

KINGSBURG HIGH SCHOOL



2024 - 2025

COACHES

ATHLETIC

HANDBOOK

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Kingsburg High School Athletic Programs

Mission Statement

It is the mission of the Athletic Programs at Kingsburg High School to provide student-athletes with the opportunity to represent the school and compete inter-scholastically in a wide variety of sports. It is our goal that each student-athlete will learn self-discipline, skill acquisition, sports citizenship, commitment, and respect for teammates, opponents, and officials which will lead to and demonstrate membership in a quality community.

Pursuing Victory with Honor

Preamble

At its best, athletic competition can hold intrinsic value for our society. It is a symbol of a great ideal pursuing victory with honor.

The love of sports is deeply embedded in our national consciousness. The values of millions of participants and spectators are directly and dramatically influenced by the values conveyed by organized sports. Thus, sports are a major social force that shapes the quality and character of American culture.

In the belief that the impact of sports can and should enhance the character and uplift the ethics of the nation, we seek to establish a framework of principles and a common language of values that can be adopted and practiced widely.

Purpose

The Athletic Programs at Kingsburg High School are an integral part of the educational experience. All students are encouraged to participate in the athletic program at the level most challenging to them. The goals of the athletic program are as follows:

1. To provide an athletic program which is an integral part of the educational program
2. To field competitive teams within the CIF Central Section that brings pride to Kingsburg High School and the Kingsburg community
3. To develop realistic and challenging individual and team goals
4. To develop respect and appreciation for teammates, coaches, opponents, and officials
5. To develop self-discipline and a commitment to personal and team excellence
6. To exhibit good sportsmanship at all athletic contests
7. To have a coordinated community based athletic program

Coaches will work with individuals and teams to promote good character and leadership. It is a goal of the Athletic Department to encourage all student-athletes to grow through competition.

Objectives for Student-Athletes

1. To develop knowledge and appreciation for the sport
2. To develop proper conditioning for the sport
3. To develop skills and ability to the highest capacity
4. To expose players to social situations that help them learn about themselves and others
5. To develop integrity
6. To represent the school and community in a positive manner

California Interscholastic Federation

Purpose

The purpose of the CIF is as follows:

1. To serve as an organization through which member high schools mutually adopt rules and regulations for interscholastic athletic competition. Failure to follow the spirit and intent of CIF rules and regulations may result in the following penalties for our athletes and school:
 - a. Forfeiture of all league games and championships
 - b. Elimination of our school from playoffs for the particular sport
2. To cultivate more cordial and friendly relations among schools through ethical standards of sportsmanship.
3. To promote the acceptance of the Cardinal Principles and Code of Ethics of the CIF.
4. To promote equal opportunities for all youth, regardless of race, religion, sex or national origin.

CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules

Student participation in athletics at the high school level is a privilege and governed by the California Interscholastic Federation (CIF). All Student-Athletes, Parents/Guardians, and Coaches must follow, adhere to, and are expected to conduct themselves in an exemplary manner at all times to the rules and guidelines as described in the CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules in Appendix A. ~~During participation in all CIF competition, Student-Athletes and Coaches who are ejected or disqualified from participating in the remainder of the contest will be required to follow the “Statewide Sportsmanship and Ejection Policy” in the “ETHICS IN SPORTS” document adopted by the CIF located in Appendix A.~~

Statewide Sportsmanship and Ejection Policy

The Statewide Sportsmanship and Ejection Policy located in Bylaw 503.M will be followed and enforced regarding ejections regarding players, coaches, and spectators. The current Policy may be found in the CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules.

California Interscholastic Federation - Central Section - ETHICS IN SPORTS document

Student-Athletes, Parent/Guardians, Coaches, and the Athletic Director will sign the California Interscholastic Federation - Central Section - ETHICS IN SPORTS document located in Appendix B. The ETHICS IN SPORTS document is included in the signature documents as part of the HomeCampus Student-Athlete Clearance process.

Tri-County Conference

Kingsburg High School is a charter member of the Tri-County Conference (TCC). The schools that comprise the TCC include: Central Valley Christian, Exeter, Hanford West, Immanuel, Kerman, Kingsburg, Reedley, Selma, Sierra Pacific and Washington Union. The management of the Tri-County Conference is conducted by the Athletic Directors and Principals of the member schools. Each school serves a term as the league representative to the Central Section CIF council.

As a member of the Tri-County Conference, our athletic programs and school are also responsible for following the constitution, by-laws, and sport regulation as established by the Athletic Directors and Principals of the Tri-County Conference. The TCC constitution and sport regulations are continually being revised and updated. If there are necessary changes needed within the constitution, by-laws, or sport regulations, it is imperative that the coaches, through their league representative, inform the Athletic Directors and Principals in order to address the issue.

Risk Warning

Participating in competitive athletics may result in severe injury, including paralysis or death. Changes in rules, improved conditioning programs, modern equipment and medical coverage have reduced these risks. However, it is impossible to totally eliminate such incidents from occurring.

Student-Athletes may reduce the chance of injury by obeying all safety rules in their sport, reporting all physical problems to their coaches, following a proper conditioning program, and inspecting their own equipment daily. Even if all of these requirements are met a serious injury may still occur.

Expectations of Coaches

Coaches Code of Conduct

Kingsburg Joint Union High School has adopted the CIF “Pursuing Victory With Honor - *Code of Conduct for Coaches*” and the “*CIF Expectations for Coaches*” as the Code of Conduct Guidelines. These Guidelines are given in Appendix C and Appendix D, respectively.

The Athletic Director will meet with Head Coaches prior to the start of their season to discuss the influence and importance of the responsibility of being a Head Coach for Kingsburg High School.

Head Coaches will meet with their Assistant Coaches prior to the start of their season to discuss the influence and importance of the responsibility of being a Head Coach for Kingsburg High School.

Head Coaches and Assistant Coaches will sign the CIF “Pursuing Victory With Honor - *Code of Conduct for Coaches*” and read through the “*CIF Expectations for Coaches*” in Appendix C and Appendix D, respectively. It is the responsibility of the Head Coach to turn in the signed documents to the Athletic Director.

Modeling

1. All KHS Coaches should use good judgment in conducting their private and public lives.
2. All KHS Coaches should model exemplary behavior on and off the field, and encourage their student-athletes to model exemplary behavior.
3. All KHS Coaches should instill in the student-athletes that they are all representing Kingsburg High School, the Kingsburg Community, and their family

Professionalism

1. Coaches behavior on and off the field should exemplify leadership, composure, discipline and integrity.
2. Coaches should allow every student a fair and equal opportunity to try out for the team without prejudgment based on prior experiences.
3. Coaches should use caution and common sense in any physical contact with their student-athletes.
4. Coaches should not exert undue influence on student-athletes either to play one sport at the expense of another or to play on a club team.

Communication with Student-Athletes

1. Coaches should communicate in a positive manner even when correcting or criticizing a student-athlete.
2. Coaches should emphasize team loyalty and effort, stressing the value of each individual’s contribution toward the success of the team.
3. Coaches should assist student-athletes in setting realistic goals and the process for achieving those goals.
4. Coaches should help each student-athlete to achieve their personal best.

Communications with Parents/Guardians

Head Coaches should have a meeting prior to the season to:

- Inform parents of practice hours and the schedule of games and tournaments.
- Discuss with parents the various roles they might play in assisting in the success of their student-athlete.
- Distribute and Discuss the CIF - Pursuing Victory With Honor - *Expectations for Parents/Guardians located in Appendix E.*

Coaches should be available to discuss the progress of student-athletes throughout the season.

Communication with the Athletic Department

Coaches will have a meeting with the Athletic Director regarding the needs of their Athletic Program. The meeting will include a discussion involving but not limited to: inventory, equipment, budget, game scheduling and transportation.

Head Coaches are responsible for the following items:

1. Team Roster
 - a. Maintain the current student-athlete Team Roster on the shared **Google Sheet titled *Athletic Rosters* with the link sent by the Athletic Director.**
 - b. Check student-athlete eligibility through the Academic Probation List.
2. Transportation Requirements
 - a. Dismissal and Departure Times of all games scheduled.
 - b. Vehicle needs of the team for transportation.
3. Game Scores
 - a. Update the final game score and necessary statistics on MaxPreps or the CIF required location.
4. Practice Schedules
 - a. Practice schedules are to be requested through the **SmartSheets Online Program to reserve High School Facilities.**
NOTE: If you do not turn in your practice schedule, this may result in unavailability and conflicts with other activities that have been scheduled for the facility you plan to use.
5. Team Rosters, Team Records, Team Awards, and Individual Awards must be placed on the *KHS End of Season Google Sheet* for each level of the sport and turned into the Athletic Department as soon as possible at the completion of the season.

Teaching Skills and Conditioning

1. Coaches should be knowledgeable and well trained in teaching the skills of the sport.
2. Coaches should appropriately physically condition their student-athletes before each season and teach techniques that enhance an athlete's safety as well as that of an opponent.
3. Coaches should stress the necessity of student-athletes being in their best physical condition as a responsibility to themselves, as well as to their team.

