



**Newport-Mesa**  
Unified School District

# ATHLETIC HANDBOOK



*Revised August 2018*

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## **Subject to Change Disclaimer**

The policies, regulations and procedures in this handbook are subject to change without prior notice, if necessary, to be compliance with state laws, education code and/or with rules and regulations of the Board of Education for the Newport Mesa Unified School District. For the most current, updated version of this handbook, please refer to our website at [www.nmusd.us](http://www.nmusd.us).

## **Newport-Mesa Unified School District**

### **ATHLETIC PROGRAM MISSION STATEMENT**

The mission of the Newport-Mesa Unified School District Athletics Program is to enrich the mental, physical, emotional, spiritual, and social well-being of all student athletes by providing cooperative and competitive opportunities which foster the development of lifelong values of sportsmanship, commitment, integrity, teamwork, individual effort, and good citizenship.

#### **BELIEFS**

- Students are our highest priority.
- Participation in high school interscholastic athletics is an important part of a student's overall educational experience. **Participation in athletics is a privilege, not a right.**
- Student athletes have an inherent responsibility to conduct themselves in a manner that reflects the values of the California Interscholastic Federation (CIF) as well as the school, district, league, and community they represent.
- Open and honest communication and mutual respect among coaches, parents, and athletes provides the foundation of a successful athletic program. Positive parental support and involvement enhance student growth and program quality.
- All stakeholders involved, including members of the athletic teams, pep and/or cheer squads, coaches, faculty members, booster club members, spectators, and volunteers have a duty to assure their sport's program imparts important life skills and promotes the development of sportsmanship, good character, and Pursuing Victory with Honor.
- AB 165 – NMUSD athletics is a public institution that promises "inclusion of all students" and at no time will a student be dismissed from a curricular, co-curricular, or extra-curricular program attached to the school, dismissed from instruction, and/or receive a lower grade due to financial hardship.

### **Newport-Mesa Unified School District**

#### **Non-Discrimination Statement**

The Newport Mesa Unified School District Board of Education is committed to equal opportunity for all individuals in education. District programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying based on race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent. Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so.

The Board designates the Assistant Superintendent of Human Resources as the Compliance Officer designated to receive and investigate complaints and ensure District compliance with state and federal laws and regulations including Title IX. The Compliance Officer may designate another District administrator to investigate complaints. If you have a complaint, you are to submit it in writing to: Leona Olson, Assistant Superintendent, Chief Human Resources Officer Title IX Coordinator & Compliance Officer at 714-424-7589 or [lolson@nmusd.us](mailto:lolson@nmusd.us). If you have any additional questions regarding the process, please contact Human Resources at 714-424-7589. A copy of Board Policy 0410 – Nondiscrimination in District Programs and Activities is available at [www.nmusd.us](http://www.nmusd.us).

## **NMUSD ATHLETIC PROGRAM GUIDELINES**

### **COMMUNICATION PROTOCOL FOR CONFLICT RESOLUTION:**

For communication not specific to an individual coach, the first contact for concerns about any phase of the athletic program is the athletic director. This may be done either verbally or in writing.

**Don Grable**, Athletic Director, Corona Del Mar High School, 949-515-6058 or [dgrable@nmusd.us](mailto:dgrable@nmusd.us)

**Sharon Uhl**, Athletic Director, Costa Mesa High School, 714-424-8754 or [suhl@nmusd.us](mailto:suhl@nmusd.us)

**Michael Ofer**, Athletic Director, Costa Mesa High School, 714-424-8715 or [mofer@nmusd.us](mailto:mofer@nmusd.us)

**Nate Goellrich**, Athletic Director, Estancia High School, 949-515-6516 or [ngoellrich@nmusd.us](mailto:ngoellrich@nmusd.us)

**Jerry Murray**, Athletic Director, Newport Harbor High School, 949-515-6310 or [jmurray@nmusd.us](mailto:jmurray@nmusd.us)

Communication concerning district athletic programs and personnel are welcomed when motivated by a sincere desire to improve the quality of an athletic program and/or an athlete's participation therein. Please adhere to the following district athletic communication protocols:

1. Player-coach: (To empower our athletes to learn personal responsibility, they must communicate their concerns/questions directly to their coach before having someone else do this for them). Every effort should be made to resolve the problem at this level.
2. Player-coach-parent: If an issue still needs to be resolved after step 1, the player and coach will set up a meeting which will include the parent(s) or legal guardian(s) of the player. Communication with a coach regarding a concern should never take place at or immediately following a game or event.
3. Player-coach-parent-athletic director: If an issue still needs to be resolved after step 2, the athletic director will set up a meeting with all those involved. Please note that since the player and coach are the only two people who work together on a daily basis, both should be included in all communications. Remember that playing time and level or position placement are the **sole** responsibility and discretion of the coach.
4. Player-coach-parent- athletic director-administration: After following steps 1-3, any unresolved issues can be referred to the school's administration in charge of athletics. A meeting will be set up for all parties involved for the purpose of resolving the issue. At no time should a parent contact the district.
5. Reprisals will not be taken against any parent or student athlete for expressing their concerns or participating in the conflict resolution process.

Additional information for Newport Mesa USD Athletics can be found at:

<http://web.nmusd.us/athletics>

## **CURRENT LAW PERTAINING TO HIGH SCHOOL ATHLETICS**

### **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972:**

Interscholastic athletics in California are: Title IX of the Education Amendments of 1972 is the federal law that prohibits sex discrimination in education institutions that receive federal funds from the U.S. Department of Education. This includes all public school districts in the State of California. Title IX applies to a wide range of school programs and activities, including interscholastic athletics.

Under Title IX school districts must provide girls and boys with equal athletic opportunities. The focus of Title IX is an overall program equality, not comparisons between specific sports. Title IX does not require that male and female athletes receive identical support and services. Instead, it requires that male and female athletes receive the same quality of support and that each program equally meets the needs of the athletes involved.

To help determine whether equal athletics opportunity exists, federal regulations set out a series of “program components” which must be evaluated. For a district to be found in violation of Title IX, there must be a disparity between the way male and female athletes are treated in at least one component of the district’s overall program, and the disparity must result in a lack of equal opportunity.

