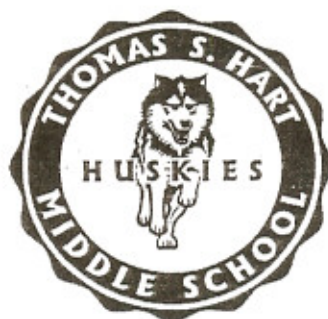


# Student Handbook for Inter-Scholastic Athletics and Co-Curricular Activities



Pleasanton Panthers



Hart Huskies



Harvest Park Patriots



Amador Valley Dons



Foothill Falcons

## Pleasanton Unified School District

4665 Bernal Avenue • Pleasanton, California 94566-7498 • (925) 462-5500

### **To Whom Does This Policy Apply?**

Any student who wishes to participate in one or more of the activities listed below, must comply with the policy printed within this booklet.

#### **Interscholastic Athletics**

- Interscholastic Athletics
- Spirit Squad

#### **Co-Curricular Activities**

- Bands
- Color Guard
- Choir
- Debate/Speech
- Drama
- Stagecraft
- Leadership/Student Government

### **Individual School Programs**

This policy sets global standards for the Pleasanton Unified School District. Each school may have its own procedures in complying with the spirit/intent of the District policy.

### **Pleasanton Unified School District INTERSCHOLASTIC ATHLETICS • CO-CURRICULAR ACTIVITIES**

The Board of Trustees recognizes that interscholastic athletics and co-curricular activities enrich the educational and social development experiences of pupils. The District shall encourage and support pupil participation in interscholastic athletics/co-curricular activities without compromising the integrity and purpose of the educational program.

Interscholastic athletics are those programs that have all of the following characteristics (EC 35160.5):

- The activity is supervised or financed by the school district or school site.
- Pupils participating in the activity represent the school district or school site.
- The activity includes both preparation for performance and performance before an audience or spectators.
- The activity is not part of the regular school curriculum, is not graded, does not offer credit, and does not take place during classroom time.

Co-curricular activities are programs that may be associated with the curriculum in a regular classroom.



**Pleasanton Unified School District  
Interscholastic Athletics and Co-curricular Activities  
Administrative Regulations**

**I. Academic Eligibility Requirements (applies to all interscholastic athletics and co-curricular participants)**

In order to encourage and promote academic excellence, all pupils participating in interscholastic athletics/co-curricular activities shall demonstrate satisfactory progress in meeting the requirements for graduation by undertaking the prescribed course of study and meeting the standards of proficiency established by the District.

A program that has as its primary goal the improvement of academic or educational achievements of pupils is not subject to these eligibility requirements. (EC 35160.5(b) (5))

In order to be eligible for participation in interscholastic athletics/co-curricular activities, a pupil in grades 6 through 12 shall have earned a minimum 2.0 (or "C") grade point average with no grade of an "F" in the preceding grading period (Quarter 1, Semester 1, Quarter 3, Semester 2) and be making progress toward graduation/promotion in order to try-out and participate. Students must, however, participate in co-curricular graded activities unless otherwise directed by the principal or designee. (See below for probation eligibility.)

The grade point average and determination of eligibility shall be based on quarter and semester grades. Eligibility will begin/end on the date grades are posted in the district records each grading period.

In the event a pupil finds that he/she is academically ineligible to participate in interscholastic athletics/co-curricular activities in the first quarter of the forthcoming year, he/she may request that current summer school grades be added to the grades received in the spring semester and that the total spring semester with summer school grades be used to determine eligibility for the first quarter of the forthcoming school year.

The superintendent or designee shall determine which activities may not be entered into after the onset of the activity, assuming eligibility is achieved after commencement of the activity.

**II. Probationary Period**

- A. Pupils academically ineligible may seek a period of probationary eligibility (one quarter or semester grading period) immediately following the grading period in which ineligibility occurs provided the pupil's grade point

average falls in the 1.75 to 1.99 range and that the pupil has no more than one contributing grade of "F". Any pupil below this standard is not eligible for probation and will be dropped from the activity immediately. This period shall not extend beyond the next quarter grading period.

