



2021/2022 Athletic Handbook



Athletic Handbook for Students & Parents

HANFORD HIGH • HANFORD WEST HIGH • SIERRA PACIFIC HIGH • EARL F. JOHNSON HIGH

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The Purpose of HJUHS D Athletics

Hanford Joint Union High School District is proud of its athletic program and the contribution our student-athletes have made to build a strong sense of community. We expect that all student-athletes embrace the School's tradition of outstanding sportsmanship, citizenship, and fair play.

This Guide provides the goals and objectives, along with the responsibilities and expectations of parents and student-athletes while actively involved in our athletic program. Because student-athletes are held to high standards of performance, citizenship, and sportsmanship during school and non-school functions, acceptance of these responsibilities to self and to the team is mandatory.

Students are expected to perform at a high level of physical and academic fitness in their sport activity. Each individual sport has adopted training rules to ensure that students maintain a healthy body during their season of sport.

Parent support for these standards of excellence is needed to ensure that the proper values are in place for our athletes as guidelines for their participation.

VISIT OUR WEBSITE: <http://www.hjuhsd.k12.ca.us>

Expectations for HJUHS D Athletes

Individual and team success in sports results from **commitment**. Athletes who are able to make such commitments reflect their maturity to family, friends, school and team.

As an athlete in the Hanford Joint Union High School District, I commit myself ...

- To be a worthy representative of my teammates and coaches, abiding by school and community expectations and reflecting my team's values of **commitment** and hard work.
- To maintain my health, fitness and academic levels by following the training rules as prescribed by the Athletic Department and the coach.
- To reflect the knowledge that a **commitment** to victory cannot be accomplished without the **commitment** to hard work in practice.
- To attend every practice unless excused by my coach.
- To understand that my future as a responsible adult and citizen relates to my academic and my athletic activities.
- To accept the responsibilities of team membership: cooperation, support of my teammates, shared responsibilities, positive interaction, and mutual respect.
- To reflect my belief that true strength involves humility and that even the toughest athlete is sensitive to the needs of others.

IF YOU ARE INTERESTED IN PARTICIPATING IN HJUHS D ATHLETICS

Steps to follow:

Step 1: Contact the Head Coach of the sport you are intending to participate in.

Step 2: Read, understand and complete the School Student Handbook, Parent & Student Guide to Athletics and Athletic Clearance Packet (Online Family ID) that leads to a “Family ID hard copy”.

The Athletic Clearance Packet (online Family ID) contains the following:

- Emergency Contact Information
- Assumption of Risk
- Extra & Co-curricular activities
- Steroid Policy
- Athletic Physical
- AB25 Concussion Information (attached to this handbook)

Step 3: Each student will be evaluated by the Learning Director, trainer, teacher(s), as to his/her eligibility for participation. All athletes must be academically eligible and must pay any and all debts prior to clearance.

Note: Students cannot participate on any School team until all forms are signed and a hard copy of Family ID has been issued to the Head Coach.

HJUHS D Sport Competitive Level

FROSH: Frosh sports are open to Freshmen and Sophomore athletes only. Frosh is developmental in nature and is designed for skill acquisition to beginning and intermediate athletes. Playing time is shared, but not always equal, so athletes have a chance to expand on their skills in a game situation.

JUNIOR VARSITY: Junior Varsity is open to Freshmen, Sophomore and Junior athletes. Junior Varsity is more specialized (position) and competitive than Frosh sports. Playing time is unequal due to the competitive nature. However, athletes should have the opportunity to play in a game situation.

VARSITY: Varsity is open to Freshmen (Football with waiver), Sophomore, Junior and Senior athletes. Varsity is the highest competitive level available in high school. Playing time is dictated by player skill and the team’s need (to win).

HJUHSD Athlete Goals & Objectives

THE GOAL OF HJUHSD ATHLETICS

“To develop the student-athlete in becoming a highly effective citizen”.

OUR SPECIFIC OBJECTIVES

- 1) *To work with others* ...** You must learn to develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed above personal desires.
- 2) *To be successful* ...** You must learn how to compete. You do not always win, but can succeed when you continually strive to do your best. You learn to accept defeat only by striving to improve your individual and team skills. Develop a desire to be the best you can be!
- 3) *To develop sportsmanship* ...** To accept any defeat like a true sportsman, knowing you have done your best, you must learn to treat others as you would have them treat you. You need to develop social traits, including emotional control, honesty, cooperation, and dependability.
- 4) *To improve* ...** Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and constantly strive to reach that goal with a strong sense of ***commitment*** and ***dedication***.
- 5) *To enjoy athletics* ...** Athletes should enjoy participation in order to acknowledge all of the personal rewards to be derived from athletics, and to preserve and improve the program.
- 6) *To develop desirable personal health habits* ...** It is important to obtain a high degree of physical and mental fitness through exercise and proper training, and to develop the desire to maintain physical fitness after formal competition has been completed.

HJUHSD Athlete's Personal Code

Athletics shall be governed by the C.I.F. Blue Book of Rules and Regulations and of their League. The head coach and his/her assistants are responsible for administration of these rules. The following are general responsibilities of the athlete:

APPEARANCE

As a member of a team, you want to be proud of your appearance. Team members are expected to dress neatly and be well groomed. A dress code on the day of a contest may be required by your coach.

COMMITMENT

An athlete must be willing to dedicate himself/herself to being a scholar-athlete. The athlete should be aware that nothing worthwhile is accomplished without hard work and a sincere desire to succeed. The athlete must also understand that this means making a commitment to attending all practices, contests and team meetings. An athlete must be willing to sacrifice his/her own desires for the good of the team.

CONDUCT and BEHAVIOR

As athletes you are representing yourself, as well as your team, parents, school, and community. Proper conduct is expected at all times, on or off the playing fields and during School and non-School activities. Students found to have conduct detrimental to the team or school, may be suspended or released from the team. Any student removed from a classroom for disciplinary reasons shall not participate in any extra-curricular activity for that day!

ELIGIBILITY

Any student who has transferred more than once from one high school to another must check in with the Learning Director to ensure eligibility. Students are responsible to monitor and maintain academic grades, school participation and attendance.

LETTER REQUIREMENTS

Because of the differences in many sports, each coach will set his/her own award requirements.

RESPECT

The athlete is to demonstrate the proper respect and courtesy to all coaches, teachers, administrators, officials, opponents, and spectators. This expectation is for on and off the field encounters.

RESPONSIBILITY FOR EQUIPMENT

Athletes shall assume the responsibility for the proper care and return of all equipment and supplies issued. Proper use and care of the facilities are mandatory. The athlete will be expected to pay for any lost, stolen or damaged items, regardless of blame. Athletes charged for equipment recovery will be put on the "Debt Owed List" and will be unable to practice another sport; attend any extra-curricular activity; or, receive transcripts and/or report cards until that debt is paid in full.

THE FREE SCHOOL GUARANTEE

The free school guarantee under the California Constitution prohibits charging students any fee, charge or deposit for curricular, extracurricular, credit, or non-credit activities that are part of the District's or a school site's educational program.

Voluntary donations, contributions, and fundraising by students and their families to support District and school site programs are always permissible, so long as donations, contributions, and fundraising activities are not made mandatory for students and their families.

ABSENCE FROM SCHOOL

It is extremely important that, at the start of the season, each coach explains the absence policy to athletes. A student shall not participate in a game during or after school, if the student on the game day:

1. Has a medical excuse of any type which prevents participation in the sport;
2. Is absent from any portion of the school day for any reason other than official school business or a valid reason as determined by site administration.

AGE RESTRICTION (19th BIRTHDAY)

By CIF rules, a student whose 19th birthday is on or before June 14 is ineligible for all athletics.

ATHLETIC CONTROL BOARD

1. An Athletic Control Board shall be activated under the leadership of the Principal.
 - a. The Athletic Control Board shall consist of the Principal or designee, Learning Director, and the head coach of the sport.
 - b. The Athletic Control Board shall be empowered to make decisions on all problems arising from or dealing with athletics in such matters as training rules, quitting a sport without permission from a coach or administrator, reinstatement after a suspension, responsibility for equipment, and the matter of letters, awards, etc.
 - c. Coaches shall agree on strict training rules with the approval of the Athletic Control Board and an explanation to the athletes of such rules at the beginning of each sport shall be made.
 - d. Additional issues may be referred to the Athletic Control Board for consideration and/or resolution.
 - e. An Appeals Board consisting of the Principal or designee, Learning Director and head coach of the sport the student is presently on or was last a member of, and the head coach of the sport the athlete wishes to join shall be activated under the auspices of the Athletic Control Board. The Appeals Board shall review cases of discipline arising from interscholastic athletics.
2. All students planning to participate in interscholastic athletics are encouraged to purchase an ASB card, obtain insurance coverage, a physical examination by a doctor, and written permission from the parent or guardian to participate in athletics. The Clearance Card and Physical Card are provided by the school. A record of this information shall be kept on file in the Athletic Office prior to

clearance to participate in athletics. All coaches shall be certain that the student's clearance is in order for each participant.