The program components evaluated under federal regulation that are most relevant include:

- Accommodation of students’ athletic interest and abilities
- The provision and maintenance of equipment and supplies
- The scheduling of games and practice times
- Practice and competitive training facilities
- Coaching
- Publicity
- Medical and training
- Travel and per diem

Within each of these program components, a district must equally meet the needs of male and female athletes. If there is a disparity found in one program component, a district may assert that the disparity is offset by advantages elsewhere in the district’s athletic program. If the district is able to demonstrate that, overall, its entire program provides equal athletic opportunity in its athletic program despite the disparities in an individual component; the district may avoid a finding of noncompliance with Title IX.

The federal law does not require the provision of any specific athletic program of services: it simply requires that, whatever services are provided be provided equitably.

### **Pupil Fees (AB 1575)**

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A number of laws do authorize specific fees a school or district may charge. Please note the law does not prohibit a school district or its programs from requesting voluntary donations or engaging in fundraising activities and programs. These donations and fundraising financial contributions are voluntary, and all students will be allowed to

participate in school activities and extracurricular activities regardless of whether the parent or legal guardian makes a donation or contribution.

Allegations of unlawful pupil fees are addressed through Board Policy 1312.3– Uniform Complaint Procedures. Complaints regarding pupil fees may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. A pupil fees complaint may be filed with the school site principal.

**Participation in Extra Curricular and Cocurricular Activities (BP 6145)**

Newport-Mesa Unified School District Governing Board recognizes that extracurricular and cocurricular activities enrich the educational and social development of students and enhance students’ feelings of connectedness with the schools. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

Extracurricular or cocurricular programs or activities are available to all persons, without regard to race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics.

Any complaint alleging unlawful discrimination in the district’s extracurricular and co-curricular programs or activities shall be filed in accordance with the district’s BP 1312.3 – Uniform Complaint Procedures.

*A copy of BP and AR 6145 – Extracurricular and Co-curricular Activities is available at [www.nmusd.us](http://www.nmusd.us).*

**Participation in Athletic Competition (AR 6145.2)**

The district’s athletic program shall be free from discrimination and discriminatory practices in accordance with state and federal law. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for both sexes.

Interscholastic, intramural, and/or club athletics participation is open to all persons, without regard to race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics.

Administrative Regulation (AR) 6145.2 – Athletic Competition outlines the considerations to determine whether equivalent opportunities are available to both sexes, as well as the criteria used to ensure the district’s athletic program effectively accommodates the interests and abilities of both sexes in athletics.

Any complaint alleging unlawful discrimination within the district’s athletic program shall be filed in accordance with the district’s BP 1312.3 – Uniform Complaint Procedures.

*A copy of AR 6145.2 – Athletic Competition is available at [www.nmusd.us](http://www.nmusd.us).*

## California Interscholastic Federation (CIF) RULES AND GUIDELINES

### **PURSUING VICTORY WITH HONOR:**

#### CIF Expectations for Coaches:

1. Sign and follow the CIF Code of Ethics (Refer to Appendix A).
2. Use “teachable moments” on a daily basis to emphasize the importance and essential elements of the six core pillars of Pursuing Victory with Honor: Caring, Citizenship, Fairness, Respect, Responsibility and Trustworthiness.
3. Promote sportsmanship and foster good character by Teaching, Enforcing, Advocating and Modeling the six pillars 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 of as well as the letter of the rules from their student-athletes.
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. Emphasize in all communications directed to student-athletes and parents the importance of character, ethics and sportsmanship. Coaches should hold a student/parent pre-season meeting to communicate their educational philosophy regarding athletics, academics, character, ethics and sportsmanship. The coach should clearly define the expectations that coaches have for athletes and parent behavior and the repercussion of not meeting those expectations. Both groups should sign a code of conduct form.
8. Emphasize that success in the classroom should be first priority of any student-athlete and that pressure to win is not placed above education, character development, academic, social, emotional, physical, and the ethical well-being of the student athlete.
9. 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.
10. 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. Coaches should report any suspected violations of CIF rules to the athletic office.
11. Always remember that the 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-athlete by teaching them to be trustworthy, respectful, responsible, fair, caring, and good citizens.
12. 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 athletes, its place in education, the character building potential of athletics and the conduct and behavior of all involved in athletics.

## **California Interscholastic Federation (CIF) BYLAWS REGARDING COACH COMPENSATIONS**

### **CIF-SS Bylaw 507 – Coaching Compensation**

A coach shall not be reimbursed for coaching services from any source other than school funds without the approval of the school's governing board, nor be subject to any bonus arrangement dependent upon the success of the school's team.

507.1 All member schools will, upon request, submit to the Southern Section Office, their financial pay structure for coaches' stipends adopted by the governing board.

QUESTION: In what manner is the payment of the coaches specifically permitted to be handled?

ANSWER: Coaches may be paid by way of the district office and/or ASB account. Outside groups such as booster clubs may make a donation to the district, but they cannot specify that the money specifically be utilized for Coach A, or Coach B.

### **CIF-SS Bylaw 508 – Penalty for Improper Coaching Compensation**

Any team, coached by any person receiving any part of the salary for coaching from other than school funds without the approval of the school's governing board, is ineligible.

### **SITE PROCEDURES REGARDING COACH COMPENSATION**

Per the CIF-SS Bylaws indicated above, the following coaching compensation parameters will need to be in place so that our athletic programs are not in violation:

The calendar year will be broken up into approximately three month periods:

September 1 – November 30: fall sports

December 1 – February 28/29: winter sports

March 1 – May 31: spring sports

Coaches will be coaching in the sports offered by the school either during the fall, winter, or spring sports sessions. All coaches during the season of sport will only receive district allocated stipends, or, compensation commensurate to district-established stipends. The latter would be in cases where there are more coaches on staff than established by the district stipend schedule. These additional stipends can be funded by donations from outside groups (Booster Clubs) as long as the money is deposited through the district office and these coaches are paid by the district office for their services during the season of sport in accordance with Bylaw 507. No coach can receive any additional compensation during the season of sport above the stipend schedule set by the district office.

No certificated coach can receive any compensation outside their season of sport during the school year. No classified coach can receive funds more than their district stipend outside their season of sport during the school year.

