

SAN MATEO UNION HIGH SCHOOL DISTRICT



2021-2022

ATHLETIC MANUAL



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Introduction

This manual is a resource for student-athletes (student or athlete), parents/guardians (parents), and coaches within the San Mateo Union High School District (SMUHSD). While it covers many topics, it is not intended to be a comprehensive source of information. Administration of athletic programs primarily takes place at each school site, with coaches and the Athletic Director managing the day-to-day operations. We strongly encourage communication with athletic directors and administrators at each school with particular questions or concerns related to athletic programs.

High school athletics in the state of California are governed on multiple levels, with each sub-level expanding upon the rules of its "parent" organization. Rules are most broadly defined at the highest levels and become more specific (and restrictive) at each sub-level. The following represents the hierarchical governance structure for SMUHSD's athletic programs:

Governance Hierarchy

- California Interscholastic Federation (CIF)
 - Central Coast Section (CCS)
 - Peninsula Athletic League (PAL)
 - District (SMUHSD)
 - School Site (AHS, BHS, CHS, HHS, MHS, SMHS)

This manual focuses on governance at the District level. The District is obligated to support all bylaws from the CIF, CCS, and PAL. These bylaws can be accessed online at the following locations:

- CIF: <http://www.cifstate.org/index.php/governance>.
- CCS: <http://www.cifccs.org/cbp.htm>
- PAL: <http://www.smcoe.k12.ca.us/pal/index.htm>

Each school site will have its own set of procedures that may be more specific than what is required by the District. The expectations included in this manual, however, are adopted by all schools and have been developed collaboratively with input from each site.

Philosophy

Athletics play an integral role in the educational mission of SMUHSD. Sports are an extra-curricular activity, meaning that they are not part of the regular school day and are not required for graduation. Nonetheless, participation is guided by the same educational values inherent in the District's classrooms. Winning is an important goal and competitiveness is an accepted value; however, these are secondary to the personal growth and life lessons our programs seek to impart.

Expertise in a particular sport alone does not qualify a coach to work with our athletes. Coaches should be leaders who strive to develop the whole person and display a caring attitude, high expectations, teaching ability, and, most of all, personal character. Coaches first and foremost, must be role-models for their athletes.

Student-athlete participation in high school athletics is a privilege, not a right. This privilege is earned and maintained through a commitment to academics, appropriate behavior, and the fulfillment of one's responsibilities as a member of a team. Athletes are expected to treat everyone with dignity and respect, including opponents, officials, teammates, coaches, and members of the community.

Parents play a pivotal role in their child's athletic experience. Sports participation can be a highly emotional experience for both athletes and parents, and the manner in which a parent supports this experience may be the single most important influence on the child's experience. Parents are encouraged to support their student-athletes by attending games, guiding them during times of excitement and frustration, and modeling proper respect for others during competition or times of disagreement.

Information for Student-Athletes and Parents

Non-Discrimination Policy and Fees

Participation on an athletic team may not be restricted on the basis of race, gender, ethnicity, religious preference, or sexual orientation. No student-athlete or family of a student-athlete will be required or pressured to pay a "participation fee" by the District, schools, or affiliated athletic booster clubs.

Title IX

Title IX mandates equitable sports program offerings for male and female students. There are specific Title IX factors in which school districts use to assess Title IX compliance. The SMUHSD Athletic Directors regularly assess the level of compliance at each District school in regards to each Title IX factor. The District's Title IX website is <http://www.smuhsd.org/titleix>.

Sportsmanship

Coaches, student-athletes, and parents are expected to demonstrate proper respect for each other, opponents, officials, and spectators. Student-athletes and parents must sign our Code of Conduct (included in the Athletic Clearance Packet) prior to participation and are expected to abide by this code at all times. Coaches are expected to exhibit the highest level of conduct, both on and off the playing fields, as they are at all times representative of their team, school, and our District.

Athletes, coaches, and spectators (including parents) may be ejected from contests for inappropriate behavior. Persistent violations of the Code of Conduct may result in student-athletes being removed from the team and in parents and fans being prohibited from attending future contests.

Requirements for Participation

Student-athletes must meet the following requirements to be allowed to participate:

1. Complete the Athletic Clearance Packet and have clearance verified by the school site Health Aide.
 - The Athletic Clearance Packet includes the following components:
 - ✓ Athletic Packet Cover Card 147-A
 - ✓ Athletic Emergency Card 147-B
 - ✓ Parent Consent Form 147-C
 - ✓ CIF Code of Ethics 147-D
 - ✓ Medical Examiner's Statement Form 147-E (expires after one year and must be renewed to maintain clearance)
 - ✓ Student/Adult Driver Application Form 147-F
2. Maintain academic eligibility (compliant with [CIF By-Law 205 B\(1\)a](#))

9th and 10th Grade Student Eligibility:

 - Three requirements:

- 1) 2.00 GPA or above,
- 2) Currently passing 20 units or more, and
- 3) No more than one F grade.

11th Grade Student Eligibility:

- Same as 9th and 10th grade students with the possibility of probation for one grading period;

Probation eligibility:

- 1) C.I.F. eligibility requirements for one grading period
 - 2.00 GPA or above
 - Currently passing 20 units or more
- 2) Written academic improvement plan for student signed by coach/director, counselor, and teacher of any class with an F grade

12th Grade Student Eligibility:

- Satisfy the C.I.F. eligibility requirements:
 - 2.00 GPA or above
 - Currently passing 20 units or more

3. Establish residential eligibility

- Residential eligibility is established immediately at the time of enrollment as an incoming ninth-grader. Transfer students are residentially ineligible for a period of one calendar year until appropriate paperwork is filed and evaluated by CCS. Transfer students must meet with the Athletic Director to begin the transfer application process.

4. Parent Participation with the CIF/CCS Sportsmanship Policy through attendance at the school's seasonal Sportsmanship events or completing the free National Federation of State High School Association's online sportsmanship course.

Athletes may not participate in tryouts, practice, or contests until completion of the Athletic Clearance Packet is confirmed by the school site Health Aide. Students who are academically ineligible or residentially ineligible may not participate in contests, including scrimmages, with opposing schools.

Covid-19 Pandemic Temporary Provisions to BP 6145 Related to Eligibility Requirements

Due to the Covid-19 Pandemic, there are **three** temporary provisions related to student eligibility requirements for extracurricular and cocurricular activities.

The first temporary provision is pursuant to AB 908, which authorizes a school board to adopt a policy to extend the probationary period for eligibility to exceed one semester and to go through the fall of the 2020-2021 school year. Currently, the District extends probation to 11th grade students for one grading period if they satisfy the C.I.F. eligibility requirements (2.00 GPA and currently passing 20 units). Extending the probationary period from the spring of 2020 through the fall of 2020 as AB 908 provides, would allow students who were on probation in the spring

of 2020 to maintain eligibility for the December 2020 athletic season as long as they satisfy the C.I.F. eligibility requirements.

The second temporary provision would replace the current 9th, 10th and 11th grade student eligibility requirements of:

- 2.00 GPA or above
- Currently passing 20 units or more, and
- No more than one F grade.

The above would be replaced with the C.I.F. eligibility requirement of:

- a 2.00 GPA, and
- Currently passing 20 units or more

The third temporary provision is the expanded use of probation during the Covid-19 Pandemic. Probation during the Covid-19 Pandemic will be available to all students. The following criteria will be met and applied to any student electing to go on extra-curricular probation.

Probation eligibility:

- **Currently passing 20 units or more**
- **A written academic improvement plan for the student will be written by the student, coach or director, and school counselor.**
- **The academic improvement plan will be approved by the site administration and signed by the coach or director, the athletic director, school counselor, and the teacher of any class in which the student is earning an F grade.**
- **The student will engage in an on-site learning support pod.**

CCS Sports

The following sports are approved for competition in the CCS (sports are coed or have separate girls and boys team unless specified below):

FALL: Cross Country, Girls Field Hockey, Football, Girls Golf, Boys Soccer, Girls Tennis, Girls Volleyball, Water Polo

WINTER: Basketball, Soccer, Traditional Competitive Cheer (variable dates), Wrestling

SPRING: Badminton, Baseball, Boys Golf, Competitive Sport Cheer, Gymnastics, Lacrosse, Girls Softball, Swimming & Diving, Boys Tennis, Boys Volleyball, Track & Field

District Sports

The following sports are currently offered within the SMUHSD. Some of these sports may not be offered each year at each school site and other sports may be added. Students may participate in only one sport per season.

FALL: Cross Country, Football, Girls Golf, Girls Tennis, Girls Volleyball, Water Polo, Spirit Squad

WINTER: Basketball, Soccer, Traditional Competitive Cheer (variable dates), Wrestling, Spirit Squad

SPRING: Badminton, Baseball, Boys Golf, Competitive Sport Cheer, Gymnastics, Lacrosse, Girls Softball, Swimming, Boys Tennis, Boys Volleyball, Track & Field

Traditional Competitive Cheer and Competitive Sport Cheer are CIF and CCS sports and may be offered at some SMUHSD schools. Traditional Competitive Cheer teams do not have a defined season of sport and schools will decide which seasons to compete. Competitive Sport Cheer is spring sport.

Spirit Squad (Sideline Cheer) and Dance are not CIF sports but its participants still must complete the same clearance procedures as the participants of the CIF sports. Spirit Squad (Sideline Cheer) and Dance do not have to abide by CIF transfer eligibility rules.

Team Selection Process (Tryouts)

The first day of tryouts for a team coincides with the first day of practice as specified by CCS/District. In general, this date will occur in early to mid-August for Fall sports, early November for Winter Sports, and late January or early February for Spring sports. Multi-sport athletes must be given an equal opportunity to try out when their previous season concludes (assuming the previous season overlaps with the first day of practice of the next season).

While an athlete's conditioning and skill level may impact his/her ability to make a team, the following activities may not explicitly or implicitly be considered as criteria for making the team:

- Off-season conditioning workouts
- Spring football or summer practice sessions
- Small group skill sessions
- Participation on club teams

All items listed above are strictly voluntary, and club teams must be unaffiliated with school programs. Coaches may not coordinate or require participation on club teams.

Practices

Athletes who make a school team are expected to attend practices that are communicated and scheduled by the coach. Practices are usually limited to 2 hours plus a reasonable warm-up time every weekday. Practices may be held on Saturdays and during school holidays and recesses. Practices or contests may not be held on Sundays.

A coach may establish reasonable consequences that are consistently enforced for players who miss practices and/or contests. However, coaches are to be cognizant of the fact that the SMUHSD Board of Trustees values and respects the importance of family time. School holidays and recesses are often a chance for families to visit relatives and celebrate holidays together.

Therefore, athletes may not be penalized for not participating in practices that occur during the Thanksgiving, winter or spring breaks. No athlete may be penalized for observing a religious holiday at any time of the year.

Contest Start Times

Coaches and administrators shall make every effort to schedule contests at times that will not require students to miss school. After school afternoon contests shall typically begin at 4:00 PM or later. Night and Saturday games are encouraged over start times that would cause a loss of student school time.

The standard student release time for contests should be no more than one hour before the contest start time plus the estimated transportation time. School administrators and athletic directors will communicate the importance of avoiding or minimizing the loss of student school time with coaches. All coaches must provide a list of student release times and contest start times to their Athletic Director and Principal at the beginning of each season for all scheduled contests. The Principal and Athletic Director will review the student release times for all contests to ensure that any loss of student school time is absolutely necessary and the standard release time of no more than one hour plus transportation time is in effect.