ATHLETIC INJURIES

1. All injuries must be reported to the head coach, athletic trainer, parent and administrator. If an injury cannot be reported immediately, the report must be made on the following morning. In cases where a student is hospitalized, the coach must make the report when possible and the coach will contact the Learning Director immediately. The Student Incident Report must be submitted to the Principal. A copy of the form is attached to this handbook.
2. When an athlete requires medical treatment, he/she is not to participate in practice or contests until a medical release from the doctor has been submitted to the Learning Director. The trainer will issue a clearance form to the student who must give it to the coach before beginning practice.

The above procedures must be strictly followed to avoid liability issues for the coach and district.

When an injury occurs on the field during practice or a game, the coach must give immediate first aid. Do not move a seriously injured athlete without assistance of a doctor or emergency personnel. Notify the parent, and/or call the student's doctor for additional procedures. Refer to the student's Clearance Card ("Pink Card") for contact information.

Hard copy of Family ID with the parent's signature for treatment must be carried by the coach at all times.

If an ambulance is called, determine to which medical facility the ambulance driver is transporting the student. If the parent or guardian cannot be reached, it is recommended that a coach or responsible adult accompany the athlete to the hospital.

ATHLETIC PHYSICAL NIGHT

Each summer, each high school may sponsor an athletic physical night.

BUDGETS AND PURCHASES

Budgets: Each school year (approximately March or April) the head coach of each sport will be requested to fill out budget forms for the following season. These forms, and a deadline for submission, will be supplied by the Learning Director. In compiling lists of needed equipment and materials, the most important consideration is to be aware of present inventory and prioritized necessities. Once the budgets have been determined, the Learning Director will furnish each coach with a final report listing accepted items as a guide in making purchase requests.

Purchases: All purchases must be initiated by the Learning Director. To request a purchase, coaches will forward the following to the Learning Director:

1. Name and address of the company
2. Catalog name and number of the items

3. Quantity for each item
4. Unit cost per item
5. A ten percent allowance to cover tax and shipping costs of the order

It is most important that all items ordered correspond to those approved in the budget. Substitution of one item for another is discouraged. If emergency substitution is required, items must be approved by the Learning Director. When the coach has completed these steps, the Learning Director will complete the purchase request and follow up on orders. No purchases will be completed without a purchase order number issued prior to ordering. All uniform purchases will be approved by the Learning Director including style, color, lettering, logo, etc.

When to Purchase: The following deadlines for major purchases are to delivery prior to the start of each season:

- Fall sports – May 1 of the preceding year
- Winter sports – September 1
- Spring sports – October 1

Where to Purchase: Coaches are encouraged to buy locally if:

- The business can supply the amounts needed when needed
- Prices are comparable with out-of-area competitor prices
- The company handles the brand(s)/product(s) necessary

Each coach should check several sources for the best prices available on desired equipment. The principal or designee will have the final approval on all purchases.

CHARACTER COUNTS

All coaches, athletes and parents should follow the principles of Positive Coaching Alliance and Victory with Honor. These should be embedded in team rules and guidelines. Handouts outlining these principles are available from the Learning Director and at www.positivecoach.org

COACH CLEARANCE

All paid and volunteer coaches must be fingerprinted and cleared - including all required paperwork - through the Learning Director and the Human Resources Office prior to interaction with athletes. Principals, Learning Directors should plan staffing needs well in advance to avoid any problems or delays. All coaches must have a valid CPR/First Aid Certificate. Failure to possess this certificate may delay clearance and pay. All coaches must also complete Title IX and Title VI training and California Interscholastic Federation (CIF) "ASEP" training or NFHS Online Certification. All coaches must have completed Positive Coaching Alliance training prior to the start of practice.

CODE OF ETHICS

Each athlete and his/her parent/guardian must sign the HJUHS Athletic Code of Ethics form prior to the beginning of each season. Coaches must hold a meeting with all athletes to go over requirements for participation on the team as well as review policies regarding athletic eligibility. A copy of the Athletic Code of Ethics is attached to this handbook.

DISCIPLINE DROPS

The head coach of each sport is responsible for disciplinary rules governing teams. If it should become necessary to drop an athlete, the coach must notify the parent/guardian, the Learning Director and school counselors. The Learning Director is often the first to receive a complaint when a disciplinary drop occurs; information of the situation is helpful when answering questions or providing explanations to parents.

ELIGIBILITY/CITIZENSHIP

1. All participants with an athletic team organized for interscholastic competition must possess a physical and Family ID clearance.
2. Students must meet both Academic and Citizenship Eligibility as outlined in the HJUHS Student/Parent Handbook.

Academic Eligibility: Incoming freshmen are eligible for extracurricular activities for the first six weeks of school, then they must meet these requirements. For all others, the following standards are in effect on the 10th calendar day after the end of each grading period:

- Students will be ineligible if they receive an “F” in two or more classes in a grading period.
- Students must maintain a 2.0 GPA or better each grading period.
- A grade change affecting eligibility must have approval of an administrator. The teacher must complete a Change of Grade form and return it to the Counseling Office.

Intervention Center: Any student sent to the Intervention Center during the school day may be ineligible to participate in any type of extra-curricular activities for that day at the administration's discretion.

Citizenship Eligibility: The Citizenship Policy is designed to encourage positive student behavior. Students are graded each semester on: attendance, punctuality, responsibility/citizenship, and behavior. Students who do not meet minimum behavior standards will be ineligible for the semester. Determination of citizenship/responsibility grades starts over with each grading period to allow students to improve their behavior.

3. The Principal or designee retains the right to deny eligibility to any player due to disciplinary problems, undesirable representation of the school, or any reason deemed appropriate by the administration.
4. The Athletic Control Board reserves the right to require a higher standard than that of C.I.F. for eligibility of student athletes. See the HJUHS Student Handbook for more information.
5. A SARB T3 letter will cause a student to be ineligible from the date the letter is issued.

FACILITIES

All equipment used in contest areas for games and practices must be removed and properly stored once the contest ends. Proper storage prevents misuse of the facilities and equipment.

Daytime use of the Jacob L. Neighbor Bowl playing field is prohibited the day of football games. Facility requests must be submitted to the Maintenance Department for any activity outside the regular season.

When a team is involved in an activity, the coach is responsible for supervision of the locker room, practice facility, gym and/or other facilities. Following practices and games, a coach will be the last to leave the premises. It will be the responsibility of the coach to check the locker rooms, equipment rooms, showers, etc. to clear the area of trash, equipment, etc. and to verify that all doors, gates and windows are securely locked. The coach must establish the practice of inspecting a locker room prior to team use and after team use to ensure appropriate use of the facility. This practice is particularly important when visiting other facilities. During some events, non-coaching staff may handle some locker room responsibilities; however, non-coaching staff are not responsible for supervision of athletes. Under no circumstances are facility keys to be given to a student. All athletes are to be supervised by a coach.

FIGHTING

Any athlete involved in fighting with another athlete (from his/her own team or another team) will be subject to the following discipline:

1. First offense – Possible suspension or expulsion from the team with a referral to administration for disciplinary action.
2. Second offense – Automatic expulsion from the team for the season. The athlete must appear before the Athletic Control Board before being allowed to participate in any sport.

FINANCIAL LIABILITY

Each athlete is financially liable for his/her equipment until it is officially checked into the coach at the end of the season. He/she shall not be permitted to try out for another sport until he/she has met any and all financial obligations incurred in a previous sport or activity. All uniforms must be turned in, washed and clean. Equipment and uniforms turned in dirty or left in lockers will result in a cleaning fee assessed to the athlete.

FOREIGN STUDENT ELIGIBILITY

Students enrolled in an approved foreign student exchange program (please reference CIF's list of approved organizations) must apply for eligibility through CIF. This process can take three to four weeks and must be completed prior to any participation in a sport. A foreign student who participates without the approval of CIF will be ineligible, and the team will face sanctions (including forfeiture of games in which the ineligible student played). A copy of the CIF 207/209/510 Application for Residential Eligibility is found as an attachment to this handbook.

