to use nonprescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that are not approved by the U.S. Food and Drug Administration, Surgeon General of the United States, or the American Medical Association.
 12. Avoid recruitment of athletes from other schools.
 13. Follow the rules of behavior and the procedures for crowd control as established by the Board of Education and the league in which the District participates.
2. To require his/her players to accept all decisions by the officials without question, with the exception that the captain may make a reasonable protest after he/she has requested a time out for that purpose.
 3. To limit protests of captains and coaches to decisions involving interpretations of rules.
 4. To encourage the coaches and the players to make a positive effort to assist in controlling the conduct of the school's spectators.
 5. To voice no public criticism of the officials.
 6. To make no unfavorable comments regarding officials or officiating to the media.

Responsibilities of Coaches

General Responsibilities

No coach may take the field until all certifications and clearances have been obtained and verified by the Human Resources office.

Responsibilities to the School/Athletic Director

1. The coach is a teacher first and responsible to the principal. In matters pertaining to athletics, the coach shall be responsible to the Athletic Director.
2. Head coaches are responsible for having only District certified coaches working in any level of their program.
3. Fund-raising projects must be approved by the Athletic Director.
4. If a student/athlete is to be released early from school to attend an athletic event, the coach must place notice in both the student and faculty daily bulletins. Rosters will be distributed previously by the Athletic Director so that only the team name and time need be announced for release. The Attendance Clerk needs a list, every time, of each athlete who travels to away games.

Code of Conduct

(CIF Sac-Joaquin Section)

Each coach, principal, and other school employees shall abide by the following regulations:

1. To make no demonstration him/herself which will encourage unfavorable reactions on the part of his/her players or spectators or permit any such demonstration on the part of his/her players.

5. After every home contest, each coach is responsible for reporting scores and information to the Sacramento Bee and Mountain Democrat. Statistics required by local media or league representatives will also be the responsibility of the coach.
6. If any contest is changed or canceled, the coach must immediately notify the Athletic Director so that transportation can be informed.

Responsibilities to Athletes and Their Parents

1. The coach is responsible for the supervision, actions, and conduct of all players from the beginning to the end of practice, including training and showers.
2. District transportation processes must be followed and proper forms completed.
 - When traveling on a bus, the coach is responsible for all the players.
 - Any player who doesn't plan to return on the bus must have a preapproved *Parent/Guardian Request to Use Transportation When District Transportation is Provided*, form 6153.3A.
 - The coach is responsible for seeing that all athletes have transportation home when returning from road trips and will **wait until that transportation arrives**.
 - Parent Driver—*Volunteer/Employee Use of Auto Statement*, form 6153-5, must be picked up from the Principal's Secretary. **This form must be completed and turned in to the Athletic Director prior to leaving for the contest.**

Note
See the Athletic Director for complete instructions and details regarding transportation issues.

3. Each coach is responsible for preparing and submitting his/her rules and regulations, to

include how an athlete letters, for his/her sport to the Athletic Director and to the players. These rules and regulations should enhance the District's Code of Ethics.

4. Emergency cards must be in the possession of the coach at all times.
5. The coach is responsible for the general health and welfare of student/athletes in his/her sport and gives appropriate attention to student/athletes who are injured, ill, or otherwise incapacitated.
6. Each coach is responsible for conducting a yearly parent meeting to discuss their coaching philosophy, team rules, parent transportation responsibilities, and student/athlete Code of Conduct.

Responsibilities for Facilities

1. Keys to athletic facilities can be checked out through the Principal's Secretary.
2. The coach is responsible for the security of all equipment, facilities, and supplies.
 - Showers and lights will be turned off and **all** doors locked.

Don't assume someone else will lock the doors, especially a player.

- Schools where gyms are alarmed, the Athletic Director will instruct coaches on alarm procedures.

Responsibilities to be Completed Prior to the First Contest

1. Coaches will issue uniforms and equipment and keep records of all issues.
2. Coaches will submit to the Athletic Director a list of potential athletes prior to the first day of practice. An updated roster will be submitted prior to the first contest. The rosters will be updated as roster changes occur.

3. Each coach is responsible for checking to see that all players have a clearance card from the Athletic Director's office. They must keep this in their possession during the season.
 4. Coaches are to pick up a copy of transportation schedules from the Athletic Director or Athletic Secretary.
 5. Coaches/designee are responsible for following the site's process for the collection of athletic donations.
 6. Each coach will abide by and instruct all athletes in the El Dorado Union High School District's Code of Conduct and explain all rules and regulations. The coach will also explain about residence and grade eligibility, outside competition, and return of all equipment and uniforms.
 7. Winter coaches need to especially coordinate the use of gym practice time. Time use must be submitted to the Athletic Director, Assistant Principal in charge of facilities use, and the Plant Supervisor.
5. Each head coach will submit a proposed budget for the next season to the Athletic Director at the time he/she submits the inventory roster. (Forms are provided.)
 6. Each head coach will be responsible for setting up next year's schedule with the help of the Athletic Director. Limits on travel and number of contests will be explained by the Athletic Director prior to setting up the schedule.

Athletic Eligibility

Refer to Board Policy and Administrative Regulation 6145 (**Attachments B-1 and B-2**), and the Student Handbook (available on-line at <http://www.eduhsd.net>). **It is the responsibility of the head coach to cover all of this material with members of the team.**

Athletic Injury Policy

Possible Serious Injury (No Doctor Available)

Any injury which requires immediate professional medical assistance and/or hospitalization.

1. Call for emergency assistance immediately.

Fire Department Rescue **911**

If ambulance is needed, it will be called by the rescue squad.

Responsibilities to be Completed After the Season has Concluded

1. Each coach is responsible for collecting all equipment and uniforms. The Athletic Director should be notified where equipment is stored.
 2. Each head coach will submit an inventory of all equipment, uniforms, and supplies to the Athletic Director. The head coach is also responsible for the Freshmen and Junior Varsity teams. No pay voucher will be issued until this responsibility is completed.
 3. After collecting all athletic equipment, each coach will fill out a lost or damaged equipment report and submit it to the site's Accounting Specialist.
 4. At the conclusion of the season, the coach will turn in a list of all letter and award winners to the Athletic Director. The list will include names and grades.
2. Contact the parents from your list of emergency numbers and inform them of the accident and action being taken.
 3. Inform Athletic Director of the injury and the action taken.
 4. Follow up all injuries with a phone call home/visit to parents.
 5. Fill out an accident report form within a 24-hour period and submit it to Athletic Director.
 6. File a medical release from a physician with the Athletic Director prior to allowing the athlete to return to practice or participation in a game.

Less Serious Injury

Any injury which may require professional medical assistance.

1. Administer first aid with caution and discretion.
2. Contact the parents from your emergency number list, find out the parent's instructions and follow them.
3. If parents cannot be reached, determine the extent of the injury and act accordingly.
4. Follow up with a phone call to parents.
5. Fill out an accident report form within a 24-hour period and submit it to the Athletic Director.
6. As above (in serious injury).

Small Injury

Administer first aid.

Accident Reports for All Injuries

Accident Reports must be completed for all injuries. Report forms are available from the Athletic Director or school nurse. Reports must be turned in within 24 hours of accident.

Skin Hygiene

Refer to CIF Sports Medicine Bulletin: *Common Sense Skin Hygiene (Attachment C)*.

Concussion / Head Injuries

Pursuant to Education Code Section 49475, before a student may try out, practice, or compete in any District-sponsored extracurricular athletic program, including interscholastic, intramural, or other sport or recreation programs, including cheer/dance teams and band, but excluding physical education courses for credit, the student and parent/legal guardian must review and execute the **Parent Concussion/Head Injury Information Sheet**. Once signed, the Sheet is good for one academic year (fall through spring) and is applicable to all athletic programs in which the student/athlete may participate.

Concussion / Head Injuries Symptoms & Signs

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/head injuries 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 concussions in sports occur without loss of consciousness. Signs and symptoms of concussion or head trauma may show up right after the injury or can take hours or days to fully appear. If the student/athlete reports any symptoms of concussion or head injury, or if you notice the symptoms or signs of concussion or head injury yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- 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
- 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 may include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays lack of coordination ("incoordination")
- Answers questions slowly
- 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

Bloodborne Pathogens

The guidelines instituted by OSHA were developed to protect the coach and the athlete against bloodborne pathogens. There are two key situations to consider in the control of bloodborne pathogens in athletics. First, is the cleaning of blood from athletes and their uniforms. Second, is the cleaning of blood from environmental surfaces (i.e., floors, mats, training tables, and other nonporous surfaces). This update address some of the supplies that are effective in the control of bloodborne pathogens.