Transportation

As part of the Athletic Clearance Packet, parents may specify if they will allow their child to be transported by another parent driver (Parent Consent Form 147-C). Parent drivers must complete the Student/Adult Driver Application Form (147-F) and have it verified by the school site Health Aide before transporting athletes. Students authorized through form 147-D may drive themselves to contests but may *never* transport another student.

District buses and vans are available to athletic departments for transporting student-athletes. Parents must give consent for their child to be transported via District vans.

Uniforms

The District will provide student-athlete team members with the uniform that is required to participate in the sport. The uniforms must be returned at the end of the season. Some items that student-athletes wear during sport participation are personal in nature and are typically purchased and owned by the individual. The lists of essential uniform items for each sport are listed below.

Essential Items Provided by District:

Fall	Winter	Spring
Cross Country	Girls/Boys Basketball	Badminton
Competition Jersey/Shorts	Competition Jersey/Shorts	Competition Shirt/Shorts
	Balls	Shuttlecocks
Football	Reversible Jerseys	Baseball/Softball
Shoulder Pads		Competition Jersey/Pants
Safety Pads and Equipment	Girls/Boys Soccer	Caps*
Practice Jersey/Pants	Competition Jersey/Shorts	Balls
Mouth Pieces*	Goalie Glove	Catchers Gear
Knee Pads	Goalie Uniform	Coaches Helmets
Competition Jerseys/ Pants	Practice Pennies	Belts/Socks*
Helmets	Balls	Gymnastics
Girdles	Socks*	Competition leotard
Footballs	Wrestling	Boys Lacrosse
Kicking Tees	Competition Singlet	Competition Shirt/Shorts
Reconditioning	Head Gear	Helmets
Practice Pennies		Shoulder/Arm Pads
	Spirit Squad (Fall & Winter)	Practice Pennies
Girls/Boys Golf**	Competitive Cheer (Trd.&Sprt)	Mouth Pieces*
Golf Bag	Body Liner*	Reconditioning
Competition Shirt/Pants	Briefs*	Socks*
	Poms	Gloves
Girls/Boys Tennis**	Shell	Sticks
Competition Shirt/Shorts	Skirt	Girls Lacrosse
Balls	Warm-ups	Competition Jersey & Shorts
Scorecards	ALL SEASONS	Goggles
	Athletic Trainer Supplies	Balls
Girls/Boys Volleyball**	Tape	Socks*
Balls	Water Bottles	Gloves and Sticks
Competition Jersey/Shorts*	Bandages	Swimming
Knee Pads	Pain Relief Ointment	Competition Caps*
Socks*	Ankle Braces	Swimsuits*
Girls/Boys Water Polo	Gloves	Track & Field
Competition Caps	Ice Bags	Competition Jersey/Shorts
Balls	First Aid Kits	Starting Blocks
Swimsuits*	Wound Care	Hurdles
	Foam Rollers	Batons
* One Set Per Year	Protective Foam	Poles for Pole Vault
**Boys compete in Spring	Crutches	Shots and Discs

Notes:

1. The District will supply "Identifiable Coaching Attire" for all sports.
2. The District will supply Capital Equipment that is essential to the playing/scoring of the sport. i.e, scoring cards, scoreboards, starting blocks, tables, lane lines, goal posts, soccer goals, etc.

* **Essential Personal Items:** An essential personal item is personal in nature that is required for competition. These items are not typically worn by more than one athlete.

Fall	Winter	Spring
Cleats/Shoes	Cleats/Shoes	Baseball and Softball Bats
Golf Clubs	Shin Guards	Baseball and Softball Gloves
Sports Specific Undergarments	Sports Specific Undergarments	Cleats/Shoes
Tennis Rackets	Non-Team Socks	Golf Clubs
Non-Team Socks		Lacrosse Sticks
		Sliding Pants
		Sports Specific Undergarments
		Goggles
		Tennis and Badminton Rackets
		Protective Cup
		Non-Team Socks

* Because of the nature of the Personal Essential Items above, these are expected to be purchased by the individual student or his/her family to be kept after the season. However, if the District purchases the item(s), student will return the item(s) to the school at the conclusion of the season. If an item has no further value beyond the conclusion of the season, per the coach’s assessment, then the individual may keep it.

End of Season Responsibilities

Student-athletes must return all school-owned items (uniforms, equipment, etc.) issued to them for the purpose of athletic participation at the conclusion of the season. Families will be required to pay replacement costs for items not returned. School privileges may be suspended until all items are returned or a replacement fee is paid.

Injuries and Medical Emergencies

Injuries are an unfortunate but common part of athletic participation. Coaches are trained in basic first aid and will be able to assist with minor ailments. (Should we be mentioning all sites have Athletic Trainers?) In the event of a serious injury or medical emergency, the coach will be responsible for contacting parents and, if necessary, calling 911. Successfully handling serious medical concerns involves the following preventative measures and follow-up duties on the part of the coach:

- Coaches are required to have the student's medical emergency card information on hand at all practices and contests. Parents/guardian or emergency contacts must be notified as soon as practical when injuries occur.
- Coaches shall stay with an injured athlete until an emergency contact and medical authorities arrive, if necessary.
- A student accident report shall be completed and submitted to the Athletic Director within 24 hours.

- In the event of a head injury, a Head Injury Report shall be completed and parents must be informed about signs that may indicate a concussion and what precautionary steps to take in response to a concussion.
- If an athlete is restricted from participation by a physician, the coach shall not allow the athlete to participate until cleared by the physician in writing.

What Families Can Expect From the Coach

Student-athletes and parents should expect clear, respectful, and consistent communication from coaches. Coaches are expected to:

- Hold an introductory meeting for parents and athletes
- Communicate expectations of team members
- Provide practice and contest schedules and locations
- Keep athletes and parents informed of schedule changes in a timely manner
- Maintain a physically and emotionally safe environment for team members

Conflict Resolution Procedures

In the event that a conflict or concern regarding a student-athlete's participation arises, athletes and parents are encouraged to deal with these issues in a timely manner. The following series of steps is recommended:

- **First Step:** The student-athlete should approach the coach to set up a convenient time to discuss the problem. Helping athletes learn to advocate for themselves and to communicate effectively with adults is an important part of the maturation process.
- **Second Step:** If the athlete is not satisfied with the outcome of the meeting with the coach, the parent of the athlete should ask to meet with the coach to help find a solution or come to a mutual understanding.
- **Third Step:** If the first two steps do not resolve the issue, the athlete and/or parent may request to meet with the Athletic Director. The Athletic Director will attempt to facilitate a positive outcome (this may involve a meeting among involved parties).
- **Fourth Step:** After the first three steps have been taken and the issue is not resolved, the athlete and/or parent may approach a school administrator (Assistant Principal or Principal) for assistance. While not all issues can be resolved with a mutually agreeable solution, it is hoped that students, parents, and coaches will feel supported by an administrative team that will listen to and consider their concerns.

Please note that issues regarding playing time and coaching strategy are not typically appropriate issues for discussion between parents and coaches. Coaches are entrusted to make these decisions in the best interest of their teams, and parental influence is often unfair to other students and the team in general. While legitimate disagreement in this area may exist, the coach's decision on these matters is considered final.

Assessment Procedure for Sport Offerings

The following two sections describe the criteria and process that are used to assess current sport offerings and consider new sport proposals in conjunction with the section, “Nondiscrimination and Equivalent Opportunities in the Athletic Program” outlined in AR 6145.2.

Criteria

1. **Capacity**
 - a. How will/does the sport affect other sports in terms of participation, practices, games times, supervision, etc.
2. **Financial**
 - a. What are the costs of equipment, facilities, coaches, transportation, and officials?
 - b. Can the schools support the cost associated with the sport?
 - c. Can the District support the cost associated with the sport?
3. **Student Representation** (Does the sport open doors to participation?)
 - a. Which students does the sport tend to serve?
 - b. If new, are these students served through other current sport offerings?
 - c. If new, will the sport cause conflicts with participation in existing sports?
4. **Facilities**
 - a. Are adequate facilities available for the sport?
 - b. Does the sport present conflicts with facility usage and availability?
 - c. Does the sport unduly impact maintenance and upkeep schedules of fields and job assignments of ground crews?
 - d. Are there community facilities available for the sport?
5. **Staffing**
 - a. Are coaches and officials available to support the sport?
6. **Gender/Equity**
 - a. Does the sport cause an imbalance of female/male representation?
 - b. Does the sport cause an imbalance in equity representation? i.e. ethnicity,
7. **Supervision**
 - a. Can schools provide proper supervision for the sport?
8. **Travel**
 - a. Does the sport require frequent and long travel because of the lack of local teams?
9. **Community Support**
 - a. Is the sport supported by the community through leagues, clubs, and park and recreation departments?
10. **College Opportunities**
 - a. Does the sport matriculate to college programs?

Process

New sport proposals should follow the following process:

1. Submission of a proposal letter to the Deputy Superintendent of Human Resources and Student Services. Proposals should be submitted by October 1st of the preceding year that the sport would commence.
2. Presentation of the proposal to the Athletics Director Council (ADC) (Is this a valid group?) by the advocating group.
3. The ADC will study the proposal using the Sport Offering Assessment Procedure criteria and make a recommendation to the comprehensive high school principals.

4. The comprehensive high school principals will review the recommendation from the ADC and make their own recommendation to the Superintendent.
5. The Superintendent will make a recommendation to the Board of Trustees.

Freshman Team Funding

The SMUHSD encourages schools to offer freshman sports. Freshmen sports are not provided for in the Collective Bargaining Agreement (CBA). Therefore, before a school can offer a freshmen sport, the school's principal, athletic director and athletic booster club must agree to financially support the team. This agreement will include a contribution of a stipend (see Appendix F), including an additional 25% of the stipend to account for statutory costs that may include STRS, PERS, WC, SUI, Medicare, OASDI, and an additional contribution of up to \$1,000 to be applied towards other costs such as officials, tournaments and equipment.

Athletic Booster Groups

Athletic Booster groups are private, nonprofit organizations consisting primarily of parent volunteers. However, Booster groups shall operate in an open and transparent manner as they act as an agent of the District, which is a public agency. The role of Booster Clubs is to provide support and financial assistance for the District's athletic programs.

Booster groups traditionally conduct fundraisers, sell concessions and apparel, and organize donations from families of student-athletes. Funding from Booster groups can be used for a variety of purposes but should be monitored by the athletic department and school administration to ensure equitable assistance to the various sports programs. Donations are strictly voluntary and may not be used to determine levels of funding for a particular program.

Sports Charging For Admission

Certain sports, including football and basketball, charge admission for contests. SMUHSD Family Passes may be purchased and can be displayed at the gate for entry without charge. Family Passes are accepted at all games within our District but are not accepted for full value outside of the District. Non-SMUHSD schools within the PAL have agreed to a one dollar discount for individuals displaying the Family Pass. Family Passes are not valid for away games against schools outside of the PAL or for CCS Playoff competition.

