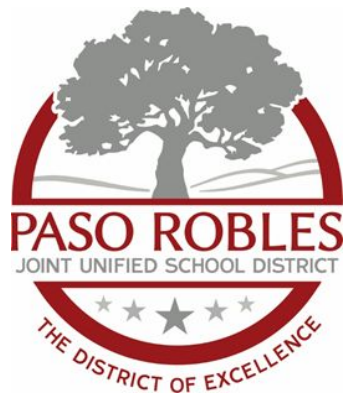


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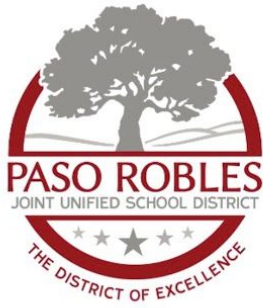


# Paso Robles Joint Unified School District

## *Student & Parent/Guardian Co-Curricular Handbook Grades 6th - 12th*



*“Every Student  
Will Have Success”*



# Paso Robles Joint Unified School District

## **GUIDING PRINCIPLES**



### **Superintendent**

Chris Williams

### **Executive Cabinet**

Jennifer Gaviola

Carol Kenyon

Brad Pawlowski

### **Board of Trustees**

Chris Bausch

Tim Gearhart

Field Gibson

Kathleen Hall

Matt McClish

Joel Peterson

Joan Summers

**Belief:** Every student will have success.

**Vision:** Every student will be prepared for success in college, career, and community.

**Mission:** Our mission is to deliver an exemplary education, in a safe environment, which empowers students with the skills, knowledge, and attitudes necessary for success in an ever-changing world.

**Core Values:**

- Leadership
- Integrity
- Innovation
- Continuous Improvement
- No Excuses

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### **Goal 1: Student Success and Student Achievement**

Every year, every student will attain mastery learning of skills and concepts provided through engaging and challenging best practice instruction in a system that provides social and emotional support as evidenced by student outcome data.

### **Goal 2: Staff Recruitment and Professional Development for Student Success and Student Achievement**

Every year, every staff member will be recruited, hired, and retained based upon coherence in knowledge, practice, and beliefs about student learning, instructional best practice, assessment to guide decision-making, and continuous improvement for increased student learning.

### **Goal 3: Support Systems for Student Success and Student Achievement**

Every year, every support system, department, and staff member will be focused on providing resources and assistance necessary to ensure that systems enhance student learning.

**ONE  
TEAM  
ONE  
DREAM!**

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## **Welcome to Paso Robles Joint Unified Athletics/Co-Curricular**

The primary purpose of the co-curricular programs are to promote physical, mental, social, emotional, and moral well-being of the participants. It is our desire that a co-curricular program will be a positive force in preparing youth for an enriching and vital role in American life.

The co-curricular programs are important and integral parts of the total school program and is open to participation by all students regardless of individual differences. Through voluntary participation, the co-curricular and/or student-athlete gives time, energy, and loyalty to the program. She/he also accepts the training, rules, regulations, and responsibilities, which are unique to an athletic program.

In order to contribute to the welfare of the group and to meet the goals and objectives set for each co-curricular activity and sport, the co-curricular/student-athlete must willingly assume these obligations as the role demands and must keep in mind that the student must make sacrifices not required of others.

### **Forward**

This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics and/or co-curricular activities, and you have expressed your willingness to permit him/her to compete. Your family interest in this phase of our school program is gratifying. We believe that participation in sports and co-curricular activities provides a wealth of opportunities and experiences, which assist students in positive personal adjustments.

It is the right of the District to make rules that govern the spirit of competition and participation for the community. These rules need a broad basis of community support, which is achieved only through communication to the parent. It is our hope to accomplish this objective through this co-curricular handbook for the student and parent.

We are very pleased that your son/daughter has chosen to participate in our Athletic and Co-Curricular Programs of the Paso Robles Joint Unified School District. Both parenting and coaching/advising are extremely difficult jobs. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to students.

### **Code of Conduct for Student Participants in Co-Curricular Activities**

We believe that co-curricular activities, should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential for any team, club or school represented group is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character"). This Code applies to all students involved in co-curricular activities.

#### **Trustworthiness**

- *Trustworthiness*: be worthy of trust in all you do.
- *Integrity*: live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what's right even when it's unpopular or personally costly.

- *Honesty*: live, participate and compete honorably; don't lie, cheat, steal, violate the laws of the community or engage in any other dishonest or unsportsmanlike or negative conduct.
- *Reliability*: fulfill commitments; do what you say you will do; be on time to practices, meetings and events.
- *Loyalty*: be loyal to your school, club and team; put the group above personal glory.

## Respect

- *Respect*: treat all people and school or private property with respect at all times and require the same of fellow students.
- *Class*: live and play with class, be a good sport, be gracious in victory and accept defeat with dignity, help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre- and post-even/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, hate motivated behavior, vandalism of property, boastful celebrations, gang related activity, sexual harassment, threat or intimidation of a student or group of students, hazing of any student or other actions that demean individuals or the activity.
- *Respect Officials/Supervisors*: treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event. Treat supervisors with respect at all times.