Cleaning Blood from Athletes and Uniforms

- Warm, running water and antibacterial soap containing Triclosum, Triclosan, or Triclocarbon
- Waterless antiseptic hand cleanser
- 70% Isopropyl alcohol
- Hydrogen peroxide
- Antiseptic wipes
- Germicidal wipes

Uniforms with excessive blood on them should be removed and laundered before they are worn again. If an athlete's uniform becomes saturated with blood, the uniform must be removed and changed before the athlete can return to competitions.

Cleaning Blood from Environmental Surfaces

- 1:100 household bleach and water solution (made fresh every 24 hours)
- 70% Isopropyl alcohol
- Hydrogen peroxide
- Commercial sprays and liquids which are effective in killing the HIV and HBV viruses

Janitorial and Sports Medicine supply companies carry a wide variety of products suitable for cleaning blood from environmental surfaces. Athletic directors and coaches are advised to contact the company servicing their school for information about products for their specific needs.

Note

Protective gloves should always be worn when someone is cleaning blood from environmental surfaces, uniforms, or another person's skin. Wash hands immediately following glove removal.

Caution

When cleaning blood from individuals, products designed to clean environmental surfaces are not generally designed for cleaning one's skin. Be sure the product you are using is safe for use on an athlete's skin. Also, after the use of any antiseptic to remove blood from the skin, antibacterial soap and water should be used to wash the area as soon as possible.

Refer to Board Policy 4119.42/4219.42/4319.42 (**Attachment D**).

Use of Anabolic Steroids

The District has adopted a strict policy containing rules and procedures for the use of anabolic steroids and other performance-enhancing supplements.

A student/athlete who tests positive for steroid use will face a one-year suspension from all sports.

Most anabolic steroids are synthetic substances similar to the male sex hormone testosterone. They are taken orally or are injected. Some people, especially athletes, abuse anabolic steroids to build muscle and enhance performance. Abuse of

anabolic steroids can lead to serious health problems, some of which are irreversible.

Some of the Street Names known include Juice, Gym Candy, Pumpers, Stackers.

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.

Refer to Board Policy and Administrative Regulation 5131.63 (**Attachments E-1 and E-2**).

Sexual Harassment

The District has adopted the following strict policy containing rules and procedures for reporting sexual harassment and pursuing remedies.

The Governing Board prohibits sexual harassment of District employees and job applicants. The Board also prohibits retaliatory behavior or action against a district employee or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Any district employee or job applicant who feels that he/she has been sexually harassed, or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant, or a student, shall immediately report the incident to the athletic director, supervisor, principal, district administrator, or Superintendent.

Any district employee who engages or participates in sexual harassment, or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and

is subject to disciplinary action, up to and including dismissal.

Board Policy and Administrative Regulation 4119.11\4219.11\4319.11 (**Attachments F-1 and F-2**) on Sexual Harassment defines, in more detail, the complaint process and may be obtained from either of the aforementioned offices.

Child Abuse Reporting

(PC 11166(b), 11172(a))

California law requires certain persons to report known or suspected child abuse. A mandated reporter, who in his/her professional capacity, or within the scope of his/her employment, has knowledge of or observes a person under the age of 18 years whom he/she knows or reasonably suspects has been the victim of child abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone, and shall prepare and send a written report within 36 hours of receiving the information concerning the incident.

Persons legally mandated to report suspected child abuse have immunity from criminal or civil liability for reporting as required or authorized by law. A mandated reporter who fails to make a required report is guilty of a misdemeanor punishable by up to 6 months in jail, a fine of \$1,000, or both.

Refer to Administrative Regulation 5141.4 (**Attachment G**).

Extracurricular and Cocurricular Activities

Extracurricular and Cocurricular Activities enrich the educational and social development and experiences of students. The district encourages and supports student participation in these activities without compromising the integrity and purpose of the educational program.

Refer to Board Policy and Administrative Regulation 6145 (**Attachments B-1 and B-2**) for the district

policy relating to Extracurricular and Cocurricular Activities.

School-Sponsored Trips

The Governing Board recognizes that school-sponsored trips are an important component of a student's development and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band activities or other extracurricular or cocurricular activities.

Refer to Board Policy and Administrative Regulation 6153 (**Attachments H-1 and H-2**) for more detail.

Athletic Forms

All athletic forms are available from the Athletic Director.

Award Policy

Each coach is required to submit their award policy prior to the beginning of each season.

A maximum of two trophies/awards per team will be purchased from the sports budget. The school will supply certificates and blocks.

Coaches' Pay

After the season is over and all lost gear slips have been turned in to the Athletic Director, the Athletic Director will turn in all pay vouchers.

If all requirements are met, established pay dates are:

- December 10 – Fall Sports
- March 10 – Winter Sports
- June 10 – Spring Sports

People You Need to Know

POSITION	NAME	ROLE
Principal		Overall responsibility for school League representation
Athletic Director		Primary contact
Asst. Principal in Charge of Facilities		Facilities Use forms and issues
Principal's Secretary		Issuance of keys for facilities; volunteer transportation forms
Attendance Clerk		Processes absences; publishes list of student/athletes absent due to athletic participation
Accounting Specialist		Collects for damaged/lost equipment; processes donations
Plant Supervisor		Head of facilities and fields
Athletic Maintenance Worker		Field preparation

Asset-Building Ideas for Coaches

- Create and maintain a positive atmosphere; offer positive comments at the end of practice.
- Focus on helping players get better, not be the best.
- Ask about, listen to, and encourage your student/athlete's dreams, concerns, and desires.
- Catch the kids doing things right and preserve players' dignity.
- Be specific about a code of conduct and expectations.
- Insist that all team members treat one another with respect.

Attachments

**ATTACHMENT A
EL DORADO UNION HIGH SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Certificated Personnel

**QUALIFICATIONS OF COACHES
AR 4119.3-28**

DEFINITION

The Board intends to employ noncertificated temporary athletic team coaches to supervise athletic teams in noncredit physical education programs and extracurricular activities, in keeping with section 5593 of Title 5, Chapter 2, California Code of Regulations, when an annual search fails to produce a qualified certificated candidate.

AREAS OF COMPETENCIES

The person recommended to the Board for any temporary athletic team coach position must be certified under the following conditions:

1. Knowledge and competency must be determined in the following areas:
 - a. Care and prevention of athletic injuries, basic first aid and emergency procedures
 - b. Coaching techniques
 - c. Core principles of trustworthiness, respect, responsibility, fairness, caring, and citizenship, as adopted by the California Interscholastic Federation in its publication *Pursuing Victory With Honor*
 - d. Rules and regulations in the athletic activity being coached, and
 - e. The ability to interact and model mutual respect for all students; the skill to nurture students into responsible young adults.
2. Qualifications must exist on each of the below specified five competency areas:
 - a. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures as evidenced by one or more of the following:
 1. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation CPR card; or
 2. A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation CPR card; or
 3. A valid emergency medical technician (EMT) I or II card; or

4. A valid trainer's certification issued by the national or California Athletic Trainer's Association (NATA/CATA); or
 5. The person has had practical experience under the supervision of an athletic coach or trainer, or has assisted in team athletic training and conditioning, and has both valid CPR and first aid cards.
- b. Knowledge of the rules and regulations pertaining to the sport or game being coached; or
 - c. Child or adolescent psychology as it relates to sports participation as evidenced by one or more of the following:
 1. Completion of a college-level course in adolescent or sports psychology; or
 2. Completion of a seminar or workshop on human growth and development of youth; or
 3. Prior active involvement with youth in a school or community sports program.
3. Certification must be obtained that indicates a willingness to comply with Board Policy 4119.21, Ethics.
 4. Persons employed to coach or supervise District athletic teams must first be determined:
 - a. Not to have been convicted of any offense referred to in Education Codes 44010, 44011 or 44424, or any offense involving moral turpitude or evidencing unfitness to associate them with children.
 - b. To be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the District. (Code of Regulations 5592).
 - c. To have reached their 23rd birthday to serve as a head coach and to have reached their 21st birthday to serve as an assistant. Age limitations are placed on temporary athletic team coaches to assure an adequate maturation process produced by years-out-of high school and life experiences and to assure a reasonable distance in age between the student and the employee. This requirement may be waived by the Superintendent should extenuating circumstances prevail.