Information for Administrators, Athletic Directors, and Coaches

Athletic Department Structure

The Athletic Director supervises the day-to-day operations of the Athletic Department under the direction of the Principal and Assistant Principal in charge of athletics. Varsity head coaches are responsible for overseeing assistant coaches, volunteers, and head coaches at the sub-varsity level within their program. Whenever possible, the head varsity coach for a program will assist in recruiting and selecting other coaches within his/her program. The role of the head frosh-soph coach includes supporting the varsity program by preparing athletes for varsity level competition. This is done under the supervision and guidance of the head varsity coach.

Hiring Policies and Procedures

Paid coaching positions and volunteer opportunities are publicly posted. Hiring decisions are made in accordance with SMUHSD policies and procedures and are made without regard to a candidate's race, gender, ethnicity, religious preference, or sexual orientation. Applications for positions are accepted electronically through the Edjoin website at <http://www.edjoin.org>.

The District hires coaches from the school faculty and staff, and from off-campus. Hiring decisions at each site are made by the Principal in consultation with the Assistant Principal in charge of athletics and the Athletic Director. Once hired, the Athletic Director will submit the name of the coach to Human Resources so that the coaching clearance process may begin.

Coaching Clearance

All coaches, including current employees and volunteers, must be completely cleared to work directly with athletes. New coaches must set up a meeting with Human Resources to complete paperwork and sign up for Livescan (fingerprinting) at the San Mateo County Office of Education. The following items must be fulfilled before a coach or volunteer is authorized to work with athletes:

- Livescan results verifying the background check received by Human Resources
- CIF Coaching Principles course successfully completed
- Negative TB test results submitted (must be renewed every four years)
- Proof of current CPR/AED, First Aid & Concussion Training certifications
- Signed agreement to carryout Mandated CPS Reporter Responsibilities
- Water polo/Swimming must submit proof of current Water Safety certification
- Activity Supervisor Clearance Certificate for non-credentialed coaches

Returning coaches with no lapse in employment need to ensure that their TB, CPR/AED, First Aid, Concussion, ASCC and Water Safety certificates (if applicable) are current. Cleared coaches and volunteers will be provided with a District ID badge and must wear the badge at all times when on campus or working with athletes. If any clearance item for a coach expires during the season, he/she must cease working with athletes until all items are up-to-date.

Coaching Philosophy

The coach is first and foremost a teacher and role-model for his/her student-athletes. Coaches are expected to teach not only skills and strategy, but also how to work diligently in pursuit of goals,

how to learn from mistakes, and how to win and lose with dignity and respect. The emotional nature of athletic competition requires coaches to lead by setting a proper example.

Coaches work under public scrutiny and pressure to win. Demands on a coach include deciding which athletes should play, for what length of time, and which strategies to employ. These decisions are to be made by the coach and not by athletes, parents, and/or administrators. Coaches will be entrusted to make these decisions based on their own best judgment and commitment to honest communication and fairness. Coaches are reminded that winning is not the primary goal of the District and its coaching philosophy. Coaches are expected to emphasize teamwork, sportsmanship, leadership, commitment, and the development of athletic skills over winning contests. Coaches are encouraged to consider these tenets when making decisions regarding strategies and playing time.

Communication with Student-Athletes and Parents

Coaches are responsible for clearly communicating expectations of student-athletes and parents and providing practice and games schedules. Pre-season meetings with student-athletes and parents after the team has been selected are an ideal time to distribute this information. Coaches should discuss appropriate times and means for parents to contact them with questions or concerns during the course of the season. It is highly recommended that coaches avoid discussing issues of playing time and coaching strategy with parents.

Coaches are held to the same standard of professional conduct as teachers when working with student-athletes. Physical contact between the coach and an athlete should be limited to that necessary and appropriate to teach a skill, maintain safety, treat an injury, and appropriate console or congratulate a player. In the instance of teaching a skill, minimal or no contact should be involved and none which places the adult in a position of power or intimidation. Coaches must think and act defensively in order to avoid questions of impropriety.

Coaches are expected to:

- Hold an introductory meeting for parents and athletes
- Communicate expectations of team members
- Provide practice and contest schedules and locations
- Keep athletes and parents informed of schedule changes in a timely manner
- Maintain a physically and emotionally safe environment for team members

Team Meeting Guidelines

It is recommended that head coaches have a pre-season meeting with parents/guardians. These may occur at seasonal Sportsmanship Nights. It is required that the head coaches of each sport meet with all student-athletes under his/her guidance at the beginning of each season to review and discuss the following items (not all inclusive):

- Safety requirements and policies
- Eligibility
- Team rules
- School rules
- Sportsmanship expectations
- Transportation requirements and options

- Block Letter requirements
- Other items specifically related to the sport

Coaching Evaluations

An administrator, with the assistance of the Athletic Director, will evaluate each coach at the end of his/her season. These evaluations are to be used as a tool for positive reinforcement and constructive criticism. Input from students, parents, and other coaches may be utilized for input regarding the evaluation process.

Coaching Stipends

Head varsity coaches receive stipends in all District-funded sports programs. The following is a list delineating whether a sport has a varsity head coach stipend only or additional assistant and junior varsity coach stipends:

- Badminton: Varsity (combined Boys & Girls)
- Baseball: Varsity and Junior Varsity
- Basketball: Varsity and Junior Varsity
- Cross Country: Varsity (combined Boys & Girls)
- Football: Varsity and Junior Varsity (two varsity assistants and one junior varsity assistant)
- Golf: Varsity
- Gymnastics: Varsity (combined Boys & Girls)
- Lacrosse: Varsity and Junior Varsity
- Soccer: Varsity and Junior Varsity
- Spirit Squad: Varsity
- Swimming: Varsity and Junior Varsity (combined Boys & Girls)
- Tennis: Varsity
- Track and Field: Varsity (plus two varsity assistant stipends) (combined Boys & Girls)
- Volleyball: Varsity and Junior Varsity
- Water Polo: Varsity and Junior Varsity
- Wrestling: Varsity and Junior Varsity (combined Boys & Girls)

While only football and track and field provide stipends for assistant coaches, stipends for head coaches may be split with assistants in any sport under mutual agreement of those involved. Agreements must be approved in advance and be in writing with copies provided to the Athletic Director and the District's HR office.

Coaching contracts must be signed by the coach being paid before the start of the season along with the Athletic Director and Principal or designee. Coaches may only be paid once the season has ended and uniforms, equipment, and keys have been returned and required documentation such as inventory are completed. Coaches must be cleared before the season starts. Coaches whose clearances lapse during the season will not be paid until all clearance items are up-to-date.

Assistant Coach Funding

The SMUHSD allows schools the option of furnishing additional assistant coach stipends not provided for in the Collective Bargaining Agreement (CBA). Funding for assistant coaches outside of those in the CBA is not included in the District's athletic budgets. Therefore, before a

school can offer assistant coach stipends, the school's principal, athletic director and athletic booster club must agree to financially support the team. This agreement will include a contribution of a stipend towards the program (see Appendix F), including an additional 25% of the stipend to account for statutory costs that may include STRS, PERS, WC, SUI, Medicare, OASDI. There are two (2) assistant coach stipends, one for large (30 or more student athletes) and one for small teams (under 30 student athletes).

Administrative Responsibilities of Head Coaches

Scheduling

League contest schedules are pre-arranged and approved by the PAL Board of Managers. As a result, the dates, times, and/or locations of league contests may not be changed without the mutual approval of school administrators from both sites. Non-league contests should be scheduled by the head varsity coach for both the varsity and sub-varsity teams. Complete schedules should be provided to the Athletic Director, athletes, and parents as early as possible so that families of athletes and school faculty can plan accordingly. As with roster changes, schedule changes should be communicated to the Athletic Director, athletes, and parents in a timely manner.

Contest Start Times

Coaches and administrators shall make every effort to schedule contests at times that will not require students to miss school. After school afternoon contests shall typically begin at 4:00 PM or later. Night and Saturday games are encouraged over start times that would cause a loss of student school time.

As principals, athletic directors and coaches serve on the PAL Board of Managers and other committees that schedule league games, they are instructed per Board of Trustees direction to propose a vote of the PAL Board for start times that minimize the need for students to be dismissed from school early whenever possible by scheduling later start times and Saturday contests.

The standard student release times for contests should be no more than one hour before the contest start time plus the estimated transportation time. School administrators and athletic directors must review with coaches the importance of avoiding or minimizing a loss of student school time. All coaches must provide a list of student release times and contest start times to their Athletic Director and Principal at the beginning of each season for all scheduled contests. The Principal and Athletic Director shall review the release times for all contests to ensure that any loss of student school time is absolutely necessary and the standard release time of no more than one hour plus transportation time is in effect.

Should a contest be scheduled for a time that would result in students losing school time and an alternative start time exists that would avoid or reduce the amount of school time students would miss, per Board of Trustees direction, administrators, athletic directors and coaches are instructed to request a time change from the other school's administrators.

Practices

Athletes who make a school team are expected to attend practices that are communicated and scheduled by the coach. Practices are usually limited to 2 hours plus a reasonable warm-up time every weekday. Practices may be held on Saturdays and during school holidays and recesses. Practices or contests may not be held on Sundays.

A coach may establish reasonable consequences that are consistently enforced for players who miss practices and/or contests. However, coaches are to be cognizant of the fact that the SMUHSD Board of Trustees values and respects the importance of family time. School holidays and recesses are often a chance for families to visit relatives and celebrate holidays together.

Therefore, athletes may not be penalized for not participating in practices that occur during the Thanksgiving, winter or spring breaks. No athlete may be penalized for observing a religious holiday at any time of the year.

League Meetings

Head varsity coaches are required to attend both a pre-season and post-season PAL coaches meeting each year. Important information, including changes to bylaws, will be communicated at these meetings. In the event that the head varsity coach cannot attend one of these meetings, another member of his/her coaching staff must attend.

Keys

Keys are issued to head coaches at the start of the season and must be returned once the season has ended. Coaches must never loan keys to anyone and may be charged for the changing of locks if the key is lost.

Uniform and Equipment Distribution and Collection

Uniform and equipment management is an important duty for all head coaches. Coaches are responsible for keeping an accurate inventory of items distributed at the start of the season and to document items not returned at the end of the season. Students will be charged for items not returned and coaches will not be paid until uniforms/equipment have been collected and stored appropriately and all required documentation is completed.

Summer Conditioning/Workouts

Coaches may work with their players during the summer ONLY if ALL of the following conditions are met:

- Absolutely no fees, dues, or assessments of any kind or amount may be collected from summer participants, including fees to cover equipment, uniforms, coaching fees, or tournaments.
- Any fees incurred for participating in leagues or tournaments must be paid out of a school account or a parent organization officially affiliated with the school. i.e., Boosters Club, PTSO, etc.
- Coaches must explicitly communicate that these activities are voluntary. Coaches must clearly state that a student-athlete's placement or role on the team cannot be effected by participation in summer workouts.
- Only current SMUHSD student athletes, who have been cleared by the site Health Aide, may participate in summer practices and workouts. This includes incoming freshmen athletes.
- All coaches/volunteers must be cleared by the District. All coaches with visiting school teams must be cleared and authorized via their home district.
- Coaches must be fully aware of and comply with CIF, CCS, and PAL policies regarding summer workouts. (http://cifccs.org/governance/pdf/bylaws_and_policies/2015-16_Cons-Bylaws-Policies/15_Article_V_Approved_Sports.pdf)

Off-Season Clinics & Contests

Coaches who want to run a camp that includes players on his or her team must meet the following conditions:

- Coaches must explicitly communicate that their camp is voluntary.
- Coaches must clearly state that a student-athlete's placement or role on the team cannot be effected by participation in their camp.
- Coaches that are running camps and are charging money, the coach must take out a permit and follow the guidelines (<https://smuhsd.civicpermits.com>).