## Responsibility

- *Importance of Education*: be a student first and commit to attending school on a regular basis without truancy problems and to earning your degree and getting the best education you can. Be honest with yourself about the likelihood of getting to the next level or receiving an athletic scholarship or playing on a professional level and remember that many universities will not recruit students that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
- *Role-Modeling*: remember, participation in an extracurricular activity, including a sport, is a privilege, not a right, and that you are expected to represent your school, coach/advisor and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model at all times.
- *Self-Control*: exercise self-control; don't fight or show excessive displays of anger, frustration and don't possess any type of weapon or use of weapon; have the strength to overcome the temptation to retaliate.
- *Healthy Lifestyle*: safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco and drugs; don't sell or furnish any controlled substance or engage in any unhealthy techniques to gain, lose or maintain weight.
- *Integrity of the Game/ Activity*: protect the integrity of the game or activity; don't gamble or associate with or deal with negative behavior.
- *Sexual Conduct*: sexual or romantic contact of any sort between students and coaches/advisors is improper and strictly forbidden. Report misconduct to proper authorities. The possession/possessions for sale of pornographic materials is improper and strictly forbidden.

### **Fairness**

- *Be Fair.* live up to high standards of fair play; be open-minded; always be willing to listen and learn.

### **Caring**

- *Concern for Others:* demonstrate concern for others; never intentionally injure any player or student or engage in reckless behavior that might cause injury to yourself or others
- *Teammates/ classmates:* help promote the well-being of teammates/ classmates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches or advisors.

### **Citizenship**

- *Play by the Rules.* maintain a thorough knowledge of and abide by all applicable game and competition rules.
- *Spirit of Rules:* honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.
- *Integrity:* refuse any solicitation by a District staff member or any representative of the District's interests for the purpose of securing enrollment and ultimate participation in the District's programs; reject any undue influence in the inducement for enrollment, transfer to, or to remain in, the District for purposes of participation in District extracurricular or athletic programs; refuse any direct or indirect offer of a salary, gratuity, education expenses, excessive or improper expenses, awards, benefits, cash or the equivalent thereof for participation in the District's Programs.

### **California Interscholastic Federation (Governing Body of Athletics):**

The PRJUSD Board maintains membership in the California Interscholastic Federation and requires that interscholastic athletic activities be conducted according to CIF rules, regulations and policies, except as the Board may direct otherwise. We believe these policies to be a solid foundation for all our co-curricular programs and ask that all students participating in a co-curricular program abide by the same fundamental rules and regulations set forth below.

### **Vision Statement:**

Athletic competition is an integral part of the educational experience. CIF is uniquely positioned to foster student growth in values and ethics. CIF's ideal of "Pursuing Victory with Honor," provides the opportunity to dramatically influence the actions of the athletic community. CIF strives to strengthen the integrity of students and adults across the state by promoting the concepts of sportsmanship, honesty and quality academics. These priorities advance the highest principles of character:

- *Trustworthiness*
- *Respect*
- *Responsibility*
- *Fairness*
- *Caring*
- *Good Citizenship*

**Mission Statement:**

The CIF governs interscholastic athletics, promoting equity, quality, character and academic development.

- **Equality**
  - *Equal opportunity without regard to race, gender and ethnicity within all aspects of the athletic program for students, personnel, schools and governance*
- **Quality**
  - *Training, education and commitment of coaches, officials, administrators and parents to improve the quality of athletic programs.*
- **Character**
  - *Trustworthiness, respect, responsibility, fairness, caring and good citizenship.*
- **Academic Development**
  - *Commitment to encourage academic growth is a high priority*

**CIF 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.

**CIF Code of Ethics**

1. To emphasize the proper ideas of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative and good judgment by the players on a team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.
10. 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.
11. 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. By signing this packet I agree to abide by all CIF rules and regulations.

## **PRJUSD Co-Curricular Communication Plan**

### **Communication you should expect from your child's coach/ advisor:**

- Philosophy of the program
- Expectations the adult has for you and your child.
- Location and times of all tryouts, practices, competitions and games.
- Team/ club requirements: practices, equipment, off-season training, etc.
- Procedures to follow should your child be injured during participation.
- Participant conduct code for teams/ clubs and consequences for not following these guidelines.

### **Communication coaches/ advisors should expect from parents:**

- Concerns expressed directly to the coach/ advisor first.
- Specific concerns with regard to child's safety and/or expectations.
- Notification of any illness, injury, or missed practices.
- Communication through the proper chain of command

As your child becomes involved in athletic and co-curricular programs, he/she will experience some of the most rewarding moments of his/her life. It is also important to understand that there will be times when things do not go the way your child or you would like. These situations also create opportunities for lifelong learning. At these times, discussion with the adult may be the quickest and most effective way to clear up issues. The quickest way to clear these items up is to follow our 24 hour cooling off process followed by an appointment with the coach/advisor.

### **Appropriate Concerns to Discuss with Coaches/ Advisors:**

- What the expectations are for your your child
- Ways to help your child improve
- Concerns about your child's behavior
- The treatment of your child, mentally and physically

At times it may be difficult to accept the fact that your child is not participating as much as you or he/she would like. Our coaches/ advisors are professionals who make judgment decisions based on what they believe are best for the team and all involved. As you have seen from the list above, certain things can and should be discussed with the coach. We ask that other things, such as those that follow, be left to the discretion of the coach.

