

# *Tracy Unified School District*

## *Athletic Handbook*



## **PHILOSOPHY STATEMENT**

The primary purpose of the athletic program is to promote the physical, mental, social, emotional and moral wellbeing of the participants. It is our desire that athletics will be a positive force in preparing youth for an enriching and vital role in American life.

The athletic program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences. Through voluntary participation, the athlete gives time, energy and loyalty to the program. He or she also accepts the training, rules, regulations and responsibilities that are unique to an athletic program.

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

### TRACY HIGH SCHOOL ATHLETIC CONTACT LIST

Position	Name	e-mail	Phone
Principal	Jason Noll	<a href="mailto:jnoll@tusd.net">jnoll@tusd.net</a>	830-3360 ext. 2010
Athletic Director	Gary Henderson	<a href="mailto:ghenderson@tusd.net">ghenderson@tusd.net</a>	830-3360 ext. 2251
Bookkeeper	Deborah Hartenstein	<a href="mailto:dhartenstein@tusd.net">dhartenstein@tusd.net</a>	830-3360 ext. 2040
Athletic Assistant	Maria Arce	<a href="mailto:marce@tusd.net">marce@tusd.net</a>	830-3360 ext. 2035

Visit [www.tracyhighsports.com](http://www.tracyhighsports.com) for more details!

### MERRILL WEST HIGH SCHOOL ATHLETIC CONTACT LIST

Position	Name	e-mail	Phone
Principal	Zachary Boswell	<a href="mailto:zboswell@tusd.net">zboswell@tusd.net</a>	830-3370 x 3010
Athletic Director	Steven Wichman	<a href="mailto:swichman@tusd.net">swichman@tusd.net</a>	830-3370 x 3064
Athletic Secretary	Rachel Ramirez	<a href="mailto:rramirez@tusd.net">rramirez@tusd.net</a>	830-3370 x 3133
Bookkeeper	Lori Borges	<a href="mailto:lborges@tusd.net">lborges@tusd.net</a>	830-3370 x 3027

Visit [www.whsathletics.com](http://www.whsathletics.com) for more details!

### KIMBALL HIGH SCHOOL ATHLETIC CONTACT LIST

Position	Name	e-mail	Phone
Principal	Benjamin Keller	<a href="mailto:bkeller@tusd.net">bkeller@tusd.net</a>	832-6600 ext. 4010
Athletic Director	Joe Lawrence	<a href="mailto:jlawrence@tusd.net">jlawrence@tusd.net</a>	832-6600 ext. 4075
Bookkeeper	Liz Grande	<a href="mailto:egrande@tusd.net">egrande@tusd.net</a>	832-6600 ext. 4041

Visit <https://kimballhigh.tracy.k12.ca.us/activities-athletics/sports> for more details!

## Tracy Unified School District

The highest potential of sports is achieved when competition reflects these six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. We can all promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these six pillars of character.

### **Goals:**

Programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.

Student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.

Standards for participation will be adopted for coaches, athletes, parents and spectators.

All communications directed to student-athletes and their parents will enforce the six pillars

All employees must be directly involved and committed to the academic success of student-athletes and the character building goals of the school.

Everyone involved in competition including parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect.

All publications and announcements will actively prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.

The profession of coaching is a profession of the mental and physical dimensions of their sport. Coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

### 1) **SCHOLASTIC ELIGIBILITY**

Participation in athletics is a privilege. Eligibility for participation in extracurricular activities is contingent upon the student's maintaining at least a 2.0 grade point average with no F grades. If a student becomes academically ineligible during a sport season, the coach has a choice of keeping the student on the team to practice with the team and not participate in contests or remove the student from the team (coaches' option).

An athlete must maintain a 2.0 grade point average with no F grades, or be excluded from participation, until he/she achieves a 2.0 grade point average and no F grades as per first quarter; first semester, third quarter; second semester. (When grades are printed and made available to parents by the registrar.)

Students who intend to participate in athletics must meet eligibility guidelines:

1. A minimum of a “C” average (2.0 on a 4-point scale) for all classes. High School District students must be currently enrolled in at least 6 classes or the equivalent of 30 credits.
2. No course failures in any eligibility period.