General Compliance

All coaches are responsible for compliance with State, Section and League bylaws and District policies. For the purpose of administering the athletic program, Spirit Squad will comply with the same by-laws that the CIF approved sports do with the following exceptions:

- Allowed to start practice before the start of the Fall Season,
- Allowed Pre-Enrollment contact, and
- Allowed to play two seasons of the same sport in the same year.

All coaches are responsible for compliance with league bylaws and District policies. Among other tasks, head varsity coaches are responsible for the following:

- Assuring that no assistant coaches and/or the head junior varsity coach works with athletes without being completely cleared (Athletic Director will provide this information).
- Submitting initial rosters as well as roster changes of all levels throughout the season in a timely manner to the Athletic Director.
 - Athletes must not be allowed to participate in tryouts, practices, or contests until the Athletic Clearance Packet has been completed and verified by the school site Health Aide.
 - Athletes must not be allowed to participate in contests until their academic and residential eligibility have been verified by the Athletic Director.
- Ensuring compliance with all sport bylaws, including general bylaws as well as those specific to their sport. Questions regarding bylaws should be referred to the Athletic Director or the PAL Commissioner.

Recruiting

Recruiting students to attend a school for athletic purposes is prohibited. If it is found that undue influence has occurred, both the athlete and the school will be penalized per CIF and CCS bylaws. Incoming ninth-graders may not be contacted by high school coaches until they have completed the eighth grade and are officially enrolled at their high school. Any pre-enrollment contact by members of an athletic department with a transfer student must be disclosed as part of the application for residential eligibility and filed with CCS. Contact by outside supporters (such as Athletic Boosters) with prospective students may be considered undue influence. It is expected that the Athletic Director and coaches continually promote an atmosphere of compliance in their athletic community.

Fundraising

Any fundraising activities must be approved by the Athletic Director and Site Principal or designee. Participation by students and parents must be voluntary and have no effect on playing

time or status. All income must be recorded, counted, and deposited into the school's athletic funds immediately through the school site accounting technician. Receipts must be provided.

Transportation

As part of the Athletic Clearance Packet, parents may specify if they will allow their child to be transported by another parent driver (Parent Consent Form 147-C). Parent drivers must complete the Student/Adult Driver Application Form (147-F) and have it verified by the school site Health Aide before transporting athletes. Students authorized through form 147-D may drive themselves to contests but may *never* transport another student.

District buses and vans are available to athletic departments for transporting student-athletes. Parents must give consent for their child to be transported via District vans.

Administrators, athletic directors and coaches shall work with the District's Transportation Director, per School Board of Trustees direction, to minimize the amount of time students miss school due to bus schedules. Coaches and athletic directors should reserve District buses, when needed, as far in advance as possible.

Accidents/Injury

There are inherent dangers in all sporting activities. Coaches must alert student-athletes of potential injuries even though certain risks are consented to by the student and parents/guardians. Coaches must carry emergency medical and contact information for each team member at all practices and games. (Should we talk about Athletic Trainers here?) Coaches are trained in basic first aid. If an accident or injury occurs, the coach must inform the parents/guardians or emergency contacts as soon as practical and submit a written accident report to the Athletic Director within 24 hours. If the injury is serious, the coach must call 911 and the parent. The coach must stay with the athlete until help is secured and emergency contacts have been reached.

Successfully handling serious medical concerns involves the following preventative measures and follow-up duties on the part of the coach:

- Coaches are required to have the student's medical emergency card information on hand at all practices and contests. Emergency contacts must be notified when warranted.
- Coaches shall stay with an injured athlete until an emergency contact and medical authorities arrive, if necessary.
- A student accident report shall be completed and submitted to the Athletic Director within 24 hours.
- In the event of a head injury, a Head Injury Report shall be completed and parents must be informed about signs that may indicate a concussion and what precautionary steps to take in response to a concussion.
- If an athlete is restricted from participation by a physician, the coach shall not allow the athlete to participate until cleared by the physician in writing.

Hydration

Athletes should be educated on the importance of hydration and be provided with the means to stay hydrated throughout workouts, practices, and contests.

Concussions

A concussion is a brain injury that is caused by a blow to the head or body. Concussions can range from mild to severe and may present differently among affected individuals. Any suspicion that an athlete may have suffered a concussion should result in the athlete being removed from the contest or practice immediately. A Head and Injury Report must be completed and filed. The athlete may not return to play until he/she is evaluated by a licensed health care provider trained in the evaluation and management of concussions AND receives written clearance to play from that health care provider.

Hazing

Coaches are expected to actively eliminate and prevent hazing among athletes. Hazing is defined as any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student or person. Hazing is strictly prohibited under the California Education Code and coaches are responsible to ensure the safety and wellbeing of their athletes.

Illegal and Performance Enhancing Substances

Any athlete found to be in possession of or involved in the use of alcohol, tobacco, or narcotics while attending school or any school-sponsored activity may be suspended from athletics for a period of time as determined by the school administration. Performance enhancing substances, such as anabolic steroids, are strictly prohibited.

Appendix A – Board Policy, Administrative Reg. 6145 & 6145.2
Exhibit 6145.2
Mission Statement Administrative Reg. 6145.22
Administrative Reg. 6145.3

Instruction BP 6145(a)

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

The Board of Trustees recognizes that extracurricular and cocurricular activities enrich the educational and social development and experiences of students. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

No extracurricular or cocurricular program or activity shall be provided or conducted separately and no district student's participation in extracurricular and cocurricular activities shall be required or refused based on the student's gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Requirements for participation in extracurricular and cocurricular activities shall be limited to those that are essential to the success of the activity. (5 CCR 4925)

Any complaint regarding the district's extracurricular and cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

No student shall be prohibited from participating in extracurricular and cocurricular activities related to the educational program because of inability to pay fees associated with the activity.

(cf. 3260 - Fees and Charges)

Covid-19 Pandemic Temporary Provisions to BP 6145 Related to Eligibility Requirements

Due to the Covid-19 Pandemic, there are three temporary provisions related to student eligibility requirements for extracurricular and cocurricular activities.

The first temporary provision is pursuant to AB 908, which authorizes a school board to adopt a policy to extend the probationary period for eligibility to exceed one semester and to go through the fall of the 2020-2021 school year. Currently, the District extends probation to 11th grade students for one grading period if they satisfy the C.I.F. eligibility requirements (2.00 GPA and currently passing 20 units). Extending the probationary period from the spring of 2020 through the fall of 2020 as AB 908 provides, would allow students who were on probation in the spring of 2020 to maintain eligibility for the December 2020 athletic season as long as they satisfy the C.I.F. eligibility requirements.

The second temporary provision would replace the current 9th, 10th and 11th grade student eligibility requirements of:

- **2.00 GPA or above**
- **Currently passing 20 units or more, and**
- **No more than one F grade.**

The above would be replaced with the C.I.F. eligibility requirement of:

- **a 2.00 GPA, and**
- **Currently passing 20 units or more**

The third temporary provision is the expanded use of probation during the Covid-19 Pandemic. Probation during the Covid-19 Pandemic will be available to all students. The following criteria will be met and applied to any student electing to go on extra-curricular probation.

Probation eligibility:

- **Currently passing 20 units or more**
- **A written academic improvement plan for the student will be written by the student, coach or director, and school counselor.**
- **The academic improvement plan will be approved by the site administration and signed by the coach or director, the athletic director, school counselor, and the teacher of any class in which the student is earning an F grade.**
- **The student will engage in an on-site learning support pod.**

Eligibility Requirements

The district Eligibility Policy is designed to promote academic excellence and identify the student's primary educational responsibility which is the achievement of satisfactory academic progress.

Every high school student who wishes to participate in the district's co-curricular and extra-curricular programs must meet all of the qualification standards listed below.

9th and 10th Grade Student Eligibility:

- **Three requirements:**
 - 4) **2.00 GPA or above,**
 - 5) **Currently passing 20 units or more, and**
 - 6) **No more than one F grade.**

11th Grade Student Eligibility:

- **Same as 9th and 10th grade students with the possibility of probation for one grading period;**

Probation eligibility:

- 1) C.I.F. eligibility requirements for one grading period
 - 2.00 GPA or above
 - Currently passing 20_units or more
- 2) Written academic improvement plan for student signed by coach/director, counselor, and teacher of any class with an F grade

12th Grade Student Eligibility:

- Satisfy the C.I.F. eligibility requirements:
 - 2.00 GPA or above
 - Currently passing 20_units or more

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued) BP 6145(b)

In the event a student is determined to be academically ineligible to participate in co-curricular or extra-curricular activities during the first grading period of the upcoming school year, the student may attend summer school and petition to have the grades earned during the intervening summer session substituted for the grades received during the previous grading period. In those cases where the course is retaken during the summer school, the higher grade will be substituted for the lower grade and the grade point average will be recalculated to determine the student's eligibility for the first grading period of the upcoming school year.

Annual Policy Review

The Board shall annually review this policy and implementing regulations.

Legal Reference:

EDUCATION CODE

35145 *Public meetings*

35160.5 *District policy rules and regulations; requirements; matters subject to regulation*

35179 *Interscholastic athletics; associations or consortia*

48930-48938 *Student organizations*

CODE OF REGULATIONS, TITLE 5

350 *Fees not permitted*

4900-4965 *Nondiscrimination in elementary and secondary education programs receiving state financial assistance*

5531 *Supervision of extracurricular activities of pupils*

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 *Title IX, 1972 Education Act Amendments*

COURT DECISIONS

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

CDE LEGAL ADVISORIES

001.90 *Access to School-Related Activities and Events by Disabled Students*, LO: 3-0

409.87 *Requirements for Pupil Participation in Extracurricular and Cocurricular activities*, AB 2613, CIL: 86/87-11

WEB SITES

California Association of Directors of Activities: <http://www.cada1.org>

Policy **SAN MATEO UNION HIGH SCHOOL DISTRICT**

adopted: **November 12, 2020** San Mateo, California

Instruction AR 6145

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

Definitions

Extracurricular activities are those programs that have all of the following characteristics: (Education Code 35160.5)

1. The program is supervised or financed by the school district.
2. Students participating in the program represent the school district.
3. Students exercise some degree of freedom in the selection, planning or control of the program.
4. The program includes both preparation for performance and performance before an audience or spectators.

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. (Education Code 35160.5)

Cocurricular activities are programs that may be associated with the curriculum in a regular classroom. (Education Code 35160.5)

An activity is not an extracurricular or cocurricular activity if either of the following conditions applies: (Education Code 35160.5)

1. It is a teacher-graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California.
2. It is a program that has as its primary goal the improvement of academic or educational achievement of students.