SUPERVISION OF STUDENTS

Coaches shall assume supervisory responsibility for team members for the duration of any school-related activity. Under no circumstances are the supervising coaches to engage in the use of alcohol or illegal substances during the duration of any school-related activity. Coaches shall remain on supervision duty from the moment of departure until the return to the home school; coaches are to remain until all students have left for their homes.

Supervision of students is required for all extracurricular activities, cocurricular activities and those courses which have events, competitions, field trips, and tournaments away from the school site.

CERTIFICATION

The candidate shall complete the temporary athletic team coaches application packet and will receive confirmation from the Superintendent/designee that all criteria have been met.

Candidates, with written authorization of clearance, may begin coaching responsibilities on a temporary basis until final consent is received from the Board of Trustees.

The Superintendent/designee will recommend qualified candidates to the Board of Trustees for hiring consent.

CODE OF ETHICS FOR ATHLETIC TEAM COACHES

Each school district shall, no later than 90 days subsequent to the filing of this chapter with the Secretary of State, implement the following listed standards of ethical conduct for each temporary, probationary, or permanent employee of a school district providing supervisory and instructional services in interscholastic athletic programs and activities. Any specified person providing such services to the district shall:

1. Show respect for players, officials, and other coaches.
2. Respect the integrity and judgment of game officials.
3. Establish and model fair play, sportsmanship, and proper conduct.
4. Establish player safety and welfare as the highest priority.
5. Provide proper supervision of students at all times.
6. Use discretion when providing constructive criticism and when reprimanding players.
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
8. Properly instruct players in the safe use of equipment.
9. Avoid exerting undue influence on a pupil's decision to enroll in an athletic program at any public or private post-secondary educational institution.
10. Avoid exerting influence on pupils to take lighter academic course(s) in order to be eligible to participate in athletics.
11. Avoid suggesting, providing, or encouraging any athlete to use nonprescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that are not approved by the U.S. Food and Drug Administration, Surgeon General of the United States, or the American Medical Association.
12. Avoid recruitment of athletes from other schools.
13. Follow the rules of behavior and the procedures for crowd control as established by the Board of Education and the league in which the District participates.

**ATTACHMENT B-1
EL DORADO UNION HIGH SCHOOL DISTRICT
BOARD POLICY**

Instruction

**EXTRACURRICULAR AND
COCURRICULAR ACTIVITIES
BP 6145**

The Governing Board recognizes that extracurricular and cocurricular activities enrich the educational and social development and experiences of students. The district shall encourage and support student participation in extra/cocurricular activities without compromising the integrity and purpose of the educational program.

Extracurricular and cocurricular activities are only available to students who are enrolled as full-time students and attend the school in which the activity is offered. On-campus alternative schools are (technically) separate schools, although, if an application for multischool team status has been filed and annually approved by the California Interscholastic Federation (Bylaw 302), students may be allowed to participate in athletic teams offered on that comprehensive high school site.

No extracurricular or cocurricular program or activity shall be provided or conducted separately and no district student's participation in extracurricular and cocurricular activities shall be required or refused based on the student's sex, gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Requirements for participation in extracurricular and cocurricular activities shall be limited to those that are essential to the success of the activity. (5 CCR 4925)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination / Harassment)
(cf. 5145.7 - Sexual Harassment)*

Complaints which allege that the district has violated federal or state laws or regulations governing educational programs regarding the district's extra/cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Note: The California Supreme Court in Hartzell v. Connell rendered the assessment of fees for extracurricular activities illegal. Districts may charge fees for activities which have no direct tie to the educational program, such as dances and football games. Districts are advised to seek legal counsel before charging for any activity which may be construed as related to the educational program.

No student shall be required to donate funds to participate in extra/cocurricular activities.

(cf. 3260 - Fees and Charges)

ELIGIBILITY REQUIREMENTS

Note: Education Code 35160.5 requires students to demonstrate "satisfactory educational progress," as provided in items #1-2 below, in order to participate in extracurricular and cocurricular activities. However, pursuant to Education Code 35160.5, districts are authorized to adopt stricter academic eligibility criteria provided such action is taken at a public meeting in accordance with Education Code 35145. Districts that have adopted stricter criteria should modify the following paragraph accordingly.

To be eligible to participate in extra/cocurricular activities, students in grades 9 through 12 must demonstrate satisfactory educational progress in the previous grading period, including but not limited to: (*Education Code 35160.5*)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0
2. Maintenance of minimum progress toward meeting high school graduation requirements.

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)

The Superintendent or designee may grant ineligible students a probation period that shall not exceed one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation.

Note: Education Code 48850, as amended by AB 81 (Ch. 76, Statutes of 2009), specifies that, when the residence of a student in foster care changes pursuant to a court order or decision of a child welfare worker, the student shall be immediately deemed to meet all residency requirements for participation in extracurricular activities and interscholastic sports; see AR 6173.1 - Education for Foster Youth.

In addition, pursuant to Education Code 49700-49701, as added by AB 343 (Ch. 237, Statutes of 2009), the Interstate Compact on Education Opportunity for Military Children is applicable to California school districts. Education Code 49700-49701 establish a uniform means of assisting children of "active duty military families" transferred from one state to another, by reducing or eliminating the barriers to their educational success caused by the frequent moves and deployments of their parents/guardians. Among other things, Education Code 49701 requires flexibility of districts' local rules to facilitate the enrollment, placement, advancement, eligibility for extracurricular activities, and on-time graduation of children of military personnel. See BP/AR 6173.2 - Education of Children of Military Families.

Any decision regarding the eligibility of any child in foster care or a child of a military family for extracurricular or cocurricular activities shall be made in accordance with Education Code 48850 and 49701.

(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)

The Superintendent or designee may revoke a student's eligibility for participation in extra/cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

(cf. 5144 - Discipline)

STUDENT CONDUCT AT EXTRACURRICULAR/COCURRICULAR EVENTS

Note: Pursuant to Education Code 35181, the Governing Board has authority to set expectations and/or rules for student attendance, academic performance, in-school behavior, and any other aspect of school life that it deems relevant to the proper governance of district schools

When attending or participating in extracurricular and/or cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6145.2 - Athletic Competition)

ANNUAL POLICY REVIEW

Note: Education Code 35160.5 requires annual review of this policy, as it relates to the participation of students in grades 7-12 in extracurricular and cocurricular activities.

The Board shall annually review this policy and implementing regulations.

Legal Reference:

EDUCATION CODE

- 35145 Public meetings*
- 35160.5 District policy rules and regulations; requirements; matters subject to regulation*
- 35179 Interscholastic athletics; associations or consortia*
- 35181 Students' responsibilities*
- 48850 Participation of foster youth in extracurricular activities and interscholastic sports*
- 48930-48938 Student organizations*
- 49700-49704 Education of children of military families*

CODE OF REGULATIONS, TITLE 5

- 350 Fees not permitted*
- 4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance*
- 5531 Supervision of extracurricular activities of pupils*

**EXTRACURRICULAR AND
COCURRICULAR ACTIVITIES** (continued)

BP 6145

UNITED STATE CODE, TITLE 42

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

COURT DECISIONS

Hartzell v. Connell (1984) 35 Cal. 3d 899

Management Resource:

CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

*Compact on Educational Opportunity for Military Children: Preliminary Final Report,
March 2009*

WEB SITES

California Association of Directors of Activities: <http://www.cada1.org>

CDE, Educational Options Office: <http://www.cde.ca.gov>

CDE, Foster Youth Services: <http://www.cde.ca.gov/ls/pf/fy>

**ATTACHMENT B-2
EL DORADO UNION HIGH SCHOOL DISTRICT
ADMINISTRATIVE REGULATIONS**

Instruction

**EXTRACURRICULAR/
COCURRICULAR ACTIVITIES
AR 6145**

ACTIVITIES

1. It is the policy of the El Dorado Union High School District that for a student to become eligible to participate in extracurricular/cocurricular activities, the student must meet the academic grade requirements and citizenship requirements of that activity. If participating in athletics, he/she must also meet the California Interscholastic Federation requirements.
2. The following definition of terms will be used:
 - a. C.I.F: The California Interscholastic Federation is the statewide executive body that governs all aspects of high school athletics. (*Education Code Sections 33353 & 35179*)
 - b. C.N.I.F: California/Nevada Interscholastic Federation is the organization responsible for ski activities.
 - c. Regular Grade Reporting Periods: Grade reporting occurs chronologically at the same time at each school site, regardless of a site's schedule.
 - (1) End of first quarter
 - (2) End of first semester
 - (3) End of third quarter
 - (4) End of second semester

Schools on a 4x4 schedule: First/third quarters are equivalent to semester grades; first/second semesters represent end-of-course grades.
 - d. Grade Point Average (GPA): A number which represents a student's overall grade average for the classes taken during a reporting period. (4.0 = A, 3.0 = B, 2.0 = C, 1.0 = D, 0.0 = F)
 - e. For the purposes of this policy, "extracurricular activity" means a program that has all of the following characteristics:
 - (1) The program is supervised or financed by the school district.
 - (2) Students participating in the program represent the school district.