Priorities of Life

1. Coaches should remember that athletics are one part of a student's life and must be kept in a realistic balance with the demands of academic and family responsibilities.
2. Coaches should teach the student-athletes to win with a sense of accomplishment and humility and to lose without excuses.

Creating a Successful Environment

1. Coaches should prepare themselves as students of the game.
 1. Coaches should be positive and enthusiastic.
 2. Coaches should develop a program that will attract students to the sport.
 3. Coaches should make the sport competitively fun.

Multi-Sport Student-Athletes

It is the philosophy of Kingsburg High School that any student-athlete possessing a desire and ability to participate in multiple sports throughout the year (Fall, Winter, Spring) be given that opportunity.

It is the responsibility of the student-athlete to communicate and schedule their time making every effort to attend the practices, team meetings, and contests of both sports in which they are participating. If schedule conflicts arise for the multi-sport student-athlete the sport that is currently in season will become the priority. However, the Head Coaches of both Programs may come to an agreement that is best for the student-athlete.

All Kingsburg High School Coaches should develop an environment and schedule which gives student-athletes an opportunity to participate in multiple sports throughout the year.

Hosting Tournaments

It is encouraged that our Athletic Programs host Athletic Tournaments at Kingsburg High School. Head Coaches and Athletic Programs must communicate with the Athletic Director to schedule Athletic Tournaments to be hosted by Kingsburg High School. It is the responsibility of the Coaches and the Athletic Program to create the schedule and bracket for the tournament. The Athletic Program is also responsible for scheduling and providing ticket takers and snack bar attendants for the tournament games.

Student-Athlete Eligibility and Discipline Regulations

Academic Eligibility:

Attendance Requirements for Student-Athletes to participate in an Athletic Contest is detailed in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK.

Academic Grade Point Average and individual class grade requirements are detailed in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK.

The Academic Probation List will be generated according to the guidelines in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK.

Student-Athletes that have not met the Attendance and Academic Requirements as stated in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK will be restricted to the following guidelines:

- Student-Athletes will not be allowed to participate in Athletic Contests
- Student-Athletes will not be released early from school for an Athletic Contest
- Student-Athletes will not be allowed to travel with the team to Away Contests
- Student-Athletes will not be allowed to wear their team uniform while on the sidelines at Athletic Contests

Student-Athletes that have not met the Attendance and Academic Requirements may be allowed to participate in the following at the discretion of the Head Coach:

- Team practices and team meetings
- Stand or sit on the sideline during Athletic Contests
- Earn Physical Education credit by participating in practices and team meetings throughout the completion of the season

Student-Athletes listed on the 2nd Semester Academic Probation List may participate in Summer School in order to be removed from the Academic Probation List for the subsequent 1st Quarter according to the guidelines in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK.

Student-Athletes Entering from 8th Grade:

- Any student entering from the eighth grade into a CIF four-year high school must have 2.0 GPA at the last quarter of the 8th grade year to be scholastically eligible. A probationary period of the first quarter is provided for those 8th graders who do not meet the 2.0 GPA requirements the preceding quarter. Students are eligible during the probationary period. A student must have 2.0 GPA at the end of the probationary period in order to be eligible the subsequent quarter.

Athletic Eligibility:

Student-Athletes must complete the following in order to be eligible for the athletic team conditioning, try-outs, practices and/or athletic contests.

1. Cleared through HomeCampus (online program) which includes the following:
 - Completed "CIF - PREPARTICIPATION PHYSICAL EVALUATION Form. The Form is located in **Appendix F**.
 - Parent and Student-Athlete Online Signatures for School Documents
 - Parent and Student-Athlete Online Signatures for CIF documents

2. Approved release from previous sport which includes uniforms and equipment turned in and no outstanding debts in the KHS Office.

Team Discipline Policies:

The Head Coach:

1. Will set the team rules and discipline policy.
2. Is given the autonomy to create their team rules and discipline policy following the *CIF Code of Conduct for Student-Athletes* policy. The *CIF Code of Conduct for Student-Athletes* policy is given in Appendix C of the Coaches Athletic Handbook.
3. Is responsible for creating and distributing team rules and discipline policy in either or both verbal and written form.
4. Is encouraged to have the parents/guardians sign the team rules and discipline policy and keep a copy of the signed document.
5. Will submit the team rules and discipline policy to the Athletic Director prior to the start of the season.
6. Will meet with parents/guardians to cover expectations of rules, policies and behavior of students and parents at the start of the season.
7. Student-Athletes must maintain the established standards of conduct of the KJUHS District as defined in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK and the CIF "ETHICS IN SPORTS" both on and off the field. The document is located in Appendix B of this Handbook. Any behavior that does not follow these guidelines for our student-athletes may be cause for discipline from the coach and/or administration, as well as possible dismissal from a team.

School Discipline Policies:

KJUHS discipline policies are applicable to all student-athletes. If a student-athlete has been involved in a violation of school policies it will affect the student-athlete. Anytime there is a school-sponsored activity it is considered part of the school year. Summer time and vacation periods are considered "School Year" when school sponsored, school supervised gatherings or trips are taken.

Suspensions:

Student-Athletes that are suspended are not eligible to attend or participate in any team activities including practices, games, team events, or team meetings during the suspension including any weekend activities. Any student-athlete receiving a multiple day suspension may be removed from a team. A student-athlete receiving more than one multiple day suspension during a season of sport will be removed from the team for the remainder of that sport.

Athletes Quitting a Sport

It is the discretion of the Head Coach on whether to allow a student-athlete that has quit the team to return. Student-athletes who quit a team may lose all rights of a team member including awards or post season honors.

It is the responsibility of the student-athlete to communicate to the Head Coach their intention to quit the team. If the student-athlete fails to attend practices or games and does not inform the Head Coach, the student-athlete will be presumed no longer on the team.

If a student-athlete quits a specific sport and desires to play a sport in a subsequent season then the following conditions must be met:

1. The student-athlete must meet and be given approval by the Athletic Director to discuss quitting the sport with the current Head Coach.
2. Current Head Coach of the sport the student-athlete is quitting must give approval to play in the subsequent season sport.
2. Subsequent season Head Coach must give approval for the student-athlete to join the subsequent season sport.

Student-athletes must return all uniforms and equipment prior to being allowed to begin a subsequent sport.

Alcohol: Possession and Consumption

1. First violation: May include suspension from practice and/or competition. The student-athlete is to be referred to a counselor and/or guidance program.
2. Second violation: If a second violation occurs in the same school year, the student-athlete will not be allowed to participate in any athletic program at KHS during that school year in which the second violation took place.
3. School policy for alcohol is also applied.

Drug Policy

1. First violation: May include suspension from practice and/or competition. The student-athlete is to be referred to a counselor and/or guidance program.
2. Second violation: If a second violation occurs in the same school year, the student-athlete will not be allowed to participate in any athletic program at KHS during that school year in which the second violation took place.
3. School policy for drugs is also applied.

Tobacco

1. First violation: May include suspension from practice and/or competition. The student-athlete is to be referred to a counselor and/or guidance program.
2. Second violation: If a second violation occurs in the same school year, the student-athlete will not be allowed to participate in the athletic program at KHS in that season of sport.
3. School policy for tobacco is also applied.

Anabolic Steroids

Warning: Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height, cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids. Anabolic steroids are an illegal drug and anyone in possession of or found using them will be subject to the drug policy previously listed.

Under no circumstances will personnel at KHS ever condone the use of performance enhancing drugs or steroids

1. First violation: Suspension from practice and competition for 45 school days. The student-athlete is to be referred to a counseling and guidance program.
2. Second violation: If a second violation occurs in the same school year, the athlete will not be allowed to participate in any athletic program at KHS.
3. School policy for drugs is also applied.

Unsportsmanlike Conduct:

Student participation in athletics at the high school level is a privilege and governed by the California Interscholastic Federation (CIF). All Student-Athletes, Parents/Guardians, and Coaches must follow, adhere to, and are expected to conduct themselves in an exemplary manner at all times to the rules and guidelines as described in the CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules in Appendix A.

The Statewide Sportsmanship and Ejection Policy located in Bylaw 503.M of the CIF Central Section Orange Book: Constitution, Bylaws, Sports Governing Rules will be followed and enforced regarding ejections regarding players, coaches, and spectators. The current Policy may be found in the CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules.

The STUDENT BEHAVIOR DISCIPLINE POLICY as outlined in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK will be followed for unsportsmanlike conduct for student-athletes.

Kingsburg Joint Union High School has adopted the CIF “Pursuing Victory With Honor - *Code of Conduct for Student-Athletes*” as the Code of Conduct Guidelines.

Kingsburg Joint Union High School has adopted the CIF “Pursuing Victory With Honor - *Code of Conduct for Parents/Guardians*” as the Code of Conduct Guidelines.