Students in grades 9-12 may be placed on academic probation if they receive one “F” during a grading period affecting eligibility. A student on academic probation can compete or perform in extra and co-curricular activities while on academic probation. The terms of a student’s academic probation must be agreed upon by the student, their parent/guardian and their coach/advisor. The terms of a student’s academic probation will also include sound interventions designed to help students succeed. Students may be on academic probation only two times during their high school career. Once a student has been on academic probation two times in their high school career, they must maintain a 2.0 average on a 4.0 scale and have no course failures (no F grades) in any eligibility period thereafter in order to compete or perform. The two times in which a student is allowed to be on academic probation may not be in consecutive grading periods affecting their eligibility. *If you are interested in applying for academic probation, please see your high school’s Athletic Director.*

The Governing Board also requires that participating students be satisfactorily progressing towards the District' graduation requirements in order to participate in a sport or activity. Satisfactory progress is hereby defined as the ability to graduate with one's class within conventional timelines, i.e.: eight (8) consecutive semesters from freshman entrance, including summer sessions. C.I.F. rules require that semester grades be used to determine eligibility at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters (1<sup>st</sup> quarter, 1<sup>st</sup> semester, 3<sup>rd</sup> quarter, 2<sup>nd</sup> semester, and/or summer school grades).

For the school year, the eligibility policy (ability or inability to participate) begins when the registrar publishes the list of ineligible students based on their marks received on the previous grading period.

The same procedure will be used for the remaining quarters. The eligibility will always be determined by the previous quarter or semester grades (Summer school grades can also be used for the fall eligibility).

In the event a student receives below a 2.0 grade point average and/or an F grade on the 2<sup>nd</sup> Semester report and hence would be ineligible in the fall, but said student goes to summer school and in essence raised his/her grade and the grade is acceptable to Tracy/West/Kimball High School, it may be counted. If, in the recomputing of the student's grade point average, it raises to 2.0 or above, the student is eligible for participation in the fall quarter. The student shall remain ineligible until the grades are received by the registrar of Tracy/West/Kimball High School. Summer school students would be permitted to practice but not participate in games until the eligibility is determined by the receipt of the summer school grades. A passing summer school grade may be substituted for a failing grade. Official transcripts are due to the registrar's office thirty (30) calendar days after the first day of school.

All incoming 9<sup>th</sup> graders are academically eligible to participate in extra/co-curricular activities. At the end of the first grading period, 9<sup>th</sup> graders must be eligible. They must have earned a "C" average (2.0 on a 4-point scale) and no course failures.

Any special case or extenuating circumstances surrounding disputed eligibility of a student shall be reviewed by the principal at each site.

An F grade, an incomplete or a No Mark (NM) will automatically cause an athlete to be ineligible regardless of the grade point average. Once the incomplete or the No Mark is changed to a passing grade, eligibility will be re-examined.

## 2) **RESIDENCY AND TRANSFER ELIGIBILITY**

When a student transfers to Tracy/West/Kimball High School from another school the following will apply:

- A) If that student's previous quarter grade point average is below a 2.0, or has an F or No Mark, he/she shall be ineligible.
- B) His/her continued eligibility will be determined by the grades received in the first quarter or semester of attendance at Tracy/West/Kimball High School.
- C) In all transfer cases, student must comply with the C.I.F. transfer rules.
- D) Have attended high school not more than (8) semesters consecutive after completing the 8<sup>th</sup> grade.

All transfers will be handled by the Athletic Director and school administration and ultimately ruled on by the CIF Sac Joaquin Section Office. Visit <http://www.cifsjs.org> for more details.

## 3) **C.I.F. ELIGIBILITY**

The Tracy Unified School District and the C.I.F. Sac-Joaquin Section sets the standards for student eligibility for all athletic participation. Please visit the following link for details:

<http://www.cifsjs.org/about-cifsjs/constitution/bylaw2-eligibility.pdf>

Athletes will be an amateur in the sport in which they compete.

## 4) **REQUIRED DOCUMENTS**

All athletes must have on file in the athletic director's office before any participation:

- a. Complete record of physical examination
- b. Proof of insurance form
- c. Emergency medical card
- d. Signature page at the end of this handbook

In addition, parents and students must agree to the terms of the Steroid Awareness and Concussion and Head Injury policies either by signature page or e-signature.

Students owing bills/fines/equipment, from a previous sport, will be ineligible to participate in any other sport until bills/fines/equipment is paid or returned.

## 5) **ATTENDANCE ELIGIBILITY**

Athletes must be in attendance for every period of the day of competition in order to be eligible to play that day. If an athlete plays in a game the day, he/she does not have 100 percent attendance, then they must sit out the next competition.

An athlete may only be excused on a game day by the school administration for the following pre-approved reasons: medical appointments, attending funeral services of an immediate family member, or appearance in a court of law.