- B. Parents/guardians wishing to have their child placed on probation shall do so through the school administration during the period of probation application. Pupils granted probationary eligibility must meet the required standards (2.00 GPA and no F grades) by the end of the probationary period in order to remain eligible for participation. Any pupil, who falls below the above standards, while on probation, will also be removed immediately from the activity.
- C. Every pupil is eligible for one probationary period per academic year. Pupils who still fail to meet academic eligibility requirements at the end of the probationary period shall be deemed ineligible until academic eligibility standards are met on the next regular quarter or semester report card.

### **III. Behavior / Citizenship Eligibility**

A pupil shall maintain a satisfactory record of conduct, citizenship, and attendance in order to remain eligible. With the privilege of representing school and community, comes the responsibility of upholding the highest standards and the six expected behaviors of good character – Responsibility, Compassion, Self-Discipline, Honesty, Respect, and Integrity.

### **IV. Review and/or Appeal**

- A. If the pupil or the pupil's parent/guardian wishes to appeal the pupil's academic and/or citizenship ineligibility for interscholastic athletics/co-curricular activities, the case may be presented in writing to the principal. Questions regarding academic status should be addressed to the student's counselor.
- B. The school administrator/designee shall convene a review panel to consider the appeal. The review panel may be made up of:
  - 1. Athletic Director or Department chair or activity supervisor/sponsor
  - 2. Coach or Teacher from out-of-season activity
  - 3. Administrator
  - 4. Teacher (academic subject)
  - 5. Counselor
- C. The review panel shall convene within five school days after the appeal is received and as soon as it is convenient for those involved to meet. The



student and parent shall present their case to the panel. A decision by the panel will be rendered within 24 hours from the conclusion of the review.

- D. In the event that either party feels it is necessary to appeal the panel's decision, the next step would be an appeal to the school principal.
- E. In the event that either party feels it is necessary to appeal the principal's decision, the next step would be an appeal to the superintendent's designee (Senior Director, Pupil Services).
- F. The final step of appeal would be to the superintendent.

## **V. Pupils Eligible for Differentiated Standards**

Pupils enrolled in Special Education, including those eligible for differentiated standards of proficiency under California Education Code Section 51215, are included in this policy. A differentiated standard is a standard other than that adopted by the local Board of Trustees for those pupils whose handicap precludes them from attaining the district's regular proficiency. No staff person or member of the Individualized Education Program (IEP) team shall classify a pupil as eligible for differentiated standards of proficiency for the purpose of circumventing the intent of this policy.

## **Interscholastic Athletics**

### **I. School's Responsibility**

- A. Each school shall be responsible for distributing copies of the District's Student Handbook for Interscholastic Athletics and Co-Curricular Activities and the Interscholastic Athletics/Co-Curricular Activities Code of Conduct Agreement to all athletes.
- B. The student activities office of each school shall issue all materials related to clearances and eligibility.
- C. The athletic director and/or the principal shall be responsible for administration of clearances and eligibility requirements.
- D. The coach is responsible for convening a meeting with athletes and parents prior to the season for the purpose of reviewing these regulations and obtaining signatures on Interscholastic Athletics/Co-Curricular Activities Code of Conduct Agreement.

### **II. Eligibility Requirements for Participation in Athletics**

Any pupil enrolled in the Pleasanton Unified School District who satisfies both the requirements of the California Interscholastic Federation and those of the District is eligible to try out for an athletic team.

A. North Coast Section, California Interscholastic Federation (CIF) Eligibility Requirements

1. Age Limit - Ineligible if 19 prior to August 31.
2. Pupil is eligible for the first eight semesters of his/her high school attendance.
3. Any student transferring under the provisions of open enrollment (Board policy 5190) will have immediate eligibility subject to the following limitations:
  - a. Only one transfer is allowed during the student's high school career after the initial enrollment as a ninth grader in a four year high school.
  - b. The transfer must be completed during the first 15 school days of the new school year.
  - c. The transfer must not be a result of disciplinary action.
  - d. The receiving school must certify that no consideration was given to the athletic performance of the student in accepting the transfer. (See CIF Bylaws 22B)
4. A pupil who violates CIF amateur or award rules shall be barred from CIF competition in that sport.
5. A pupil on a high school team becomes ineligible if he/she competes in a contest on an outside team in the same sport during the high school season of the sport.
6. Any pupil taking part in a prohibited All-Star contest shall be barred from all CIF athletic contests.