## ELIGIBILITY

Student athletes must adhere to the following requirements to be eligible for athletic competition:

1. Student: Only students regularly enrolled in a public and private CIF member school, grades 9-12, shall be permitted to participate in CIF.
2. Enrollment: A student who participates in an interscholastic athletic contest or participating in at least one class at the school shall be considered to be “enrolled” in that school.
3. Age: No student, whose 19<sup>th</sup> birthday is attained prior to June 15<sup>th</sup>, shall participate or practice on any team for the following year.
4. A student may not compete on a freshman (9<sup>th</sup> grade) team after he/she reaches his/her 16<sup>th</sup> birthday on or before June 15<sup>th</sup>.
5. A student may not compete on a sophomore (10<sup>th</sup> grade) team after he/she has reached his/her 17<sup>th</sup> birthday on or before June 15<sup>th</sup>.
6. Consecutive semesters: Once you enter the 9<sup>th</sup> grade, you have eight consecutive semesters in which to play athletics, after those eight semesters, you lose your eligibility.
7. Scholastic: The athlete must be currently enrolled in at least 20 semester periods of work. The athlete must maintain during the previous grading period a minimum of a 2.0 GPA on a 4.0 scale and have no more than 1 “U” in citizenship.
8. *Transfer: If a student attends a school other than yours (in the previous year of eligibility), **notify the athletic director of any new student/athlete. The student must meet with the athletic secretary (not the counselor) to complete all necessary CIF paperwork prior to participation.***
9. Amateur: Athletes cannot play high school athletics if they lose their amateur status.
10. *Independent Team: Athletes cannot play on a school team and an independent team during the same sport season per the CIF Blue Book.*
11. Medical Exam: Students must pass a physical exam prior to the sports season.
12. **All physicals are good for one calendar year.**
13. Fighting in an athletic contest may result in the athlete's suspension from additional contests and may result in removal from the team.
14. Student/Athletes under a physician's care may not return to athletic participation without written release from a medical doctor. Coaches on all levels should keep all written communication for the entire season. Give all medical forms to the athletic trainer and keep one copy for your records.

## Additional CIF Eligibility Sections

Additional eligibility regulations are listed below and are fully detailed in the CIF Blue Book:

Residential Eligibility (Bylaw 206)

Transfer Eligibility (Bylaw 2007)

Foreign Student Eligibility (Bylaw 208)

CIF Grading Period – Sect. 205.1; A-B-C; page 79

## **COACHES RESPONSIBILITIES**

**ATHLETIC CLEARANCE** - Coaches are responsible for insuring that every student trying out for their team has been administratively cleared for participation by completing and submitting the Athletic Clearance Packet (ACP), including current physical (needed every school year) and proof of medical insurance. Additionally, the coach must check that all criteria for eligibility (residential and academic) have been met by the athlete before tryouts and regular practices begin. Indication that an athlete has been administratively cleared will be the coach's receipt of the ACP or note by the athletic secretary. **IF AN ATHLETE HAS NOT BEEN CLEARED, HE/SHE MAY NOT PARTICIPATE IN TRYOUTS, PRACTICE OR CONTESTS!**

If an athlete has been sidelined on account of injury, or is otherwise medically precluded from play, the coach must receive written clearance from the treating physician before the athlete can participate.

**FACILITIES** - Coaches shall work with the custodial staff and the athletic office to see that the school's facilities are ready for contests and/or practices. A Use of Facilities request form must be turned in one month before the season starts or before an event.

**REPORTING SCORES** - The head coach is responsible for reporting the scores of all contests to the athletic secretary and/or the league statistician. Additionally the head coach should report game scores to the local paper (See media section for guidance). Some schools may require you to report scores to CIF: [www.cifsshome.org](http://www.cifsshome.org)

**RECORD KEEPING** - One of the most neglected parts of coaching is the setting up a system of record keeping for their program. Record keeping involves a system of attendance at daily workouts, a record of daily workouts and the conditioning process used with your athletes, and a system that would help you maintain a history of problems, injuries, accidents, etc. This system will help with accountability when grades are due and for your own protection.

**ATTENDANCE** - There are numerous benefits of keeping track of attendance of your athletes on a daily basis. As a coach, you may use the process of attendance to help support your basic team rules, to be able to notice trends with regards to an athlete's performance levels, to possibly help make early personnel decisions regarding your weekly contests, etc. Try to use a system that is simple for you and your assistants, as well as one that might meet other needs as well. The biggest key is maintaining it continually, as well as storing records after the season is over so that they can be referred to as needed.

All coaches with an athletic class **must keep an attendance record that is to be turned in to the attendance/athletic office each day (depending on school)**. It is imperative that records be accurate! Please remind your athletes that they must be in class for the entire period. Leaving school for any reason without first checking out appropriately through the attendance office will prevent the **athlete from participating in practice and/or games**.

## **NMUSD CONCUSSION PROTOCOL FOR SCHOOLS (Once student is symptoms-free, forms will be housed in the health office.)**

### **A. Document and Respond to a Head Injury Occurring at School**

- Student sustained a head bump, and is **not symptomatic**.
- Student is to cease play and be referred to nurse, athletics staff or other staff member to observe and call parent.
- Use “Head Injury – Parental Notification” form (FORM A-PN).
- Staff will review with parent the symptoms on FORM A-PN.
- Principal is to be notified in all cases of concussion or suspected concussion.
- Principal is to ensure coordination of plan at school.

### **B. Document and Respond to Head Injury Occurring at School**

- Student sustained a head bump, and **is symptomatic**
- Staff is to document the injury: what occurred, symptoms or signs of concussion, witnesses of injury. Complete confidential student incident report.
- Student is to cease play and be referred to medical care.
- Nurse, athletics staff or other staff member to call parent.
  - Send home “Head Injury – Parental Notification” form (FORM A-PN).
  - Send home “Referral for Concussion Symptoms” form (FORM A-D) by any staff member witnessing event.
  - Send home “Return to Learn” forms (FORM B and B-1) and “Return to Play” form (FORM C) for physicians to complete.
- Principal is to be notified in all cases of concussion or suspected concussion.
- Principal is to ensure coordination of plan at school.

### **C. “Return to Learn” Protocol**

#### **Step 1: Identification and notification of Injury**

- If student injury occurred outside of school, the parents are responsible for notifying school.
- Notices received by front office staff or teachers will be shared with principal.
- Principal or designee is responsible for ensuring appropriate staff is notified such as the school nurse, teacher, PE teacher, and athletics department.
- If student injury occurred in school, the staff member observing the injury is responsible for notifying school principal. The nurse, coach, athletics staff, teachers, and other administrators also need to be notified by the principal or principal’s designee.