### **Coaches'/ Advisor Decisions:**

- Playing time and who participates.
- Team strategy or structure of group.
- Matters concerning other students/ student-athletes.

### **Parent or Player Concern:**

If you have a concern to discuss with a coach/ advisor, please follow the procedure below. Never approach a coach/ advisor after a practice or game or event as feelings of anger or frustration rarely result in clear communication on either side. Communication in highly emotional times will put people on the



defensive. Parents become protective and people feel as though they are being attacked. Setting up a meeting allows time to gather thoughts and get feelings across.

1. Have your child talk to the coach/ advisor 1 on 1. It is part of working toward independence and allows them to learn to represent themselves. The best approach is how can I improve or get better? How can I earn a starting spot and what are you looking for in a specific position? Where do you think I can improve and what are some things I can do to improve? Our coaches are aware that asking how I can get better is good thing and the only way to get better is through quality feedback from adults.
2. Call the school and request a return call or meeting with the coach, parents and student athlete for athletics. Request a meeting with administration for any club or alternative group.
  - a. There are situations that may require a conference between the coach/ advisor, the student, and the parent(s). To resolve the problem, we must have everyone's help and involvement.
3. Contact the site Athletic Director or Vice Principal and they will set up a meeting.
4. Contact the Principal and they will set up a meeting.
5. Contact the Director of Schools and or the Director of Athletics and they will set up a meeting.
6. Director of Schools or Director of Athletics will set up a meeting with HR if unresolved.
7. If HR cannot resolve your concerns a formal complaint can be initiated.

### Academics

#### Academic Requirements:

To encourage and support academic excellence, the Board requires students in grades 6 through 12 to earn a minimum 2.0 or "C" grade point average, with a maximum of one F, on a 4.0 scale in order to participate in extracurricular activities. The Board desires to balance the academic needs of students with the benefits they receive from participating in school activities. The Superintendent or designee may revoke a student's eligibility or participation in extracurricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.

	Middle Schools	High Schools
<b>Class Schedule</b>	10 Quarter Credits ( 4 Classes)	20 Semester Unit ( 4 Classes)
<b>Grade Point Average</b>	2.0 from the preceding quarter	The student is eligible if they achieved a 2.0 grade point average on a 4.0 scale for 20 or more units from the preceding quarter.
<b>Attendance</b>	4 periods of attendance on the day of participation.	4 periods of attendance on the day of participation, or $\frac{2}{3}$ block periods and 90% period attendance within the grading period
<b>Graduation Progress</b>	On track to promote with above a 1.67 cumulative gpa	On track to graduate: within 15 credits of annual yearly progress (60 credits)

<b>Initial Eligibility</b>	All entering 6th grade students are eligible for the 1st quarter.	All incoming 9th grade students are eligible upon entrance to high school. If they were below a 2.0 in 8th grade, they enter on probation.
<b>Transfer Eligibility</b>	Transfer must meet academic eligibility requirements.	Transfers must complete a CIF 510 form for athletics from determination of eligibility. Please set up meeting with Site Athletic Director.

### **Probation Periods**

#### **Middle School:**

Probation of up to one quarter may be authorized by the Administration/Athletic Director. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation in extracurricular activities. Eligibility is effective the 2nd Monday following the end of the grading period. Grades are generally calculated for all courses at 5-6 weeks into the quarter, quarter and semester end. Please contact your school site to obtain official grading period dates. These will change annually.

#### **High School:**

Probation of one quarter or less may be authorized by the Superintendent or designee. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation in extracurricular activities. Grades will generally be calculated for all courses 5-6 weeks into the quarter, quarter and semester end. Eligibility is effective the Monday following the mailing of official grades home. *Ex.: Grades were mailed out on wednesday. They will become official on the following Monday.* Please contact your school site to obtain official grading period dates. These will change annually.

**PRJUSD Code of Conduct Matrix: Co-Curricular Code of Ethics Violations**

Penal Code Violation	1st Violation	2nd Violation	3rd Violation
Misdemeanor violation of law in the community.	6 calendar weeks of ineligibility.	12 calendar weeks of ineligibility.	24 calendar weeks of ineligibility.
Driving under the influence.	6 calendar weeks of ineligibility.	12 calendar weeks of ineligibility.	24 calendar weeks of ineligibility.
Felony violation of law in the community.	6-12 calendar weeks of ineligibility based upon co-curricular appeals panel**.	12 calendar weeks of ineligibility.	24 calendar weeks of ineligibility.

*\*Suspension: Loss of Privileges is aligned to the duration of suspension order*

*\*\* Athletic co-curricular appeals panel made up of a minimum of one teacher, one coach or club advisor from another team, one administrator and the athletic director or activities director.*

**PRJUSD Code of Conduct Matrix: Suspension**

*The durations of ineligibility apply to all calendar weeks between the first and last instructional days of a school year (holidays/ winter and spring break periods are included in the respective season of sport). Weeks of ineligibility un-served as of the last instructional day in June are applied effective the first instructional day in August. Note: All ed codes are not listed below and the matrix is a guide. Any 48900 violation not listed will be determined by an athletic co-curricular appeals panel.*