B. Forms

The following must be filed with the student activities secretary prior to participation in an interscholastic sport:

- Verification of an annual physical examination.
- A PUSD Interscholastic Athletics/Co-Curricular Activities Code of Conduct Agreement signed by the pupil and the pupil's parent/guardian.
- Proper insurance forms.

C. Withdrawing from a sport

A pupil may withdraw from a sport without penalty only if the pupil confers with the coach and receives the coach's consent to leave the sport. Any pupil who leaves a sport without first receiving the coach's consent is ineligible through the end of the season or 30 calendar days, whichever is longer.



D. Procedures regarding suspension of an athlete

1. The coach of the sport in progress or the principal/designee shall inform the pupil of the infraction.
2. The pupil shall have the opportunity to explain his/her actions.
3. After consideration of the facts of the incident, the coach, athletic director, or administrator shall take appropriate action which would include notifying the pupil's parents/guardians.

E. Other general regulations

1. The pupil assumes responsibility for all equipment issued to him/her. Restitution for lost equipment will be the responsibility of the athlete and/or his/her parents/guardians.

2. Transportation

Whenever possible, all athletes shall travel to and from athletic contests in transportation provided by the school district. All other means of transportation shall be approved by the site administrator in accordance with District policy.

All athletes shall remain under the supervision of their coach while attending a contest away from their school.

Athletes wishing to return home with parents in transportation other than District provided must have the coach's permission based upon written permission from their parents/guardians. Pupils may not transport themselves or other pupils to or from athletic events.

F. District requirements:

1. Conduct (Also see PUSD's Interscholastic Athletics/Co-Curricular Activities Code of Conduct Agreement)

During a season of sport, any athlete possessing, using, selling, or otherwise furnishing or being under the influence of any controlled substance (as defined in Section 1007 of the Health and Safety Code), alcoholic beverage, or intoxicant of any kind will be dropped from the team for 30 days on the first occurrence and removed from the team on the second occurrence. A review panel will be available if the case is appealed.

Cigarette smoking and/or use of tobacco products is prohibited. First offense will result in a one week suspension from the team or sport. The second offense results in a 30 day suspension.

Athletes removed from the team without returning by the end of the season are ineligible for any awards in that sport for that season.

A pupil may be suspended or expelled for acts enumerated in EC 48900 or 48915 and related to school activity or attendance which occur at any time, including but not limited to: (1) while on school grounds; (2) while going to or coming from school; (3) during the lunch period, whether on or off the campus; or (4) during or while going to or coming from a school-sponsored activity.

2. Citizenship

A pupil shall maintain a satisfactory record of conduct, citizenship, and attendance in order to remain eligible. With the privilege of representing school and community comes the responsibility of upholding the highest standards and the six expected behaviors of good character – Responsibility, Compassion, Self-Discipline, Honesty, Respect, and Integrity. Failure to do so shall result in the pupil being suspended or dropped from the team.

3. Teacher Recommendations

A teacher may recommend that an athlete be held out of practice or contest for any of the following reasons: class conduct, lack of academic achievement, or lack of participation in a class activity. The teacher, coach, and athletic director or an administrator will meet to determine the action to be taken.

4. Attendance

A pupil shall participate in a minimum of four periods of school in order to be eligible to take part in any athletic activity for that day. Two of those periods of attendance may be waived by the principal if the pupil is involved in a supervised school activity. If either of the above requirements cannot be met, then the pupil shall bring a note from his/her parent to the athletic director stating the reason for absence. At that time, the athletic director and the coach shall render a decision on the pupil's eligibility for participation.





# Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

## WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports **one or more** symptoms of concussion listed below after a bump, blow, or jolt to

### Did You Know?

- Most concussions occur *without* loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it’s OK to return to play.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETES
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness ( <i>even briefly</i> )	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can’t recall events <i>prior</i> to hit or fall	Confusion
Can’t recall events <i>after</i> hit or fall	Just not “feeling right” or “feeling down”

## CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

## WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

### *Remember*

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

## WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

It's better to miss one game than the whole season. For more information on concussions, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).