#### **Step 2: School establishes liaison between student’s doctors and schoolstaff**

- For any out-of-school injury, the athletics staff or school nurse will obtain a history from the parent and medical provider with parent consent.
- For any in-school injury, the history is obtained from staff who supervised that activity or period. History may be obtained from the student or others who were present when the injury occurred.
- Athletics staff or school nurse are responsible to communicate with family to identify physician managing student’s health care (primary care doctor, rehabilitation physician, neurologist).
- Athletics staff or school nurse send appropriate “Return to Learn” form (FORM B) and parent release to exchange information form, if not already done.
- The athletics staff or school nurse establish effective communication regarding the

- student's needs and concussion management. The school nurse will take the primary role as liaison with students who are not involved in school athletic programs.
- When head injury occurs during school activity, "Head Injury-Parental Notification" (FORM A-PN), should be used to notify parent along with a phone call.

**School responsibility when there is no doctor managing student's care:**

- If no doctor has examined the student, then until that has occurred, schools will abide by the minimum standard management for suspected concussion: (a) student will stay home and rest on the day following concussion; (b) student may return to school for a half-day on the second day after a concussion, with staff instructed to observe for symptoms; (c) student may return to full education thereafter, as tolerated; (d) teachers lighten class/education activities (as per Return to Learn form); (e) student may return to physical activity more strenuous than walking for 15 minutes, but not at a pace that exceeds directives on the District "Return to Play" form (FORM C).
- Referral to a doctor should be considered by school health team (nurse, athletics staff).

**School responsibility when student's doctor refutes a concussion, despite symptoms witnessed by school staff:**

- If school staff witnessed symptoms of concussion at school, but these observations are not validated by the child's doctor, schools will abide by the minimum standard management for suspected concussion: (a) student will stay home and rest on the day following concussion; (b) student may return to school for a half- day on the second day after a concussion, with staff instructed to observe for symptoms; (c) student may return to full education thereafter, as tolerated, and teachers will lighten academic input; (d) student may return to physical activity more strenuous than walking for 15 minutes, but not at a pace that exceeds directives on the district "Return to Play" form (FORM C).
- Referral to another doctor may be considered by school health team (nurse, athletics staff).

**Step 3: School management of concussion**

- When school receives confirmation from physician regarding a diagnosed concussion, the principal will ensure appropriate staff is notified, including school health office, teachers, athletics, and yard aides. The school nurse will train about concussion and when to observe/report potential symptoms.
- School nurse will develop an individual student health care plan if warranted.
- If student experiences persistent symptoms, the principal is to consider convening a meeting of a "Student Study Team" to include the following people: school nurse, administrator, teachers, counselor, and psychologist. Invite parent and athletics staff.
- Consider homework "contract" with modified expectations or modified day.
- Teachers are to observe student and use symptom wheel as resource. Report concerns to school nurse.
- Establish point communication persons for: student at school, school-to-parent, and school-to-physician.
- Extracurricular activities (theatre, clubs, etc.) to be treated same as curricular activities.
- If symptoms are anticipated to be less than four weeks: follow return to learn protocol.
- If symptoms are anticipated to be more than four weeks (months), consider convening a 504 Team.
- If student cannot attend school at all for an estimated four weeks or extended period of time, consider home hospital instruction.

#### **Step 4: School communication with managing physician and parent**

- Teacher, counselor, athletics staff will document the following when it is a part of a concussion management plan:
  - Symptoms noted in school and what exacerbates the symptoms in school.
  - Difficulty noted in any subjects.
  - Student adherence to school and physician recommendations.
  - Attendance record, time arriving in school, time leaving school.
  - Number of breaks student required and the nature and duration of their effect.
- School staff may use the “Return to Learn” form (FORM B-1) as a checklist and guide to documentation.
- Health office staff or athletics staff will communicate information with family and medical provider/physician.

#### **Step 5: Revisit and revise “Return to Learn” plan, as necessary**

- Reconvene Student Study Team meeting, as necessary.
- Change individualized health plan or 504, as necessary to reflect improving or worsening condition.
- If symptoms persist for months, consider a special education referral (based on traumatic brain injury).

#### **D. “Return to Play” Protocol**

**Background:** California Education Code Section 49475 (and California Law AB-2127) requires all schools that offer athletic programs to:

- Recognize signs of concussion, immediately remove the athlete from the activity for the remainder of the day, and not permit the athlete to return to play until he or she receives written clearance to return by a licensed health care provider.
- Each athlete shall complete a graduated “Return-to-Play” protocol (FORM C) of no less than seven days in duration, under the supervision of a licensed health care provider. According to this law, this provider must be a licensed medical doctor (M.D.) or doctor of osteopathy (D.O.).

#### **Application of California Education Code 49475**

- The graduated “Return-to-Play” protocol (FORM C) will apply not only to concussions sustained during school athletic events. The protocol applies to all concussions that occur at school (athletics, physical education, other activity) and concussions that occur outside of school.

#### **Step 1: Send “Return to Play” Progression form to student’s physician**

- Schools may accept the district’s own “Return to Play” form (FORM C), the C.I.F form, a form designed to be specific to a certain sport (e.g., football, soccer), or other forms, as long as they do not permit return to play earlier than the district’s protocol.

#### **Step 2: If no doctor is reached, use district’s “Return to Play” protocol in the interim**

- Progression is adapted from the *International Concussion Consensus Guidelines* and *Centers for Disease Control and Prevention*. Summary is described in Steps 1-5, below.
- A student’s licensed medical provider may recommend more restrictions, but not fewer restrictions.
- If student’s medical provider recommends fewer restrictions than Step 1-5 (below), refer this to the athletics department, school nurse or school physician consultant who can communicate with the medical provider.

- Each student must be kept from any exertive activity beyond 15 minutes of walking (Step 1) for the first and second day after the concussion.
- Student may not resume any physical activity beyond 15 minutes of walking until the student tolerates normal academics. *Exception:* If back-to-normal academics have not been achieved by two weeks post-concussion, a physical activity program can be prescribed by the student’s managing physician in conjunction with school health, physical education and athletics staff.

**Progression for Physical Activity Cannot Exceed Following Steps:**

- Step 1: Light aerobic activity for 5-10 minutes that is designed to increase the student’s heart rate (e.g., exercise bike, walking, and light jog). No weight lifting, jumping or hard running. As student will be resting at home at least 24 hours after experiencing symptoms of concussion, do not start Step 1 until at least 48 hours after head injury with symptoms of concussion.
- Step 2: Moderate activity, with limited body and head movement. May go beyond 10 minutes, but be reduced from typical routine for age (e.g., moderate jogging, brief running, moderate-intensity stationary biking, and moderate intensity weightlifting).
- Step 3: Heavy, non-contact activity that is designed to be more intense than Step 2 (closer to what would be in student’s typical routine), but non-contact (e.g., running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills). At this stage, some cognitive component to practice may be added.
- Step 4: Full contact and full activity, but in practices only, not competition.
- Step 5: After student’s doctor provides written clearance, student may return to competition.