These Guidelines are centered around the six core principles of: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Home and Hospital

Student-Athletes that are enrolled in at-home and/or hospital programs are not eligible to compete with an athletic team until they return to regular classes at Kingsburg High School.

Eligibility and Team Rosters

The Head Coach is responsible for reviewing the Academic and Athletic Eligibility of the student-athletes for their Athletic Program. It is the responsibility of the Head Coach to turn in the team roster on the KHS Athletic Roster spreadsheet before the first athletic contest.

Emergency Care of Athletes

Everyone must be concerned about the safety and well-being of the student-athletes.

All Coaches should know the following:

1. The health status of the players through review of the **CIF - PREPARTICIPATION PHYSICAL EVALUATION Form** and HomeCampus online documentation.
2. Follow the proper procedures in case of injury and keep accurate records of all accidents and injuries.
3. Confirm that players wear protective equipment that is properly sized and fitted.
4. Analyze coaching methods and procedures that assure the safety of the players in all drills and competition.

Emergency Care Procedures:

1. Do not move a student until his/her condition has been carefully evaluated. Contact proper authorities. Notify the office or administration immediately.
2. Parents are to be notified by the coach or the office.
3. Transport injured athlete in parent’s car, unless an ambulance is necessary. If the situation is not an emergency, the parents must be consulted before calling for an ambulance.
4. An Accident Report located in **Appendix G** must be completed within 24 hours for all accidents.
5. Coaches should be familiar with local emergency procedures when traveling for a contest.

Serious Injury or Illness

1. In an Extreme Emergency: Call 911
2. Notify the Athletic Trainer
3. Notify the Administration
4. Notify the Office
5. The office will:
 - a. Locate school nurse or administrator
 - b. Call a physician
 - c. Contact parents or guardian
 - d. Call ambulance or paramedics if needed
6. If the situation is life-threatening:
 - e. Do not move the athlete
 - f. Start first aid immediately
 - g. Obtain help

Transportation

General Guidelines

1. Self-Transportation is encouraged and may be required for some or all KJUHSD Athletic Events depending on several factors. These factors include but are not limited to the number of student-athletes in the Athletic Program, distance of travel, availability of district transportation vehicles, and the student-athlete's ability to carpool to the Athletic Event. All transportation provided by KJUHSD must be previously arranged with the Head of Maintenance Operations Transportation.
2. Student-Athletes being released from school early in order to attend an Athletic Event must use the provided school transportation unless previously approved by the Head Coach.
3. KJUHSD will not provide weekend or holiday transportation to any event, unless previously arranged and approved by the Head of Maintenance Operations Transportation.
4. All student-athletes and parents/guardians must sign the STUDENT TRANSPORTATION PERMISSION FORM. The Form is given in **Appendix F**.
5. Parents/Guardians must sign the Student-Athlete Transportation Release Document before leaving the Athletic Contest with their student-athletes. The Form is listed in **Appendix I**.

Coaches and Parents/Guardians Using Private Vehicles to Transport Student-Athletes

Private vehicles being operated for district purpose must meet the following guidelines:

1. The *Kingsburg Joint Union High School District - Transportation For School-Related Trips - SCHOOL DRIVER REGISTRATION FORM* must be completed and approved by the District Office. The form is included at the end of this Athletic Handbook in **Appendix J**.
The Form includes, but is not limited, to the following information:
 - A. Driver must possess:
 - Valid CA driver's license
 - Minimum liability insurance as required by the State of CA
 - B. Coaches and Parents/Guardians are not permitted to transport single passengers with the following exceptions:
 - The passenger is the son/daughter of the coach or parent/guardian.
 - Previously cleared by both the parent/guardian, coach, and athletic director.

Parents/Guardians/Community Members Driving District Vehicles

Parents/Guardians/Community Members may be approved to drive District vehicles through the following process:
Two Forms must be completed, approved, and on file at the District Office:

- A. Transportation School Related Trips – District Vehicle. Form available at the district office or online at Kingsburghigh.com > District Information > Forms and Calendars
- B. Volunteer Coach & School Volunteer Form – must be completed and on file at the district office.
The Form may be found through the **SmartSheet Link:**
<https://app.smartsheet.com/b/form/d6486fcd9d1949038cf0189a482eae89>

Coaches Riding the Bus

It is recommended that a coach ride the bus with the team, if possible. However, there may be instances that the Coach drives a vehicle following the bus or meets the team at the location of the athletic contest.

Proper Behavior on the Bus

Proper behavior on the bus is expected, at all times, for the respect, safety and well-being of yourself and others. As student-athletes, you are representing your team, school, community, parents and most importantly, yourself.

1. Student-Athletes are expected to conduct themselves in an orderly manner that would include:
 - a. Talking in normal tones.
 - b. Remain seated at all times.
 - c. Following verbal instructions from the driver and the coach.
 - d. Only radios with headphones are allowed.
 - e. Students will keep hands and head inside the bus at all times.
 - f. Obscene language, literature, etc., is prohibited.

- g. No eating or drinking on the bus (unless permission is given by the bus driver).
- h. All trash must be removed when exiting the bus.

Overnight Trips for Athletic Programs

A maximum of 2 school SUV's will be provided by the KHS Transportation Department for the overnight trip of an Athletic Program. It is the responsibility of the specific Athletic Program to secure private vehicles for any additional space needed for student-athlete transportation on overnight trips. The procedures listed in the “**Coaches and Parents/Guardians using private vehicles to transport student-athletes**” above must be followed for private vehicle use. The KHS Transportation Department will not provide drivers for the school vehicles on overnight trips.

Appearance

Student-Athletes and Coaches should display pride in their appearance. Student-Athletes and Coaches are required to follow the dress code as detailed in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK.

Language

Profanity will not be tolerated at any time by Student-Athletes and Coaches. Student-Athletes and Coaches are required to follow the code of conduct as detailed in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK.

Meals

In some instances, the team may stop for either a pre-game or post-game meal. Please be prepared by bringing appropriate meal money or bringing your own snacks/meal. Student-Athletes are expected to stay together as a group at all times.

Expected Return Time

Student-Athletes are responsible for communicating with their parents/guardians on the approximate return time along with the place that the bus will unload. Please have parents/guardians either waiting for students at school. The Coach will give student-athletes access to a phone if the student-athlete does not have a phone in order to contact parent/guardian.

The coach is responsible for supervision until the parents/guardians arrive. Student-Athletes are encouraged to stay in a well-lighted area until released to parents/guardians.

Regional Championship Tournament

Athletic Programs earning playoff position in the Regional Championship Tournament will have the option of using up to \$2,000 from the KHS Athletics Department toward the rental of a charter bus if the travel mileage is over 100 miles for the one-way trip. It is the responsibility of the specific Athletic Group to cover any additional payment over \$2,000 for the charter bus. It is also encouraged that the specific Athletic Group help off-set the cost of meals for the student-athletes.

Award Policies and Procedures

Award and Letters

A student-athlete must complete the season in favorable status in order to receive a varsity athletic letter “K”. The varsity athletic letter “K” will only be awarded to student-athletes that are on a varsity team. Student-Athletes that have moved from a JV and/or F/S team in order to participate in Section Playoffs will receive a varsity athletic letter “K”.

Championship Awards

The cost of the following Championship Patches are the responsibility of the KHS Athletic Account.

- Varsity League Championship
- Junior Varsity League Championship
- F/S League Championship
- Central Section Championship
- Regional Championship

The cost of the following items are the responsibility of the individual student-athlete but may also be supplemented by the individual Athletic Group at the discretion of the Head Coach and Booster Board.

- Championship Rings
- Regional Championship Participation Patch

Award Policy

The Kingsburg Student Body Athletic Account will provide the following awards to the athletic teams:

Varsity:	4 Awards (4 Plaques)
Junior Varsity:	3 Awards (3 Plaques)
Frosh/Soph:	2 Awards (2 Plaques)

Additional awards may be purchased by the specific Athletic Group. However, it is encouraged that the number of JV Awards does not exceed the number of Varsity Awards and the number of F/S Awards does not exceed the number of JV Awards.

The awards are not to exceed the monetary amount set by CIF.

Student-athletes who quit a team may lose all rights of a team member including, but not limited to, awards or post-season honors.

Student-Athlete and/or Parent/Guardian Concerns

General

The following process is intended to address any concerns of the student-athlete and/or parent/guardian regarding the specific Athletic Program. It is our belief that a quick and honest discussion between all parties will result in a positive resolution for all concerned and an improvement in the atmosphere for both student-athletes and coaches.

Legitimate Concerns:

1. Mistreatment of student-athletes verbally, mentally or physically.
2. Any violation of an adopted code of ethics, conduct or expectations.

Non-Legitimate Concerns:

1. Student-athletes are not given enough playing time.
2. Student-athletes not playing the right position.
3. Strategies used by the coach.
4. The Win and Loss record of the team or coach.