## **Amador Valley High School Athletics Eligibility Screening Form**

### **TRANSFER STUDENTS-ATHLETIC ELIGIBILITY**

Transferring from one school to another may affect your athletic eligibility under North Coast Section and/or California Interscholastic Federation rules. It is **YOUR RESPONSIBILITY** to see your new school principal for a copy of the rules. The period of ineligibility is one calendar year. Students who intend to participate in athletics **MUST SEE THEIR PRINCIPAL IMMEDIATELY IF:**

1. They change their residence while attending current school;
2. They plan to transfer to another school without changing their residence;
3. They are or have moved from one parent/guardian to another parent/guardian.

Failure on the part of an athlete to report his/her change of residence to the principal of the school he/she is attending may result in:

1. Forfeiture of all contests won by the team on which the ineligible student played;
2. Athletic ineligibility status for the athlete for at least one calendar year in any California senior high school even though he/she is allowed to remain in that school.

I understand that as my student changes residence, I am responsible for immediately informing the principal of the school that the student is currently attending.

## **Pleasanton Unified School District**

### **Interscholastic Athletics/Co-Curricular Activities Code of Conduct**

Participation in interscholastic athletics and co-curricular activities in the Pleasanton Unified School District is a privilege. Participating students represent our community, our school, specific teams, and themselves. With this privilege comes the responsibility of upholding the highest standards and the six expected behaviors of good character – Responsibility, Compassion, Self-Discipline, Honesty, Respect and Integrity. In order to participate in these programs, students must commit to and agree to the conditions outlined below and sign at the bottom of this page. A parent/guardian must also sign the bottom of this form acknowledging awareness of the policy.

**Academics:** I will maintain a grade point average of at least 2.0 with no grade of an “F” in the preceding grading period(Quarter 1, Semester 1, Quarter 3, Semester 2) and be making progress toward graduation/promotion in order to try-out and participate.

- Consequence for failing to follow this standard is that the student is unable to participate in interscholastic athletics until this standard is met. Students must, however, participate in co-curricular graded activities unless otherwise directed by the principal or designee.
- Students may apply for one grading period of probation as outlined in the student handbook.

**Alcohol/Drugs:** I will not be in possession of or under the influence of any controlled substance, drug paraphernalia, alcoholic beverage, or intoxicant of any kind.

- Consequence for failing to follow this standard is a 30-day suspension from the team or activity on the first occurrence and removal from the team or activity on the second occurrence.

**Tobacco:** I will not smoke or be in possession of tobacco products.

- Consequence for failing to follow this standard is a one-week suspension from the team or activity on the first occurrence and a 30-day suspension from the team or activity on the second occurrence.

**Discipline:** I will be a positive school citizen at all times and abide by District Behavior Policy/Regulation 5150, school rules, and state and federal laws. Consequences for failing to meet this standard are as follows:

- Five/seven/ten detentions-Administrative review to determine consequence.
- One day suspension-Suspension from team or activity for one week.
- Multiple (more than one day) day suspension (first infraction)-Suspension from team or activity for 30 days.
- Second suspension occurrence-Removal from team or activity.

**Sportsmanship/Community of Character:** All student competitors and spectators must conduct themselves in a sportsmanlike manner at all times. Student athletes are to conduct themselves in a sportsmanlike manner as described by the North Coast Section and the California Interscholastic Federation and in Pleasanton's character expectations.

- The consequence for failing to follow this standard is a one-week suspension from the team or activity on the first occurrence and a 30-day suspension from the team or activity on the second occurrence.

**Additional standards and expectations for student participants:**

- With the privilege of participation in interscholastic athletics/co-curricular activities comes the responsibility of representing your community, your school, and yourself in a positive manner at all times. Consequences for failure to do so will be determined by the school administration.
- Students are expected to contact or leave a message in advance for the teacher or coach should it be necessary to miss an activity.
- Student athletes who decide to quit a team without the coach's approval may not participate in another sport until the next sport season or 30 days-whichever is greater.
- At the high school level, student athletes, by NCS and CIF rule, may not participate on any outside team in the same sport while representing their school unless NCS has granted an exception.
- A teacher may recommend that an athlete be held out of practice or contest for any of the following reasons: class conduct, lack of academic achievement, or lack of participation in a class activity. The teacher, coach, and athletic director or administrator will meet to determine the action to be taken.
- A pupil shall participate in a minimum of four periods of school in order to be eligible to take part in any athletic activity for that day. Any extenuating circumstance should be discussed with an administrator.