**Progression:** No student is permitted to move from one step to the next, unless there has been an absence of symptoms or signs. Symptoms and signs are one or more of the following: headache, nausea, vomiting, balance problems, dizziness, fatigue, trouble falling asleep, sleeping more than usual, sleeping less than usual, drowsiness, light sensitivity, noise sensitivity, irritability, sadness, nervousness, feeling more emotional, numbness or tingling, feeling slowed down, feeling mentally foggy, difficulty concentrating, difficulty remembering, visual problems.

- a) Any school staff may document performance in each step and report this to athletics if student is an athlete. If student is an athlete, athletics staff, PE staff, or coach are the preferred staff to observe and monitor student. If the student is not an athlete, the counselor and or teachers are best suited to observe and monitor the student. Observations are to be reported to the athletics staff or the school nurse. The school nurse or athletics staff may communicate with student’s doctor, as necessary, and with parent consent. The district’s “Return to Play Progress Questionnaire” (FORM C) may be used by any school staff member when the athletics staff is unavailable. At secondary it may be prudent to have the school counselor track student “Return to Play” (FORM C).
- b) If symptoms or signs are experienced, then withhold activity until there are no symptoms for 24 hours, and then return to the *previous* step.
- c) On weekends and days where there is no trained school staff member or physician to document successful progression from one step to the next, school may take parent and student history.
- d) If a student fails to achieve any step on three occasions, athletics staff or school nurse will refer the student to the managing physician with this information.

## **COACHES GUIDELINES**

1. All coaches, paid or unpaid, **MUST** be approved by the athletic director, assistant principal, and district office, and have on file all current district required forms.
2. Each coach is responsible for knowing and understanding athletic protocols, rules, and regulations.
3. Coaches are to demand that their players conduct themselves in a positive manner that represents their school and NMUSD.
4. Coaches are held responsible for their players during practices, at games, and on trips.
5. Cooperation is an essential part of the school athletics program. Coaches should cooperate with coaches of other sports in the school. They should support each other in an ethical manner, never second-guessing or criticizing coaching ability.
6. Coaches are to report promptly for all practice sessions and contests or contact the athletic director if you are unable to attend.
7. Each coach will present to the athletic office a team roster and immediately report any athlete who has been dismissed or quit.
8. Each coach is responsible for each student athlete under his/her supervision at all times. His/her concern should be the physical well-being of each athlete and the preparation of each athlete for competition. Conditioning should be designed to ensure that athletes are properly prepared to meet the physical demands of their sport.
9. Each coach has the obligation to respect every sport, and to encourage students toward full participation. **At no time should any student be encouraged to forego one sport in favor of another, except at the student's own discretion.**
10. Coaches are responsible to check that each team member has the proper paperwork completed before participating.
11. Discipline will be the same for all athletes, whether they are substitute players or starters.

## **HELPFUL HINTS FOR COACHES**

### **PRE-SEASON**

- Schedules – practice and games
- Facilities requests
- Team rosters
- Athlete/Parent meeting
- Eligibility
- Equipment/Uniforms
- Transportation requests
- All coaches cleared

### **IN SEASON**

- Call in scores
- Keep statistics and results
- Take care of equipment
- Feedback to parents and athletic office
- TURN IN PAY VOUCHERS**
- Public Relations - promote your team
- Training kit
- Game/Field prep

## POST SEASON

- Banquet – Submit roster with awards to athletic secretary
- Next season's schedule
- Equipment
- Uniforms
- Evaluation of program and assistant coaches

## SUMMER

- Flyers
- Use of Facility request form(s)

## Field Trip Rules/Guidelines

1. Approvals
  - a. Approvals must be processed through the Student Travel Request system regardless of the mode of travel.
  - b. Board approval is required for all trips.
2. Timelines
  - a. Approvals must be completed three weeks prior to travel date.
3. Vehicle Type
  - a. Must be specified on the travel request.
  - b. Any change of vehicle type may require resubmitting the student travel request.
4. Busing requirements
  - a. It is anticipated that school buses will be used for transport.
    - i. The transportation department will attempt to use district buses but may, when they are not available, contract out.
    - ii. Requests for recliner buses will require a 2<sup>nd</sup> non-district budget line to pay the difference between school bus cost and recliner cost.
  - b. If the district provides busing to an event, students must use it.
    - i. Exceptions to this guideline must be approved by the school principal prior to transport.
  - c. If the district does not provide busing then it is expected that students will arrange their own transportation to/from the event.
  - d. Bus riders are expected to follow the Field Trip Bus Conduct Rules.
5. Bus Schedules
  - a. Buses will be scheduled to arrive at least 15 minutes prior to the scheduled departure time.
  - b. Scheduled departure times do not reflect loading time. Students are to be on the bus at the scheduled departure time.
  - c. Athletic trip return buses will be scheduled (even if it is believed all parents will transport their own student(s) home.)
    - i. Return buses will be scheduled to arrive 30 minutes prior to departure.
    - ii. Please notify the driver as soon as possible, if it will be necessary to delay the return portion of the trip. Legal constraints may require that a different bus/driver is assigned.
  - d. The trip's designated chaperone will be asked to acknowledge the scheduled return trip departure time upon arrival at the destination. If this time is inaccurate or becomes

inaccurate during the trip, the chaperone is to contact transportation dispatch immediately.

### **Van Driver Requirements**

1. NMUSD Vehicle Driving Guidelines - Refer to Appendix A
2. NMUSD District Drug & Alcohol Policy - Refer to Appendix B

### **Transport by Other Means**

1. Parents may ONLY take their own child home from events with approval in advance from the coach.
2. To do so, a written waiver must be submitted to the coach completed waivers are to be kept on file in the athletic department and are to be auditable.
3. Students may not transport other students to and from events.
4. Staff will not transport students except in district vans - Refer to Appendix B

### **Athletic Tournaments**

Pre-season tournaments:

1. Please submit the trip request as soon as tournament entry is confirmed.
2. If times are unknown, fill in all the required time fields with 12:00 a.m.