- (3) Students exercise some degree of freedom in either the selection, planning, or control of the program.
 - (4) The program includes both preparation for performance and performance before an audience or spectators.
 - f. For the purposes of this policy, an “extracurricular activity” is not part of the regular school curriculum, is not graded, does not offer credit, and does not take place during classroom time.
 - g. For purposes of this policy, a “cocurricular activity” is defined as a program that may be associated with the curriculum in a regular classroom.
 - h. Any teacher-graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California is not an extracurricular or cocurricular activity for purposes of this policy. (*Education Code 35160.5*)
 - i. For purposes of this policy, “satisfactory educational progress” shall include, but not be limited to, the following:
 - (1) Maintenance of minimum passing grades, which is defined as at least a 2.0 grade point average in all enrolled courses on a 4.0 scale.
 - (2) Maintenance of minimum progress toward meeting the high school graduation requirements prescribed by the Governing Board. In order to be eligible for participation, the student shall receive supplemental instruction if, by grade 11 and/or 12, the student has not passed the California High School Exit Exam.
3. Minimum scholarship requirements for participation in all extracurricular and certain cocurricular activities will be as follows:
 - a. All 9th grade students shall be eligible to participate in extracurricular/cocurricular activities until their grades are reviewed at the end of the first quarter.
 - b. Students in grades 9 (other than first quarter), 10, 11, and 12 shall have a grade point average of C (2.0) at the quarter or semester grading period immediately preceding the activity in order to be eligible to participate in extracurricular activities.
 - (1) A student must maintain the grade requirements as set forth by the Board of Trustees.
 - (2) An “Incomplete” grade shall not satisfy the requirement of this section until the academic deficiency has been satisfied and a passing grade has been substituted for the “Incomplete” grade. Upon such substitution, the substituted grade shall be considered in determining scholastic eligibility. A scholastically

**EXTRACURRICULAR/
COCURRICULAR ACTIVITIES** (continued)

AR 6145

ineligible student may become immediately scholastically eligible upon such evaluation.

- (3) Summer school/intersession credits shall be counted toward making up scholastic deficiencies incurred in the immediately preceding grading period. Summer school courses failed shall not impair an athlete's scholastic eligibility achieved in the immediately preceding semester.
- c. A transfer student is eligible to participate if he/she was eligible at his/her previous school and has met CIF transfer eligibility requirements. Transfer students shall have one full grading period to meet the district eligibility requirements.
- d. Students who do not meet the criteria for eligibility based on overall grade point average, or who are not making satisfactory progress toward graduation at the beginning of any school year or at the conclusion of each grade reporting period, will be ineligible to participate until the next regular grade reporting period at which time the student must have met the criteria.

(cf. 6164.5 - Student Success Teams)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer School)
(cf. 6179 - Supplement Instruction)

- e. If a student is not eligible to participate in an activity, the student will not be allowed to participate in practices, meetings, or other program activities.

ELIGIBILITY REVIEW COMMITTEE PROCESS

1. The system for reviewing student eligibility requirements and for appropriate notification of students and sponsors/coaches is as follows:
 - a. At least 10 school days prior to the end of a grading period, the extracurricular advisor/sponsor/coach shall deliver to the Athletic or Activity Director, a roster of club, organization, or team members. In the event an extracurricular activity begins during a quarter, the extracurricular advisor/sponsor/coach shall deliver to the Athletic or Activity Director, a roster of club, organization, or team members at least 15 school days prior to the first league activity.
 - b. The Athletic/Activity Director will establish the eligibility of each participant within 5 school days after the end of the quarter. In the event a participant is found to be ineligible, said participant will be notified by the Athletic/Activity Director. A student will also be considered notified:

**EXTRACURRICULAR/
COCURRICULAR ACTIVITIES** (continued)

AR 6145

- (1) In the case of an activity spanning two quarters, when the report cards are distributed by the school and the affected participant has had a reasonable opportunity to receive said report card or the Athletic/Activities Director so notifies the participant in writing.
 - (2) In the case of an activity beginning during a quarter, when the Athletic/Activity Director notifies the affected participant in writing at least 10 school days prior to the first league game or 5 days after receipt of roster from advisor/sponsor/ coach, whichever is earliest.
- c. Upon notification, the ineligible participant shall have 2 school days within which to file with the principal or designee a request for an eligibility review.
 - d. Within 6 school days of the receipt of request for review, each school shall establish an Eligibility Review Committee which shall be comprised of the school principal or an assistant principal, a counselor, and three teachers selected by the principal (no more than one physical education teacher or coach shall be included on the committee). The Eligibility Review Committee will convene and review the status of the ineligible participant and review the accuracy of the records supporting a determination of ineligibility.
 - e. In the event a participant is determined to be ineligible by the Eligibility Review Committee, the committee shall notify the participant within 1 school day.
 - f. The ineligible participant shall not be allowed to participate in practice or activities pending determination of the committee.
 - g. If the committee determines that a student's records do not justify a determination of ineligibility, it shall rescind any previous determination and actions finding the student ineligible for participation in extracurricular activities.
2. The Eligibility Review Committee shall determine whether eligibility shall be granted to students not meeting the standards and who make an appeal for probationary status.
 - a. Probation may be granted if:
 - (1) The student can clearly demonstrate conscientious efforts to achieve in the class that has caused the GPA to fall below 2.0. Documentation may include, but not be limited to, teacher input forms, discipline records, and attendance records.

**EXTRACURRICULAR/
COCURRICULAR ACTIVITIES** (continued)

AR 6145

- (2) The student can clearly demonstrate a profound family or personal issue or health condition that would have prohibited the student from performing academically;

For conditions above, the student would then need to present a plan that would allow the student to be successful during the probationary period.

- b. The committee may waive the imposition of the ineligibility rule for up to one quarter if it determines that the above conditions exist for the student.
- c. For any one student, probation shall only be granted once in any school year and only twice per sport during the time the student is enrolled in our district high schools.
- d. For students seeking an appeal, the review committee shall verify the current status of the student's academic performance, attendance, and citizenship as part of their investigation.
- f. The principal or designee of each high school shall summarize the appeals heard by the committee 3 weeks after the end of each quarter.

SUPERVISION OF STUDENTS

Coaches/advisors shall assume supervisory responsibility for team members for the duration of any school-related activity. Under no circumstances are the supervising coaches/advisors to engage in the use of alcohol or illegal substances during the duration of any school activity. Coaches/advisors shall remain on supervision duty from the moment of departure until the return to the home school; coaches/advisors are to remain until all students have left for their homes.

Supervision of students is required for all extracurricular activities, cocurricular activities and those courses which have events, competitions, field trips, and tournaments away from the school site.

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California Interscholastic Federation

SPORTS MEDICINE BULLETIN

www.cifstate.org

COMMON SENSE SKIN HYGIENE

- Certain types of skin infections have been shown to spread among members of sports teams at all levels. Many of these infections are caused by an organism called *Staphylococcus Aureus*, often referred to simply as “staph”. These bacteria are commonly carried on the skin or in the nose of otherwise healthy people. Staph bacteria are one of the most common causes of skin infections in the United States. Most of these skin infections are minor (such as pimples and boils) and can be treated without antibiotics, but occasionally serious infections requiring treatment occur.
- Some staph bacteria are resistant to antibiotics. MRSA (methicillin-resistant staph aureus) is a type of staph resistant to many common antibiotics, and in cases where treatment is needed, can be more difficult to treat. In the last few years there have been a number of cases where these bacteria spread among members of sports teams.
- Staph infections, including those with MRSA can cause skin infections that look like a pimple or boil. The surrounding area is often red, swollen and painful, and there may be pus or other drainage. In some cases they may resemble a spider bite with a dark center surrounded by redness. These lesions are frequently located on the buttocks or legs. They can be quite painful. Treatment consists of draining the lesion (lancing) and or appropriate antibiotics. Even after treatment, infections can recur, in part because other family or team members have been contaminated and may be “carriers” of the bacteria even if they have no lesions themselves. Any athlete with a suspicious boil should of course be evaluated by an appropriate medical professional.