Process for Concerns

If a student-athlete and/or parent/guardian believes that he or she has experienced unfair or improper treatment by a member of the Athletics Department or by another student-athlete relating to his or her participation in a sport, he or she may pursue the following procedure:

1. Informal Resolution with Staff - It is the general practice that the student-athlete and/or parent/guardian should first discuss the concern with the individual(s) most directly involved in the issue. For instance, if the matter involves the coach or a team policy established by the coach, the student-athlete should contact the coach and work on an informal basis to resolve the issue with the coach.
2. Informal Resolution with Athletic Director - If no resolution results from Step 1, or if the student-athlete and/or parent/guardian feels uncomfortable raising the concern directly with the individual most directly responsible, the student-athlete and/or parent/guardian should consult with the Athletic Director. The Athletic Director will work with the student-athlete and/or parent/guardian and head coach to resolve the issue. Serious efforts should be made to resolve the issues at an informal level by both the Athletic Director, student-athlete and/or parent/guardian.
3. Written Complaint to KHS Administration - If resolution through informal resolution proves unsuccessful, the student-athlete and/or parent/guardian may elect to submit a written complaint to the KHS Administration. To do so, the student-athlete and/or parent/guardian must set forth, in writing, the substance of the complaint, the grounds on which it is based, and the efforts taken to date to resolve the matter. The document will be submitted to the KHS Administration. The KHS Administration, in consultation with the Athletic Director, shall initiate a review in a timely manner, which should normally be completed within thirty days, depending on the extent and nature of the allegations. The Athletic Director and KHS Administration shall take appropriate action based on the results of their review and will inform the student-athlete and/or parent/guardian verbally or in writing when the complaint has been resolved.

Student Rights Title IX Policy

Title IX: Notice of Student Rights and Title IX Policy documents for Kingsburg Joint Union High School District are given at the end of the Athletic Handbook. The document contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity and includes the name of the district's Title IX Coordinator. The document also includes a copy of students' Title IX rights pursuant to Education Code 221.8.

Duties and Responsibilities of Coaches

Coaches Certification

Any person interested in serving as a Head Coach or Assistant Coach, either paid or volunteer, at Kingsburg High School must complete the following items before attending any practice, contest, or team event:

1. Complete a Coaching Application with the District Office.
The Form may be found through the **SmartSheet Link:**
<https://app.smartsheet.com/b/form/d6486fcd9d1949038cf0189a482eae89>
2. Approved by the Principal, Athletic Director and the Kingsburg High School District Board of Trustees.
3. Cleared with the Fresno County Office of Education through the background check and livescan (fingerprint) process.
4. Cleared with appropriate documentation of a TB Test.

Coaches must be knowledgeable and competent in the following:

1. Care and prevention of athletic injuries, basic first aid and emergency procedures.
2. Knowledge of child or adolescent psychology as it relates to sports participation.
3. Coaching knowledge and/or experience.

Head Coach - Online Courses - Keenan SafeSchools - Any Level: Varsity, JV, and F/S

Initial Hire Only

NFHS Fundamentals of Coaching Training (*1 Time Course, 2-3 hours*)

AED (22 minutes)

Athletic Liability (45 minutes)

Bullying: Recognition & Response (56 minutes)

Sport Supervision and Safety (24 minutes)

Youth Suicide: Awareness, Prevention, and Postvention (39 minutes)

Initial Hire and Every 2 years

Sexual Harassment Prevention for Non-Managers (SB 1343) (60 minutes)

Initial Hire and Annually

Cardiopulmonary Resuscitation (CPR) (15 minutes)

Concussion Awareness: Athletics (34 minutes)

First Aid (34 minutes)

Heat Illness Prevention in Athletics (30 minutes)

Mandated Reporter: Child Abuse and Neglect (44 minutes)

Sudden Cardiac Arrest in Athletes (16 minutes)

Assistant Coach - Online Courses - Keenan SafeSchools - Any Level: Varsity, JV, and F/S

Initial Hire Only

NFHS Fundamentals of Coaching Training (*1 Time Course, 2-3 hours*)

Initial Hire and Annually

First Aid (34 minutes)

Heat Illness Prevention in Athletics (30 minutes)

Mandated Reporter: Child Abuse and Neglect (44 minutes)

Sport Supervision and Safety (24 minutes)

NOTE: Any person who has been convicted of any offense referred to in the Education code 44940, or any other offense involving moral turpitude or evidence unfit to associate with children cannot coach in the Kingsburg Joint Union High School District.

Head Coach Responsibilities

1. Carefully supervise all levels of their athletic teams.
2. Informing their staff at all levels of the current rules and regulations pertaining to their sport.
3. Assist the Athletic Director in the following:
 - a. Placement of personnel
 - b. Budgeting
 - c. Scheduling
 - d. Transportation
 - e. Awards
 - f. CIF and CSL advisory meetings
 - g. Care, maintenance and preparation of facilities for practice and games
4. Varsity Head Coaches are responsible for:
 - a. Inventory of equipment
 - b. Issuing and receiving equipment
 - b. Submitting equipment needs to the Athletic Director
 - c. Care and maintenance of equipment
 - d. Care and prevention of injuries
5. Instruct all assistant coaches of their responsibilities.
6. Be responsible to the Athletic Director and Principal for the total conduct of their sport.
7. Organize, oversee, and conduct all practice sessions.
8. Confirm clearance on all student-athletes in their program.
9. Make sure all team members understand training rules set by the district, school and team.
10. Report all training rule violations to the athletic director.
11. Hold team members accountable for proper use and care of equipment.
12. Make sure the team is properly supervised at all times.
13. Cooperate with the media regarding publicity and information about their sport.
14. Keep statistics for school records.
15. Make sure the team represents Kingsburg High School properly during away contests.
16. Properly secure all doors and turn off lights when leaving facilities.

Assistant Coach Responsibilities

1. Assistant coaches are assigned by the head coach, with the approval of the athletic director, principal and board members.
2. Perform delegated duties set forth by the head coach.
3. Follow all school policies.
4. Assist in preparing facilities.
5. Help issue equipment, check equipment, and take inventory.
6. Assist in supervision

Duties of the Athletic Trainer

1. Work with team physicians, Athletic Director, coaches, student-athletes and parents.
2. Supervise the training room.
3. Train and recruit student-trainers.
4. Report all serious injuries to the family doctor and athletic director. Do not diagnose and give medical treatment without consulting a team physician or family doctor.
5. Maintain treatment and injury log.
6. Recommend to coach, an athlete's return to practice or game. The doctor has final say in determining whether an athlete is able to participate after an injury.
7. Administer all first-aid and taping.
8. Be present at all home contests and work with the athletic director on away events.
9. Be available during practices.
10. Responsible for setting up water on the sideline and standard items for athletic contests.
11. Responsible for maintaining and updating the written plan for a heart attack victim.
12. Responsible for maintaining and updating the written plan for the school-wide athletics emergency plan.

It is the responsibility of the Athletic Trainer to work with the Athletic Director and District Office in providing appropriate coverage for the athletic training duties when the Athletic Trainer is not available for athletic contests or practices including weekend coverage.

General Information

CIF Playoffs

CIF requires an overall win percentage for Athletic Teams to be eligible for Playoffs as noted in the CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules. KHS Athletic Teams that have an overall win percentage between the CIF minimum requirement and 50% must obtain the approval of the Athletic Director and Principal in order to attend Playoffs. It is encouraged that Athletic Teams with an overall win percentage of above 50% attend the CIF Playoffs.

Charging Admission to Athletic Contests

Spectators attending KHS Athletic Contests will be charged admission for Athletic Events that require a payment for Officials. The cost of admission will be according to the Tri-County Conference Constitution.

Weight Training and Conditioning Programs

A coach may hold a weight training or conditioning program during the off-season. Weight room rules must be followed or privileges will be lost.

1. A coach must be present when the weight room is being used.
2. All weights must be put away neatly and all bars must be cleared.
3. Athletes should be dressed appropriately.
4. Lock the weight room and turn out lights after each use.

Training Room

Please emphasize to student-athletes that the training room is a place for athletes needing care and or treatment of injuries. When the trainer is not in the room, please do not allow any students in the room.

The Media

It is the responsibility of the Head Coach to update MaxPreps and ScoreBook Live of results of their team's contests. It is also the responsibility of the Head Coach to communicate with the media when contacted regarding the results of athletic contests.

Scheduling

The athletic director, with the help of the head coach, will set up the schedule for each sport. The league schedule is set by the Tri-County Conference Athletic Directors. Do not make any firm commitments without confirming with the Athletic Director as transportation and facilities must first be checked out before confirmation is made.

The limitation and dates for the number of athletic contests to be scheduled for the season of sport is set by our Central Section CIF. It is the responsibility of the head coach to monitor the individual number of athletic contests.

Overnight Trips

Overnight Trips must be approved by the School Board through the submission of the KJUHS OvernighT Trip Request through the SmartSheet online system located in Appendix K. It is highly recommended that the request be submitted for Board Approval approximately 4 months prior to the Overnight Trip. It is the responsibility of the Head Coach to complete the KJUHS OvernighT Trip Request form and turn it into the Athletic Director to be included in the Board Approval agenda.