Students suspended any part of the day off campus or assigned to an in-house suspension and/or intervention center for all six periods may not compete or practice on that day. A student assigned for a single period or periods to the support room may be eligible to compete or practice.

Students are expected to participate in all practices and games. A student who misses a practice or a game without the coach's prior permission will be subject to disciplinary action from a verbal warning up to dismissal from the team. Athletes are expected to attend all practices, games and team events that are scheduled. Missing practice, games and teams' events will not be tolerated. Excused absences include the following: death or serious illness in the family and being ill from school. Absences that will not be excused include the following but are not limited to, Girls Treat/Prom, Disneyland, Powder Puff, participating in non-school contests, visiting relatives and going on vacation.

## 6) **TRYOUTS AND PRACTICE PARTICIPATION**

There is no guarantee everyone will make a team. The number of athletes on each team will vary from sport to sport. In addition, the length of the tryout will vary from sport to sport. Lack of equipment, space, transportation, etc., may require a limit on the number of participants. If you do not make a team and are concerned, please make an appointment to discuss the issue with the appropriate coach.

Coaches at their discretion have the option of selecting the number of athletes on their roster and the level at which they play. An athlete that has not been selected on a roster may not practice with a team. An athlete who is ineligible may practice with the team (coaches' option) until they become eligible. An athlete who is ineligible may travel with the team provided that the trip is during non-school hours.

## 7) **INJURIES**

If you are injured in practice or in a game, you must let your coach know. Also, if you visit a doctor because of an injury, you must submit a Doctor's release note to your coach before you can participate again.

### **Policies for the management of concussion and head injury for CIF Member Schools:**

Nationwide data continues to show that many catastrophic head injuries are a direct result of injured athletes returning to play too soon, not having fully recovered from the first head injury. On May 7, 2010, the State CIF Federated Council passed Bylaw 313 that now requires a signed medical release before a student-athlete who is suspected to have sustained a concussion can return to play. Please use the links and information provided to further educate yourself on the signs, symptoms and actions that all involved in education-based CIF sports should take when they suspect any type of head injury.

### **Bylaw 313**

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student-athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.



## **8) ACCIDENT INSURANCE**

Tracy Unified School District does not provide medical, dental or accident insurance for students while on school premises or while participating in school activities. A low-cost medical/dental accident insurance program is available to you through Pacific Educators. The plan does not provide unlimited coverage but does offer substantial assistance in the event of injury.

There are two levels of benefit available through Pacific Educators. The “High” option is recommended if your child has no family coverage or if your private coverage has a high deductible. All plans are available on a “School Time” or “24-Hour” (all day, every day) basis for a one-time, annual payment (prices vary based on selected options). The plans pay the first \$500.00 in benefits, in addition to other insurance, which can help you meet your primary insurance deductibles and/or co-payments. **Proof of medical insurance or Pacific Educators Accident Insurance is required to participate in school athletics.** You may sign up online for instant coverage at [www.peinsurance.com](http://www.peinsurance.com). If you have further questions, please call Pacific Educators, Inc. at (800) 722-3365.

## **9) ACCIDENT PROCEDURES**

In the event you are involved in an accident, report it immediately to the nearest teacher or supervising adult, obtain a pass, and go directly to the Attendance Office to be seen and for a parent to be called. If the accident requires first aid treatment, additional aid will be provided by the Bookkeeper/Nurse. *If you are ill, you are to report to the Attendance Office at once.* A school official will notify the parent/guardian and ask that the student be picked up by a responsible adult. The student will remain in the attendance office until picked up or sent back to class.

In case you witness an accident where another student may be injured, report the accident to the nearest teacher, supervising adult, or go to the office for help. Even minor accidents or injuries should be reported so that care can be given, and the proper accident report forms can be filled out online or in hard copy.

In the event of serious or potentially serious accident, at least three attempts to contact parents will be made directly after the incident. Contact will be attempted through the home phone number, work number and emergency number. The principal, assistant principal, teacher in charge, or secretary will make the calls. In cases where serious or potentially serious injury is apparent or suspected, these staff members will also notify the emergency unit (911) directly, and/or the school district nurse. Parents and students are responsible for informing the school Attendance Office of any changes in home and emergency phone numbers or address changes.

## **10) TRANSPORTATION**

Athletes must travel to and from contest when district transportation is provided or under the guidelines specified in Board Policy. Athletes may not transport themselves to and from athletic events outside of the Tracy Unified School district boundaries. Athletes must have a parent personally speak to the coach, and receive pre-approval, in order to travel with their parents.