In order to avoid the occurrence and spread of such infections in sports teams we have formulated a set of recommendations for schools and coaches.

1. Cover all wounds. If a wound cannot be covered adequately, consider excluding players with potentially infectious skin lesions from practice and competition until the lesion is healed or can be covered adequately. Bandages should be disposed of so as to prevent other people contacting them, and anyone handling such bandages should use gloves and wash hands thoroughly.
2. Encourage good hygiene, including showering and washing with soap after all practices and competitions.
3. Ensure availability of adequate soap and clean towels. If there are known MRSA cases among team members, antibacterial soap is preferred.
4. Towels and uniforms should ideally be cleaned after each use.
5. Discourage sharing of towels and personal items such as razors, clothing and equipment.
6. Train athletes and coaches in first aid for wounds and in recognition of wounds that are potentially infected or infectious.
7. Encourage athletes to report skin lesions to coaches and encourage coaches to assess athletes for skin lesions.
8. Consider placing alcohol hand sanitizer dispensers at the exits from facilities such as locker rooms and wrestling rooms and encourage their use. If hands are visibly soiled, soap and water is preferred.

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**ATTACHMENT D
EL DORADO UNION HIGH SCHOOL DISTRICT
BOARD POLICY**

All Personnel

**EXPOSURE CONTROL PLAN FOR
BLOODBORNE PATHOGENS
BP 4119.42 / 4219.42 / 4319.42**

As part of its commitment to provide a safe and healthful work environment, the Governing Board recognizes the importance of developing an exposure control plan. The Superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace to protect employees from possible infection due to contact with bloodborne pathogens, including but not limited to, hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV).

*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4157/4257/4357 - Employee Safety)*

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's exposure control plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

The Superintendent or designee may exempt designated first-aid providers from preexposure hepatitis B vaccination under the conditions specified by state regulations. *(8 CCR 5193(f))*

Any employee not identified by the Superintendent or designee as having occupational exposure may submit a request to the Superintendent or designee to be included in the training and hepatitis B vaccination program. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with any infectious material.

Legal Reference:

LABOR CODE

142.3 Authority of Cal/OSHA to adopt standards

144.7 Requirement to amend standards

CODE OF REGULATIONS, Title 8

3204 Access to Employee Exposure and Medical Records

5193 California Bloodborne Pathogens Standard

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA Bloodborne Pathogens Standards

Management Resources:

CD ADVISORY

1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings

**EXPOSURE CONTROL PLAN FOR
BLOODBORNE PATHOGENS (continued)**

BP 4119.42 / 4219.42 / 4319.42

WEB SITES

OSHA: <http://www.osha.gov>

Cal OSHA: http://www.dir.ca.gov/occupational_safety.html

Centers for Disease Control and Prevention: <http://www.cdc.gov>

**ATTACHMENT E-1
EL DORADO UNION HIGH SCHOOL DISTRICT
BOARD POLICY**

Students

**STEROIDS
BP 5131.63**

The Governing Board recognizes that the use of steroids and other performance-enhancing supplements 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 steroids or other performance-enhancing supplements.

Students in grades 9–12 shall receive lessons on the effects of steroids as part of their health (drug education) program.

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 6142.8 - Comprehensive Health Education)

Students participating in interscholastic athletics are prohibited from using steroids and dietary supplements banned by the U.S. Anti-Doping Agency as well as the substance synephrine.
(Education Code 49030)

(cf. 5131.61 - Drug Testing)
(cf. 6145.2 - Athletic Competition)

Before participating in interscholastic athletics, a student athlete and his/her parent/guardian shall sign a statement that the student athlete shall not use androgenic/anabolic steroids and dietary supplements banned by the U.S. Anti-Doping Agency and the substance synephrine, unless the student has a written prescription from a licensed health care practitioner 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 Cocurricular 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*)

Legal Reference:

EDUCATION CODE

49030-49034 *Performance-enhancing supplements*

51260-51269 *Use of anabolic steroids; legislative finding and declaration*

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

CIVIL CODE

1812.97 - *Warning statement; posting; athletic facilities; anabolic steroids.*

HEALTH & SAFETY CODE

110423.2 *Dietary supplements*

Management Resources:

CALIFORNIA INTERSCHOLASTIC FEDERATION BYLAWS

California Interscholastic Federation Constitution and Bylaws 2005-06

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Interscholastic Federation: <http://www.cifstate.org>

National Center for Drug Free Sport: <http://www.drugfreesport.com>

National Institute on Drug Abuse: <http://www.nida.nih.gov>

U.S. Anti-Doping Agency: <http://www.usantidoping.org>

**ATTACHMENT E-2
EL DORADO UNION HIGH SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Students

**STEROIDS
AR 5131.63**

The district shall not accept a sponsorship from any manufacturer or distributor whose name appears on the label of a dietary supplement that contains substances banned by the U.S. Anti-Doping Agency and the substance synephrine. Such supplements shall not be sold, distributed, or marketed at a school-related event. (*Education Code 49031*)

Marketing includes, but is not limited to, direct product advertising, provision of educational materials, product promotion by a district employee or volunteer, product placement, clothing or equipment giveaways, or scholarships. Marketing shall not include the inadvertent display of a product name or advertising by a person who is not a manufacturer or distributor. (*Education Code 49031*)

<p><i>Note: The California Interscholastic Federation Bylaw 22.B.12 prohibits athletic directors, coaches and other school personnel from providing prohibited substances to students.</i></p>

In order to minimize the health and safety risks to student athletes, school personnel, including coaches, shall not supply or recommend any drug, medication, or food supplement to enhance an athlete's performance.

NOTICE

The principal or designee shall ensure that the following warning, reproduced in no less than 10-point bold type, shall be posted in every locker room of schools with classes in grades 9-12 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.

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**ATTACHMENT F-1
EL DORADO UNION HIGH SCHOOL DISTRICT
BOARD POLICY**

All Personnel

**SEXUAL HARASSMENT
BP 4119.11 \ 4219.11 \ 4319.11**

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against a district employee or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation.
2. Publicizing and disseminating the district's sexual harassment policy to staff.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough and fair investigation of complaints.
4. Taking timely and appropriate corrective/remedial actions, which may require interim separation of the complainant and the alleged harasser, and subsequent monitoring of developments.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or take other subsequent necessary action. *(5 CCR 4964)*

Any district employee or job applicant who feels that he/she has been sexually harassed, or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal, or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Any district employee who engages or participates in sexual harassment, or who aids, abets, incites, compels or coerces another to commit sexual harassment against a district employee, job applicant or student, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension / Disciplinary Action)

(cf. 4218 - Dismissal / Suspension / Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d - 2000d-7 Title VI, Civil Rights Act of 1964

2000e - 2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2 - 2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv., Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., 86 Daily Journal D.A.R. 2130

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR>

**ATTACHMENT F-2
EL DORADO UNION HIGH SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

All Personnel

**SEXUAL HARASSMENT
AR 4119.11 / 4219.11 / 4319.11**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex, in the work or educational setting when (*Education Code 212.5; 5 CCR 4916*):

1. Submission to the conduct is made either explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, co-worker, or nonemployee, in the work or educational setting, include but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations, or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors.
2. Unwelcome visual conduct such as drawings, pictures, graffiti, gestures; sexually explicit e-mails; displaying sexually suggestive objects.
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements.

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

TRAINING

Note: Government Code 12950.1 requires any district with 50 or more employees to provide 2 hours of sexual harassment training and education to supervisory employees once every 2 years. All newly hired supervisors or employees promoted to a supervisory position must receive the training within 6 months of their hire or assumption of the supervisory position. Compliance with this law does not insulate the district from any liability for harassment.

Every 2 years, the Superintendent or designee shall ensure that supervisory employees receive at least 2 hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within 6 months of their assumption of the supervisory position. *(Government Code 12950.1)*

The district's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state statutory law on the prohibition against and the prevention and correction of sexual harassment and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. *(Government Code 12950.1; 2 CCR 7288.0)*

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures.

NOTIFICATIONS

A copy of the Governing Board's policy and administrative regulation shall *(Education Code 231.5)*:

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted.
2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, or whenever a new employee is hired.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct.