Releasing Student-Athletes from Class

When student-athletes are to be excused from class to attend an athletic event, the SmartSheet Online Link should be completed to request Class Dismissal Time and Transportation. It is important that the Team Roster on the Google Sheet is up to date for teachers and staff to utilize for releasing student-athletes from class. Student-Athletes should not be released more than 15 minutes before the bus is scheduled for departure unless approval has been given by the athletic director.

Keys - Responsibility and Fee Charge

Keys to athletic facilities will be issued by the district office. Keys are not to be copied or transferred. Coaches are not allowed to give keys to your student-athletes.

Coaches are required to return your key(s) to the District Office once the season of sport is complete.

There will be a \$50 fee for each lost key.

Athletic Event Warm-Up Music

All music played over the sound system during an Athletic Event, both warmups and breaks, must be included in Shared Google Drive Folder for the KHS Approved Music.

Summer Schedule

All Athletic Programs are mandated by the CIF to take a consecutive 2-week “Dead Period” during the summer. All Athletic Programs will adhere to this schedule as approved by KJUHSD.

All KHS athletic facilities for summer use must be reserved by submitting the dates, times, and facility information through the SmartSheets online system. It is recommended that Head Coaches request the summer facility as soon as 3 months prior to the summer training taking place.

Game Uniforms

All game uniforms will consist of the school colors: Green and Gold/Yellow. The use of the colors of black and white trim on the game uniform may be used as approved by the athletic director. Approved logos on game uniforms are: KHS Viking Head, KHS “K”, or the Athletic Program Crest as approved by the athletic director.

Budgets

Kingsburg High School - ASB Athletics

If funding allows, each Athletic Program will receive a budget from the KHS Athletic Account for the season of sport. All other expenses will be the responsibility of the individual Athletic Program.

The budget received from the KHS Athletic Account may be used for:

- Student-Athlete Uniforms
- Athletic Equipment
- Tournament Entry Fees
- Other expenses directly related to student-athletes participation in the season of sport

Purchase Options

Head Coaches and Boosters should make purchases through the approved and recommended vendors list.

Inventory

All equipment and uniforms should be turned in to the Head Coach or Head of Program. It will be the full responsibility of each head coach to monitor and maintain the inventory of their individual Athletic Program.

Head Coach Assessment

General

Head Coaches will meet with the Athletic Director at the end of their athletic season for an assessment of the individual Athletic Program. The Athletic Director will complete the Athletic Coaches Evaluation Form listed in Appendix L during the meeting with the Head Coach.

Title IX: Notice of Student Rights and Title IX Policy
(34 C.F.R. § 106.8, subd. (b); Cal. Ed. Code § 221.61.)

The **Kingsburg Joint Union High School District** (“District”) does not discriminate on the basis of sex in any education program or activity that it operates. The prohibition against discrimination on the basis of sex is required by federal law, Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C §§ 1681-1688, and specifically 34 C.F.R. § 106.8, subsection (b). Title IX requires that school districts take immediate and appropriate action to address any potential Title IX violations that are brought to its attention.

Title IX Coordinator

Cindy Schreiner, Executive Director of Student Services is the Title IX Coordinator for the Title IX complaints involving students for the Kingsburg Joint Union High School District (“District”), and can be reached by telephone at (559)897-7721 x2302, by e-mail at cshreiner@kingsburghigh.com, by mail or in person at 1900 18th Avenue, Kingsburg, CA, 93631.

Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to Cindy Schreiner, or to the Assistant Secretary for Civil Rights from the United States Department of Education, or both.

Sexual Harassment Under Title IX

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the school district conditioning the provision of an aid, benefit or service of the school district on an individual’s participating in unwelcome sexual conduct (*quid pro quo*);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or
3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Alleged conduct that does not rise to the level of the sexual harassment under Title IX will be addressed in accordance with other District policies that prohibit sexual harassment and/or sex-based discrimination, or address other forms of inappropriate conduct, as is deemed appropriate.

Reporting and Filing a Title IX Complaint with the District

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is also the alleged victim), in person, by mail, by telephone or by e-mail, using the contact information listed for the District’s Title IX Coordinator, or by any other means that results in the Title IX

Coordinator receiving the person's verbal or written report. Such reports may be made at any time, including during non-business hours.

A formal Title IX complaint is written complaint that alleges sexual harassment against a respondent (or the person accused of committing the alleged conduct), and requests that the school district investigate the allegation of sexual harassment. The written complaint must be filed by the victim of alleged sexual harassment (referred to as the complainant), or the victim's parent/guardian, using the Title IX Coordinator's contact information listed above. It may be filed at any time the student, who is the victim of the alleged conduct, is participating in, or attempting to participate in the District's education program or activity. However, the District encourages all reports to be brought forth as soon as possible, as the length of time elapsed between an incident of alleged sexual harassment, and the filing of a formal complaint, may, in specific circumstances, prevent the District from collecting enough evidence to reach a determination.

When circumstances arise where the Title IX Coordinator has received a report of sexual harassment, but the complainant does not wish to file a formal Title IX complaint, the District will respond in a manner that is not deliberately indifferent. This may include the Title IX Coordinator signing and initiating a formal Title IX complaint.

Title IX Complaint Procedure

The District will process all formal Title IX complaints in accordance with Title IX and District Board Policy ("BP") 5145.7 – Sexual Harassment, and Administrative Regulation ("AR") 5145.71 - Title IX Sexual Harassment Complaint Procedures, which includes the option of informal resolution for certain matters.

All investigations will be conducted as confidentially as possible. Upon receipt of a formal Title IX complaint, the District will provide the complainant and respondent (or "the parties") with adequate notice of the District's complaint process and the underlying allegations. During the course of the investigation, the District will provide the parties with an equal opportunity present witnesses and evidence. The District will not restrict the ability of the parties to discuss the allegations under investigation, and it will allow parties to utilize an advisor of their choice, who may be an attorney if they so choose. As detailed in AR 5145.71, prior to the conclusion of the investigation, the parties will have the opportunity to inspect and respond to all evidence that is directly related to the allegations in the complaint that was gathered during the course of the investigation. Thereafter, and prior to any final decision being made, the parties will receive a copy of the investigation report that fairly summarizes the relevant evidence, and they will have an opportunity to submit written, relevant questions to be asked of the other party or any witness. Next, a determination regarding responsibility will be made and issued in writing to both parties. Under Title IX and District policy, the responding party is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the complaint process.

Any party not satisfied with the final written determination will have the option to appeal the final determination, as detailed in AR 5145.71. Additionally, any complainant who is dissatisfied with the District's determination may file an appeal in writing with the California Department of Education within 30 calendar days of receiving the District's written determination, which shall serve as the Investigation Report required as part of California's Uniform Complaint Procedures (cf. BP/AR 1312.3 – Uniform Complaint Procedures). Sexual harassment and discrimination complaints made by or on behalf of students may also be filed with the U.S. Department of Education, Office of Civil Rights within 180

calendar days of the date of the alleged discrimination, unless the time for filing is extended by the Office of Civil Rights for good cause shown under certain circumstances.

Additional details about procedures for filing a formal Title IX complaint and Title IX complaint procedures may be found in BP – 5145.7 – Sexual Harassment and AR 5145.71 – Title IX Sexual Harassment Complaint Procedures <http://kjuhsd.com/board-policy/>. Copies may also be obtained at the District office.

All Other Student Complaints of Sexual Harassment and Discrimination

The District requires all employees and encourages all parents, students, and community members to immediately report suspected incidents of all forms of sexual harassment or discrimination, regardless of when it occurred, to the Title IX Coordinator/compliance officer or a District administrator so that the District may take appropriate steps to address the alleged misconduct.

Sexual harassment and discrimination complaints brought forth by or on behalf of students that do not qualify as formal Title IX complaints, or do not rise to the level of sexual harassment as defined by Title IX, as described above, will be processed in accordance with BP/AR 1312.3 – Uniform Complaint Procedures, or in a manner that is otherwise deemed appropriate by the District.

Please be aware that the timeline for filing a complaint of sexual harassment or discrimination under California’s Uniform Complaint Procedures is six months from the date of the alleged incident, or six months from the date the complainant first obtained knowledge of the facts of the alleged incident (cf. BP and AR 1312.3 – Uniform Complaint Procedures.)

Parents, students, and community members may request to meet with the Title IX Coordinator/compliance officer to determine how best to accommodate or resolve concerns that may arise from the District's implementation of its nondiscrimination policies. To the extent possible, the District will address any individual student’s interests and concerns privately.