Eligibility Requirements

The grade point average used to determine eligibility shall be based on grades of the last previous grading period during which the student attended class at least a majority of the time. (Education Code 35160.5)

Instruction

BP 6145.2(a)

ATHLETIC COMPETITION

The Governing Board recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The district's athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 5030 - Student Wellness)

(cf. 5137 - Positive School Climate)

(cf. 6142.7 - Physical Education and Activity)

(cf. 7110 - Facilities Master Plan)

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

(cf. 1260 - Educational Foundation)

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 1325 - Advertising and Promotion)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 3290 - Gifts, Grants and Bequests)

Nondiscrimination and Equivalent Opportunities in the Athletic Program

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for

males and females, and that students are permitted to participate in athletic activities consistent with their gender identity.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

Any complaint alleging discrimination in the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

California Interscholastic Federation

Any district school that participates in the California Interscholastic Federation (CIF) shall conduct its athletic activities in accordance with CIF bylaws and rules and any applicable district

BP 6145.2(b)

ATHLETIC COMPETITION (continued)

policy and regulation. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

The Board shall annually designate a representative to the local CIF league from each school that participates in CIF sports. The Superintendent or designee shall recommend a candidate for the position who demonstrates an understanding of the district's goals for student learning and interscholastic activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and interpersonal communication and leadership skills.

The designated representative(s) shall vote on issues that impact interscholastic athletics at the league and section levels, perform any other duties required by the CIF league, and report regularly to the Board on league, section, and statewide issues related to athletic programs.

(cf. 0500 - Accountability)

Student Eligibility

Eligibility requirements for student participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement, shall be the same as those set by the district for participation in extracurricular and co-curricular activities.

(cf. 3530 - Risk Management/Insurance)

(cf. 5111.1 - District Residency)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy CIF eligibility requirements.

Students shall not be charged a fee to participate in an athletic program, including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.

(cf. 3260 - Fees and Charges)

(cf. 5143 - Insurance)

Sportsmanship

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Code of Ethics adopted by CIF.

BP 6145.2(c)

ATHLETIC COMPETITION (continued)

Students and staff shall be subject to disciplinary action for improper conduct.

(cf. 3515.2 - Disruptions)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.4 - Student Disturbances)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Health and Safety

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

(cf. 5131.61 - Drug Testing)

(cf. 5131.63 - Steroids)

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

(cf. 5141.7 - Sun Safety)

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

(cf. 5142 - Safety)

The Superintendent or designee shall develop a written emergency action plan that describes the location of automated external defibrillator(s) and procedures to be followed in the event of sudden cardiac arrest or other medical emergency related to the athletic program's activities or events. The plan shall be posted in accordance with guidelines of the National Federation of State High School Associations. (Education Code 35179.4)

In the event of a serious injury or a perceived imminent risk to a student's health during or immediately after an athletic activity, the coach or any other district employee who is present shall remove the student athlete from the activity, observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the student as appropriate.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

BP 6145.2(d)

ATHLETIC COMPETITION (continued)

(cf. 5141.22 - Infectious Diseases)

Whenever a serious injury or illness is suffered by a student athlete, the Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury or illness suffered by the student and any actions taken to treat the student.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

17578 Cleaning and sterilizing of football equipment

17580-17581 Football equipment

32220-32224 Insurance for athletic teams, especially:

32221.5 Required insurance for athletic activities

33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program

33354 California Department of Education authority over interscholastic athletics

33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act

35160.5 District policies; rules and regulations

35179 Interscholastic athletics

35179.1 California High School Coaching Education and Training Program

35179.4 Emergency action plan

35179.5 Interscholastic athletics; limitation on full-contact practices

35179.6 Automated external defibrillator, athletic activities

48850 Interscholastic athletics; students in foster care and homeless students

48900 Grounds for suspension and expulsion

48930-48938 Student organizations

49010-49013 Student fees

49020-49023 Athletic programs; legislative intent, equal opportunity

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination, March 2017

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

Athletic Department Emergency Action Plan: Response Teams

California Interscholastic Federation Constitution and Bylaws

A Guide to Equity in Athletics

Guidelines for Gender Identity Participation

Keep Their Heart in the Game: A Sudden Cardiac Arrest Information Sheet for Athletes and Parents/Guardians

Event Emergency Guidelines, 2013

Pursuing Victory with Honor, 1999

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Heads Up: Concussion in High School Sports, Tool Kit, June 2010

Heads Up: Concussion in Youth Sports, Tool Kit, July 2007

Acute Concussion Evaluation (ACE) Care Plan, 2006

NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS PUBLICATIONS

Emergency Action Planning Guide for After-School Practices and Events

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS

BP 6145.2(e)

ATHLETIC COMPETITION (continued)

Withdrawal of Dear Colleague Letter on Transgender Students, Dear Colleague Letter, February 22, 2017

Intercollegiate Athletics Policy Clarification: The Three-Part Test - Part Three, Dear Colleague Letter, April 20, 2010

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Interscholastic Federation: <http://www.cifstate.org>

Centers for Disease Control and Prevention, Concussion Resources: <http://www.cdc.gov/concussion>

National Federation of State High School Associations: <http://www.nfhs.org>

National Operating Committee on Standards for Athletic Equipment: <http://www.nocsae.org>

U.S. Anti-Doping Agency: <http://www.usada.org>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

Regulation
approved: February 7, 2019

SAN MATEO UNION HIGH SCHOOL DISTRICT
San Mateo, California

ATHLETIC COMPETITION

Nondiscrimination and Equivalent Opportunities in the Athletic Program

No student shall be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics on the basis of any actual or perceived characteristic specified in law and BP 0410 - Nondiscrimination in District Programs and Activities. (Education Code 220, 221.5, 230; 5 CCR 4920; 34 CFR 106.41)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee may provide single-sex teams when selection for the teams is based on competitive skills. (5 CCR 4921; 34 CFR 106.41)

Each student shall be allowed to participate in any single-sex athletic program or activity consistent with his/her gender identity and for which he/she is otherwise eligible to participate, irrespective of the gender listed on the student's records. (Education Code 221.5)

(cf. 5125 - Student Records)

When a school provides only one team in a particular sport for members of one sex, but provides no team in the same sport for members of the other sex, and athletic opportunities in the total program for that sex have been previously limited, members of the excluded sex shall be allowed to try out and compete with the team. The same standards for eligibility shall be applied to every student trying out for the team, regardless of sex, sexual orientation, gender, gender identity, gender expression, or other protected group status. (5 CCR 4921; 34 CFR 106.41)

The Superintendent or designee shall ensure that equivalent opportunities are available to both sexes in athletic programs by considering, among other factors: (5 CCR 4922; 34 CFR 106.41)

1. Whether the offered selection of sports and levels of competition effectively accommodate the interests and abilities of both sexes

The athletic program may be found to effectively accommodate the interests and abilities of both sexes using any one of the following tests: (Education Code 230)

- a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments
- b. Where the members of one sex have been and are underrepresented among interscholastic athletes, whether the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex

ATHLETIC COMPETITION (continued)

- c. Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and continuing practice of program expansion as required in item #1b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program
- 2. The provision and maintenance of equipment and supplies
- 3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
- 4. Travel and per diem allowances
- 5. Opportunities to receive coaching and academic tutoring
- 6. Assignment and compensation of coaches and tutors
- 7. Provision of locker rooms, practice facilities, and competitive facilities
- 8. Provision of medical and training facilities and services
- 9. Provision of housing and dining facilities and services
- 10. Publicity
- 11. Provision of necessary funds

Each school that offers competitive athletics shall, at the end of the school year, post on its school web site, or on the district web site if the school does not have a web site, the following information: (Education Code 221.9)

- 1. The total enrollment of the school, classified by gender
- 2. The number of students enrolled at the school who participate in competitive athletics, classified by gender
- 3. The number of boys' and girls' teams, classified by sport and by competition level

(cf. 1113 - District and School Web Sites)

The data reported for items #1-3 above shall reflect the total number of players on a team roster on the official first day of competition. The materials used to compile this information shall be retained by the school for at least three years after the information is posted on the web site. (Education Code 221.9)

ATHLETIC COMPETITION (continued)

(cf. 3580 - District Records)

Concussions and Head Injuries

The Superintendent or designee shall annually distribute to student athletes and their parents/guardians an information sheet on concussions and head injuries. The student and parent/guardian shall sign and return the information sheet before the student initiates practice or competition. (Education Code 49475)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding concussion symptoms, prevention, and appropriate response. (Education Code 35179.1, 49032)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

Concussions

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally functions. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.

The Superintendent or designee shall annually distribute to student- athletes and their parents/guardians a concussion and head injury information sheet. The student-athlete and parent/guardian shall sign and return the information sheet before the student's-athlete's initial practice or competition. (Education Code 49475)

The Superintendent or designee shall provide training for all coaches, athletic trainers, and/or school nurses regarding concussion symptoms, prevention, and appropriate response.

Athletic Coaches are required to be certified in CPR/AED and First Aid. Coaches must successfully complete a concussion education program every two years. Athletic trainers provide baseline concussion testing for all students who participate in athletics. Athletic trainers may facilitate a reevaluation of athletes with the same testing protocol as the baseline tests following a head injury received through participation in school athletics.

Graduated Academic Re-Entry Plan Following a Concussion

A student who is removed from practice or competition for, and subsequently diagnosed with, a concussion will be afforded the following accommodations until he/she is cleared by his/her licensed health care provider. Administrators, teachers and staff should:

ATHLETIC COMPETITION (continued)

- * Offer extended time to take tests;
- * Allow time to visit school health office for treatment of headaches, when requested;
- * Provide written instructions for homework;
- * Provide repeated or slow presentation of new information;
- * Offer extended time to complete assignments;
- * Permit student to attend school half days;
- * Allow a space to take naps at school;
- * Excuse from PE activities until medically cleared and Progressive Activity Program is completed.

A temporary impairment (with an actual or expected duration of six months or less) can be a disability under Section 504 if it is severe enough that it substantially limits a major life activity for a student. The duration (or expected duration) of the impairment and the extent to which it actually limits a major life activity for a student should be the key considerations. The issue of whether a temporary impairment is substantial enough to be a disability must be resolved on a case-by-case basis. When the school has reason to believe that a student has a concussion that substantially limits one or more major life activities, the student should be referred for a determination of eligibility under Section 504.

is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. If the health care provider determines that the athlete sustained a concussion or a head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. (Education Code 49475)

A high school football team shall not hold a full-contact practice during the off-season and shall not conduct more than two full-contact practices per week during the preseason and regular season (from 30 days before the commencement of the regular season until the completion of the final interscholastic football game of that season). In addition, the full-contact portion of a practice shall not exceed 90 minutes in any single day. For these purposes, *full-contact practice* means a practice where drills or live action is conducted that involves collisions at game speed, where players execute tackles and other activity that is typical of an actual tackle football game. (Education Code 35179.5)

ATHLETIC COMPETITION (continued)**Heat Illness**

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the signs and symptoms of, and the appropriate response to, heat illness, including heat cramps, heat syncope, heat exhaustion, and exertional heat stroke. (Education Code 35179.1, 49032)

To assist in the prevention of heat illness, coaches and/or athletic trainers shall gradually increase the intensity and duration of exercise to acclimate student athletes to practice in the heat, provide adequate rest breaks, make water available during all athletic activities, and alter practice plans in extreme environmental conditions.