## **11)ATHLETIC CITIZENSHIP ELIGIBILITY**

### **Athlete Expectations:**

- Total commitment to your sport
- Exemplary citizenship on and off the school campus
- High academic achievement
- Participation in all practices and games
- Adherents to all team and Athletic Department rules and policies
- Have current school identification
- Refrain from unsportsmanlike conduct at all times including posts on social media
- All athletes are expected to abide by the TUSD student conduct code as outlined in the TUSD Student Disciplinary Handbook. The TUSD Student Disciplinary Handbook outlines most disciplinary violations and their consequences.

### **Quitting**

Anyone who quits a team prior to the end of the season is ineligible for awards and will not be allowed to try out for another sport until the conclusion of the first sport unless the athletic director approves their release from the previous sport.

### **Ejections**

Any athlete ejected from a game or contest will not participate in the remainder of that game and the following game/contest as well.

### **Saturday School**

Students who have 16 or more Saturday School hours are ineligible to participate in games and/or contests. The eligibility list for Saturday School hours will be updated every Tuesday and will be in effect for the next seven calendar days. Hours cleared on Monday will be posted for the following, not the current week.

## **12) AWARDS**

One of the obligations that the recipient of an athletic award should assume is to conduct himself or herself at all times in such a way as to bring credit to the coach, the team, and the school. Letters and other awards should be used to promote good citizenship. No student may be granted any award who is not in good scholastic and citizenship standing at the time of presentation, citizenship involving suspension from school may eliminate the possibility of receiving a school award.

This applies to any award that is to be presented at a school awards assembly (action of Board of Trustees). The awards subsequently may be made, if the above conditions are met, if this is accomplished within the semester in which the letter is earned. *Awards at each high school will be determined by each school's Athletic Department.*

### **13. STUDENT-ATHLETE PARENT & COACH EXPECTATIONS**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to students.

#### **Communications you should expect from your Child's Coach:**

1. Philosophy as a coach.
2. Expectation the coach has for your child.
3. Location and times of all practices and games.
4. Team requirements, i.e., practices, special equipment, out of season training.
5. Procedures to follow should your child be injured during participation.
6. Discipline that may result in the denial of your child's participation.

#### **Communication that Coaches expect from Parents:**

1. Concerns expressed directly to the coach.
2. Specific concerns about coach's philosophy and/or expectations.
3. Notification of any illness or injury or missed practices.

#### **Appropriate concerns to discuss with the coaches:**

1. Treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior

It is very difficult to accept your child not playing as much as you may hope. Coaches are teachers. They make judgement decisions based on what they believe to best for all students involved. As you have seen from the above list, certain things can and should be discussed with the coach. Other things, such as the ones listed below, must be left to the professional judgement of the coach.

#### **Issues not appropriate to Discuss with the Coach:**

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

There are often situations that may require a conference between the coach and the parents. The student athlete will be invited and involved in these meetings. To resolve the problem, we must have everyone's help and involvement. These meetings are encouraged.

**If there is a problem:**

- *Have your son/daughter talk to the coach one on one. (It is part of growing up.)*

**If this does not resolve the problem, the parents should:**

- Call the school and request a return call or a face to face meeting with the coach.

**Parents must not:**

- Confront the coach before or after practice.
- Confront the coach before or after a game.

There are proper ways to communicate and have your concerns addressed. Practices and games are highly emotional times for everyone involved, players, coaches, and parents. Meetings and concerns do not get resolved during emotional times.

**If the issue is not resolved contact your high school's Athletic Director.**

If the meeting with the Athletic Director does not provide a satisfactory resolution, please contact the site principal.

We hope this information helps make your child's and your experience with the athletic program less stressful and more enjoyable.

**Sports Media Relations**

Tracy Unified School District's athletic teams generate a high level of public interest and media attention. Please be aware a student athlete's image reflects on themselves, their family, their team, their school and their district. Therefore, we ask all student athletes to exercise care when making statements to the media.

View the media as business partners. If possible, organize and prepare your thoughts before a scheduled interview. Often a verbal comment that seems innocent looks different when it appears in print. Remember, regardless of what is said, a reporter's first obligation is to report the news. Don't say it if you don't want to see it in print.

Trust your instincts. On rare occasions, the general tone of an interview is such that you may not be comfortable continuing the interview. Should this occur, please notify your coach, who will in turn notify the school's Athletic Director and the district office.

In general, when speaking to the media, be confident and courteous. Always remember when dealing with the media to present an image that is consistent with the ideals and high standards of your school and Tracy Unified.