California Interscholastic Federation (CIF)

1. Please submit request as soon as the school is notified of the tournament
2. Requests will automatically be approved and routed directly to transportation

### **Field Trip Bus Conduct Rules**

1. Passengers must follow the instructions of the bus driver. A driver has the authority to pull the bus over and/or return to the school if necessary. Individual students will be held responsible for their behavior while riding a district school bus.
2. Passengers are not permitted to enter a bus unless the driver is present.
3. Passengers shall enter and leave the bus in an orderly manner.
4. Passengers shall remain seated while the bus is in motion.
5. Passengers shall sit facing the front of the bus.
6. When necessary passengers may be required to share their seats with other students.
7. Passengers shall not put any part of their bodies outside of a bus window.
8. Passengers shall not use vulgar or profane language on the bus or direct comments to any person outside the bus.
9. Passengers shall not engage in fighting or boisterous conduct, create unnecessary noise or commotion, or shoot or throw things while on the bus.
10. Passengers shall not smoke or light matches on the bus.
11. Items which may jeopardize the safety of any person shall not be permitted on the bus.
12. No animals shall be transported on a school bus (except guide dogs.)
13. Passengers shall not be permitted on buses if they are wearing track spikes or shoes with metal cleats. Students who must change the spikes should put the discards in a bag or other container and not leave them on the bus.
14. Passengers must not leave debris of any kind on the bus.
15. Passengers shall not tamper with the bus or equipment.
16. Passengers who are responsible for damage or vandalism to a district vehicle will be held individually accountable to reimburse the district for the cost of repairs and will also be subject to school disciplinary procedures.

## **BOOSTER CLUBS**

The intent of the Booster Club is to promote, provide support, encourage our athletes during their participation in their respective sports, and to support the vision of the coach. The purpose of a Booster Club is also to provide additional resources in order to enhance the experiences of the student athletes. The club should be committed to providing a quality program that encompasses the total development of our student athletes.

Parents of players involved in athletic programs are usually part of the organized Booster Club, and parent participation can include:

- Attending games
- Helping with various events and fundraisers
- Attending Booster club meetings
- Being an active part of the booster organization and board

It is the desire and expectation of the athletic department that many parents will join and contribute in some way to the booster organization supporting their respective sport.

There must be a *clear separation* between the legitimate functions that are the responsibility of the district athletic program and the activities of the Booster Clubs:

- Booster organizations do not participate in choosing players or deciding on which team-level athletes will play.
- Booster organizations should not expect to be involved in coaching decisions or strategies in any way.
- All decisions and all responses to situations on the field or the court are the sole responsibility of the coaching staff.
- Any issues that a parent and/or booster would like to raise with the coaches should be brought to the head coach at a separate time and place after the conclusion of the athletic contest. Usually the next day or a 24-hour waiting time is optimal.
- Parents and/or boosters who would like to address a lower level coach should schedule a meeting time when the head coach can be in attendance.
- All conflicts should follow the conflict resolution document found on page three.
- Boosters cannot directly pay employees during the school year, all monies must go through the school district (this process can take up to six to eight weeks for payment, so please plan accordingly.)
- All donations must be made in accordance with state, district, CIF-SS and student body rules and regulations.
- Any purchase and/or donation made by the Booster Club for the respective sport team will become the property of the school/district.
- Booster club social gatherings, although generally not considered school sponsored events, should exemplify and model positive experiences for our student athletes.
- Alcohol should never be available or served when students are present. Any school sponsored event that has student athletes in attendance, should adhere to education code.

## **DISTRICT POLICY FOR SUMMER PROGRAMS AND SUMMER CAMPS**

- Summer programs are NOT affiliated with Newport-Mesa Unified School District and *may not use the high school name or mascot.*
- All summer programs will be run through a Booster Club with a 501 3c status (non-profit)
- Participation or non-participation in summer programs **CANNOT** determine the status of a student athlete during the school year. There can be **NO** correlation between summer camp participation and making a team during the school year
- An NMUSD address or email cannot be used for collection of summer monies. A Booster Club official address, P.O. Box, PayPal account or a strategically placed lock box can be used for the collection of summer monies.
- The Booster Club collecting the summer fees will have a non-ASB account.

Please remember:

1. NMUSD does not run summer athletic camps.
2. A Booster or private organization may apply for a facilities use to run a summer athletic camp.
3. A coach that works for a booster or private summer program is not doing so as an employee of NMUSD.

*\*\*Participation in summer booster/private programs is voluntary, not affiliated with high school, and bears no impact on the selection process for any school affiliated sports program.*

## **MEDIA GUIDELINES**

Each head coach of a varsity sport is responsible for calling in the results of every athletic contest to the local newspapers. **This should occur whether the team wins or loses. Head varsity coaches are responsible for uploading rosters, schedules, and varsity team scores after each contest to CIF home.**

### **CONTACT INFORMATION:**

Daily Pilot: 714-966-4616

OC Register: 714-796-7804

LA Times: 213-237-7145

CIF Home: <http://www.cifsshome.org/login.php>

Orange Coast League: Frank Arnoff, [fa1949@cox.net](mailto:fa1949@cox.net)

### **IN-SCHOOL PUBLICATIONS/COVERAGE:**

- Coaches are encouraged to provide information to the athletic office for the school's website.
- Coaches are encouraged to provide information for the morning announcements.

Coaches should keep these guidelines in mind when working with the media and follow the recommendations listed below:

1. Be positive about your team and the student-athletes.
2. DO NOT criticize officials in the media. (This is a CIF rule and may result in a CIF sanction).
3. Praise other schools, coaches and student-athletes without hurting the opportunity of promoting your school.
4. Remember that student-athletes are the ones we want to recognize. Look to get as many names in the paper as you can. Rotate these names so all players feel they are contributing to the success of the program. Take special care to spell names correctly.



**APPENDIX A**

**Code of Ethics - Coaches**

Athletics is an integral part of the school’s total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school’s stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context and in accordance with Title V of the California Administrative Code of Ethics is presented.