Sudden Cardiac Arrest

The Superintendent or designee shall distribute the California Interscholastic Federation (CIF) information sheet on sudden cardiac arrest to all student athletes who will be participating in a CIF-governed athletic activity and to their parents/guardians. The student and parent/guardian shall sign and return the information sheet prior to the student's participation in the athletic activity. If an athletic activity is not covered by CIF, the student and his/her parent/guardian shall, prior to the student's participation in the athletic activity, sign and return an acknowledgement that they have received and reviewed the sudden cardiac arrest information posted on the California Department of Education's web site. (Education Code 33479.2, 33479.3)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the nature and warning signs of sudden cardiac arrest. (Education Code 33479.6, 33479.7, 35179.1, 49032)

If a student athlete passes out or faints, or is known to have passed out or fainted, while participating in or immediately following his/her participation in an athletic activity, the student shall be removed from participation at that time. If a student exhibits any other symptoms of sudden cardiac arrest, including seizures during exercise, unexplained shortness of breath, chest pains, dizziness, racing heart rate, or extreme fatigue, he/she may be removed from participation by a coach or other employee who observes these symptoms. If any such symptoms are observed, notification shall be given to the student's parent/guardian so that the parent/guardian can determine the treatment, if any, the student should seek. A student who has been removed from participation shall not be permitted to return until he/she is evaluated and given written clearance to return to participation by a health care provider. (Education Code 33479.2, 33479.5)

ATHLETIC COMPETITION (continued)**Automated External Defibrillators**

The Superintendent or designee shall acquire at least one automated external defibrillator (AED) for each district school and shall make the AED(s) available to coaches, athletic trainers, and/or other authorized persons at athletic activities or events for the purpose of providing emergency care or treatment to students, spectators, and other individuals in attendance at athletic activities and events. (Education Code 35179.6)

(cf. 5141 - Health Care and Emergencies)

The district shall comply with all requirements of Health and Safety Code 1797.196 pertaining to any AED acquired by the district, including, but not limited to, regular maintenance and testing of the AED and the provision and posting of information regarding the proper use of the AED. (Education Code 35179.6; Health and Safety Code 1797.196)

Additional Parental Notifications

Before a student participates in interscholastic athletic activities, the Superintendent or designee shall, in addition to providing his/her parents/guardians with information on the signs and symptoms of concussions and sudden cardiac arrest as described above, send a notice to the student's parents/guardians which:

1. Contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity, including the name of the district's Title IX Coordinator

(cf. 1312.3 - Uniform Complaint Procedures)

2. Includes a copy of students' Title IX rights pursuant to Education Code 221.8
3. Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite a commitment to every participant's health and welfare

(cf. 3530 - Risk Management/Insurance)

4. Provides information about insurance protection pursuant to Education Code 32221.5

(cf. 5143 - Insurance)

5. Requests parental permission for the student to participate in the program and, if appropriate, be transported by the district to and from competitions

(cf. 3541.1 - Transportation for School-Related Trips)

6. States the district's expectation that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship

ATHLETIC COMPETITION (continued)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

7. Includes a copy of the local CIF league rules
8. Includes information about the CIF bylaw and district policy requiring any student athlete and his/her parent/guardian to sign a statement that the student will not use steroids, unless prescribed by a licensed health care practitioner, or prohibited dietary supplements that include substances banned by the U.S. Anti-Doping Agency

(cf. 5131.63 – Steroids)

EXHIBIT – 6145.2

Graduated Academic Re-Entry Plan Following a Concussion

Name of Student: _____

Date of Injury: _____

Students should slowly re-enter academic activity following the diagnosis of a concussion. A student who is removed from practice or competition for, and subsequently diagnosed with, a concussion will be afforded the following accommodations until he/she is cleared by his/her licensed health care provider.

Administrators, teachers and staff should:

- Offer extended time to take tests;
- Provide written instructions for homework;
- Provide repeated or slow presentation of new information;
- Offer extended time to complete assignments;
- Allow permission for student to attend school half days; and
- Allow a space to take naps at school.
- Allow time to visit school health office for treatment of headaches, when requested;
- Excuse from PE activities until medically cleared and Progressive Activity Program is completed

Other possible accommodations include, if appropriate:

- Seat student near the teacher;
- Avoid distracting stimuli in class;
- Stand near student when giving directions or presenting lessons;
- Present written information in large print;
- Provide modified and/or supplementary materials;
- Provide peer note taker;
- Allow audio, visual or computer equipment to be used;
- Provide visual aids and/or a written outline;
- Break long presentations into shorter segments;
- Shorten/reduce assignments;
- Simplify complex directions
- Give “take-home” tests;
- Give tests orally;
- Encourage use of a highlighter;
- Provide peer assistance with organization and assignments; and/or
- Allow for short breaks between in-class assignments.

A temporary impairment (with an actual or expected duration of six months or less) can be a disability under Section 504 if it is severe enough that it substantially limits a major life activity for a student. The duration (or expected duration) of the impairment and the extent to which it actually limits a major life activity for a student should be the key considerations. The issue of whether a temporary impairment is substantial enough to be a disability must be resolved on a case-by-case basis. When the school has reason to believe that a student has a concussion that substantially limits one or more major life activities, the student should be referred for a determination of eligibility under Section 504.

MISSION STATEMENT

Additions/Deletions of District Sports

The Athletic Directors Council will look at the following factors in determining which sports will be offered:

1. The sport must be a CIF recognized sport.
2. Financial
 - a. What are the costs of equipment, transportation, facilities, coaches, and officials?
 - b. Can all schools support the cost associated with the sport?
 - c. Can the district support the cost associated with the sport?
3. Student Representation (Does this sport open doors to participation?)
 - a. What students does this sport serve?
 - b. Are students involved already represented in other sports?
 - c. Will the new sport cause conflicts with participation in existing sports?
4. Gender/Equity
 - a. Does the sport cause an imbalance of female/male representation?
 - b. Does the sport cause an imbalance in equity representation based on ethnicity, religion, etc.?
5. Facilities
 - a. Are facilities available for the sport?
 - b. Are there conflicts of usage of facilities?
 - c. How does the sport impact maintenance schedules of the district/school work crew?
6. College Opportunities
 - a. Which sports have been identified as emerging sports by the NCAA?
 - b. What scholarship opportunities are available for this sport?

MISSION STATEMENT

7. Outside Opportunities

Do students have access to the sport through clubs or any other avenues?

8. Staffing

Are coaches and officials available to support the sport in all schools?

9. Supervision

Can we provide proper supervision for the added sports?

Process

Groups interested in having the district offer a new sport will follow this process:

1. They will write a letter of request to the Associate Superintendent of Human Resources and Administrative Services. The Athletic Directors Council will meet the first week of November or as needed. Requests must be submitted by October of the preceding year that the sport would commence. A written response will be sent within two weeks of the meeting date.
2. The people requesting a new sport will make a presentation to the Athletic Directors Council.
3. The Athletic Directors Council will make a recommendation to the comprehensive high school principals.
4. The comprehensive high school principals will review the recommendation and make their own recommendation to the Superintendent.
5. The Superintendent will make a recommendation to the School Board.

INTERSCHOLASTIC ATHLETIC EVENTS

General Travel Limitations for Athletics (January 13, 1998)

In response to a parental request that a student be allowed to leave the athletic event at its conclusion with his/her parent/guardian, it is the coaches' decision what members of the team may be excused from riding on the team bus. The student athlete may only be released to his/her parent/guardian.

Travel to CCS/CIF Athletic Finals

The following regulations will apply to the funding process by which athletes and coaches are able to travel to and participate in CCS/CIF athletic finals when travel and lodging are necessary.

1. District support will be available for only that number of coaches necessary to supervise the athletes adequately. Athletic Directors and principals should agree upon what coach will travel with and supervise the athletes from a particular sport. A coach from one school may be expected to travel with and supervise athletes from other district schools. Whenever possible, the services of the Athletic Directors Council will be utilized to gather consensus on this matter.
2. District support for travel and lodging will be provided the coach assigned to supervise by the district. This request for funding must be approved in advance by the Associate Superintendent.
3. It is expected that the travel and lodging costs of athletes will be accorded from sources other than district funds, e.g., boosters, student body, block organizations, etc. Any request for supplementary district financial support must be approved in advance by the Associate Superintendent.
4. All funding request forms normally utilized by the district should be completed in advance with sufficient time for processing.

ENVIRONMENTAL SAFETY

The Superintendent may designate and train one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but are not limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

(cf. 3510 - Green School Operations)

(cf. 3511 - Energy and Water Management)

(cf. 3517 - Facilities Inspection)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5142 - Safety)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7150 - Site Selection and Development)

Indoor Air Quality

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the Superintendent or designee shall ensure that the following strategies are implemented:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

(cf. 3580 - District Records)

Staff shall ensure that airflow is not obstructed by the blocking of ventilators with posters, furniture, books, or other obstacles.

ENVIRONMENTAL SAFETY (continued)

2. School facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.
3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.
4. Least toxic pest management practices shall be used to control and manage pests at school sites. (Education Code 17608-17614; Food and Agriculture Code 13182)

(cf. 3514.2 - Integrated Pest Management)

5. The Superintendent or designee shall install a carbon monoxide detector or alarm in all school buildings that contain a fuel-burning appliance, fireplace, or forced-air furnace. The device or alarm shall be located in close proximity to the appliance in order to accurately detect and alert school personnel of any leakage of carbon monoxide. (24 CCR 915.1-915.7)
6. Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

(cf. 5141.23 - Asthma Management)

7. Painting of school facilities and maintenance or repair activities that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.
8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

(cf. 3514.1 - Hazardous Substances)

9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well ventilated and not frequented by students and staff.
10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

(cf. 3513.3 - Tobacco-Free Schools)

ENVIRONMENTAL SAFETY (continued)

11. Staff and students shall be asked to refrain from bringing common irritants such as furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings.

(cf. 6163.2 - Animals at School)

Outdoor Air Quality

The Superintendent or designee shall monitor local air quality conditions using air quality tracking tools recommended by the Bay Area Air Quality Management District (BAAQMD). The BAAQMD presently uses the U.S. Environmental Protection Agency Air Quality Index (AQI) to measure air quality levels of health concern.

The Superintendent or the Superintendent's designee, acting in consultation with school site administrators, will make decisions about modifications to school activities (including extracurricular activities) and school closures based on AQI measurements and local conditions, including the availability and quality of school building air filtration and direct observation of onsite indoor and outdoor air quality. In making such determinations, the Superintendent or the Superintendent's designee will refer to the School Air Quality Activity Recommendations, which are included as Exhibit A to this Administrative Regulation.

Before making a final determination regarding a school closure owing to outdoor air quality, the Superintendent or the Superintendent's designee will, to the extent appropriate, consult with the BAAQMD regarding outdoor air quality and with the San Mateo County Public Health office regarding indoor and outdoor air quality. The Superintendent or the Superintendent's designee will report all school closures to the County Office of Education for media notification. The Superintendent or the Superintendent's designee will also announce closure to families using normal school closure procedures.

Outdoor air quality is one factor that the Superintendent or the Superintendent's designee will consider in determining whether to modify school activities or close a school. The accompanying Exhibit 3514 provides air quality index levels and guidelines.