Student Rights Pursuant to Education Code Section 221.8

In addition to federal law, the California Education Code similarly prohibits schools from discriminating against its students on the basis of sex. Education Code section 221.8 provides as follows:

The following list of rights, which are based on the relevant provisions of the federal regulations implementing Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), may be used by the department for purposes of Section 221.6:

- (a) You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- (b) You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- (c) You have the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school.
- (d) You have the right to apply for athletic scholarships.
- (e) You have the right to receive equitable treatment and benefits in the provision of all the following:

1. Equipment and supplies.
 2. Scheduling of games and practices.
 3. Transportation and daily allowances.
 4. Access to tutoring.
 5. Coaching.
 6. Locker rooms.
 7. Practice and competitive facilities.
 8. Medical and training facilities and services.
 9. Publicity.
- (f) You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
- (g) You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
- (h) You have the right to file a confidential discrimination complaint with the United States Office for Civil Rights or the state Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- (i) You have the right to pursue civil remedies if you have been discriminated against.
- (j) You have the right to be protected against retaliation if you file a discrimination complaint.

Additional Resources

- United States Department of Education Office for Civil Rights:
<https://www2.ed.gov/about/offices/list/ocr/index.html>
- United States Department of Education Office for Civil Rights Complaint Forms:
<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>
- United States Department of Education Office for Civil Rights Contact Information:
1-800-421-3481 or ocr@ed.gov
- California Department of Education Office of Equal Opportunity:
<https://www.cde.ca.gov/re/di/or/oeo.asp>
- California Department of Education link to statewide resources that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families:
<https://www.cde.ca.gov/ls/ss/se/bullyres.asp>
- Link to Access Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures, Board Policy and Administrative Regulation 5145.3 – Nondiscrimination/Harassment, Board Policy and Administrative Regulation 5145.7 – Sexual Harassment, Board Policy and Administrative Regulation 5145.71 – Title IX Sexual Harassment Complaint Procedures:
<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030437> Copies may also be obtained at the District office.

Training Materials

Materials used to train the District’s Title IX Coordinator, investigator(s), decision-maker(s), appeals officer(s), and any person who facilitates an informal resolution process may be found here on the initial

link to Title IX information in the KJUHSD.com website: <http://kingsburghigh.com/> under District Information > Title IX Information.

Appendix

Appendix A

CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules

Current Link: <https://cifcs.org/general/constitution>

Appendix B

California Interscholastic Federation - Central Section - ETHICS IN SPORTS document

Current Link: https://cifcs.org/links/Code_of_Ethics.pdf

Appendix C

CIF - Pursuing Victory With Honor - *Code of Conduct for Coaches*

Current Link: https://www.cifstate.org/coaches-admin/pvh/conduct_coaches.pdf

Appendix D

CIF - Pursuing Victory With Honor - *Expectations for Coaches*

Current Link: https://www.cifstate.org/coaches-admin/pvh/expectations_coaches.pdf

Appendix E

CIF - Pursuing Victory With Honor - *Expectations for Parents/Guardians*

Current Link: https://www.cifstate.org/coaches-admin/pvh/conduct_parents-guardians.pdf

Appendix F

CIF - PREPARTICIPATION PHYSICAL EVALUATION Form

Current Link: https://www.cifstate.org/sports-medicine/physical_forms/PPE_exam.pdf

Appendix G

Kingsburg High School - Accident Report Form

Current Link: https://docs.google.com/document/d/1qbuYfG18xRM3xdf_e_goBTNiG7qIjY_mA1ARPBNZ9d_U/edit?usp=sharing

Appendix H

STUDENT TRANSPORTATION PERMISSION FORM

Current Link: <https://docs.google.com/document/d/1FOnwFP9PqbDO-DtX6meXPAS2ZikY8cfOBHQKCZPooXo/edit>

Appendix I

Student-Athlete Transportation Release Document for Traveling Home with Parent/Guardian

Current Link: https://docs.google.com/document/d/12d5IX9BMqVSLt476GnJeT5uZTopDyv_auiJ6EkNKxEs/edit?usp=sharing

Appendix J

Kingsburg Joint Union High School District - Transportation For School-Related Trips - SCHOOL DRIVER REGISTRATION FORM

Current Link: <chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.kingsburghigh.com/cms/lib/CA50010912/Centricity/Domain/138/2023-2024%20Staff%20Handbook.pdf>

Appendix K

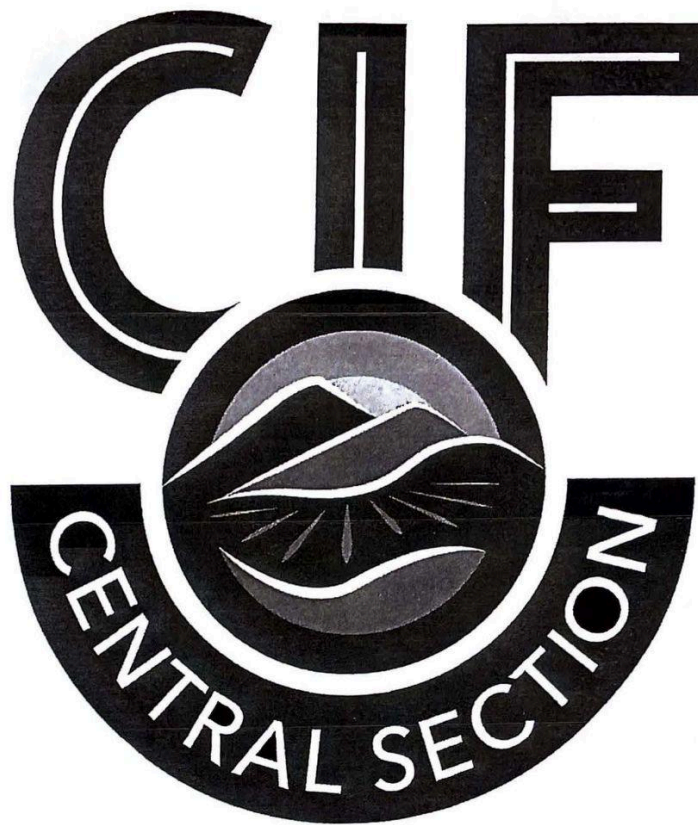
KJUHSO Overnight Trip Request

<https://app.smartsheet.com/b/form/448fa93eb6684a89a7cd18fbe59d670a>

Appendix L

Kingsburg High School District - Athletic Coaches Evaluation Form

<https://docs.google.com/document/d/1KQOXw252G9g0ahmZsr5Bv2y9nrcbliPmgsILz9eQ-9M/edit>



ORANGE BOOK

**CONSTITUTION, BYLAWS, SPORT
GOVERNING RULES**

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.

- <i>Student Signature</i>	Printed Name	Date
- <i>Parent Signature</i>	School	
- <i>Coach's Signature</i>	<i>Athletic Directors Signature</i>	



Pursuing Victory With Honorsm

Code of Conduct for Coaches

CIF Member School: _____

We, in the California Interscholastic Federation, believe that high school athletic competition should be fun, but that it must also be a significant part of a sound educational program. We believe that those who coach student-athletes are, first and foremost, teachers who have a duty to assure that their sports programs promote important life skills and the development of good character.

We believe that the essential elements of character-building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the “Six Pillars of Charactersm”). We believe, further, that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally, we believe that sincere and good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well being of our student-athletes. This Code of Conduct applies to all full-time and part-time coaches involved in interscholastic sports.

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

TRUSTWORTHINESS.

- **Trustworthiness** Be worthy of trust in all I do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.
- **Integrity** Model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing even when it’s unpopular or personally costly.
- **Honesty** Don’t lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
- **Reliability** Fulfill commitments; I will do what I say I will do; be on time.

- **Loyalty** Be loyal to my school and team; put the team above personal glory.
- **Primacy of Educational Goals** Be faithful to the educational and character-development missions of the school and assure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional, physical and moral well being of athletes above desires and pressures to win.
- **Counseling** Be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
- **College Recruiters** Be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

RESPECT

- **Respect** Treat all people with respect all the time and require the same of student-athletes
- **Class** Be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- **Taunting** Don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- **Respect Officials** Treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.
- **Respect Parents** Treat the parents of student-athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
- **Profanity** Don't engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the sports program.
- **Positive Coaching** Use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to student-athletes or others.
- **Effort and Teamwork** Encourage student-athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.

- **Professional Relationships** Maintain appropriate, professional relationships with student athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student-athletes.

RESPONSIBILITY

- **Life Skills** Always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible.
- **Advocate Education** Advocate the importance of education beyond basic athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve the highest academic goals possible for them.
- **Advocate Honor** Prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program and vigorously advocate the concept of pursuing victory with honor in all communications.
- **Good Character** Foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship and the six pillars of character.
- **Role-Modeling** Be a worthy role-model, always be mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct myself in private and coaching situations in a manner that exemplifies all I want my student-athletes to be.
- **Personal Conduct** Refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where my conduct could undermine my positive impact as a role model.
- **Competence** Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
- **Knowledge of Rules** Maintain a thorough knowledge of current game and competition rules and assure that my student-athletes know and understand the rules.
- **Positive Environment** Strive to provide a challenging, safe, enjoyable, and successful experiences for the athletes by maintaining a sports environment that is physically and emotionally safe.
- **Safety and Health** Be informed about basic first aid principles and the physical capacities and limitations of the age-group coached.
- **Unhealthy Substances** Educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs.
- **Eating Disorders** Counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.