GAME PASSES

Each school has a limited number of CIF passes that allow the bearer admission for two people to any CIF regular season event. Coaches should use good judgment and share these passes to benefit various staff and seasons; i.e., Football coaches should have access to the passes during their season; basketball coaches should have access during basketball season, etc.

HEAD COACHES

Once coaching assignments have been approved by school administration, the head coach of each sport is responsible for the unity of the entire program. The head coach will delegate to all assistant coaches special assignments, rules, discipline policies, expectations of coaches and student athletes, etc. In order to avoid C.I.F. conflicts; all coaches (head, assistant or volunteer) must inform the sight Principal or designee of their participation in any athletic feeder programs. The head coach will evaluate staff members at the end of each season. The administration is responsible for the evaluation of all head coaches.

INELIGIBLE LISTS AND GRADE CHANGES

It is the responsibility of the head coach and athletic department to check on the eligibility of athletes. Ineligible lists should be checked on the day they are issued (usually the second Monday after the end of all the grading periods) and prior to the next contest. Additions and/or deletions to the roster must be done by the following day and submitted to the Learning Director and counselors. Failure to check these lists may result in the forfeit of games in which the ineligible athletes participated. Coaches must check the confidential ineligible list at an administrator's office. Grade changes: No coach should be involved with grade changes. Coaches shall not contact teachers regarding grade changes.

ATHLETIC STUDY TABLE

Any coach may hold Athletic Study Tables if he/she feels it is necessary for their team.

INSURANCE – PHYSICALS – PERMISSION

Each athlete must possess evidence of insurance coverage (only football), a current physical examination, and written permission from the parent or guardian before participation in any sport, including practices. Registration of Family ID will verify completion of these requirements must be on file in the Athletic Office prior to participation of any type. When all items have been verified, the athletic clerk will issue a hard copy of Family ID to the coach of the specific sport for which it was issued. The Family ID hard copy must be in the possession of the coach at all times, including practices.

At the end of the specific sport season, the coach should return the hard copy of the Family ID form to the athletic department.

The athletic Physical Card for the doctor's completion is available at the Athletic Office or in the Guidance Office.

To ensure proper medical and legal coverage for all athletes, each coach must:

1. Prepare a roster on the first day of practice, listing by team, classification and grade of all students who have submitted a Clearance Card for that sport.
Absolutely no student may participate in practice games until his/her Family ID hard copy has been given to the coach and the student's name has been added to the roster.
2. A copy of the roster must be submitted to the Learning Director.
3. Additions and deletions to the roster must be submitted to the Learning Director and counselors the next day.

INTRADISTRICT AND INTERDISTRICT ENROLLMENT

Transfers between schools may affect student eligibility to participate in athletics and other extra-curricular activities. See Board Policy AR 5116.1 / CIF Regulations for more information. When a student is granted an **intra-district transfer**, the parent/guardian must complete the **CIF 207/209/510 Application for Residential Eligibility**. These forms are available at the District Office. Completed forms must be submitted to the school athletic office. Recruitment of individual students for particular programs by staff members of school-sponsored organizations is expressly prohibited; including athletics, band, and cheerleading.

INVENTORY

It is the responsibility of each head coach, upon completion of his/her program, to provide the Learning Director with an up-to-date inventory of all equipment charged to the particular sport. This document should be completed and on record before checking out in May/June. Inventory forms are available from the Learning Director.

After each season, all uniforms and associated equipment will be turned in along with the inventory to the Learning Director. Uniforms will be cleaned, folded and stored appropriately in designated athletic storage areas.

Coaches leaving the service of the District will, with the Learning Director, take a special inventory of items on hand, condition of each and place of storage. In the event the head coach is unable to complete the inventory, an assistant coach should be delegated to act as the responsible party. Each coach should regularly check equipment and encourage the students to take proper care of equipment and uniforms.

PLAYOFFS

Any athletic team with an overall season and league record below .500 must receive approval from the Learning Director and Principal to participate in CIF playoffs. If granted permission, the team must pay all costs associated with participating in the first two rounds of playoffs and have the funds deposited in an ASB account prior to registering for the playoffs.

PRACTICE SESSIONS

Practice before school and at night must be cleared by the Learning Director. Saturday practices are allowed, but no practices may be held on Sunday. CIF rules prohibit any

practices or games on any Sunday and on the following dates: Thanksgiving Day (except football), December 24, 25 and 31, January 1, Good Friday and the following Saturday.

PROBLEMS AND GRIEVANCES

The Principal and Learning Director are responsible for all athletic representation to the league and CIF. All incidents that may fall under problems and grievances should first be called to the attention of the Learning Director to eliminate double-checking, misunderstanding and loss of time.

PROBLEM-SOLVING PROCEDURE

Step 1: Any problem or concern is to first be discussed with the Learning Director informally and should include the details of the problem and the coach's proposal for resolution. The Learning Director will respond verbally or in writing within five working days.

Step 2: If the problem is not resolved, a written statement is to be submitted to the principal or designee within five working days of the Learning Director's response. The principal or designee will respond in writing within five working days to the Learning Director and coach.

Step 3: If the problem is not resolved at Step 2, it may be appealed to the Superintendent in writing within five working days of the response by the principal or designee. The appeal will contain copies of all documents and reasons for not being satisfied with the solution(s) proposed in Step 1 and 2. The written response of the Superintendent will be submitted within five working days to the Principal, Learning Director and coach. The decision of the Superintendent will be final.

QUITTING A SPORT

If an athlete quits or is dropped from a sport for disciplinary reasons prior to the end of the season, he/she will not be eligible to go out for another sport until the first team's season is completed unless the Learning Director gives permission after consulting with the first coach. The athlete may appeal a decision to the Athletic Control Board.

ROSTERS

Prior to the first contest, coaches will submit rosters to the Learning Director. The roster will include all coaches, players (alphabetized and including grade level, eligibility, etc.), managers, scorekeepers and statisticians. When a player is added or dropped for any reason, the name will be forwarded immediately to the Learning Director and counselors.

SCHEDULING CONTESTS

The majority of scheduling is done by league representatives. A league schedule will be given to each head coach well in advance of the season. The Learning Director is responsible for the scheduling of all athletic events. Once the season has started, no

additional contest may be scheduled unless a cancellation arises and, then only with the approval of the Learning Director. The limitation on the number of contests to be scheduled is set by CIF for each sport and by the school.

SHARING OF ATHLETES

All coaches should make every effort to encourage student athletes to participate in other sports. The success of any sport depends on having all available talent out for the particular sport. Under no circumstances will coaches encourage a student/athlete to concentrate on any one particular sport by giving up another sport. Coaches guilty of this practice may be relieved of their coaching assignment(s).

SMOKING/ALCOHOL/DRUGS

1. Any athlete using or in possession of **any tobacco product** at school during the school day or at a school activity:
 - First offense will result in a warning
 - Second offense the athlete will be suspended from participation in all athletics for a minimum of 45 days of actual attendance.
 - Will forfeit all awards and privileges of team members for the sport season during which the infraction occurred.
 - Will face other school discipline, which may include suspension and/or recommendation for expulsion.
2. Any athlete using or in possession of **alcoholic beverages** or **illegal drugs** at school during the school day or at a school activity:
 - Will be suspended from participation in all athletics for one calendar year.
 - Will forfeit all awards and privileges of team members for the sport season during which the infraction occurred.
 - May appeal to the Athletic Control Board for reinstatement after 45 days of actual attendance.
 - Will face other school discipline, which may include suspension and/or recommendation for expulsion.
3. Any athlete using or in possession of any tobacco product, alcoholic beverage or illegal drugs at any time during the designated season of sport, shall be suspended, by the coach, for a minimum of 45 school days. The coach has the right to extend the number of days suspended from the team or drop the athlete from their program for the remainder of the season.
4. Other training rules and sanctions may be established by the head coach of each sport. Any sanctions under this provision shall not extend beyond the season of the sport in effect at the time of the infraction.

THEFT

Any athlete found guilty of theft will be dropped from the team and referred to the administration for disciplinary action. This includes items from other school dressing rooms and facilities.

TITLE VI

Under Title VI of the Civil Rights Act of 1964 and its basic implementation of the regulations, no individual may be excluded from participating in, be denied the benefits

of, or otherwise be subjected to discrimination on race, color, or national origin in any school program. Racially motivated conduct that has such an effect and that consists of different treatment of students by recipients, agents, or employees, acting within the scope of their official duties violates Title VI. In addition, encouraging, accepting, tolerating or leaving such conduct uncorrected also constitutes different treatment on the basis of race in violation of Title VI.