Among the other factors that may be appropriate to consider are the following:

- Indoor air quality: Ventilation and filtration systems at schools may offer more air quality protection than systems at students' residences
- Supervision: The school setting allows for adult supervision of students to ensure that they remain indoors when outside air quality is poor and socioeconomically disadvantaged students may not have options for alternative childcare arrangements
- Student support services: School may be the primary place where students receive needed health and counseling services and students with individualized education programs may not have access to needed services during school closures
- Nutrition services: Schools serve meals to students who may not have access to reliable alternative sources of healthy food during the school day

ENVIRONMENTAL SAFETY (continued)

When instructional time is lost due to modification of school activities or school closure caused by air quality issues, the Superintendent will consider whether it is appropriate to add instructional minutes or days to the school calendar.

Heat Guidelines and Practices

1. Provide adequate water or other liquid (1/2 to 1 quart per hour, preferably cold) and ensure that breaks are taken at least every 15-20 minutes during strenuous exercise/work.
2. Ensure that staff and students adjust gradually to working/exercising in the heat. Acclimatizing is essential to preventing heat injuries.
3. Schedule heavy work/workouts for the cooler part of the day. Consider scheduling periodic fitness testing during the cooler parts of the year.
4. Avoid overexertion especially in hot weather and in the sun. For heavy work, use mechanical aids or teams of people to accomplish tasks.
5. Use shaded areas and grass fields for athletic activities when possible to reduce radiant heating.
6. Encourage or require use of sunscreens to protect exposed skin.
7. Wear loose-fitting, lightweight, light colored clothing. Do not layer clothing; more clothing increases risk of heat injury.
8. Monitor environmental conditions such as heat, humidity and wind.
9. Train staff/students to recognize and treat heat injuries and encourage them to monitor each other for signs of heat stress.
10. Individuals with a febrile illness or any acute illness other than a mild cold should not engage in any heavy physical activity in hot weather.

(cf. 5141.7 - Sun Safety)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

ENVIRONMENTAL SAFETY (continued)**Vehicle Emissions**

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480. The Superintendent or designee may also request parents/guardians to turn off their vehicles when they are idling on school grounds and encourage students to walk and/or bicycle to school.

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

(cf. 5142.2 - Safe Routes to School Program)

Any diesel-fueled, dual-fueled, or alternative diesel-fueled school bus with a gross vehicle weight rating over 14,000 pounds shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

Drinking Water

The quality and safety of the district's drinking water sources shall be regularly assessed, and drinking fountains shall be regularly cleaned and maintained to avoid the presence of dirt, mold, or other impurities or health concerns.

Whenever any contaminants in the drinking water are determined to be a concern, the Superintendent or designee shall take reasonable steps to identify the source and mitigate the concern to ensure the availability of safe drinking water. As needed, the Superintendent or designee shall provide alternative sources of drinking water, such as bottled water, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day.

(cf. 3550 - Food Service/Child Nutrition Program)

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards, the Superintendent or designee shall notify parents/guardians and take immediate steps to make inoperable any fountains or faucets where excess lead levels may exist. (Health and Safety Code 116277)

ENVIRONMENTAL SAFETY (continued)**Lead Exposure**

In addition to keeping school facilities as dust-free and clean as possible, the following steps shall be taken to minimize potential exposure to lead in school facilities:

1. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.
3. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.
4. Soil with low lead content may be covered with grass, other plantings, concrete, or asphalt. For soil with high lead content, removal and abatement are required.
5. Drinking water shall be regularly tested for lead and remediated as provided in the section "Drinking Water" above.

Any action to abate existing lead hazards, excluding containment or cleaning, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

The Superintendent or designee shall notify parent/guardians, teachers, and staff members if significant risk factors for lead exposure are found. (Education Code 32243)

Mercury Exposure

The Superintendent or designee shall identify any products containing mercury that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

ENVIRONMENTAL SAFETY (continued)

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

Asbestos Management

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; asbestos management programs; and relevant federal and state regulations. (40 CFR 763.84)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:
 - a. Any school building that is leased, acquired, or otherwise used by the district shall be inspected for asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
 - b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
 - c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)

ENVIRONMENTAL SAFETY (continued)

2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)
3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. (40 CFR 763.84, 763.93)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)
5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (Education Code 49410.5; 40 CFR 763.84)

Asbestos inspection and abatement work, preparation of a management plan, and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb

ENVIRONMENTAL SAFETY (continued)

asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)
8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

Regulation
approved: August 22, 2019

SAN MATEO UNION HIGH SCHOOL DISTRICT
San Mateo, California

(School Air Quality Activity Recommendations – Insert)

Appendix B – Athletic Clearance Packet

Athletic Packet (English)

[Form 147 A - Athletic Clearance](#)

[Form 147 B - Athletic Emergency Card](#)

[Form 147-C - Parent Consent](#)

[Form 147-D - C.I.F. Code of Ethics](#)

[Form 147-E - Medical Examiners Statement](#)

[Form 147-B - Student/Adult Driver Application Form](#)

[Form 147-G - Concussion Notification](#)

Athletic Packet (Chinese)

[Form 147-A - Athletic Packet Clearance](#)

[Form 147-B - Athletic Emergency Card](#)

[Form 147-C - Parent Consent Form](#)

[Form 147-D - C.I.F. Code of Ethics](#)

[Form 147-E - Medical Examiners Statement](#)

[Form 147-B - Student/Adult Driver Permission Form](#)

[Form 147-G - Concussion Notification](#)

Athletic Packet (Spanish)

[Form 147-A - Athletic Packet Clearance](#)

[Form 147-B - Athletic Emergency Card](#)

[Form 147-C - Parent Consent Form](#)

[Form 147-D - C.I.F. Code of Ethics](#)

[Form 147-E - Medical Examiners Statement](#)

[Form 147-B - Student/Adult Driver Permission Form](#)

[Form 147-G - Concussion Notification](#)

Appendix C – CCS Sportsmanship Policy

As approved by the CCS Board of Managers (Revised: 1/11/79; 1992; 1994; 2006; 2007; 2009; 2010; 2013)

The Board recognizes that individual school administrators retain primary responsibility for the conduct of all inter-scholastic athletic activities in which Section schools participate. Such responsibility includes the behavior of all participants: players, coaches, representative student groups and spectators.

The Board recognizes that each League within the Section, through the several League Boards of Managers, has undertaken leadership in the matter of upgrading the atmosphere in which all interscholastic athletic contests are conducted. The Board is appreciative and supportive of such leadership and programs initiated at the League level.

The member-schools of the CIF/Central Coast Section are committed to providing a sportsmanlike environment for students, coaches and spectators. To that end, the CIF/Central Coast Section has adopted the following sportsmanship and crowd control recommendations.

Each member-school is requested to commit itself to implementing these recommendations and completing the sportsmanship contract.

SPORTSMANSHIP DEFINITION: A person who can take a loss or defeat without complaint or victory without gloating, and who treats his/her opponents with fairness, courtesy and respect.

1. The Principal and Athletic Director, or his/her designee, of each school shall complete and sign the current CCS Sportsmanship Contract and submit to the CCS office so that it is received by the CCS no later than September 15 of each school year.
 - a. If the sportsmanship Contract for the current school year is received by the CCS after the September 15 deadline, but not later than October 15 of that same year, it must be accompanied with a check made out to the CIF/Central Coast Section for a \$250 late fee.
 - b. If either the Sportsmanship Contract or the late fee is not submitted on or before October 15, then the school shall forfeit all athletic contests played prior to or on October 15 in that school year in all sports and shall be unable to participate in any further contests until such time as the Contract and the check for \$250 are received by the CCS office.
2. The following are expected to be role models demonstrating sportsmanship at all times:

a. Principal / Administrative staff;	d. Faculty members;
b. Athletic Directors;	e. Booster club members; and
c. Coaches, players and cheerleaders;	f. Band members and Band Directors.
3. Coaches, players and spectators will respect the integrity and judgment of sports officials.

No coach, player or spectator shall enter the playing area, or delay the normal continuation of play, of any contest to question an official's decision without first employing the appropriate procedure for such action, as outlined in the pertinent National Federation Rule Book. If such

procedure is not followed, the offender shall be considered to have exhibited “Unsportsmanlike Conduct,” and will therefore be subject to the appropriate portions of the aforesaid-mentioned Rule Book that address such conduct, which may include possible ejection from the contest and contest site.

4. The conduct of coaches, players and cheerleaders generally sets the tone for CIF/CCS school contests. They will be expected to maintain the highest level of decorum at all CIF/CCS school contests. In addition, everyone in attendance is also expected to conduct themselves with appropriate decorum for an official high school public event.
 - a. Players are expected to conduct themselves in a manner which shall bring credit to themselves, their schools, communities, coaches and families. They shall refrain from all conduct which tends to degrade, bait, intimidate and/or otherwise discredit their opponent, officials and/or inter-scholastic athletics.
 - b. Coaches are expected to maintain decorum consistent with the educational values of interscholastic athletics. By personal example, coaches are expected to demonstrate their awareness of these values by showing restraint and composure in the emotional climate of an athletic contest and to insist that players in their charge conduct themselves in a sportsmanlike manner.
 - c. Responsible member-school personnel are expected to instruct and supervise the conduct of student spirit-leaders, rooting sections, bands and other student groups in order to achieve an atmosphere consistent with good sportsmanship. School administrators are expected to control, or cause to be controlled, spectators in such a manner that all athletic contests are conducted in an atmosphere which is consistent with the educational values of inter-scholastic athletics.
5. As an organization of educationally-based athletic programs and, therefore, an extension of the classroom, the following behavior is unacceptable at all CIF/CCS high school contests:
 - a. Berating an opponent's school or mascot;
 - b. Berating opposing players;
 - c. Obscene cheers or gestures;
 - d. Negative signs;
 - e. Artificial noise-makers;
 - f. Complaining about officials' calls (either verbally or by gestures);
 - g. Actions by a school and/or team that are intended to embarrass or humiliate their opponent and/or show a lack of respect for their opponent or the integrity of the sport.
 - h. “Body-painting” that either would or would not necessitate the removal, or partial removal, of what a reasonable person would consider to be normal clothing (this prohibition does not include “face-painting”).
 - i. Removal, or partial removal, of what a reasonable person would consider to be normal clothing: The changing of clothes that exposes undergarments or bare skin, not appropriate to the sport, in the view of spectators and general public before, during, or after the contest is not acceptable. Exception: Any removal of clothing due to an injury incurred during the contest. (See note at the end of this document for additional clarifications)

In addition to any penalties that may be required by the governing rules of the sport, the following sanctions may be imposed:

- Violating person/school to submit a letter of apology to their opponent and their league and/or the CCS
 - Requirement to submit an action plan to their league and/or the CCS on how the violation can be avoided in the future
 - Sport teams and/or schools may be subject to the CCS Infractions Policy as determined by the League Commissioner and/or the CCS Commissioner.
6. At any CCS Playoff Event, Charging the “Field of Play” by spectators, or other unauthorized persons, during or after the contest is an unacceptable behavior and will not be tolerated. This unsportsmanlike act carries the following possible penalties because we insist that:
- safety of the competitors, fans and personnel conducting the event is a priority at all our events;
 - respect for the game and the championship playoffs is part of our pursuing victory with honor sportsmanship program and the behavior of all involved at our events should reflect that respect;
 - the focus of our events should be primarily on the participants in the competition and not on the crowd out of respect for the competitors and their efforts.