- **Physician's Advice** Seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play.
- **Privilege to Compete** Assure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team and teammates with honor, on and off the field. Require student-athletes to consistently exhibit good character and conduct themselves as positive role models.
- **Self-Control** Control my ego and emotions; avoid displays of anger and frustration; don't retaliate.
- **Integrity of the Game** Protect the integrity of the game; don't gamble. Play the game according to the rules.
- **Enforcing Rule** Enforce this Code of Conduct consistently in all sports-related activities and venues even when the consequences are high.
- **Protect Athletes** Put the well being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.
- **Access** Help make your sport accessible to all diverse communities.
- **Improper Commercialism** Be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of my name or the name of the school and undue financial dependence on corporate entities. Make sure any affiliation or association with a corporate entity is approved by school and district officials.

FAIRNESS

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

CARING

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

CITIZENSHIP

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

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

Teacher-Coach Signature

Date

"Pursuing Victory With Honor" and the "Six Pillars of Character" are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics. For more information on promoting character education and good sportsmanship, visit www.charactercounts.com.



Pursuing Victory With Honorsm ***CIF Expectations for Coaches***

1. Sign and follow the district's or CIF's coaches' code of conduct.
2. Use “teachable moments” on a daily basis to emphasize the importance and essential elements of the six core principles of Pursuing Victory with Honor: trustworthiness, respect, responsibility, fairness, caring and good citizenship.
3. Promote sportsmanship and foster good character by Teaching, Enforcing, Advocating and Modeling the six principles above.
4. Ensure that their program enhances the academic, emotional, social, physical and ethical development of the student-athletes.
5. Demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules from their student-athletes by teaching the history and traditions of the sport.
6. Communicate to their student-athletes and parents that athletic participation is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and conduct themselves, on and off the field, as role models who exemplify good character.
7. Enforce, with student-athletes, the district-approved codes of conduct for student-athletes.
8. Emphasize in all communications directed to student-athletes and parents the importance of character, ethics and sportsmanship. Coaches should hold a student and parent pre-season meeting to communicate their educational philosophy regarding athletics, academics, character, ethics and sportsmanship. At this meeting the coach should clearly define the expectation that coaches have for student and parent behavior and the repercussion of not meeting those expectations.
9. Emphasize to the student-athlete and their parents that the first priority of the student-athletes is a serious commitment to getting the best education possible and developing the academic skills and character to succeed. Success in the classroom should be the first priority of any student-athlete.

10. Ensure that pressure to win is not placed above education, character development, academic, social, emotional, physical and ethical well-being of the student-athlete.
11. Whether paid or voluntary, gain the skills to be a competent coach. These minimum competencies must include basic knowledge of 1) the character-building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character; 2) the physical capacities and limitations of the age group coached, as well as first aid; and 3) coaching principles related to educational philosophy, adolescent psychology, nutrition, risk management, and the rules and strategies of the sport.
12. Model respectful behavior and demand that their athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane and belligerent trash-talking, taunting and inappropriate celebrations.
13. Safeguard the integrity of their programs by continually monitoring to ensure that no undue interference or influence of commercial interest or inappropriate exploitation of the school name or reputation. This should include avoiding undue financial dependency on particular companies or sponsors.
14. Always remember that profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches shall through words and example, strive to build character of their student-athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.
15. Urge and play a leadership role in planning and implementing pre-season meetings with parents, players, your athletic director, and if possible, the principal wherein the values and expectations of the district and the school principal are spelled out as they relate to athletics, its' place in education, the character building potential of athletics and the conduct and behavior of all involved in athletics.

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Pursuing Victory With Honorsm

Code of Conduct for Parents/Guardians

Athletic competition of interscholastic age children should be fun and also a significant part of a sound educational program. Everyone involved in sports programs has a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring and good citizenship (the “Six Pillars of Character”). The highest potential of sports is achieved when all involved consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Parents/guardians of student-athletes can and should play an important role and their good-faith efforts to honor the words and spirit of this Code can dramatically improve the quality of a child’s sports experience.

THE SIX PILLARS OF CHARACTER

TRUSTWORTHINESS

- **Trustworthiness** Be worthy of trust in all you do.
- **Integrity** Live up to high ideals of ethics and sportsmanship and encourage players to pursue victory with honor. Do what’s right even when it’s unpopular or personally costly.
- **Honesty** Live honorably. Don’t lie, cheat, steal or engage in any other dishonest conduct.
- **Reliability** Fulfill commitments. Do what you say you will do.
- **Loyalty** Be loyal to the school and team; Put the interests of the team above your child’s personal glory.

RESPECT

- **Respect** Treat all people with respect at all times and require the same of your student-athletes.
- **Class** Teach your child to live and play with class and be a good sport. He/she should be gracious in victory and accept defeat with dignity, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.

- **Disrespectful Conduct** Don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations or other actions that demean individuals or the sport.
- **Respect for Officials** Treat game officials with respect. Don't complain or argue about calls or decisions during or after an athletic event.

RESPONSIBILITY

- **Importance of Education** Support the concept of "being a student first." Commit your child to earning a diploma and getting the best possible education. Be honest with your child about the likelihood of getting an athletic scholarship or playing on a professional level. Reinforce the notion that many universities will not recruit student-athletes who do not have a serious commitment to their education. Be the lead contact for collegiate coaches in the recruiting process.
- **Role Modeling** Remember, participation in sports is a privilege, not a right. Parents/guardians too should represent the school, coach and teammates with honor, on and off the court/field. Consistently exhibit good character and conduct yourself as a positive role model.
- **Self-Control** Exercise self-control. Don't fight or show excessive displays of anger or frustration.
- **Healthy Lifestyle** Promote to your child the avoidance of all illegal or unhealthy substances including alcohol, tobacco, drugs and some over-the-counter nutritional supplements, as well as of unhealthy techniques to gain, lose or maintain weight.
- **Integrity of the Game** Protect the integrity of the game. Don't gamble or associate with gamblers.
- **Sexual Conduct** Sexual or romantic contact of any sort between students and adults involved with interscholastic athletics is improper and strictly forbidden. Report misconduct to the proper authorities.

FAIRNESS

- **Fairness and Openness** Live up to high standards of fair play. Be open-minded, always willing to listen and learn.

CARING

- **Caring Environment** Consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team.

CITIZENSHIP

- **Spirit of the Rules** Honor the spirit and the letter of rules. Teach your children to avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

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This form should be placed into the athlete's medical file and should **not** be shared with schools or sports organizations. The Medical Eligibility Form is the only form that should be submitted to a school or sports organization.

Disclaimer: Athletes who have a current Preparticipation Physical Evaluation (per state and local guidance) on file should not need to complete another examination.

■ PREPARTICIPATION PHYSICAL EVALUATION (Interim Guidance)

PHYSICAL EXAMINATION FORM

Name: _____ Date of birth: _____

PHYSICIAN REMINDERS

- Consider additional questions on more-sensitive issues.
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, e-cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff, or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance-enhancing supplement?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (Q4–Q13 of History Form).

EXAMINATION		
Height: _____	Weight: _____	
BP: _____ / _____ (_____ / _____)	Pulse: _____	Vision: R 20/ _____ L 20/ _____ Corrected: <input type="checkbox"/> Y <input type="checkbox"/> N
COVID-19 VACCINE		
Previously received COVID-19 vaccine: <input type="checkbox"/> Y <input type="checkbox"/> N		
Administered COVID-19 vaccine at this visit: <input type="checkbox"/> Y <input type="checkbox"/> N If yes: <input type="checkbox"/> First dose <input type="checkbox"/> Second dose <input type="checkbox"/> Third dose <input type="checkbox"/> Booster date(s) _____		
MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse [MVP], and aortic insufficiency)		
Eyes, ears, nose, and throat • Pupils equal • Hearing		
Lymph nodes		
Heart ^a • Murmurs (auscultation standing, auscultation supine, and ± Valsalva maneuver)		
Lungs		
Abdomen		
Skin • Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant <i>Staphylococcus aureus</i> (MRSA), or tinea corporis		
Neurological		
MUSCULOSKELETAL	NORMAL	ABNORMAL FINDINGS
Neck		
Back		
Shoulder and arm		
Elbow and forearm		
Wrist, hand, and fingers		
Hip and thigh		
Knee		
Leg and ankle		
Foot and toes		
Functional • Double-leg squat test, single-leg squat test, and box drop or step drop test		

^a Consider electrocardiography (ECG), echocardiography, referral to a cardiologist for abnormal cardiac history or examination findings, or a combination of those.