TITLE IX

Title IX applies to all public and private educational institutions that receive Federal funds, including elementary and secondary schools, school districts, proprietary schools, colleges and universities. This means that Title IX protects students in connection with all academic, educational, extra-curricular, athletic and other programs of the school, whether they take place in the facilities of the school, on a school bus, or at a school class or training program at another site.

Title IX protects any person from gender discrimination; accordingly both male and female students are protected from sexual discrimination harassment engaged in by school employees, other students or third parties, even if the harasser and the person being harassed are members of the same sex.

TITLE VI AND TITLE IX ISSUES

Every coach is responsible to be an active agent in preventing, intervening and correcting conduct in reference to the following issues in Title VI and Title IX.

Prevention: All coaches must instruct their athletes regarding these issues and show documentation that the instruction took place.

An agenda of the meeting attached to the signed CIF Code of Ethics document constitutes sufficient documentation. These documents are to be retained by coaches then given back to the Learning Director at the end of the school year.

Intervention: All coaches must immediately address any problem that arise in regard to these issues and stress that such behavior(s) will not be tolerated.

Correcting: Every coach should use the following consequences as a guide when correcting the above issues. Minimum consequences:

1. Coach's intervention with all parties;
2. Coach will contact the parent or guardian;
3. Referral to Assistant Principal or Learning Director.

TRANSPORTATION

All travel arrangements must originate from the Learning Director. When a travel date is cleared on the master schedule, the Learning Director will notify the Transportation Department. If transportation is available, the Learning Director will inform the coach.

Travel conflicts can arise if care is not taken to follow correct transportation procedures. Conflicts seldom occur within league schedules, but frequently occur when games are scheduled to replace canceled events or with other schools not on the schedule.

Teams must miss as little school as possible when leaving for an event. All competition arrangements must protect instructional time. Release and departure times require principal or designee approval.

On Athletic Trips: Trips of more than 100 miles one way and/or overnight trips must be approved by the principal and superintendent. The Competition/Field Trip Form must be completed and submitted to the principal. Permission for a trip should be granted prior to scheduling the event. A copy of the Competition/Field Trip Form is appended to this handbook.

A coach must always ride in the vehicle carrying the team members to a contest. If needed, a head coach may assign this duty to an assistant. Each coach in charge of a trip should possess a checklist of the traveling squad, making certain that all who leave in the vehicle return via the same vehicle. The coach must have a hard copy of Family ID for each student/athlete traveling with the team. Exceptions to these travel arrangements must be cleared by administration prior to departure. It is the responsibility of the coach to provide the names of those traveling with the team to the attendance office so the students can be cleared. Be certain to list all names and the date(s) and time(s) of release from school.

All members of a traveling team must ride the school transportation unless other arrangements have been cleared with the coach and administration. A coach may give permission for a player to ride with his/her parents or guardian only. Any athlete who will not be returning from the activity on the team bus should notify the coach 24 hours prior to the event. Authorization signed by his/her parents or guardian is to be kept by the coach.

Cheerleaders on the team bus must be accompanied by a cheerleader supervisor on the bus. Coaches may agree to accept this responsibility.

It is recommended that on athletic trips, team buses use a direct return to school without making food stops. In some special cases (e.g., tournament play), permission will be granted for stopovers. However, in league areas, and most practice games, travel time and distance do not warrant a dinner stop. Teams are responsible for removing all trash from the bus.

Athletes who have lost their bus riding privilege may not participate in away games or activities. Coaches may enforce additional penalties per individual team rules.

WEIGHT TRAINING AND CONDITIONING PROGRAMS

Coaches may hold a weight training and conditioning program during off season. However, the program must be open to all students. Weight room rules must be followed.

1. All weights must be neatly put away on weight trees.

2. No weights are to be left on the bars.
3. No students are to be left unsupervised in the weight room.
4. Lock the weight room after each use.

HJUHSD Athletics Information for Parents

A coalition among coaches, athletes, parents and school personnel is essential if students are to realize the values of athletic participation. Like coaches and athletes, parents must make commitments to the athletic program to assure such a coalition. Please read the following and, as needed, discuss your reactions with your child, your child's coach or the Learning Director. Thank you for your help and cooperation.

EXPECTATIONS OF PARENTS

- To accompany my child to as many orientations and informational meetings offered by the athletic department or the coach as my schedule will permit.
- To work closely with all school personnel to assure an appropriate academic, as well as athletic, experience for my child while he or she is in high school.
- To assure that my child will attend all scheduled practices and athletic contests. I understand that this will require self-sacrifice.
- To require my child to abide by the athletic departments and coaches' training rules.
- To acknowledge the ultimate authority of the coach to determine **strategy**, **player selection** and **playing time** of each player.
- To promote mature behavior from students and parents during athletic contests.
- To work cooperatively with other parents and school personnel to identify a reasonable and realistic future for my child as a student athlete, both in school and in college.

CONDUCT

The importance of parents behaving as model spectators cannot be over stated. Parents who display exemplary conduct provide a role model for other parents and students alike. Of particular concern are parents who harass officials or make comments in the stands regarding judgment decisions made by the coach or officials. This is counterproductive and tends to destroy the values of good sportsmanship and the game.

ISSUES OF CONCERN: What are appropriate issues to discuss with the coach?

This is often the question many parents have when their children are participating in sports.

Parents are Encouraged to Discuss

- The treatment of their child
- Ways to help their child improve
- Concerns about their child's behavior
- Coaches' expectations for their child and the team
- Team rules and requirements
- Sanctions incurred by their child

- Scheduling of practices (holidays, summer programs, etc.)
- College participation

Parents are not encouraged to discuss

- Placement on teams
- Playing time
- Strategies used by the coach during contests
- Other student-athletes

Special Note: It is very difficult to accept that your child is not playing as much as you hoped he or she would like. Coaches are professionals. They make judgments and prospective decisions based on what they believe to be in the best interest of the team. The coach must take into account ALL members of the team, not just your son or daughter.

COACH OR PROGRAM COMPLAINTS

It is imperative that parents respect the position of the coach and direct any concerns **to the coach first**. If you wish to discuss a problem or issue concerning your child; begin by contacting his/her coach. Often the problem or issue is resolved at this level. If the issue persists, please adhere to the following chain of command:

Steps for Resolution

1. First contact the coach
2. Contact the A.D.
3. Contact the A.D.'s Administrator
4. Lastly, contact the Principal

Productive Communication

Make an appointment to speak with the coach/AD/Principal prior to or after games/practices. Please do not approach the coach during a game.

PARENT/SPECTATOR SUSPENSION

Spectator conduct is an instrumental component of forging athletic events. Therefore, fan sportsmanship should reflect the CIF's values and ethics illustrated in the ideal of "Pursuing Victory with Honor". Spectator priorities are to advance the principles of trustworthiness, respect, responsibility, fairness, caring and good citizenship.

At athletic events, it is **inappropriate** for spectators to engage in:

- Harassment of officials, coaches, players or fans (verbal or nonverbal)
- Obscenity or obscene gestures
- Vandalism or throwing objects
- Violent acts
- Game disruption (i.e., coming on to the field of play)
- Possession of and/or under the influence of alcohol or illegal substances

Spectators, who demonstrate inappropriate behavior before, during or after an event, shall be cause for immediate removal from the event and may result in banishment from attending any future HJUHS home event and/or any league event for up to one (1) calendar year.

HJUHSD Athletics Information for Coaches

THE COACHES PLEDGE

The Coaches Pledge extends beyond knowledge of athletics and reaches into the life of each of his or her players. It is one of the most important responsibilities in the school and involves at least the same level of commitment that coaches expect of their players. Mutual respect and team membership are to be expected equally of player and coach, and for the coach, involve the following promises:

As a coach at Hanford Joint Union High School District I promise:

- To be a model of appropriate language and behavior.
- To respect and dignify each of my athletes as an individual.
- To promote the safety of each athlete.
- To promote the conditions and circumstances that encourage each athlete to realize his or her full potential.
- To impose time demands that acknowledges the importance of each athlete's academic and family responsibilities.
- To promote among all athletes and coaches a solid sense of team membership.
- To assist, whenever appropriate and mutually convenient, with the post-high planning of my players as it relates to athletics.
- To be available to parents at a time that is mutually convenient.
- To work, whenever appropriate, with other school personnel to guarantee the best interests of each of my student athletes.
- To adhere to/enforce conditions outlined in this handbook.