Ed Code Violation 48900 Not all codes are listed.	1st Violation	2nd Violation	3rd Violation
Under the influence and/or in possession of alcohol, drugs and/or other controlled substances on or off of campus.	2 calendar weeks of ineligibility.	4 calendar weeks of ineligibility.	8 calendar weeks of ineligibility.
Mutual Fight			
Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials			
Inappropriate Conduct/ Receiving stolen property			
Stole or attempted to steal school property or private			

property	2 calendar weeks of ineligibility.	4 calendar weeks of ineligibility.	8 calendar weeks of ineligibility.
Disrespectful Conduct. Committed an obscene act or engaged in habitual profanity or vulgarity			
Possessed or used tobacco, or products containing tobacco or nicotine products			
Any violations or rules not specified in the matrix but listed in the co-curricular packet.			
Unlawfully offered, arranged, or negotiated to sell a controlled substance or drug paraphernalia	8 calendar weeks of ineligibility	10 calendar weeks of ineligibility	12 calendar weeks of ineligibility
Committed or attempted to commit robbery or extortion			
Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object			
Commits an assault or battery.			
Caused or attempted to cause damage to school property or private property including vandalism			
Commits assault on or threatens school staff.			
Hazing, intimidation, or harassment.			



**PRJUSD Code of Conduct Matrix: Expulsion:** *Expulsion: Privileges cannot be earned back*

Ed Code Violation 48900	1st Violation	2nd Violation	3rd Violation
Expulsion	180 Days of ineligibility from date of violation.	365 Days of ineligibility from date of violation.	365 Days of ineligibility from date of violation.
Suspended Expulsion			
Stipulated Expulsion			

*\*Matrixes above is separate from school disciplinary proceedings as related to suspensions and expulsions*

### Social Media

**Paso Robles Joint Unified Social Media Position Statement**

Social Media has become ingrained in today's society. The wide variety of social networking tools presently available provides students, teachers and coaches with easy access to share important news and events with each other. Social media technologies such as Twitter, Facebook, Internet forums, weblogs, social blogs, microblogging, Wikis, podcasts, photographs, video rating, social bookmarking, and others have many benefits in our world; however, they can also be disruptive when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

PRJUSD recognizes and supports its students and coaches/directors rights to freedom of speech, expression, and association, including the use of social networks. In this context, each student, coach or program director must remember that participating, performing and competing for the Paso Robles Joint Unified School District is a privilege, not a right. The students, teachers and coaches represent his or her high school, middle school and the District, therefore, they are expected to portray themselves, their clubs, teams and their school in a positive manner at all times. Any online postings must be consistent with federal and state laws as well as team, school, CIF and PRJUSD rules and regulations (including those listed below).

**Specifically prohibited behaviors include but are not limited to:**

- Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions.
- Derogatory language regarding school personnel or other students.
- Comments designed to harass or bully students and/or school personnel.
- Nude, sexually-oriented, or indecent photos, images or altered pictures.

**Also prohibited are all on-campus connections to off-campus violations of the policy such as:**

- Use of school computers to view off-campus postings, in violation of the acceptable use policy
- Students accessing inappropriate posts at school on their own devices.
- Distribution of hard copies of inappropriate posts on school property.
- Re-communication on campus of the content of the inappropriate posts.

Any authorized or unauthorized use in school or out of school of computer software, computer networks, telecommunications devices, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in removal from the team or activity and a recommendation for expulsion or termination.

One of the biggest lessons social networking users can learn is that anything you post online enters the public record. High school or middle school students and coaches should carefully consider their profiles and ask themselves how they would look to a future college admissions officer or potential employer.

**Social Media Guidelines for Co-curricular/Student-Athletes and Coaches/Directors of Programs**

- Be careful with how much and what kind of identifying information you post on social networking sites. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Remember - once posted the information becomes the property of the website.
- Be aware that potential current and future employers and college admissions offices often access information you place on online social networking sites. Realize that any information you post will provide an image of you to prospective employers and/or schools. Protect yourself by maintaining a self-image that you can be proud of years from now.
- Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information online.
- Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited.

**Social networking sites are NOT a place where you can say and do whatever you want without repercussions.**

Remember that photos once put on the social network site's server become the property of the site. You may delete the photo from your profile, but it still stays in their server. Internet search engines like Google or Yahoo may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.

**Public Access:**

I understand that my personal social media pages may be monitored by the Coaching Staff or Director of Program. I understand that I represent the Paso Robles Joint Unified Co-curricular/Athletic Programs and pictures of drugs, alcohol or any illegal substances or activities reflect negatively on the district and its programs and will not be tolerated. I also understand that engaging in social media updates or accessing social media sites from a class or during instructional time will also be unacceptable.

### **Social Media:**

There is a balancing act involved when it comes to social media, especially for Co-curricular/Student-Athletes . While we encourage and fully support freedom of speech, expression and association, we also ask that you be cognizant of the fact that you are representing yourself, the school district, the athletic department and our team every time you use social media. The site and District Administration advises all students to exercise extreme caution in their use of social media application (Facebook, Twitter, Instagram , YouTube etc.). Always remember that inappropriate postings can follow you for life.

### **Keep the following in mind before participating on social networking websites:**

- Nothing is ever fully private. Even if you are blocked, your followers can make your postings public.
- Once a post or photo is placed online, it is completely out of your control, regardless of whether you limit access to your page. Even if you delete it, someone could have saved it or screen -shot it.
- Do not post inappropriate information that could damage or embarrass individuals, teams, club or athletic program, Paso Robles Joint Unified or you.
- Do not allow yourself to be photographed in a compromising situation. Remember that anyone can post a cell phone photo of you and tag or ID you, leaving you with little e control or usage of the photograph.