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing or a copy of district information sheets that contain, at a minimum, components on: *(Government Code 12950)*

1. The illegality of sexual harassment.
2. The definition of sexual harassment under applicable state and federal law.
3. A description of sexual harassment, with examples.
4. The district's complaint process available to the employee.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

5. The legal remedies and complaint process available through DFEH and Equal Opportunity Commission (EEOC).
6. Directions on how to contact DFEH and EEOC.
7. The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by DFEH and EEOC.

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. *(Government Code 12950)*

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**ATTACHMENT G
EL DORADO UNION HIGH SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

**CHILD ABUSE PREVENTION AND
REPORTING PROCEDURES
AR 5141.4**

Students

DEFINITIONS

Child abuse or neglect includes the following: *(Penal Code 11165.5, 11165.6)*

1. A physical injury inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors *(Penal Code 11165.6)*
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment *(Penal Code 11165.6)*

<p><i>Note: Education Code 44807 provides that physical control of a student under the conditions specified in item #3 below is not subject to criminal prosecution or penalties.</i></p>

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning *(Education Code 44807)*
4. An injury caused by an employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student *(Education Code 49001)*

(cf. 5144 - Discipline)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (*Education Code 49001*)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance, administrators and employees of a licensed day care facility; Head Start teachers, district police or security officers; licensed nurses or health care providers; and administrators, presenters, or counselors of a child abuse prevention program. (*Penal Code 11165.7*)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. (*Penal Code 11166*)

REPORTABLE OFFENSES

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (*Penal Code 11166*)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at substantial risk of suffering serious emotional damage based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior towards self or others, may make a report to the appropriate agency. (*Penal Code 11166.05, 11167*)

Any person reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14 shall notify a peace officer. (*Penal Code 152.3, 288*)

RESPONSIBILITY FOR REPORTING

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (*Penal Code 11166*)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (*Penal Code 11166*)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (*Penal Code 11166*)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. *(Penal Code 11166)*

REPORTING PROCEDURES

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to any police department (excluding a school district police/security department), sheriff’s department, county probation department if designated by the county to receive such reports, or the county welfare department. *(Penal Code 11166)*

EL DORADO COUNTY SHERIFF’S DEPARTMENT

300 Fair Lane, Placerville, CA 95667
Business Calls (530) 621-5655
Emergency Calls (530) 626-4911 or 911 • Non-Emergency Calls (Central Dispatch) (530) 621-6600

PLACERVILLE POLICE DEPARTMENT (EL DORADO HIGH SCHOOL)

730 Main St., Placerville, CA 95667
Business Calls (530) 642-5210
Emergency Calls 911 or 642-5280
Non-Emergency Calls (530) 642-5298 • (642-5280 after 5 p.m.)
Cellular Calls (530) 642-5280

**EL DORADO COUNTY DEPARTMENT OF HUMAN SERVICES
CHILDREN’S PROTECTIVE SERVICES**

3057 Briw Road, Placerville, CA 95667
Non-Emergency: (530) 642-7100

When the telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form SS 8572. *(Penal Code 11166, 11168)*

Note: Pursuant to Penal Code 11168, the above form shall be distributed by the police department, sheriff’s department, county probation or the county welfare department as appropriate. It may also be made available at the district office or school site.

Mandated reporters may obtain copies of the above form from either the district or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known: *(Penal Code 11167)*

- a. Name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. Child's name and address, present location and, where applicable, school, grade, and class
- c. Names, addresses, and telephone numbers of the child's parents/guardians
- d. Name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child
- e. Information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information.

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. *(Penal Code 11167)*

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. *(Penal Code 11167)*

Note: Pursuant to Penal Code 11166, school districts may establish internal reporting procedures encouraging employees to notify supervisors and administrators of reports that are made. These internal procedures must not inhibit or impede immediate and direct reporting by employees to appropriate agencies. Penal Code 11166 prohibits internal procedures from requiring that the identity of the mandated reporter be disclosed to the district.

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to the principal. *(Penal Code 11166)*

Employees reporting child abuse or neglect to the appropriate agency are encouraged, but are not required, to notify the principal or designee as soon as possible after the initial telephone report to an appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, school principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. *(Penal Code 11166)*

TRAINING

Note: Penal Code 11165.7 specifies that districts that do not provide training to employees who are mandated reporters must report to the California Department of Education the reasons that training has not been provided.

Training of mandated reporters shall include identification and mandated reporting of child abuse and neglect. (*Penal Code 11165.7*)

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

(4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4131, cf. 4231, cf. 4331 - Staff Development)
(cf. 5145.7 - Sexual Harassment)

VICTIM INTERVIEWS BY SOCIAL SERVICES

Whenever a representative from the Department of Social Services investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (*Penal Code 11174.3*)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (*Penal Code 11174.3*)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (*Penal Code 11174.3*)

RELEASE OF CHILD TO PEACE OFFICER

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the

parent/guardian but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (*Education Code 48906*)

(*cf. 5145.11 - Questioning and Apprehension by Law Enforcement*)

PARENT/GUARDIAN COMPLAINTS

Note: Education Code 48987 requires the district to disseminate guidelines, upon request, advising parents/guardians of procedures for filing child abuse complaints. As required by Education Code 33308.1, the CDE has prepared sample guidelines (CDE Legal Advisory LO:3-93); however, the CDE has not updated these guidelines to reflect current law. The district will provide parents/guardians with copies of the district's regulation or procedure.

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of this administrative regulation which contain procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

Note: If a complaint is filed against an employee for suspected child abuse or neglect, the district should consider whether it is necessary to remove an employee from the job site during the course of an investigation. Student safety should be the primary factor in making this decision. Other factors may include collective bargaining ramifications, if any, and effects of long-term reassignment or paid leave on district resources. It is also recommended that the district consult with legal counsel before taking any disciplinary action such as removal from the classroom.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint to any district employee, that employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee is also obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(*cf. 1312.1 - Complaints Concerning District Employees*)

Note: Parents/guardians of special education students also may file a complaint with the CDE as provided in the following paragraph. The CDE does not investigate allegations of child abuse but may investigate conditions that may involve immediate physical danger or threaten the health, safety or welfare of the child and which may result in denial of free appropriate public education.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education under 5 CCR 4650.

(*cf. 1312.3 - Uniform Complaint Procedures*)

NOTIFICATIONS

The Superintendent or designee shall provide all new employees who are mandated reporters a statement informing them that they are mandated reporters, of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The district should also provide a copy of Penal Code 11165.7, 11166, and 11167. (*Penal Code 11165.7, 11166.5*)

Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (*Penal Code 11166.5*)

(*cf. 4112.9/4212.9/4312.9 - Employee Notifications*)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630–15637.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated report acquired knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (*Penal Code 11172*)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (*Penal Code 11166*)
3. No employee shall be subject to any sanction by the district for making a report. (*Penal Code 11166*)

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**ATTACHMENT H-1
EL DORADO UNION HIGH SCHOOL DISTRICT
BOARD POLICY**

Instruction

**SCHOOL-SPONSORED TRIPS
BP 6153**

The Governing Board recognizes that school-sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience,. School-sponsored trips may be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band activities or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study.

(cf. 6143 - Courses of Study)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Requests for school-sponsored trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other trips may be approved in advance by the principal.

(cf. 3312.2 - Educational Travel Program Contracts)

The principal shall establish a process for approving a staff member's request to conduct a school-sponsored trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

(cf. 3530 - Risk Management/Insurance)
(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5142 - Safety)
(cf. 5143 - Insurance)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. *(Education Code 35330)*

(cf. 1230 - School-Connected Organizations)
(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 1700 - Relations Between Private Industry and the Schools)

District funds shall not be used to pay student expenses for out-of-state or out-of-country field trips or excursions. However, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (*Education Code 35330*)

Legal Reference:

EDUCATION CODE

- 8760 Authorization of outdoor science and conservation programs*
- 32040-32044 First aid equipment: field trips*
- 35330 Excursions and field trips*
- 35331 Provision for medical or hospital service for pupils (on field trips)*
- 35332 Transportation by chartered airline*
- 35350 Transportation of students*
- 44808 Liability when pupils not on school property*
- 48908 Duties of pupils; authority of teachers*

BUSINESS AND PROFESSIONS CODE

- 17540 Travel promoters*
- 17550-17550.9 Sellers of travel*
- 17552-17556.5 Educational travel organizations*

Management Resources:

WEB SITES

- American Red Cross: <http://www.redcross.org>*
- California Association of Directors of Activities: <http://www.cada1.org>*
- U.S. Department of Homeland Security: <http://www.dhs.gov>*

**ATTACHMENT H-2
EL DORADO UNION HIGH SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Instruction

**SCHOOL-SPONSORED TRIPS
AR 6153**

CRITERIA AND APPROVAL OF TRIP

1. The employee in charge of the proposed trip shall meet with principal/designee to discuss the feasibility of the trip before any arrangements are made.
 - a. Any proposed trip shall be an integral part of the graded instructional program or extra-class activity which will provide a significant educational experience for the students.
 - b. The trip shall have educational objectives which relate directly to the instructional program and shall have an evaluation component.
 - c. The trip shall not unduly interrupt the instructional programs of other teachers.
 - d. The trip shall be adequately funded.
 - e. The trip shall be covered by district insurance.
 - f. Transportation for the trip shall meet all legal and district requirements.
 - g. The trip shall provide for the health, safety and welfare of students.
 - h. Any trip for more than 1 day should be scheduled during noninstructional time.
 - i. If a trip could be scheduled in two different locations, it shall be scheduled at the closer.
2. Any time there is a school-related trip and transportation is being provided by the District, and more than 18 students are being transported, the trip will use a school bus.
3. A school bus shall be used to transport students to a school-sponsored event when the following criteria are met:
 - a. More than one team is going to the event
 - b. The time of participation for each team is reasonably coinciding.
 - c. The total number of students of the combined teams is more than 18 students.