DRESS CODE FOR COACHES

The coach is in the eye of the public during practice and games. Since coaches represent their schools and the District at all times, they should dress in site approved attire.

HJUHSD Athletes as College Athletes

HJUHSD Athletes interested in qualifying for interscholastic competition in an NCAA Division I or Division II institution, must meet minimum amateur and academic eligibility requirements. Athletes must obtain initial eligibility through the NCAA Eligibility Center BEFORE enrolling in college or accepting a formal recruiting trip. The NCAA recommends students apply for initial clearance at the beginning of the athlete's **Junior** year in high school.

Please be aware that professional activities, course selection, grades and compensation for athletics while in high school may affect your ability to participate in collegiate athletics. For a complete list of eligibility requirements, visit www.ncaaclearinghouse.net, or contact the Learning Director.



HANFORD JOINT UNION HIGH SCHOOL DISTRICT

823 West Lacey Boulevard ♦ Hanford, California 93230
 (559) 583-5901 ♦ Fax (559) 589-9769
www.hjuhsd.k12.ca.us

Concussion Information Sheet

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

Symptoms may include one or more of the following:

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

Signs observed by teammates, parents and coaches include:

- | |
|--|
| <ul style="list-style-type: none"> Appears dazed Vacant facial expression Confused about assignment Forgets plays Is unsure of game, score, or opponent Moves clumsily or displays 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 |
|--|

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

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

If you think your child has suffered a concussion

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

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

and

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

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

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

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

Parent or Legal Guardian Name
Printed

Parent or Legal Guardian Signature

Date

Student-athlete Name Printed

Student-athlete Signature

Date

CIF BYLAW

503. ADMINISTRATIVE OVERSIGHT

H. Concussion Protocol

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student-athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in education and management of concussion and receives written clearance to return to play from that health care provider. If a licensed health care provider, trained in education and management of concussion, determines that the athlete sustained a concussion or a head injury, the athlete is required to complete a graduated return-to-play protocol of no less than seven (7) full days from the time of diagnosis under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by all athletes and the athlete's parent(s)/guardian(s)/caregiver before the athlete's initial practice or competition.

(Approved May 2010 Federated Council/Revised May 2012 Federated Council/Revised January 2015 Federated Council)

Q: What is meant by “licensed health care provider?”

A: The “scope of practice” for licensed health care providers and medical professionals is defined by California state statutes. This scope of practice will limit the evaluation to a medical doctor (MD) or doctor of osteopathy (DO).

**Hanford Joint Union High School District
Student Incident Report**

Student's Name _____ **Grade** _____ **Age** _____ **Phone** _____

Parent's Name _____ **Address** _____

INCIDENT INFORMATION: _____ **Period** _____ **Subject** _____

Date of incident _____ **Time** _____ **Place** _____

Persons present _____

Nature of injury _____

How did it occur _____

Was injured doing what he should have been doing at the time of the incident? ☐ Yes ☐ No

Recommendations, if any, to prevent this type of incident _____

What was done _____

Signature of Reporter _____ **Title** _____ **Date** _____

Signature of Administrator _____

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**Hanford Joint Union High School District
Student Incident Report**

Student's Name _____ **Grade** _____ **Age** _____ **Phone** _____

Parent's Name _____ **Address** _____

INCIDENT INFORMATION: _____ **Period** _____ **Subject** _____

Date of incident _____ **Time** _____ **Place** _____

Persons present _____

Nature of injury _____

How did it occur _____

Was injured doing what he should have been doing at the time of the incident? ☐ Yes ☐ No

Recommendations, if any, to prevent this type of incident _____

What was done _____

Signature of Reporter _____ **Title** _____ **Date** _____

Signature of Administrator _____

h:/Forms/Incident rpt.doc 11/05/04

ETHICS IN SPORTS

I. Policy Statement

The Central Section, CIF is committed to the exhibition of sportsmanlike and ethical behaviors in and around all athletic contests. All contests must be safe, courteous, fair, controlled and orderly for all athletes and fans alike.

It is the intent of the CIF that violence, in any form, not be tolerated. In order to enforce this policy, the Central Section has established rules and regulations, which set forth the manner of enforcement and of this policy and the penalties incurred when violation of the policy occurs. The rules and regulations shall focus upon the responsibility of the coach to teach and demand high standards of conduct and to enforce the rules and regulations set forth by CIF.

The Central Section requires the following Code of Ethics be issued each year and requires signing by student athletes, parent/guardian and coaches prior to participation as a guide to govern their behavior.

II. Code of Ethics

- a. To emphasize the proper ideas of sportsmanship, ethical conduct and fair play.
- b. To eliminate all possibilities which tend to destroy the best values of the game.
- c. To stress the values derived from playing the game fairly.
- d. To show cordial courtesy to visiting teams and officials.
- e. To establish a happy relationship between visitors and hosts.
- f. To respect the integrity and judgment of sports officials.
- g. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- h. To encourage leadership, use of initiative and good judgment by the players on a team.
- i. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.
- j. To remember that an athletic contest is only a game, not a matter of life and death for player, coach, school, official, fan, or nation.

I have read and I understand the Policy Statement, the Code of Ethics and the violations and Minimum Penalties of the "Ethics in Sports" policy. I agree to abide by the policy and related consequences while participating in interscholastic athletics, regardless of context, site or jurisdiction.

– Student Signature

Printed Name

Date

– Parent Signature

High School

– Coach's Signature

Athletic Directors Signature

Player:

A player who is ejected from a contest (for reasons other than fighting or leaving the bench area during a fight) shall be ineligible to participate in the remainder of that contest (event) and his or her team's future contest (s) as outlined below:

1. First Ejection: Player is ineligible to participate in the team's next contest. Player may remain on the bench for the duration of that contest and may be on the bench in street clothes for the team's next contest. If the ejection occurs in the last game of the season, the player would be ineligible for the team's first contest the following season. If the player is a senior, he or she would be ineligible for the first contest of their next season of sport. **Note: There is no appeal process for single game ejections.**
2. Second Ejection: Player is ineligible to participate in the team's next three (3) contests. Player may remain on the bench for the duration of that contest and may be on the bench in street clothes for the team's next three (3) contests. If the season concludes prior to the player serving the three (3) contests suspension, he or she would be ineligible for the number of contests remaining on the suspension for the team's following season. If the player is a senior, he or she would be ineligible for the number of contests remaining on the suspension for their next season of sport.
3. Third Ejection: Player is ineligible to participate for the remainder of that season. Player may remain on the bench for the duration of that contest and may be on the bench in street clothes for the team's remaining contest that season. If there are six (6) or fewer contests remaining in the season, the player would be ineligible for up to six (6) contests for the team's following season as determined by the CIF Section Commissioner with jurisdiction in the matter. If the player is a senior, he or she would be ineligible for up to six (6) contests for the next season of sport as determined by the CIF Section Commissioner with jurisdiction in the matter.

A player who is ejected from a contest for fighting or leaving the bench area during a fight* shall be ineligible to participate in the remainder of that contest and his or her team's future contests as outlined below:

1. First Ejection: Player (Fighting/Assaultive Behavior/Gross Unsportsmanlike Conduct) is ineligible to participate in the team's next three (3) to six (6) contests as determined by the CIF Section Commissioner with jurisdiction in the matter. Player may remain on the bench for the duration of that contest and may be on the bench in street clothes for the duration of the suspension. If the season concludes prior to the player serving the full suspension, he or she would be ineligible for the number of contests remaining on the suspension for the team's following season. If the player is a senior, he or she would be ineligible for the number of contests remaining on the suspension for their next season of sport. *NFHS Rules indicate automatic one game suspension for leaving the bench.
2. Second Ejection: Player is ineligible to participate for the remainder of that season. Player may remain on the bench for the duration of that contest and may be on the bench in street clothes for the team's remaining contests that season. If there are six (6) or fewer contests remaining in the season, the player would be ineligible for up to six (6) contests for the team's following season as determined by the CIF Section Commissioner with jurisdiction in the matter. If the player is a senior, he or she would be ineligible for up to six (6) contests for their next season of sport as determined by the CIF Section Commissioner with jurisdiction in the matter.

Before a player may return to participate in a contest following a multiple game suspension for any of the above infractions, the school principal must inform the CIF Section Commissioner with jurisdiction in the matter that they have met with the student-athlete, his or her parent/guardian/caregiver and coach to discuss future behavioral expectations.