1. Show respect for players, officials and other coaches.
2. Respect the integrity and judgment of game officials.
3. Establish and model fair play, sportsmanship and proper conduct.
4. Establish player safety and welfare as the highest priority.
5. Provide proper supervision of students at all times.
6. Use discretion when providing constructive criticism and when reprimanding players. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
7. to be played.
8. Properly instruct players in the safe use of equipment.
9. Avoid exerting undue influence on a pupil’s decision to enroll in an athletic program at any post-secondary
10. educational institution.
11. Avoid exerting undue influence on pupils to take lighter academic course(s) in order to be eligible to
12. participate in athletics.
13. Avoid suggesting, providing or encouraging any athlete to use non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
14. Avoid recruitment of athletes from other schools.
15. Follow the rules of behavior and the procedures for crowd control as established by the local board and
16. the league in which the school participates.
17. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
18. Support the principles of Pursuing Victory with Honor.
19. Accept and fulfill the contractual and sponsorship commitments made by the CIF Southern Section during playoff competition.

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating coaches agree that he/she will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Article 523).

By signing below, I agree to only provide non-muscle building, nutritional supplements to student athletes. (State Rule 22.B12)

\_\_\_\_\_

Printed Name of Coach

\_\_\_\_\_

School

\_\_\_\_\_

Signature of Coach

\_\_\_\_\_

Date

A copy of this form must be kept on file in the athletic administrator’s office at the local high school and the Principal’s Statement of Compliance must be on file at the CIF Southern Section office.

Revised 7/11

## NMUSD Vehicle Driving Guidelines

Listed below are the requirements for drivers of NMUSD vehicles.

### All van drivers will:

- Comply with all traffic safety laws at all times.
- Be current district employees.
- At the start of the year, submit their driver's license number to the NMUSD Transportation Department's administrative assistant. Drivers will be entered into a DMV pull notice program which confirms a current driver's license is in good standing.
- Use District vehicles for district business only.
- Be responsible for paying all tickets or tolls acquired while in the vehicle.
- If there is an accident:
  - Immediately report it to the NMUSD Transportation Department – Safety & Training section 714-424-5087.
  - Thoroughly complete the accident report (in the vehicle's glove box).
- Promptly submit the vehicle to the NMUSD Transportation Department – Vehicle Maintenance section when requested.
- Keep the vehicle clean.
- Submit the vehicle for a maintenance check-up prior to using it for a trip of more than 100 miles.
- Participate in a controlled substances and alcohol testing program consistent with the U.S. Department of Transportation standards.
- Ensure the van does not exceed 55 mph at any time students are on board.
- Enforce all rules which are posted inside the van.
- Fuel the van at the Bear Street facility, unless on district business more than 50 miles from the district. **(NOTE: Students are not to be in the van when fueling.)**
- Complete the van check-out document and comply with the rules contained therein if borrowing an NMUSD Transportation Department van.

## **Newport-Mesa Unified School District Drug & Alcohol Policy**

As a school district, which is involved in the transportation of school children, Newport-Mesa Unified School District will comply with local, state and federal authorities in regard to laws and regulations on drug abuse and alcohol misuse. Newport-Mesa Unified School District will maintain a zero-tolerance program that holds all safety-sensitive employees accountable to clear personal and professional standards.

### **Policy Summary**

- Employees who violate Newport-Mesa Unified School District's Drug & Alcohol Policy will be subject to disciplinary action up to and including termination.
- Employees regulated by the Department of Transportation are subject to drug & alcohol testing.
- Employees in safety-sensitive positions that are not regulated by the Department of Transportation are subject to drug & alcohol testing.
- Employees who use, are in possession of, are under the influence of, or are involved in the sale or purchase of any substance covered under the Federal Controlled Substance Act while on Newport-Mesa Unified School District property, Newport-Mesa Unified School District business or operating Newport-Mesa Unified School District equipment, are considered in violation of Newport-Mesa Unified School District's Drug & Alcohol policy.
- Employees' use of any prescription or over-the-counter medications that are legally obtained but not used as prescribed is prohibited. Prohibited conduct also includes the possession of or use of medication not prescribed for use by the employee.
- Newport-Mesa Unified School District and their employees will cooperate fully with local, state, and federal authorities in matters pertaining to the use, possession of, or sale of controlled substances by anyone on or around Newport-Mesa Unified School District property.
- Newport-Mesa Unified School District reserves the right to modify its Drug & Alcohol Policy at any time.

### **Controlled Substances**

Controlled substances are any substances identified in the Federal Controlled Substance Act. These substances are illegal for sale or consumption.

The term also applies to prescribed or over-the-counter medications that are legally obtained but not used as prescribed. Any prescribed or over-the-counter drug that causes an individual to be impaired in any way is considered a controlled substance.

At present, the Newport-Mesa Unified School District's drug testing procedures are primarily intended to test for the presence of marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). Other classes of drugs may be added in the future.

## Employees Affected

As defined by the Department of Transportation, the designation 'safety-sensitive employee' includes the holders of Commercial Drivers Licenses who operate commercial motor vehicles.

## Prohibited Conduct

Employees covered by Newport-Mesa Unified School District's Drug & Alcohol Policy shall not:

- Use a controlled substance without medical authorization.
- Report for or remain on duty performing a safety-sensitive function while having a breath alcohol concentration of 0.01 or greater.
- Use alcohol while performing safety-sensitive functions.
- Be on duty or operate a commercial motor vehicle while possessing alcohol, unless the alcohol is manifested and transported as part of the shipment.
- Perform safety-sensitive functions within four hours of consuming alcohol.
- Refuse to take required drug and/or alcohol test(s).

## Testing

Newport-Mesa Unified School District cooperates fully with local, state and federal authorities in regard to laws and regulations on drug and alcohol misuse. Consistent with these regulations, Newport-Mesa Unified School District will conduct, as necessary and where allowed by law, the following:

- Urine tests to determine the presence of illegal drugs.
- Breath alcohol tests for employees in safety-sensitive positions.
- Pre-employment tests for drugs, for final candidates in any safety-sensitive position within Newport-Mesa Unified School District or for an individual who transfers from a non safety-sensitive position to a safety-sensitive position prior to that individual assuming the new position.
- Post-accident drug and alcohol tests following an accident that involves a commercial motor vehicle.
- Random drug and alcohol tests as determined by a non-biased computer selection.
- Reasonable suspicion drug & alcohol tests based on exhibited behavior, speech, appearance, and/or body odor as observed by trained personnel.
- Return to duty drug and alcohol tests following a violation of Newport-Mesa Unified School District's Drug and Alcohol Policy and before the employee may return to duty requiring performance of a safety-sensitive function.
- Follow-up drug and alcohol tests as determined by a substance abuse professional.
- Return-to-work drug and alcohol tests following any type of leave of 90 days or more including, but not limited to, leave for Workers' Compensation, pregnancy, personal reasons or to serve in the military.
- Full facility drug and alcohol tests, upon approved by the Newport-Mesa Unified School District Superintendent or a designee, at any Newport Mesa Unified School District location.