### **Do not post disrespectful comments or engage in inappropriate behavior such as:**

Derogatory or defamatory language about anyone, including other students, teammates, coaches, officials, opponents etc. Comments that constitute a credible threat of physical or emotional injury to another person. Comments or photos that describe illegal behavior. Refrain from affiliating yourself from topics that are potentially offensive and/or degrading. Reposting or retweeting someone else's offensive statement or joke may be attributed to you. Do not post comments that disclose confidential, sensitive or private information such as athlete injuries, rosters, playbooks, game plans, or any other items that may damage your school or school district.

### **Bus Behavior**

As with most co-curricular/ athletic teams or groups travel is common. To ensure the safety we ask our students to follow these general rules along with the overnight fi.

### **General Rules of Behavior for Loading and Unloading**

- Stand in an orderly manner.
- Respect private property. (Do not walk on lawns or flower beds, or climb on cars and trees).
- No pushing or shoving.
- Always face the bus as it approaches.
- Never run to or from the bus.
- Listen to instruction from the driver.
- Wait completely off the road for the bus. Stand at a safe distance from the bus as it pulls up to make it's stop, and wait until the bus comes to a complete stop and the driver opens the door before walking towards the bus. (Recommended distance 10 feet).
- Watch your step getting on and off the bus, especially in wet weather.
- Always use the handrail.

- The bus driver is in complete charge of the bus and may assign seats, as the drivers feel necessary.

### **While Riding the Bus**

- Pupils should enter the bus in an orderly manner and should not bring aboard items of injurious or objectionable nature. (Animals, glass, etc.)
- Do not get out of your seat while the bus is in motion (including when the bus is stopped at lights/stop signs, and when in traffic)
- Remain seated until the bus stops and the driver opens the doors before exiting.
- Keep hands, head, arms, etc. inside the bus at all times.
- No screaming, yelling, or use of profanity on the bus.
- No harassing, or fighting on the bus.
- Be courteous to fellow students.
- No smoking on the bus.
- Students are not allowed to make offensive remarks or gestures to pedestrians or motorists.
- The aisle of the bus shall be kept clear of books, lunches, feet, etc.
- Permission to leave or board the bus at other than the normal stops shall be cleared with the Principal or the school office (in advance), and written permission presented to the driver on a school bus pass.
- The request must not require the bus to go off its route or require an additional stop.
- Space must be available on the bus.
- No objects will be thrown in or out of the bus.
- No writing on nor placing signs in/on bus windows.
- You may not refuse to share a seat with another student.
- Remain in your seat and be quiet at railroad grade crossings.

### **Discipline Appeals**

#### **Co- Curricular Appeals Panel (6-12)**

1. A Co-Curricular Appeals Panel will be established at each school to hear appeals regarding disputed extra curricular or co-curricular violations not covered by the Student Behavior Manual or PRJUSD Code of Conduct Matrix.
2. The Co-Curricular Appeals Panel voting members shall be but not limited to, one teacher, one coach or club advisor from another team, one administrator and the athletic director or activities director. Also may be in attendance, as non-voting members: a counselor, the student, and the student's parents or guardians.
3. The hearing on a student's appeal shall be closed to the public and non-voting school and District staff and officials except as noted herein. The coach or advisor of the student involved should be in attendance as non-voting observers. All members of the Extracurricular and Co-Curricular Appeals Panel must be present to hear and act on any appeal or case brought before them.
4. At the hearing, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and the parent(s)/guardian(s) and participant shall be given an opportunity to present their version and evidence on their behalf.
5. At the conclusion of the hearing, the Extra-Curricular and Co-Curricular Appeals Panel will meet in closed session outside the presence of the student, his/her parents or guardian, and



other non-voting school and District staff and officials permitted to attend the hearing for the purpose of deliberating and determining the Appeals Panel recommendation to the superintendent/designee.

6. The chairperson of the Appeal Panel shall provide in a written report to the superintendent/designee, the recommendation of the Extra-Curricular and Co-Curricular Appeals Panel. The report must include the athlete's written statement and facts presented at the hearing.
7. After evaluating the recommendations of the Extra-Curricular and Co-Curricular Appeals Panel, the principal will have the final decision regarding the appeal and will notify the participant, parents and the participant's program advisor or coach of the decision.
8. If the Extra-Curricular and Co-Curricular Appeals Panel determines that the student should be recommended for ineligibility under this regulation, the Appeals Panel may recommend, permitting, the student to reduce up to half the non-privilege period if the student complies with the Appeals Panel recommended rehabilitation plan.
9. Simple traffic violations such as parking or speeding are not considered violations of the Code of Conduct for which extra-curricular and co-curricular privileges may be revoked.
10. Students may be credited for non-privilege time served while waiting dispensation of a felony case. The Appeals Panel may recommend the imposition of consequences of a misdemeanor offense for a potential felony matter pending the dispensation of the case in court.

#### **Repeat Offenders**

1. Code of Conduct under this policy and regulation violations are cumulative throughout a student's high school years.
2. When a student has a 2nd or 3rd hearing, even if it is for a different violation, they will face 2nd or 3rd time consequences.