Coach:

A coach who is ejected from a contest (for reasons other than fighting) shall be disqualified from participating in the remainder of that contest and his or her team's future contest (s) as outlined below:

1. First Ejection: Coach is disqualified from participating in the team's next contest. Coach must immediately vacate the playing area and the vicinity in and around the contest and refrain from having any communication with the team or other coaches for the remainder of that contest and for the team's next contest. If the ejection occurs in the last game of the season, the coach would be ineligible for the team's first contest the following season.
2. Second Ejection: Coach is disqualified from participating in the team's next three (3) to six (6) contests as determined by the CIF Section Commissioner with jurisdiction in the matter. Coach must immediately vacate the playing area and the vicinity in and around the contest and refrain from having any communication with the team or other coaches for the remainder of that contest and for the team's next three (3) to six (6) contests. If the ejection occurs in the last game of the season, the coach would be ineligible for the team's first three (3) to six (6) contests the following season.
3. Third Ejection: Coach is disqualified from participating in the remaining contests of that season. Coach must immediately vacate the playing area and the vicinity in and around the contest and refrain from having any communication with the team or other coaches for the remainder of that contest and for the remaining contests of that season. If there are six (6) or fewer contests remaining in the season, the coach would be disqualified from participating for up to six (6) contest for the team's following season as determined by the CIF Section Commissioner with jurisdiction in the matter.

A coach who is ejected from a contest for (Fighting/Assaultive Behavior/Gross Unsportsmanlike Conduct) shall be disqualified from participating in the remainder of that contest and his or her team's future contests as outlined below:

1. Ejection for (Fighting/Assaultive Behavior/Gross Unsportsmanlike Conduct): Coach is disqualified from participating for the remainder of that season. Coach must immediately vacate the playing area and the vicinity in and around the contest and refrain from having any communication with the team or other coaches for the remainder of that contest and for all of the team's remaining contests that season. If there are fewer than six (6) contest remaining in the season, the coach would be disqualified from participating for up to six (6) contests for the team's following season as determined by the CIF Section Commissioner with jurisdiction in the matter.

Before a coach may return to participate in a contest following a multiple contest disqualification, for any of the above infractions, the school principal must inform the CIF Section Commissioner with jurisdiction in the matter that they have met with the coach to discuss future behavioral expectations.

Appeal Process for All Multi-Game Ejections:

The school principal may appeal the penalties listed above in writing to the League Commissioner/President (for a regular season contest not including the final contest prior to Section playoffs) or CIF Section Commissioner with jurisdiction in the matter (for the final contest prior to Section playoffs and all playoff contests). The appeal must be received by the Section with 48 hours of the date of the ejection. Reasons for the appeal may only include misidentification of the ejected player or a misapplication of the rule. There will be no appeal regarding the judgement of an official.

Note: There is no appeal process for single game ejections.

Spectator:

If a spectator is ejected from a contest, it is the responsibility of the school to ensure that person does not attend that team's next contest. If the same spectator is ejected a second time, it is the responsibility of the school to ensure that person does not attend any of the remaining contests for that season.

Enforcement:

See Bylaw 503. M. and Article 22.C.(1)(2)(3)(4)

1. The Executive Director and/or Executive Committee or Section Commissioner and/or Section Board of Managers shall have power to suspend, to fine or otherwise penalize any member school for the violation of any CIF or Section rules and regulations or for just cause. The period of suspension or other penalty shall be left to the discretion of the CIF governing body that has jurisdiction of the matter where the penalty is not fixed.

(Approved May 2020 Federated Council)

PHYSICAL ASSAULT

CIF State Constitution Bylaw 210: Any student who physically assaults the person of a game or event official shall be banned from interscholastic athletics for the remainder of the student's eligibility. A game or event official is defined as a referee, umpire or any other official assigned to interpret or enforce rules competition at an event. A student may, after a lapse of 18 calendar months from the date of the incident, apply for reinstatement of eligibility to the State CIF Commissioner.

For this document, the Central Section also includes coaches, administrators or other school personnel assigned to the contest or games as a game official.



APPLICATION FOR RESIDENTIAL ELIGIBILITY

For more information see "Understanding Transfer Eligibility for
Parents' Handbook at www.cifstate.org **FORM 206/207/510**



SUBMIT ORIGINAL TO: CIF, P.O. Box 1567, Porterville, Ca. 93258

NOTE: SUBMIT ONLY THE ORIGINAL DOCUMENT. ALLOW 20 BUSINESS DAYS FOR INVESTIGATION AND REVIEW. AT THE TIME OF FILING THIS DOCUMENT, SUBMIT ALL KNOWN FACTS AND/OR DOCUMENTS. ADDITIONAL FACTS SUBMITTED LATE MAY NOT BE CONSIDERED BY THE COMMISSIONER, OR WILL START THE 20 DAY TIME PERIOD OVER.

1. STUDENT'S NAME _____ DATE OF BIRTH ____/____/____ Circle one: 9 10 11 12
(yr in school)

2. CURRENT ADDRESS _____ PHONE (____) _____
(city) (zip) (area code)

3. FORMER ADDRESS _____ FULL FAMILY MOVE ____/____/____
(city) (zip) (month/day/year)

4. TRANSFER FROM _____ HIGH SCHOOL TO _____ HIGH SCHOOL
(previous school name) (new school name)

5. ENROLLED IN PREVIOUS SCHOOL FROM ____/____/____ TO ____/____/____ Began attending NEW school on: ____/____/____
(high school enrollment only) (month/day/year) (month/day/year) (month/day/year)

6. LIST ALL HIGH SCHOOLS & DATES ATTENDED: _____

7. APPLICATION MADE UNDER THE FOLLOWING: (Please check next to the one for which you are applying or Full Family Move Above.)

<input type="checkbox"/>	APPLICATION FOR ELIGIBILITY USING THE SIT OUT PERIOD AS DESCRIBED IN CIF BY-LAW 207.
<input type="checkbox"/>	APPLICATION FOR NON DISCIPLINARY TRANSFER WITH NO PARTICIPATION IN ANY SPORTS AT ANY LEVEL IN THE PREVIOUS 12 MONTHS—BY-LAW 207B.1
<input type="checkbox"/>	APPLICATION FOR TRANSFER LIMITED ELIGIBILITY ONLY---BY-LAW 207.B
<input type="checkbox"/>	APPLICATION FOR TRANSFER HARDSHIP VARSITY ELIGIBILITY EXCEPTION BYLAW 207
<input type="checkbox"/>	APPLICATION FOR TRANSFER IN A CIF-APPROVED FOREIGN EXCHANGE PROGRAM: _____
<input type="checkbox"/>	APPLICATION FOR TRANSFER FROM A FOREIGN COUNTRY NOT IN A CIF-APPROVED EXCHANGE PROGRAM

8. PLACE A CHECK MARK IN FRONT OF EACH SPORT YOUR COMPETED IN AN INTERSCHOLASTIC SPORT CONTEST AT ANY LEVEL IN DURING THE 12 MONTHS PRECEDING THE TRANSFER AT YOUR PREVIOUS SCHOOL:

This includes all scrimmages, practice games, pre-season games, league games, playoff games etc! ANY contest of ANY kind

<input type="checkbox"/> BADMINTON	<input type="checkbox"/> BASEBALL	<input type="checkbox"/> BASKETBALL	<input type="checkbox"/> CROSS COUNTRY	<input type="checkbox"/> FIELD HOCKEY	<input type="checkbox"/> FOOTBALL
<input type="checkbox"/> GOLF	<input type="checkbox"/> GYMNASTICS	<input type="checkbox"/> LACROSSE	<input type="checkbox"/> SKIING	<input type="checkbox"/> SOCCER	<input type="checkbox"/> SOFTBALL
<input type="checkbox"/> SWIMMING	<input type="checkbox"/> TENNIS	<input type="checkbox"/> TRACK	<input type="checkbox"/> VOLLEYBALL	<input type="checkbox"/> WATER POLO	<input type="checkbox"/> WRESTLING
<input type="checkbox"/> CHEER	<input type="checkbox"/> I DID NOT PLAY SPORTS AT ANY LEVEL AT ANY SCHOOL IN THE LAST 12 MONTHS				