4. If the principal gives approval to proceed with planning activities, the employee must provide to the principal/designee the following information prior to final approval or submission to the Board.
 - a. The Education Objectives which will be achieved with the trip and criteria for evaluating the objective.
 - b. Reasons why objectives cannot be met locally.
 - c. A detailed itinerary which outlines the following:
 - (1) the number and length of instructional activities
 - (2) type of transportation
 - (3) date(s) of trip
 - (4) place(s) students will be staying
 - (5) number of chaperons
 - (6) number and grade levels of students participating
 - (7) other pertinent information
 - d. A detailed budget for the trip which specifies funding sources with anticipated incomes and expenses.
 - e. An evaluation of the sponsoring organization, if not a school group, which shall include:
 - (1) type, quality and quantity of supervision to be provided both at the activity and to and from the activity.
 - (2) insurance coverage and the organization's ability to provide certificate of insurance naming El Dorado Union High School District as "additionally insured."
 - (3) information as requested in 2.a, 2.b, 2.c, and 2.d.
5. The principal will evaluate all material submitted by the employee and verify insurance coverage in regard to proposed trip. No trip shall be approved which does not have adequate insurance coverage.
 - a. If the trip is within a 300-mile radius, the principal has the authority to approve the trip. The employee shall submit the request at least 3 weeks prior to the trip.
 - b. If the trip is beyond a 300-mile radius, requires an overnight stay, or requires travel out-of-state, the principal shall submit the request to the Board for approval with his/her recommendation. All requests which fall within this criteria must be approved by the Board.

- (1) If due to unavoidable circumstances, a request cannot be submitted to the Board 2 months before the proposed activity, the Superintendent may approve the request and report such to the Board.

GENERAL

1. Each school shall have the procedures for student trips published in its faculty handbook. These procedures shall conform to district regulations.
2. A student shall have satisfactory attendance and be current in his/her academic work in order to participate in the trip. Satisfactory attendance shall be defined by league and/or district or school rules. However, in no case shall a student participate if he/she has missed 10 days in the school year or the prorated portion thereof unless approved by the principal. For trips taken during the first month of school, attendance from the immediately preceding school year shall be considered.
 - a. No student shall be denied the ability to participate in a school sponsored trip solely on the basis of a disability.
 - b. Within 2 weeks, upon the return from the trip, the employee shall report to the administration: (1) an evaluation of the trip and (2) a financial accounting of the trip.

FINANCES

1. No student member of a class or other school group shall be prevented from making a trip or excursion because of lack of sufficient funds. (*Education Code 35330*)
 - a. Schools shall coordinate efforts of community and/or school service groups to supply funds for pupils in need of them. Funds shall be collected and accounted for through the ASB account.
 - b. Each group should conduct whatever fund-raising is necessary to include all members in the activity.
2. No group shall be authorized to take a field trip or excursion if any member of such identifiable group will be excluded from participation in the trip because of lack of sufficient funds. (*Education Code 35330*)
3. Trips held during the instructional school day, and required for the successful completion of course objectives may not require fees of individual students.
4. Activities outside the school day shall not require fees from students except where authorized by law.

5. No expenses of pupils participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country authorized by this policy shall be paid with school district funds.
6. No expense for a trip shall be borne by the District except when authorized by the District.

DISTRICT AUTHORIZED TRANSPORTATION

District authorized transportation is a form of transportation to a school sponsored event/activity that has been organized, arranged for or provided by the school/district.

1. After the principal or Board approves a trip, organizers may arrange for transportation, according to district guidelines.
2. District authorized transportation for student groups to and from off-campus activities shall be restricted to the following:
 - a. District-owned vehicle
 - b. Commercial carriers
 - c. Governmental agencies
 - d. Private vehicles

The principal or the principal's designee and the Transportation Manager shall determine which of the approved modes of transportation is to be used for a specific trip.

- a. All agencies or commercial carriers providing transportation to students must provide a certificate of insurance naming the El Dorado Union High School District as "additionally insured." In the event of a trip to a foreign country, liability insurance must be provided by a carrier licensed to transact insurance business in that country.
- b. All District-funded field trips within a radius of 300 miles of Placerville will be performed by District employees. Transportation shall be contacted and given an opportunity to submit a quote on all trips. All other trips may be contracted out.
3. Where district transportation is to be used, requests for transportation must be made in a timely manner, and no later than 7 calendar days prior to the beginning of the trip.
 - a. Upon approval of an instructional trip, a School Transportation Request form completed by the principal or his/her designee shall immediately be forwarded to the transportation department.
 - b. Costs of district transportation shall be borne by the group or local school.
 - c. The state will not reimburse the district for any trips or excursions with an out-of-state destination. (*Education Code 35330d*)

- d. The district shall report to the State Superintendent the total mileage of school buses used in educational excursions. In computing the district's regular allowance, there shall be deducted an amount therefrom equal to the depreciation of school buses used for such transportation.
- e. All drivers will instruct participants in behavior, safety, and evacuation procedures prior to departure.
- 4. Volunteer drivers shall not drive district vehicles with students on board.
- 5. Commercial carriers may be used if the company meets all the legal requirements for transporting students.
 - a. Buses and bus drivers must meet current state and district requirements governing school activity trips.
 - b. All drivers will instruct participants in behavior, safety, and evacuation procedures prior to departure.
- 6. Governmental transportation may be used if it meets all the legal requirements for transporting students.
 - a. Buses and bus drivers must meet current state and District requirements governing school activity trips.
 - b. All drivers will instruct participants in behavior, safety, and evacuation procedures prior to departure.
- 7. Transportation by air may be used with the following carriers only:
 - a. Aircraft owned and operated by the state or federal government.
 - b. Regularly scheduled aircraft operated by a carrier defined in the Federal Aviation Act of 1958 and certified by the Civil Aeronautics Board to engage in such transportation.
 - c. Charter aircraft possessing the same qualifications.
 - d. All must certify that they are insured for liability in the states or countries involved.
- 8. Transportation by private vehicle
 - a. Principals may make an exception to the requirements for using school certified buses if the provisions in item c. below are met.

- b. Principals shall have available for review by parents information regarding the nature of the activity, time of departure and return, name of the supervisor, and other specifics.
- c. Authorized district employees may organize the use of vehicles to transport students to athletic contests or on field trips under the following conditions:
 - (1) The volunteer driver shall submit a signed Volunteer/Employee Use of Auto Statement for School Activity and Insurance Certification for placement in the school's office file each year.
 - (2) The volunteer driver shall certify that he/she is in good physical and mental health and is safe to drive.
 - (3) The volunteer driver shall waive and release the district from any and all claim for reimbursement for any such transportation.
 - (4) The volunteer driver shall certify that the vehicle possesses emergency warning devices, such as flares and/or reflectors.
 - (5) The volunteer driver shall use only vehicles which are in safe operating condition. The driver shall certify that he/she had thoroughly checked or had a mechanical check of the vehicle prior to the trip. This check would include, but not be limited to the following: the car lights, horn, turn signals, brakes, tires (including spare), and emergency tools and other appropriate equipment (jack, chains, etc.).
 - (6) The volunteer driver shall certify that his/her driving record does not exceed the DMV criteria for safe driving. The Department of Motor Vehicles maintains a record of traffic violations. The Department will consider a driver a negligent operator when the record shows the following "point count":
 - 2 points in 12 months
 - 3 points in 24 months
 - 4 points in 36 months
 - (7) The volunteer driver shall be informed that excess coverage provided by the district will be secondary to the individual driver's primary coverage.
 - (8) The volunteer driver shall provide evidence that he/she has a current comprehensive automobile liability insurance policy which provides \$100,000/\$300,000 liability coverage and property damage of \$25,000.
 - (9) The vehicle used by the volunteer driver shall have seatbelts for each passenger and the driver shall require each passenger to use a seatbelt.