**While all trained personnel will receive training to recognize the symptoms of drug and alcohol abuse, they will not personally conduct tests. All tests will be conducted and processed by independent authorized testing facilities.**

## Consequences

Employees who violate, or refuse to cooperate with the implementation of Newport-Mesa Unified School District's Drug and Alcohol Policy will be subject to immediate termination.

## Adulterated Drug Tests

Newport-Mesa Unified School District takes a serious stance regarding employees who try to or succeed in altering or tampering with samples for drug testing purposes. This practice is called adulteration. Testing laboratories have the technology to screen for this practice.

**If it is determined that an employee's urine sample has been adulterated in any fashion, this act will be considered a refusal to test and the employee will be subject to immediate termination.**

## Positive Drug Tests

If an employee's drug test comes back positive, the employee will be notified by a Medical Review Officer (MRO) – a licensed physician designated by Newport-Mesa Unified School District who has the knowledge and training to interpret and evaluate confirmed positive test results. The MRO will review the test results with the employee to determine alternative medical explanations for the positive results (*such as certain prescription or over-the-counter drugs that were being taken at the time*).

**The Newport-Mesa Unified School District will not be informed of a positive test result until MRO contact procedures have been completed.**

Once the MRO has made a final determination, employees who have tested positive for drug and/or alcohol will be referred to a substance abuse professional – a licensed physician, licensed or certified psychologist, social worker, employee assistance professional or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

Employees who test positive for a drug(s) will be allowed 72 hours following notification of their results to request a *re-test of the original test sample* by a government-approved testing facility. Any re-test will be at the employee's expense. The employee will be suspended without pay until the re-test results are received by Newport-Mesa Unified School District.

If re-test results are negative, initial test results will be canceled. The employee will be fully reinstated with back pay. However, in the event the re-test is positive or if a re-test is not requested within the designated time period, the employee will be subject to the guidelines set forth in the Consequences section, up to and including immediate termination.

## Positive Alcohol Tests

Depending on the level of alcohol in the employee's system, the Department of Motor Vehicles, State of California, requires Newport-Mesa Unified School District to act as follows:

0.01 → 0.039      The employee will be prohibited from performing a safety-sensitive function for 24 hours. The Newport-Mesa Unified School District will be notified and the employee must be driven home from the collection site. The employee will be prohibited from performing these functions until he/she has submitted to another alcohol test and has tested below 0.01.

0.04 → Greater The employee will be suspended from duty pending an investigation by Newport-Mesa Unified School District. The employee will be given the name and phone number of a substance abuse professional.

Employees who test positive for alcohol will be allowed to request *an immediate re-test, by use of blood or urine*, by the testing facility. Any re-test will be at the employee's expense. The employee will be suspended without pay until the re-test results are received by Newport-Mesa Unified School District.

If re-test results are negative, initial test results will be canceled. The employee will be fully reinstated with back pay. However, in the event the re-test is positive, or if a re-test is not requested within the designated time period, the employee will be subject to the guidelines set forth in the Consequences section, up to and including immediate termination.

### Confidentiality

All drug and alcohol tests will be conducted according to Department of Transportation regulations that ensure accuracy, reliability, employee privacy and confidentiality. Test results remain the private and confidential property of the testing laboratory, the MRO and Newport-Mesa Unified School District. In all cases where the employee holds a school bus certificate or they are an applicant with a commercial driver's license, DMV [as per CVC section 13376(b)(1)] will be notified within three days of Newport-Mesa Unified School District's notification.

### Finding Help

#### **The Effects of Drugs and Alcohol on Health, Work and Personal Life**

The hazards of drug and alcohol misuse extend far beyond the individual user. Impaired employees endanger themselves, fellow workers, and other users of our highways. Alcohol and drug abusing employees increase the costs related to lost productivity, absenteeism, accidents, loss of trained personnel, theft and deterrence programs. In addition, medical costs are higher and are passed on to the employer in the form of higher health insurance rates.

*Alcohol remains the number one abused drug in this country.*

Even low doses of alcohol can impair the judgment and coordination required for driving, Very high doses cause respiratory depression and death. If combined with other depressant drugs, much lower doses of alcohol can produce the same effects just described.

### Signs and Symptoms of a Drug or Alcohol Problem

Some of the most noticeable signs of drug abuse are drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, loss of appetite, poor perception of time and distance, relaxed inhibitions, disoriented behavior, watery eyes, runny nose, chills and sweats, convulsions, apathy, depression, and use of drug paraphernalia.

Some signs and symptoms of alcohol misuse are the odor of alcohol, slurred speech, staggering, tremors, vomiting, cramps, delirium, loss of appetite, using arms for balance, leaning against walls and doorways, confusion, and swaying while trying to maintain balance.

Multiple substance abuse is especially dangerous because different substances interact with each other to produce unexpected effects. Multiple substance abuse is abuse of more than one drug, either at the same time or over a period of time. In addition, people who abuse one substance are at high risk of developing dependence and tolerance for other controlled substances.

### Method of Intervention

Drug and alcohol abuse is a complex problem calling for specialized supervision and care.

- Don't make excuses for a person who you think has a drug or alcohol abuse problem
- Don't do their work for them.
- Don't enable them to continue their drug or alcohol abuse.

Do leave the treatment and counseling of persons with a drug and/or alcohol misuse problem to a professional.

**Department of Transportation regulations regarding drug and alcohol abuse do not require Newport-Mesa Unified School District to provide rehabilitation benefits. Nor is Newport-Mesa Unified School District required to hold an employee's job open or to pay his/her salary while the employee undergoes treatment for drug and/or alcohol misuse.**

Employees can consult with the Newport-Mesa Unified School District for information regarding the availability of these services or look in the Yellow Pages under *Alcoholism information* or *Drug Abuse and Addiction Information*.

### Trained Personnel Defined

Each employer shall ensure that all persons designated to supervise drivers receive at least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substances use. The training will be used by the supervisors to determine whether reasonable suspicion exists to require a driver to undergo testing under section 382.307. The training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and the use of controlled substances.

### Designated Employee Representative Defined

Employees seeking further information regarding the Newport-Mesa Unified School District's Drug and Alcohol Policy can refer any questions or concerns to their respective department's Designated Employee Representative (DER), Transportation Operations Supervisor, Norm Turner.