9. FORMER SCHOOL ATHLETIC DIRECTOR'S SIGNATURE AFFIRMING THE ABOVE: _____

10. STUDENT'S GPA IN THE LAST GRADING PERIOD AT THE PREVIOUS SCHOOL _____ . _____ GPA

11. CERTIFICATION OF APPLICATION: By filing this application for interscholastic athletic eligibility, I specifically authorize any and all of this student's former and current/new high schools to release all records regarding this student and to disclose to the CIF Section ("CIF") representative any information or documentation needed or requested by the "CIF" in making this eligibility determination. I authorize the "CIF" to use that information in making its decision. I understand that the "CIF" may be unable to grant athletic eligibility absent the disclosure of relevant information or documentation from this student's former or current/new high schools. I am authorized to make this request. **I affirm that all of the above statements are true. I further affirm that I understand that if subsequent to the approval of this application, it is discovered that this approval was granted under false, erroneous, inaccurate or incomplete information, severe penalties affecting the future eligibility of this student-athlete may result. (CIF By-law 202)**

SIGNATURE OF PARENT/GUARDIAN _____

SIGNATURE OF STUDENT _____

DATE _____

FORMER SCHOOL—please initial all that apply and sign below:

YES NO

YES NO

STUDENT WAS ACADEMICALLY ELIGIBLE AT TIME OF TRANSFER

STUDENT MET ALL OTHER CIF ELIGIBILITY RULES AT TIME OF TRANSFER

IS STUDENT TRANSFERRING WITH NO DISCIPLINARY ACTION TAKEN OR PENDING

Please Print Former School Principal's Name: _____

Former School Principal's Signature _____

Date: _____

510 PRE-ENROLLMENT CONTACT AFFIDAVIT (By-law 510)—READ CAREFULLY BEFORE SIGNING!!!!**PARENT'S AND STUDENT STATEMENT'S #1, AND/OR 2, OR 3**

1. SIGN IF TRUE: By signing this affidavit below, I certify that no person who is connected with the athletic department of the enrolling (new) school (School "B"), or is part of the booster club of School "B" or who was acting on their behalf has had ANY communication, directly or indirectly, through intermediaries or otherwise with this transfer student, student's parents, legal guardian or caregiver, or anyone acting on behalf of this student, prior to the completion of the enrollment process at School "B". (Sign below only if this is a true statement. If not sign statement #3 and attach an explanation) **AND** By signing this affidavit below, I certify that the student has not participated during the previous 24 months on any non-school athletic team* (i.e., AAU, American Legion, club team, etc.) that is associated with or coached by anyone associated with the enrolling (new) school (School "B"). (*See Bylaw 510 for definition of a non-school athletic team.) (Sign below only if this is a true statement. If not, sign statement #3 and attach an explanation)

Parent's Signature _____

Date _____

Student's Signature _____

Date _____

OR

2. SIGN IF EITHER #1 ABOVE IS NOT TRUE: I am unable to certify that one or both of the above statements are true. Therefore, as required, I am submitting a complete written disclosure of the specifics. (Attach the explanation to this form.)

Parent's Signature _____

Date _____

Student's Signature _____

Date _____

FORMER AND CURRENT/NEW SCHOOL STATEMENTS

My signature below certifies that to the best of my knowledge I have no credible** evidence of any person who is connected with the athletic department of the new school (School "B") or who is part of the booster club of the new school (School "B") or who is acting on their behalf, having communication, directly or indirectly, through intermediaries or otherwise with the transfer student, student's parents, legal guardian or caregiver, or anyone acting on behalf of the student, prior to the completion of the enrollment process. Furthermore, I am not aware of this student participating during the previous 24 months on any non-school athletic team* that is associated with the enrolling (new) school (School "B"). (*See Bylaw 510 for definition of a non-school athletic team.) **If necessary, I have completed the required Full Family Move investigation to school "B".**

Former School Signatures

Signature of Athletic Director of former school _____

Date _____

Signature of Head Coach of former school (fall) _____

Sport _____

Date _____

Signature of Head Coach of former school (winter) _____

Sport _____

Date _____

Signature of Head Coach of former school (spring) _____

Sport _____

Date _____

Signature of Principal of former school _____

Date _____

Current/New School Signatures

Signature of Athletic Director of new school _____

Date _____

Signature of Head Coach of new school (fall) _____

Sport _____

Date _____

Signature of Head Coach of new school (winter) _____

Sport _____

Date _____

Signature of Head Coach of new school (spring) _____

Sport _____

Date _____

Signature of Principal of new school _____

Date _____

OR I am unable to certify that one or all of the above statements are true. Therefore, as required, I am submitting a complete written disclosure of the specifics. (Attach the explanation to this form-CHECK BELOW AND SIGN.)

Signature of FORMER Principal unable to certify statement above_____
Date_____
Signature of NEW Principal unable to certify statement above._____
Date

Regulation 5116.1: Intradistrict Open Enrollment

Status: ADOPTED

Original Adopted Date: 11/08/2016 | **Last Revised Date:** 03/10/2020 | **Last Reviewed Date:** 03/10/2020

Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, not to exceed 14 calendar days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In making the determination that a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and parent/guardian in making the offer. If the parent/guardian elects to transfer the student, the transfer shall be completed as soon as practicable.

Transfers from a "Persistently Dangerous" School

Upon receipt of notification from the California Department of Education (CDE) that a district school has been designated as "persistently dangerous," intradistrict transfers shall be granted as follows:

1. Within 10 days of receipt of the notification from CDE, the Superintendent or designee shall provide parents/guardians of students attending the school with notice of the school's designation. Along with this notification, or at least 14 calendar days before the start of the school year, the Superintendent or designee shall provide a list of other district schools to which any student of the school that is designated as persistently dangerous may transfer.
2. Parents/guardians who desire to transfer their child out of the school shall provide a written response to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students.
3. The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. The Superintendent or designee shall notify the parents/guardians of the assigned school.
4. For students whose parents/guardians accept the offer, the transfer shall be made as quickly as possible. If the parents/guardians decline the assigned school, the student may remain in the current school.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

The Superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

Other Intradistrict Open Enrollment

Except for transfers for victims of a violent crime and from a "persistently dangerous school," the following procedures shall apply to intradistrict open enrollment:

1. After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.
2. The Superintendent or designee shall provide written notification to applicants as to whether their applications

have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.

3. Approved applicants must confirm their enrollment within 10 school days.

A student granted intradistrict enrollment under other circumstances shall not be required to reapply for readmission but may be subject to displacement due to excessive enrollment.

Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.

Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 35160.5, 48980)

1. All options for meeting residency requirements for school attendance
 2. Program options offered within local attendance areas
 3. A description of any special program options available on both an interdistrict and intradistrict basis
 4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied
 5. A district application form for requesting a change of attendance
 6. The explanation of attendance options under California law as provided by CDE
-



Site Secretary Only

- ☐ Itinerary (2 signatures)
- ☐ Sport (LD Signature)
- ☐ Participation List ☐ Email List
- ☐ Transportation
- ☐ Sub Request
- ☐ PO/Advance Warrant
- ☐ Lodging/Room Info.
- ☐ Chaperone Acknowledgement Forms

Performance/Competition/Field Trip Request Form

The purpose of this document is to ensure that district resources for Performance/Competition/Field Trips are available and used to improve student learning and meet District goals. This request must be submitted to the **District Office no less than 10 working days** prior to the competition/field trip. If any required information or authorization is incomplete/missing, **the request will be returned to the originating staff member for completion.** For trips within the community, you do not need to complete areas marked with "N/A".

Please Check One:

☐ Overnight (N/A if Community Trip)

☐ Athletic

☐ Study/Field Trip

☐ Class/Club

☐ Performance

Sport/Organization/Class: _____

(Sports-Learning Director Signature Required)

Name: _____

(Teacher/Advisor/Coach)

Please fill in ALL information below.

School:

☐ CDS

☐ EFJ

☐ HHS

☐ HWHS

☐ SPHS

Your Name:		Request Date:	
Purpose of Trip (N/A if community Trip):			
Instructional Time Missed:			
Periods <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 Additional:			
Trip Date:		Trip Departure Time:	
		Trip Return Time:	
Destination:		Attach a detailed itinerary. Include all stops . Include any Hotel/Event Contact Name/Phono #'s	
Address:		City/State:	
How Many Students:		How Many Adults:	
		Attach: Completed Field Trip Participants List.	
Special Ed Accommodations: If a special education students(s) is/are accompanying, have appropriate accommodations been arranged for? If yes, please list:			
Method of Transportation:		What liability insurance does the carrier have (include copy if other than school owned bus)?	
All persons providing transportation during proposed trip must be approved through the District Transportation Dept. for vehicle registration, vehicle insurance and license status.		Attach: Transportation Request Form	

Itemized Expenses	Expenses	Account Line or ASB Code	For ASB Clerk use only
Transportation/Mileage			
Lodging/# of Room (N/A if Community Trip)			
Meals			
Substitutes			
Admission			
Other Expenses			
Total			

Funds Verified:

List all Staff who will be going [**Attach:** Certificated/Classified Request for Leave form(s)]:

Staff Member(s) who will be in Charge:

Specific Learning Objectives to be Accomplished/Standards Addressed (N/A if Community Trip):

Additional Information (N/A if Community Trip):

 Learning Director or
 Assistant Superintendent Ed. Services
 Signature/Date (If applicable)

 Requestor- Signature/Date

NOTES: Attach the list of participating students. The Permission Slip used must be on file at the site and District offices. If this form is not submitted to the District Office 10 working days prior to the competition/field trip and/or is not completed with all attachments, it will be returned to you for completion. Forms submitted less than 10 working days prior to the scheduled trip risk denial of trip.