Name of health care professional (print or type): _____ Date: _____

Address: _____ Phone: _____

Signature of health care professional: _____, MD, DO, NP, or PA

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School Accident Report

STUDENT INFORMATION:

Student: _____ DOB: _____ M or F

Parent/Guardian Name: _____ Phone: _____

Address: _____

School: _____ Teacher: _____ Date & Time of Accident: _____

Injury to student (*nature, area, extent, etc.*): _____

First Aid Action (*by whom, what was done, time*): _____

Seen by School Nurse? Yes No; Further Action Taken (*Medical Referral, etc.*)? _____

Parent/Guardian notified? Name: _____ Date: _____ Time: _____ How: _____

Student transported (*where, when, whom, how*)? _____

ACCIDENT INFORMATION:

Where Did Accident Occur (*school, building, playground, bus, etc.*)? _____

Description of Accident: _____

Student was supervised by whom? _____

How could accident have been prevented? _____

Witnesses: _____

Other Students Involved (*names and DOB*): _____

Site Administrator (Signature) Date Name and Title of Person Completing Form Date

Follow up: _____

Nurse's signature: _____ Date: _____

Date received: _____ County Office Reviewers: _____

In red ink, indicate the area(s) of injury on the figure(s).

STUDENT TRANSPORTATION PERMISSION FORM

This form must be completed when a parent wants to drive their child, or have their child drive, to or from practices, games, events, etc.

Students are required to travel on buses, vans, or other transportation provided by the District to all school sponsored activities, practices and/or games/events. However, because of compelling needs, parents may need to transport their child or the student may need to drive himself/herself. A personal vehicle use form must accompany this form.

Name of Student-Athlete

Name of Parent / Guardian

Athletic Contest

Athletic Team

Activity/ Game

2024 - 2025 Athletic Season

Kingsburg High School Away Athletic Contests

Date(s) of Activity/ Game

Location of Activity/ Game

1. My son/daughter has my permission to (check all that apply):

- Travel with me
- Use his/her own vehicle
- Travel with another adult

Name of Adults _____

Name of Adults _____

Name of Adults _____

Name of Adults _____

2. Reason for this request: Kingsburg High School Away Athletic Contests

3. The student and Parent/Guardian are required to notify the Coach and/or School Administrator that they will be providing their own transportation in advance of the activity. If the Coach or School Administrator decide that self-transportation for this particular event is inappropriate, the student and parent agree that the student will use the transportation provided by the district.

4. It is understood and agreed that this permission to provide our own transportation is conditionally approved by the Coach or School Administrator, and can be revoked at any time at their discretion.

5. It is understood and agreed that my child will not transport any other student in his/her vehicle, except for his/her siblings who are also students at the school and involved in the same activity. Drivers may not carry non-district personnel, non-students, non-student family members, or other guests as passengers.

6. I/we agree to defend, indemnify, and hold harmless the District, its officers, agents, employees, and/or volunteers from any and all claims, demands, losses, damages and expenses, including legal fees and costs, or other obligations or claims arising out of any liability or damage to property, or any other loss, sustained or claimed to have been sustained arising out of the transportation described above.

7. **I have carefully read this authorization and fully understand its contents and voluntarily consent to its terms and conditions.**

Signature of Parent/Guardian

Date

Signature of Student

Date

All signatures are necessary for approval:

approved _____
Signature of Coach

Date

approved _____
Signature of School Administrator

Date

Not approved _____
Signature

Date

Kingsburg Joint Union High School District
Transportation For School-Related Trips -

DISTRICT VEHICLE -SCHOOL DRIVER REGISTRATION FORM

DRIVER: Employee Parent/Guardian Volunteer

Name: _____ Date of Birth: _____

Address: _____

Driver's License #: _____ Expiration: _____

Phone #: _____

DRIVER INSTRUCTIONS:

When using a vehicle to transport students on district business or other school activities, please:

6. Be sure that you have registered with the district for such purposes and have a valid driver's license
7. In no case can the number of passengers, including driver, exceed the number of available seat belts. At no time shall the driver's vision be obstructed.
8. Require each passenger to use a safety belt in accordance with law.
9. **In case of emergency, keep all the children together and call 911 and the district office (559)897-7721.**

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct.

I certify that I will ensure that all children will be restrained using the appropriate passenger restraint systems. I have read the drivers instructions listed above.

Name: _____ Date: _____

Signature: _____

DRIVER INSTRUCTIONS - Personal Vehicle:

When using a vehicle to transport students on district business or school activities, please:

1. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.

Volunteer drivers must provide the District Office with proof of automobile insurance which carries the minimum liability insurance of not less than the following amount: Liability/Bodily injury \$100,000; Property damage: \$50,000; Medical payment: \$5,000. When you drive your personal vehicle while on District business, and you are involved in an accident, by law your liability insurance policy is used first. The District liability policy would be used only after your policy limits have been exceeded. The District does not cover, nor is it responsible for, comprehensive and collision coverage of your vehicle.

2. Check the safety of your vehicle: tires, brakes, lights, horn, etc. Your vehicle must also be inspected and a form signed by you and the District's Transportation Department. (Private Car Travel Check Form), before the trip.
3. In no case can the number of passengers, including driver, exceed the number of available seat belts. At no time shall the driver's vision be obstructed.
4. Require each passenger to use a safety belt in accordance with law.
5. **In case of emergency, keep all the children together and call 911 and the district office (559)897-7721.**

Page 2 of 2 - Private Vehicle Use

Kingsburg Joint Union High School District
Transportation For School-Related Trips

PERSONAL VEHICLE - SCHOOL DRIVER REGISTRATION FORM

DRIVER: Employee Parent/Guardian Volunteer

Name: _____ Date of Birth: _____

Address: _____

Driver's License #: _____ Expiration: _____

Phone #: _____

VEHICLE INFORMATION:

Name of Owner: _____ Year: _____ Make: _____

Address: _____

License Plate #: _____ Expiration: _____

Registration Expiration: _____ Seating Capacity: _____

INSURANCE INFORMATION:

Insurance Co.: _____ Policy #: _____

Expiration Date: _____ Phone #: _____

Liability Limits of Policy: _____

License Plate #: _____ Expiration: _____

Registration Expiration: _____ Seating Capacity: _____

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I will ensure that all children will be restrained using the appropriate passenger restraint systems. I have read the drivers instructions provided on page two of this document.

Name: _____ Date: _____

Signature: _____



KJUHS Overnight Trip Request

Overnight trip request will be submitted to the Board for approval

Requester's name *

Requester's email *

Activity Type *

- Athletic Trip
 Dept./Organization Trip

Departure Date *

Return Date *

Destination *

Group Name *

Objective of Trip *

Transportation *

- District Transportation
 Own Vehicle

KINGSBURGH HIGH SCHOOL DISTRICT

RYAN PHELAN
Superintendent

SCOTT HODGES
Athletic Director

1900 18th Avenue Kingsburg, CA 93631
559 897-7721 FAX 559 419-6404 www.kingsburghigh.com

Athletic Coaches Evaluation Form

Name: _____ School: _____

Assignment: _____ School Year: _____

	Evaluation Criteria	Acceptable	Un-satisfactory
1.	Effectively communicates with student-athletes, parents, guardians, media agencies, booster groups, and community members.		
2.	Conducts practices and competitions to enhance the physical, social, and emotional growth of student-athletes.		
3.	Provides opportunities for all members of the team to participate, consistent with their ability and persistence of effort.		
4.	Maintains discipline in a firm, fair, and consistent manner		
5.	Ensures that equipment is in good condition, fits properly and is utilized as prescribed by the manufacturer.		
6.	Reports injuries promptly and exercises great care in dealing with all injuries, particularly those that are of a serious nature.		
7.	Creates and maintains a safe and secure environment for student-athletes before, during, and after program events.		
8.	Fosters and demonstrates a spirit of sportsmanship, ethics, and integrity towards opponents, officials and parents/guardians at all times.		
9.	Develops rapport with the athletic coaching staff, teachers, and administrators.		
10.	Attends all public, league, staff, and departmental meetings and ceremonies necessary to the welfare of the athletic department.		
11.	Demonstrates knowledge of and adherence to the policies, procedures, rules, and regulations of the District, the league in which the district participates, the California Interscholastic Federation, and the standards of ethical conduct for interscholastic athletic team programs, including all applicable state and federal laws.		
12.	Is knowledgeable in the sport and innovative in addition to using sound, proven methods of coaching.		
13.	Fulfills duties and responsibilities of the job description.		
	Head Coach only:		
14.	Effectively supervises, develops, and promotes the varsity, junior varsity, and freshmen teams.		
15.	Conducts staff meetings to ensure staff awareness of the sports program and encourages professional growth.		
16.	Maintains ongoing communication and works cooperatively with the Athletic Director.		

Overall Rating

_____ Acceptable: Recommended for continued assignment.

_____ Unsatisfactory: Not recommended for continued assignment.

Summary

Positive Areas: Specific job strengths and/or areas of superior performance.

Areas to Improve: Specific goals, directives and/or improvement plan to be implemented.

Additional Comments:

Administrator's Signature: _____ Date: _____

Signing this evaluation form indicates only that the employee has had an opportunity to confer with the evaluator regarding its contents. The employee has the right to include a written statement as an addendum to the evaluation.

Coach's Signature: _____ Date: _____