#### **Non-Privilege Duration**

- The Extra Curricular and Co-Curricular Appeals Panel will recommend a minimum non-privilege time of ten (10) school days or fourteen (14) calendar days (the lesser of the two options) for each student appearing before them for whom extra-curricular and co-curricular privilege revocation is recommended. The Appeals Panel may decide to permit the student to reduce up to half of this non-privilege period if the student completes an Appeals Panel or participates in work back.
- A student who has violated the Extra-Curricular and Co-Curricular Code of Conduct is not to be allowed to participate during his/her first five days of non-privilege. If the non-privilege time is longer than ten (10) days, the Extra-Curricular and Co-Curricular Appeals Panel will determine when the athlete can rejoin his/her team for practice or attend co-curricular functions.
- "Work Back" is defined as two (2) hours of campus/community service or completion of Behavioral Support Curriculum equaling one day of non-privilege.

#### **Earning Back Time (First Time Offenders Only)**

Every two hours of work equals one day. Students may assist in campus beautification or other means deemed appropriate by school administration. Earning back time will be at the discretion of the site administrator and approved prior to accrual of hours. The administrator or designee must obtain

documentation, only ½ of the time may be earned back: ie. 2 week ineligibility, 1 week can be earned back by approved community service; 10 hours of community service. Community service is non paid and non family related tasks, which must be pre approved by site administration.

**Probation:** Students are not permitted consecutive quarters of probation.

### **Co-Curricular Participation**

#### **Clearance:**

Every student wishing to participate in an activity must have proper clearance to participate. All athletes must have a medical clearance to participate and completed packet through Family ID. Physical forms are available in the site Athletics Office. All athletes will be cleared once they have completed the family ID online login, handed in a physical to the athletic department and signed the co-curricular packet.

#### **Activity Attendance:**

Students are required to attend all practices, games, and other activities associated with being a member of a team, unless excused by the coach. The student has responsibility to personally contact the coach or athletic director if it becomes necessary to miss a scheduled event.

#### **Removal From Teams/Program:**

If a student has broken team or club rules they will be contacted by the coach or advisor prior to being removed and a conference will be set up with parents. The conference will indicate the background of the situation, the rule that was broken, the impact on the team/program, the corrective actions or action moving forward and all parties will sign indicating they have full knowledge of next steps. Removal from the team for disciplinary reasons will take place with an administrator.

### **Additional CIF Policies and Penalties**

#### **Violations and Minimum Penalties**

ACT	PENALTIES
1. First ejection of player or coach from a contest or SCRIMMAGE for unsportsmanlike conduct.	Ineligible for the next CIF contest (league, non-league, tournament, invitational, playoff, etc. scrimmage excluded). The next contest could be the second game of a doubleheader or even the next season of sport. Athletes competing in concurrent sports would be ineligible for both sports.

2. Second ejection of a player or coach from a contest during the same season of sport for unsportsmanlike conduct.	Ineligibility for next two CIF contests as above will carry over the next season of sport.
3. Third ejection of a player or coach from a contest during the same season of sport for unsportsmanlike conduct	Ineligibility for all CIF contests for one calendar year (365 days). Any appeal must go through the CIF Eligibility Committee.
4. Any players that leave the “bench” area to begin a confrontation or leave these areas during an altercation.	Ejection from the contest for those players designated by officials. The contest may be terminated by the officials. One or both teams may forfeit the contest.
5. When players leave the bench area to begin a confrontation or leave the bench area during an altercation and in the opinion of the officials, the situation is out of control.	Contest stopped, ejection from the contest for those players designated by the officials. The team(s) that left the bench area must forfeit contest, record a loss, and the team(s) and players will be put on probationary status for the balance of the season. A second similar infraction during the season of sport will result in cessation of the sport for the team(s) and/or players. If the act occurs at the end of the season, the probationary period will extend to the next year’s season of sport. Any appeal would have to be made to the CIF Executive Board.
6. Illegal participation in next contest by player ejected in previous contest.	Ineligibility for remainder of season for player. Forfeiture of contest.
7. Illegal placement of ejected player or illegal participation by coach ejected in previous contest.	Constitution and sport governing rules and procedures for a coach who knowingly violates CIF or Section Rules.
8. Any acts of a more serious nature by individuals or teams or situations not specifically covered by this policy or the Constitution or Governing Rules.	Area Commissioner may determine and implement penalties for individuals and teams not otherwise specified by CIF Central Section Constitution and Bylaws.

9. If act occurs in CIF Section Finals and both teams are charged with a forfeit.	After deliberation by the CIF and a double forfeit is in order, there will be no champion.
10. An ejected coach must leave the site of the contest. The coach may have no contact with his/her team from that point on. If there is no certificated replacement for the coach, the contest is halted and the game is forfeited. The coach must also sit out the next contest and cannot attend the contest or have any contact with the team during the contest. The coach may be allowed to participate in practices on days other than the day of the contest.	
11. An ejected player may stay on the bench for the remainder of the contest for supervision reasons. Further disruption by ejected players may force them to be removed from the site. This could lead to a forfeit. Players ejected must sit out the next contest, but may sit on the bench in street clothes.	

### **Appeals Procedure – First and Second Ejection**

All appeals MUST come from the school Principal or his/her designee. Only misidentification and misapplication of a rule may be appealed. NO JUDGMENT DECISIONS by officials may be appealed.