- (10) The volunteer driver, for district authorized transportation, shall be at least 25 years of age.
 - (11) The volunteer driver agrees not to use open pickup trucks, open jeeps, motor homes, convertibles, and camper-type vehicles which do not allow students to be seated in the cab compartment.
 - (12) No more than nine persons, including the driver, may be transported in a private vehicle. No vehicle designed for more than nine passengers can be used.
 - (13) The volunteer driver shall assume supervisory responsibilities for student control to and from activities.
- d. The following chart will give guidance to prospective volunteer drivers regarding miles, breaks, and maximum mileage per day.

Miles	Breaks	Maximum Miles
0-300	One 10-minute break every 60 minutes	1 day (8 hours)
301-600	One 10-minute break every 60 minutes	2 days (8 hours each)

PROCEDURES FOR WHEN TRANSPORTATION IS NOT PROVIDED BY DISTRICT

- 1. In some cases the district/school does not provide, organize, or arrange for transportation for students to a given event/activity. In these cases, parents assume the full responsibility for the transporting of students to and from the event/activity. Parents should be notified by the sponsor of the event/activity of this fact.
- 2. In other cases, the district/school does provide, arrange for, or organize transportation for students to a particular activity/event, however a parent/guardian may request that they be allowed to be responsible for providing their own form of transportation to or from that event/activity. This type of arrangement shall be made in the following manner:
 - a. The parent/guardian/student shall contact the trip’s school authorized sponsor to determine whether or not a student may use transportation to or from the event/activity that is not provided by the district.
 - b. If the sponsor of the event/activity will allow for this type of transportation arrangements, the parent/guardian shall complete the appropriate form and attain the required signatures from school authorities.
 - c. The completed form shall be given to the sponsor of the event/activity prior to the trip. School administrators shall keep a copy of the completed form for school records for at least 30 days following the trip.

- d. If the school administration allows a student to use transportation not provided by the district, the parent shall assume the full responsibility and liability for transporting the student.
 - e. An 18-year-old student may sign in the place of the parent for the purpose of this request in relation to their own transportation arrangements.
3. No school staff shall engage in the organization of or arrangement for transportation that is not provided (authorized by) by the district. If any organizing or arranging is conducted by a school staff member, the form of transportation shall be considered district provided and comply with the standards set forth in Section 4.0 of this regulation.

Parents/students shall be totally responsible for organizing/arranging for transportation that is not provided by the district.

EMERGENCY PROCEDURES - WELFARE AND SAFETY

- 1. Those organizing instructional trips must provide for adequate adult supervision. At least one certificated staff member shall supervise each trip. An additional number of adults must be present to ensure adequate supervision. A student/adult ratio shall not exceed 20:1 for daytime trip and 15:1 for an overnight trip. (*Education Code 35330c*)
- 2. Rules and regulations which apply to students while on campus also apply while on an instructional trip. Students who elect to disregard the rules shall be referred to the administration.
- 3. All precautions for the safety and welfare of participants will be taken in planning, executing and concluding trips. If any emergency should arise, the following procedures will be followed:

- a. Tend to the immediate needs of participants, following the information provided by parents or guardians (Instructional Trip Authorization/Emergency Procedure and Insurance Verification).
 - b. The certificated person in charge will phone the principal or designee and report the emergency as soon as possible. Upon return to the school, the certificated person will complete all necessary report forms.
 - c. The principal or designee will inform concerned parents as soon as possible.
 - d. The principal will immediately notify the Superintendent or designee of the emergency and action being recommended or taken.
 - e. In the event of a serious accident or delay, the principal or designee will notify the appropriate local law enforcement agency, sheriff and/or city police for information.
4. A first aid kit appropriate to the activity shall accompany each excursion. (*Education Code 32041*)
 5. Immediately prior to departure a list of all students and other personnel actually embarking on the trip shall be filed with the principal or designee. This list shall include participant names, parents or other significant adults, to notify in case of delay or emergency, with telephone numbers. (*See Instructional Trip Notification Form*)
 6. An "Instructional Trip Authorization/Emergency Procedure and Insurance Verification" form shall be completed by each student's parent or guardian prior to departure. This form shall be kept in possession of the supervising staff member at all times during the trip.
 7. Special precautions must be taken when an approved trip entails a "Hazardous Recreational Activity" as defined in Government Code 831.7 to provide for the welfare and safety of the participants.
 - a. The principal shall verify that the activity has adequate insurance coverage.
 - b. For all persons who choose to participate in any "Hazardous Recreational Activity," the sponsor must:
 - (1) warn participants, assistants and spectators of the risk and/or guard against risk, if possible
 - (2) assure that all equipment is in safe, proper and working condition
 - (3) not promote participation recklessly or with "gross negligence"
 - (4) not act with "gross negligence" so as to proximately cause injury.

- c. As used in this section "Hazardous Recreational Activity" from Government Code 831.7 means:
- (1) A recreational activity conducted on property of a public entity which creates a substantial (as distinguished from a minor, trivial, or insignificant) risk of injury to a participant or spectator.
 - (2) Water contact activities, except diving, in places where or at a time when lifeguards are not provided and reasonable warning thereof has been given or the injured party should reasonably have known that there was no lifeguard provided at the time.
 - (3) Any form of diving into water from other than a diving board or diving platform, or at any place or from any structure where diving is prohibited and reasonable warning thereof has been given.
 - (4) Animal riding, including equestrian competition, archery, bicycle racing or jumping, boating, cross-country and downhill skiing, hang gliding, kayaking, motorized vehicle racing, off-road motorcycling or four-wheel driving of any kind, orienteering, pistol and rifle shooting, rock climbing, rocketeering, rodeo, spelunking, sky diving, sport parachuting, body contact sports (i.e., sports in which it is reasonably foreseeable that there will be rough bodily contact with one or more participants), surfing, trampolining, tree climbing, tree rope swinging, water skiing, white water rafting, and wind surfing.

ATTENDANCE ACCOUNTING

1. In the event fees and charges are assessed to participate in any school sponsored activity, no apportionment attendance may be accredited for that portion of the day(s) assigned to the activity. (*CAC, Title 5: 405A*)
2. The attendance of any pupil in a class or program held on Saturday or Sunday shall not result in crediting of more than 5 days of attendance for the pupil per week. (*Education Code 37228*)
3. Credited attendance shall not exceed 10 school days except in the case of pupils participating in a field trip or excursion in connection with courses of instruction, or school-related educational activities, and which are not social, cultural, athletic or school band activities.

INSURANCE

1. All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the trip. All adults taking trips and all parents or guardians of pupils taking field trips or excursions shall sign a statement waiving such claims. All precautions

will be taken by the supervising staff or the safety and welfare of participants (*Education Code 35330*)

2. The school district provides medical/accident coverage up to \$1,500 on each student. Further coverage is the responsibility of parents. (*Education Code 35331*)

Forms:

- 6153-2 *Instructional Trip Request*
- 6153-3 *Parental Request for use of Transportation Not Provided by District*
- 6153-4 *Request for First Aid Kit*
- 6153-5 *Volunteer/Employee Use of Auto Statement for School Activity and Insurance Certification*
- 6153-6 *Waiver of Liability/Hazardous Activity*
- 6153-7 *Instructional Trip Authorization/Emergency Procedure & Insurance Verification*
- 6153-8 *Approved Instructional Trip Notification*
- 3550-3 *Request for Bus Transportation*

Legal Reference:

EDUCATION CODE

- 8760 *Authorization of outdoor science and conservation programs*
- 32040 *Duty to equip school with first aid kit*
- 32041 *Field trips*
- 32043 *Snakebite kits on field trips*
- 32044 *Violations*
- 35330 *Excursions and field trips*
- 35331 *Provision for medical or hospital service for pupils (on field trips)*
- 35332 *Transportation by chartered airline*
- 35350 *Transportation of students*
- 44808 *Liability when pupils not on school property*
- 48908 *Duties of pupils; authority of teachers*