**Participants will be held accountable for abiding by the regulations in the “Student Handbook for Interscholastic Athletics/Co-Curricular Activities.”** Procedures for review or appeal are outlined in the handbook.



## **Athletic Insurance Information/Waiver**

Your school site registration packet includes a letter and insurance brochure for the 2009-2010 school year regarding student participation in voluntary athletic events and activities. Included in the Athletic packet procedure you will find Pleasanton Unified School District's *Athletic Participation Agreement*. It requires each student to indicate whether he or she has medical insurance so the district can confirm that it is in compliance with Education Code requirements pertaining to student insurance.

**Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.**

**Some pupils may qualify to enroll in no-cost or low-cost local, state or federally sponsored health insurance programs. Information about these programs may be obtained by calling 1.800.880.5305.**

If you have any questions, please contact Luz Cazares, Assistant Superintendent of Business Services for the Pleasanton Unified School District at 925.426.4307.

## **ATHLETIC INSURANCE INFORMATION STATEMENT**

The California Education Code Section 32221 requires public schools to make available for each member of an athletic team, insurance protection for medical and hospital expenses resulting from accidental bodily injuries in one of the following amounts:

- a) A group or individual medical plan with accidental benefits of at least two hundred dollars (\$200) for each occurrence and major medical coverage of at least ten thousand dollars (\$10,000), with no more than one hundred dollars (\$100) deductible and no less than eighty percent (80%) payable for each occurrence.
- b) Group or individual medical plans which are certified by the Insurance Commissioner to be equivalent to the required coverage of at least one thousand, five hundred dollars (\$1,500).
- c) At least one thousand, five hundred dollars (\$1,500) for all such medical and hospital expenses.

The insurance otherwise required by this section shall not be required for any individual team member or student who has such insurance or a reasonable equivalent of health benefits coverage provided for him in any other way or manner, including, but not limited to, purchase by himself, or by his parent or guardian.

Complete the information requested on this form and **return the form to the school.**

## NON-USE STEROID AGREEMENT

As a condition of membership in the **California Interscholastic Federation (CIF)**, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents/legal guardian/caregiver agree that the athlete will not use steroids without the written permission of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Bylaw 524).

By signing below, both the participating student-athlete and the parents, legal guardian/caregiver hereby agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. We also recognize that under **CIF Bylaw 200.D.**, there could be penalties for false or fraudulent information. We also understand that the **Amador Valley High School/Pleasanton Unified School District** policy regarding the use of illegal drugs will be enforced for any violations of these rules.

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### EJECTION POLICY NOTIFICATION FORM\* (North Coast Section Ejection Policy) AMADOR VALLEY HIGH SCHOOL

The following rules and minimum penalties are applicable to players as adopted by the NCS Board of Managers on April 21, 1995. This policy will be in effect beginning with the 1995-1996 school year, and will include non league, league, invitational tournaments/events, post-season; league, section or state playoffs, etc.

1. Ejection of a player from a contest for unsportsmanlike or dangerous conduct.  
Penalty: The player shall be ineligible for the next contest (non-league, league, invitational tournament, post season [league, section or state] playoff, etc.).
2. Illegal participation in the next contest by a player ejected in a previous contest.  
Penalty: The contest shall be forfeited and the ineligible player shall be ineligible for the next contest.
3. Second ejection of a player for unsportsmanlike or dangerous conduct from a contest during one season.  
Penalty: The player shall be ineligible for the remainder of the season.
4. When one or more players leave the bench to begin or participate in an altercation.  
Penalty: The player(s) shall be ejected from the contest-in-question and become ineligible for the next contest (non-league, league, invitational tournament, post-season [league, section or state] playoff, etc.).
5. Coaches are responsible for determining the cause of ejection for any of their players and are responsible for enforcement of the Ejection Policy. Confusion over the cause for a player's ejection shall not be the basis for allowing a student who has been ejected under an applicable rule to avoid the sanctions required by the Ejection Policy (either prohibition from participation or forfeiture) should a student who is in violation of the Ejection Policy play in a subsequent contest. (BOM 10/24/97)

I have read and understand the rules and regulations of the Ejection Policy. Athletes may not participate in any contest until this document is filed with the school.