### **Physical Assault**

CIF State Constitution, Article 5, Section 522. Any student who physically assaults the person of a game or event official shall be banned from interscholastic athletics for the remainder of the student's eligibility. A game or event official is defined as a referee, umpire or any other official assigned to interpret or enforce rules competition at an event. A student may, after a lapse of 18 calendar months from the date of the incident, apply for reinstatement of eligibility to the State CIF Commissioner.

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

### **Use of Steroids CIF Bylaws 200.D & 524 Acknowledgements**

As a condition of membership in the California Interscholastic Federation (CIF) and in accordance with Education Code 49030, the Governing Board of the Paso Robles Joint Unified School District has adopted Board Policy 5131.63 prohibiting the use and abuse of androgenic/anabolic steroids as specified below. CIF bylaw 524 requires that all participating students and their parents/guardians sign this agreement.

By signing the PRJUSD Co-Curricular Packet, we both the participating student-athlete and the parents, legal guardian/caregiver hereby agree that the student shall not use androgenic/anabolic steroids or any dietary supplement banned by the U.S. Anti-Doping Agency as well as the substance Synephrine, without a written prescription from a licensed health care practitioner to treat a medical condition.

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



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

### **CIF Concussion Information Sheet**

#### **Why am I getting this information?**

You are receiving this information sheet about concussions because of California state law AB 25 (effective January 1, 2012), now Education Code § 49475:

1. The law requires a student athlete who may have a concussion during a practice or game to be removed from the activity for the remainder of the day.
2. Any athlete removed for this reason must receive a written note from a medical doctor trained in the management of concussion before returning to practice.
3. Before an athlete can start the season and begin practice in a sport, a concussion information sheet must be signed and returned to the school by the athlete and the parent or guardian.

Every 2 years all coaches are required to receive training about concussions (AB 1451), as well as certification in First Aid training, CPR, and AEDs (life-saving electrical devices that can be used during CPR).

#### **What is a concussion and how would I recognize one?**

A concussion is a kind of brain injury. It can be caused by a bump or hit to the head, or by a blow to another part of the body with the force that shakes the head. Concussions can appear in any sport, and can look differently in each person.

Most concussions get better with rest and over 90% of athletes fully recover. However, all concussions should be considered serious. If not recognized and managed the right way, they may result in problems including brain damage and even death.

Most concussions occur without being knocked out. Signs and symptoms of concussion may show up right after the injury or can take hours to appear. If your child reports any symptoms of concussion or if you notice some symptoms and signs, seek medical evaluation from your team's athletic trainer and a medical doctor trained in the evaluation and management of concussion. If your child is vomiting, has a severe headache, or is having difficulty staying awake or answering simple questions, call 911 to take him or her immediately to the emergency department of your local hospital.

On the State CIF website under sports medicine is a **Graded Concussion Symptom Checklist**. If your child fills this out after having had a concussion, it helps the doctor, athletic trainer or coach understand how he or she is feeling and hopefully shows improvement. We ask that you have your child fill out the checklist at the start of the season even before a concussion has occurred so that we can understand if some symptoms such as headache might be a part of his or her everyday life. We call this a "baseline" so that we know what symptoms are normal and common for your child. Keep a copy for your records. If a concussion occurs, he or she should fill out this checklist daily. This Graded Symptom Checklist provides a list of symptoms to compare over time to make sure the athlete is recovering from the concussion.

### What can happen if my child keeps playing with concussion symptoms or returns too soon after getting a concussion?

Athletes with the signs and symptoms of concussion should be removed from play immediately. There is NO same day return to play for a youth with a suspected concussion. Youth athletes may take more time to recover from concussion and are more prone to long-term serious problems from a concussion.

Even though a traditional brain scan (e.g., MRI or CT) may be “normal”, the brain has still been injured. Animal and human research studies show that a second blow before the brain has recovered can result in serious damage to the brain. If your athlete suffers another concussion before completely recovering from the first one, this can lead to prolonged recovery (weeks to months), or even to severe brain swelling (Second Impact Syndrome) with devastating consequences.

There is an increasing concern that head impact exposure and recurrent concussions may contribute to long-term neurological problems. One goal of this concussion program is to prevent a too early return to play so that serious brain damage can be prevented.

Signs observed by teammates, parents and coaches include:	
<ul style="list-style-type: none"> <li>• Looks dizzy</li> <li>• Slurred speech</li> <li>• Looks spaced out Shows a change in personality or way of acting</li> <li>• Confused about plays Can't recall events before or after the injury</li> <li>• Forgets plays Seizures or has a fit</li> <li>• Is unsure of game, score, or opponent Any change in typical behavior or personality</li> <li>• Moves clumsily or awkwardly Passes out Answers questions slowly</li> </ul>	<ul style="list-style-type: none"> <li>• Slurred speech</li> <li>• Shows a change in personality or way of acting</li> <li>• Can't recall events before or after the injury</li> <li>• Seizures or has a fit</li> <li>• Any change in typical behavior or personality</li> <li>• Passes out</li> </ul>