Because media interviews may be a new area of responsibility for many student-athletes, the following tips may help you when dealing with the media:

1. Organize your thoughts before a scheduled interview so that you are sure about the points you want to communicate. Treat all interviews the same whether it be for your school paper or a local one.
2. If the interview was not scheduled, feel free to take a few moments to collect your thoughts after each question is asked. Often after an emotional game, you need to take a
3. Be sure to understand the reporter's question before answering it. Ask for clarification if the question is not understood.
4. Be wary of an "off the record" situation. It is usually not in your best interest to do interviews in this manner as it may be left open to interpretation as to what is or is not "off the record."
5. If possible, try not to speak on controversial topics. It is better to answer, "I do not know," or "I am not familiar enough with that issue to give a fair answer."
6. Do not become overly sensitive about a question or a story. With very few exceptions, reporters who cover our athletics programs are fair and are not out to "get somebody."
7. Do not criticize your teammates, your coaches, game officials or your opponents in the media. If you have concerns, share them with your teammates and your coach, not the public.

If you approach an interview with poise and courtesy, you are off to a good start. Remember, the image you project not only reflects upon you, but upon your team and your school as well. You are encouraged to ask your coach for assistance if you feel you need help with the proper techniques for handling interviews.

## **Declaration of Student/Athlete:**

I realize it is a privilege to participate in athletic activities and represent our school in athletic functions. Accordingly, I hereby agree to follow the regulations established by the Athletic Department, the administration, and the District policies set by the Board of Trustees and California Interscholastic Federation rules. I also agree to conform to the following conduct as a participant in our school's athletic program:

1. I will follow all school rules and regulations. Failure to do so will result in disciplinary action by the administration and possible forfeiture from participation in activities during that period.
2. I will follow the Athlete Expectations while participating in a sport. All school policies are also in effect for any school-related activity.

## **General Rules of Sportsmanship:**

In order to promote fairness in competition, a series of rules governing each sport have been adopted. Good sportsmanship requires that athletes adhere to the rules of the game. Furthermore, it requires that athletes comply with the spirit of those rules which were written to promote fairness. Athletes must understand that compliance with the standards of good sportsmanship is always required.

- a) **On the field**, athletes are respectful in actions and language towards their teammates, opponents and officials. They abide by all the rules of the game. They are modest in victory and gracious in defeat.
- b) **On campus**, athletes should set an example of good citizenship for their classmates. They should help promote school spirit and be positive leaders in school activities. Athletes should affiliate with a positive attitude.
- c) **In the classroom**, athletes show respect for teachers and for their fellow students. They maintain good attendance, satisfactory academic progress and good citizenship.
- d) **On trips**, an athlete's conduct is such that they are positive representatives of their community, school and team. Athletes are always conscious of their appearance and manners.

## **Tracy Unified School District's Code of Conduct for Parents**

The role of the parent in the education of a student is vital. The support shown in the home is often manifested in the ability of the student to accept the opportunities presented at school and in life.

There is a value system – established in the home, nurtured in the school – that young people are developing. Their involvement in classroom and other activities contributes to that development. Trustworthiness, citizenship, caring, fairness, responsibility and respect are lifetime values taught through athletics. These are the principles of good sportsmanship and character. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results.

As a parent of a student-athlete at our school, your goals should include:

- ◆ Realize that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game;
- ◆ Encourage our students to perform their best, just as we would urge them on with their class work;
- ◆ Participate in positive cheers that encourage our student-athletes; and discourage from any cheers that would redirect that focus – including those that taunt and intimidate opponents, their fans and officials;
- ◆ Learn, understand, and respect the rules of the game, the officials who administer them and their decisions;
- ◆ Respect the task our coaches face as teachers; and support them as they strive to educate our youth;
- ◆ Respect our opponents as student-athletes, and acknowledge them for striving to do their best; and
- ◆ Develop a sense of dignity and civility under all circumstances.

You have a major influence on your student's attitude about academics and athletics. The leadership role you take will help influence your child, and our community, for years to come.

**TUSD ATHLETIC  
HANDBOOK**  
Signature Page and Consent Form

I/We have read and understand the Tracy Unified School District Athletic Handbook. I hereby grant permission for my son/daughter to participate in the interscholastic activity program.

Student Name (Please Print): \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Sport: \_\_\_\_\_

Please indicate if your student has any disability, which needs accommodations to participate:

Yes  No

If yes, please indicate the nature of the disability: \_\_\_\_\_

**Student/Athlete Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Da**