Field Trip Approval Signatures/Date

<input type="checkbox"/> Trip Approved	<input type="checkbox"/> Trip Denied	_____	_____
		Site Council	Date
<input type="checkbox"/> Trip Approved	<input type="checkbox"/> Trip Denied	_____	_____
		Principal(s)	Date
<input type="checkbox"/> Trip Approved	<input type="checkbox"/> Trip Denied	_____	_____
		Assistant Superintendent Administrative Services	Date
<input type="checkbox"/> Trip Approved	<input type="checkbox"/> Trip Denied	_____	_____
		Superintendent (Overnight and/or 100 miles)	Date

Hanford Joint Union High School District Field Trip Participant List

Your School:	Your Name (Please Print):
Trip Date:	Group:
<input type="checkbox"/> If sending via Email (Must be received at least 3 days prior to event)	

Names of Student Participants (Please Print)		
Name of Student	Emergency Contact: Name/Address/Telephone# Medical Conditions/Medications district should be made aware of	Hotel Room #

Names of Non-Student Participants (All Chaperones Including Teachers - Staff- Volunteers) Chaperones/Volunteers must be at least 21 years of age (25 years of age if driving) and must submit and to a fingerprint clearance through the District Human Resources Department (allow at least three weeks for this process)		
Name:	Cell Phone #:	Hotel Room #

Assumption of Risk/Permission to Participate

As a parent or guardian of a student requesting to voluntarily participate in a _____ competition/field trip, I hereby acknowledge that I have read, understood and agreed to the following:

I hereby give my permission for _____, who attends _____ High School
(Student's Name) (School)
to participate in a field trip on _____ for the purpose of _____.
(Date) (Activity)

Transportation for this activity will be provided by:

☐ District Bus/Vehicle

☐ Private Vehicle

_____ Student Transporting Self Only

_____ Staff/Volunteer/Parent Transporting Students

☐ Other: _____

Student's Address: _____ City: _____

Student's Home Phone #: _____ Date of Birth: _____

Family Physician: _____ Phone #: _____

Medical conditions, medication information or allergies district should be made aware of:

In the event of an emergency, I wish the following person to be notified in case I cannot be contacted:

Name: _____ Phone #'s _____

I acknowledge that this activity entails known and unanticipated risks which could result in physical or emotional injury, paralysis or death, as well as damage to property, or to third parties. I understand that such risks simply cannot be eliminated without jeopardizing the essential qualities of the activity.

I certify that my child has no medical or physical conditions which could interfere with his/her safety in this activity.

I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to the above-named student. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment.

In the event it becomes necessary for the school district staff-in-charge to obtain emergency care for my student, neither s/he nor the district assumes financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances.

Signature of parent/guardian

Date

Work Phone

Cell Phone

Home Phone

EXTENDED TRIP INFORMATION

I have read the attached itinerary (detailing dates, places of lodging, events, etc.) and understand that the school district will make every reasonable effort to provide a safe environment. I am fully aware of the special dangers and risks inherent in participating in these activities, including physical injury, or other consequences arising from these activities. Being fully informed as to these risks, I hereby consent to my child participating in the activities.

Parent Signature

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Date

ACEPTACIÓN DE RIESGO / PERMISO PARA PARTICIPAR

Como padre o tutor de un estudiante que solicita participar voluntariamente en un _____, competencia / viaje de campo, por la presente reconozco que he leído, entendido y acepto lo siguiente:

Por la presente doy mi permiso para _____, que asiste _____ High School
(Nombre del estudiante) (Escuela)

para participar en un viaje de campo en _____ con el propósito de _____.
(Fecha) (Actividad)

El transporte para esta actividad será proveído por:

☐ Vehículo / Autobús del distrito

☐ Vehículo privado _____ Estudiante transportándose solo
_____ Personal / Voluntario / Padres transportando estudiantes

☐ Otro: _____

Domicilio del estudiante: _____ Ciudad: _____

Número de teléfono del estudiante: _____ Fecha de nacimiento: _____

Médico familiar: _____ # de Teléfono: _____

Medical conditions, medication information or allergies district should be made aware of:

Condiciones médicas, información del medicamento o alergias que el distrito debe saber:

Nombre: _____ # de teléfono: _____

Reconozco que esta actividad conlleva riesgos conocidos e imprevistos que pueden provocar lesiones físicas o emocionales, parálisis o muerte, así como daños a la propiedad o a terceros. Entiendo que dichos riesgos simplemente no se pueden eliminar sin poner en peligro las cualidades esenciales de la actividad.

Certifico que mi hijo no tiene condiciones médicas o físicas que puedan interferir con su seguridad en esta actividad.

Autorizo a profesionales médicos de emergencia calificados para que lo examinen y, en caso de lesión o enfermedad grave, administre cuidado de emergencia al estudiante mencionado anteriormente. Entiendo que se hará todo lo posible para contactarme para explicar la naturaleza del problema antes de administrar cualquier tratamiento.

En caso de que sea necesario que el personal a cargo del distrito escolar obtenga atención de emergencia para mi estudiante, ni él ni el distrito asumen responsabilidad financiera por los gastos incurridos debido al accidente, lesión, enfermedad y / o circunstancias previstas.

Firma del padre/tutor Fecha Número de trabajo # de Celular Teléfono de casa

INFORMACIÓN DE VIAJE EXTENDIDO

He leído el itinerario adjunto (que detalla las fechas, los lugares de alojamiento, los eventos, etc.) y entiendo que el distrito escolar hará todos los esfuerzos razonables para proporcionar un entorno seguro. Soy plenamente consciente de los peligros y riesgos especiales inherentes a la participación en estas actividades, incluidas las lesiones físicas u otras consecuencias derivadas de estas actividades. Al estar completamente informado sobre estos riesgos, doy mi consentimiento para que mi hijo participe en las actividades.

Firma del padre Fecha

Chaperone Acknowledgement Form

As a chaperone voluntarily participating in a _____ competition/field trip, I hereby acknowledge that I have read, understood and agreed to the following:

Transportation for this activity will be provided by:

☐ District Bus/Vehicle

☐ Private Vehicle

_____ Student Transporting Self Only

_____ Staff/Volunteer/Parent Transporting Students

☐ Other: _____

1. There should be a sufficient number of chaperones to supervise the activities of the students during the trip. Chaperones must be at least 21 years of age. The minimum chaperone to student ratio will be 1:25. Higher ratios may be required for some activities, such as museum trips. All chaperones must submit to fingerprint clearance administered through the district Human Resources Department. Staff and trip proponents should allow at least three weeks for this process to be completed.
2. The district Transportation Department must review and approve the vehicle registration, vehicle insurance and license status (OMV pull notice) of all persons having transportation responsibilities during the proposed trip. This process should also allow at least three weeks to be completed.
3. Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.
4. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
5. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip. (AR 6153)
6. Students must have written parental permission in order to participate in trips requiring transportation. (Education Code 35350)
7. Before trips of more than one day, the principal or designee may hold a meeting for staff, parents/guardians and students to discuss safety and the importance of safety-related rules for the trip. For non-certificated adults who will assist in supervising students on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

THIS FORM IS REQUIRED TO BE SUBMITTED BY CHAPERONES FOR ALL FIELD TRIPS

I have read the attached itinerary (detailing dates, places of lodging, events, etc.) and understand that the school district will make every reasonable effort to provide a safe environment. I am fully aware of the special dangers and risks inherent in participating in these activities, including physical injury, or other consequences arising from these activities. Being fully informed as to these risks, I hereby consent to my participation in the activities as a Chaperone.

Print Name: _____

Signature

Date