Signs observed by teammates, parents and coaches include:	
<ul style="list-style-type: none"> <li>• Headaches</li> <li>• Loss of memory</li> <li>• “Pressure in head” “Don't feel right”</li> <li>• Nausea or throws up</li> <li>• Tired or low energy</li> <li>• Neck pain Sadness</li> <li>• Has trouble standing or walking</li> <li>• Nervousness or feeling on edge</li> <li>• Blurred, double, or fuzzy vision</li> <li>• Irritability</li> <li>• Bothered by light or noise</li> </ul>	<ul style="list-style-type: none"> <li>• More emotional</li> <li>• Feeling sluggish or slowed down</li> <li>• Confused Feeling foggy or groggy</li> <li>• Concentration or memory problems</li> <li>• Drowsiness</li> <li>• Repeating the same question/comment</li> <li>• Change in sleep patterns</li> </ul>

### What is Return to Learn?

Following a concussion, student athletes may have difficulties with short- and long-term memory, concentration and organization. They will require rest while recovering from injury (e.g., avoid reading, texting, video games, loud movies), and may even need to stay home from school for a few days. As they return to school, the schedule might need to start with a few classes or a half-day depending on how they feel. If recovery from a concussion is taking longer than expected, they may also benefit from a reduced class schedule and/or limited homework; a formal school assessment may also be necessary. Your school or doctor can help suggest and make these changes. Student athletes should complete the Return to Learn guidelines and return to complete school before beginning any sports or physical activities, unless your doctor makes other recommendations. Go to the CIF website ([cifstate.org](http://cifstate.org)) for more information on Return to Learn.

### **How is Return to Play (RTP) determined?**

Concussion symptoms should be completely gone before returning to competition. A RTP progression involves a gradual, stepwise increase in physical effort, sports-specific activities and the risk for contact. If symptoms occur with activity, the progression should be stopped. If there are no symptoms the next day, exercise can be restarted at the previous stage.

RTP after concussion should occur only with medical clearance from a medical doctor trained in the evaluation and management of concussions, and a step-wise progression program monitored by an athletic trainer, coach, or other identified school administrator. Please see [cifstate.org](http://cifstate.org) for a graduated return to play plan. [AB 2127, a California state law effective 1/1/15, states that return to play (i.e., full competition) must be no sooner than 7 days after the concussion diagnosis has been made by a physician.]

### **Final Thoughts for Parents and Guardians:**

It is well known that high school athletes will often not talk about signs of concussions, which is why this information sheet is so important to review with them. Teach your child to tell the coaching staff if he or she experiences such symptoms, or if he or she suspects that a teammate has had a concussion. You should also feel comfortable talking to the coaches or athletic trainer about possible concussion signs and symptoms that you may be seeing in your child.

### **References:**

- American Medical Society for Sports Medicine position statement: concussion in sport (2013)
- Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012
- <http://www.cdc.gov/concussion/HeadsUp/youth.html> CIFSTATE.ORG CIF 5/2015

### **Bus Riding Privileges**

Any student who violates the bus rules or does not follow instructions from the driver may have their riding privileges suspended or revoked. Authority to suspend or revoke a student's bus riding privileges shall rest with a site administrator. The administrator will notify parents of the students of the suspension and the reasons therefore. All drivers involved will be notified. When a student is denied bus- riding privileges, this also includes field trips.

## **Sudden Cardiac Arrest (SCA) in Student-Athletes**

*What Is Sudden Cardiac Arrest?:* Sudden Cardiac Arrest (SCA) is not a heart attack. It's an abnormality in the heart's electrical system that abruptly stops the heartbeat. It's caused by an undetected congenital or genetic heart condition.

*First Symptom May Be Death:* Possible Warning Signs: Unexplained fainting, shortness of breath, lightheadedness, chest pain, heart palpitations, family history of SCA or unexplained sudden death under the age of 50.

*1 Youth Athlete Dies Every 3 Days in the United States:* SCA is 60% more likely to occur during exercise or sports activity, so athletes are at greater risk. SCA is also the leading cause of death on school campuses.

*Time Critical:* If not properly treated within minutes, SCA is fatal in 92% of cases.

*Are there warning signs?* Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- fainting (#1 symptom of a potential heart condition)
- chest pain
- shortness of breath
- racing or fluttering of heartbeat (palpitation)
- dizziness or lightheadedness
- extreme fatigue (tiredness)

These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

*How are student-athletes being protected?* California passed the Eric Paredes Sudden Cardiac Arrest Prevention Act in 2016 to protect students participating in school-sponsored athletic activities. New policy adds SCA training to coach certification and new protocol that empowers coaches to remove from play a student who exhibits fainting, and potentially for other conditions if they are believed to be cardiac related. Student athletes must be evaluated and cleared by a physician, surgeon, nurse practitioner or physician's assistant to return to play. Student athletes and parents/guardians review and sign an SCA Information sheet as part of their annual sports packet.



**I have read and understand the requirements of this Co - Curricular Packet along with the CIF requirements. I understand that I'm expected to perform according to this code and I understand the penalties if I do not.**

**I have read all of the above and understand that failure to follow the program agreement may result in suspension or dismissal from any Paso Robles Joint Unified Co-Curricular Program or activity.**

**Sport, Group or Club Team:** \_\_\_\_\_

**Student Athlete:**

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent:**

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

**As a Coach/Advisor, I have reviewed the Code of Ethics and Social Media agreement thoroughly and answered any question the student-athlete may have had.**

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_