Therefore, the following sanctions may be imposed for such a violation:

- Only do award presentation for non-violating team and other team can make arrangements with the CCS office
 - Violating team apology letters to other school and CCS
 - Formulate plan of how to communicate to their fans and students the inappropriateness of this. Share with league and CCS
 - Loss of home field advantage for that sport
 - Loss of home field advantage for all sport
 - Specific sport team put on probation
 - All sports teams put on probation
 - Specific sport team not allowed to participate in CCS Playoffs
 - All sports teams not allowed to participate in CCS Playoffs.
7. In order that all persons may experience maximum enjoyment at CCS athletic events, and to enhance and encourage good public order, it is the policy of the CCS that all persons wishing to audibly cheer or support a particular team be seated in an area designated for, or most closely identified with, the team in question. Seating of persons audibly cheering for a particular team in the cheering section, or areas most closely identified with the opposing team, is to be avoided whenever possible, and such persons shall be directed by staff to the appropriate seating location for their team.
8. The following action plans are recommended for implementation at all CIF/CCS school contests:
- a. A script should be provided to the announcer, including:
 - Welcoming statement;
 - Sportsmanship expectations;
 - Acknowledgment & introduction of game officials; **NOTE:** There should be a short statement endorsing the officials as neutral persons who have been certified as officials by the appropriate officials’ association.
 - Introduction of players;
 - Sportsmanship recognition (when appropriate).

- b. Include the “*CIF Six Pillars of Character*” and/or the “*CIF16 Operating Principles of Pursuing Victory with Honor* (found in the *CIF Constitution & Bylaws*, or on the CCS web page, www.cifccs.org) in the game programs.
 - c. Each participating school's administration is expected to emphasize sportsmanlike behavior at all CIF/CCS school contests:
 - This shall be directed to coaches, players, cheerleaders and spectators on the day(s) prior to the contest.
 - Rallies, team meetings, faculty meetings and spirit club meetings, school bulletins and P.A. announcements are all appropriate venues.
 - Contact the principal or administrator-in-charge of the opponent's school at least one (1) day prior to contests, as appropriate, to promote practical applications of sportsmanship, and to ensure the proper environment for the contest.
 - d. This shall be directed to coaches, players, cheerleaders and spectators on the day(s) prior to the contest.
 - e. Rallies, team meetings, faculty meetings and spirit club meetings, school bulletins and P.A. announcements are all appropriate venues.
 - f. Contact the principal or administrator-in-charge of the opponent's school at least one (1) day prior to contests, as appropriate, to promote practical applications of sportsmanship, and to ensure the proper environment for the contest.
 - g. It is the responsibility of the administration of each participating school to designate an administrative representative who will:
 - Check in with the site manager 30 minutes prior to the game time and establish where he/she will be throughout the contest;
 - Enforce the highest standards of sportsmanship within his/her own student body;
 - Contact the administrative representative of the opponent’s school to report any violations of sportsmanship by either school’s supporters.
9. Flagrant instances of unsportsmanlike behavior on the part of players, coaches and/or fans should be reported by the school principal(s) to the Board of Managers, through the Section Commissioner, together with a description of action taken by member-schools.

❖ **NOTES OF CLARIFICATION ON #5.i:** Removal of Clothing

- The following would not be considered as violations of the policy:
 - The removal of a helmet
 - The removal of shoulder pads and jersey when an undershirt is worn
 - The removal of warm-up items that are worn over game apparel.
 - The removal of clothing due to injury during the contest
- The following would be considered as violations of the policy:
 - The removal of a jersey when no undershirt is worn
 - The removal of pants, shorts, skorts or any uniform bottom
 - The removal of a warm-up item when no game apparel is worn underneath.
 - Deck changing at swim or water polo contests
 - The partial and or total removal of a singlet or leotard

NOTE: See also CCS BYLAWS ARTICLE VII, SPORTSMANSHIP: Special Hearing Panel; Players Ejected from Contest; Coaches Ejected from Contest; Tobacco; Sportsmanship Contract.

Appendix D – CIF's 16 Principles of Pursuing Victory with Honor

Principles of Pursuing Victory with Honor

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."
2. It's the duty of School Boards, superintendents, school administrators, parents and school sports leadership -including coaches, athletic administrators, program directors and game officials - to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these "six pillars of character."
3. To promote sportsmanship and foster the development of good character, school sports 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.
4. Participation in school sports programs is a privilege, not a right. To earn that privilege, 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.
5. School Boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.
6. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
7. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
8. School Boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
9. School Boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressured to win.

10. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.
11. Everyone involved in competition including parents, spectators, associated study body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations.
12. School Boards, superintendents, and school administrators of CIF member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: 1) The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character. 2) The physical capabilities and limitations of the age group coached as well as the first aid. 3) Coaching principles and the rules and strategies of the sport.
13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
14. To safeguard the health of athletes and the integrity of the sport, school sports program must 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.
15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school's name or reputation. There should be no undue influence of commercial interests. In addition, sports programs must be prudent, avoiding undue dependency on particular companies or sponsors.
16. The profession of coaching is a profession of teaching. In addition to teaching 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.

Appendix E – Athletic Coach Evaluation Form

San Mateo Union High School District

Athletic Coaches Evaluation Form

Name: _____ School: _____

Assignment: _____ School Year: _____

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

Key: - 3=Excellent; 2=Satisfactory; 1=Needs Improvement; U=Unsatisfactory; N.A.=not applicable

SUMMARY

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

Areas to Improve: Goals/directives to be implemented for improvement.

Additional Comments:

OVERALL RATING

_____ ACCEPTABLE: Recommended for continued assignment.

_____ UNSATISFACTORY: Not recommended for continued assignment.

Administrator's Signature

Date

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

Coach's Signature

Date

Appendix F – Co-Curricular Athletics Stipends 2019-2020

APPENDIX B

SAN MATEO UNION HIGH SCHOOL DISTRICT 2019-2020 CO-CURRICULAR ATHLETICS STIPENDS

Number of Coaches	Sport	Stipend	Stipend After 3 Consecutive Years (10%)	Stipend After 6 Consecutive Years (15%)	Stipend After 10 Consecutive Years (20%)
District Funded					
Head Coach					
1	Varsity Head Coach - Teacher	\$ 5,616	\$ 6,177	\$ 6,458	\$ 6,739
1	Varsity Head Coach - Non-Teacher	\$ 5,105	\$ 5,616	\$ 5,871	\$ 6,126
1	JV Head Coach - Teacher	\$ 5,055	\$ 5,560	\$ 5,813	\$ 6,066
1	JV Head Coach - Non-Teacher	\$ 4,595	\$ 5,055	\$ 5,285	\$ 5,514
Varsity Sports - 1 Head Coach					
	Fall	Winter		Spring	
	Cross Country	Basketball - Boys		Badminton	
	Football	Basketball - Girls		Baseball	
	Golf - Girls	Soccer - Boys		Golf - Boys	
	Spirit	Soccer - Girls		Gymnastics	
	Tennis - Girls	Spirit		Lacrosse - Boys	
	Volleyball - Girls	Wrestling		Lacrosse - Girls	
	Water Polo - Boys			Softball	
	Water Polo - Girls			Swimming - Boys	
				Swimming - Girls	
				Tennis - Boys	
				Track & Field	
				Volleyball - Boys	
Junior Varsity Sports - 1 Head Coach					
	Fall	Winter		Spring	
	Football	Basketball - Boys		Baseball	
	Spirit	Basketball - Girls		Lacrosse - Boys	
	Volleyball - Girls	Soccer - Boys		Lacrosse - Girls	
	Water Polo - Boys	Soccer - Girls		Softball	
	Water Polo - Girls	Spirit		Swimming - Boys	
		Wrestling		Swimming - Girls	
				Volleyball - Boys	
Assistant Coaches					
2	Football-Varsity	\$ 4,493	\$ 4,942	\$ 5,167	\$ 5,392
1	Football-Jr Varsity	\$ 4,493	\$ 4,942	\$ 5,167	\$ 5,392
2	Track and Field	\$ 4,493	\$ 4,942	\$ 5,167	\$ 5,392
	Non-Teacher Stipend	\$ 4,085	\$ 4,493	\$ 4,697	\$ 4,902
Please Note: Head coach and assistant coach stipends may be split with volunteered assistants in any sport under mutual agreement of those involved. All volunteered assistants must go through the clearance process in order to receive a stipend.					
Non-District Funded (Salary Plus Payroll Taxes, 22% CalSTRS, 31% CalPERS)					
	Strength & Conditioning	\$ 4,493	\$ 4,942	\$ 5,167	\$ 5,392
	Non-Teacher Strength & Conditioning	\$ 4,085	\$ 4,493	\$ 4,697	\$ 4,902
	*Additional Assistant Coach	\$ 2,593	\$ 2,853	\$ 2,982	\$ 3,112
	*Non-Teacher Additional Assistant Coach	\$ 2,358	\$ 2,594	\$ 2,712	\$ 2,830
	**Smaller Team Additional Assistant Coach	\$ 1,297	\$ 1,427	\$ 1,492	\$ 1,557
	***Non-Teacher Smaller Team Additional Assistant Coach	\$ 1,179	\$ 1,297	\$ 1,356	\$ 1,415
	****Freshman Sports Coach	\$ 2,593	\$ 2,853	\$ 2,982	\$ 3,112
	****Non-Teacher Freshmen Sports Coach	\$ 2,358	\$ 2,594	\$ 2,712	\$ 2,830
	* 30 or more student athletes				
	** Less than 30 student athletes				
	*** Requires contribution of up to \$1,500 to fund program costs (officials, equipment)				

(Game Support Staff Pay Schedule – Insert - Landscape)

Appendix H - Athletic Coach Job Description

SAN MATEO UNION HIGH SCHOOL DISTRICT CO-CURRICULAR ATHLETICS COACH JOB DESCRIPTION

JOB TITLE: ATHLETIC COACH
REPORTS TO: School Principal & Athletic Director
CLASSIFICATION: Co-Curricular Athletics
SALARY: Co-Curricular Athletics Stipends
APPROVED BY THE BOARD OF TRUSTEES: 8/23/12 **EFFECTIVE DATE:** 8/23/12

SITE: All Schools
WORK YEAR: Per Season

JOB SUMMARY:

Instruct student-athletes in the fundamental skills, strategy, and physical training necessary to promote individual and team success. Provide student-athletes with athletic instruction that leads to the formulation of good sportsmanship, acceptable social behavior, moral values, self-discipline and self-confidence. Supports school athletic program, athletic booster group, and athletic director and performs other related duties as assigned. Assistant coaches will support the head coach in regards to fulfilling the essential functions below.

ESSENTIAL FUNCTIONS:

1. Responsible for all matters pertaining to the organization and administration of coaching the team under his/her direction, and enforcing all rules of the C.I.F., CCS, and PAL as they pertain to the respective sport.
2. Serves as a positive role model to players, parents, officials, and fellow coaches by following all rules and demonstrating good sportsmanship.
3. Works cooperatively within an education environment that emphasizes the successful psychological, social, and emotional development of its students.
4. Represents the school on the highest professional level with dignity, integrity, strength of character, and ethical behavior.
5. Promotes respect by example through appearance and conduct.
6. Exhibits moral and ethical behavior and demonstrates dedication and loyalty to the school, the Athletic program, the Athletic Director and other coaches.
7. Arranges for pre-season meeting with students and parents to provide information and discuss rules, regulations, and expectations.
8. Organizes team tryouts, maintains the integrity of the selection process, and respectfully communicates results in a timely and appropriate manner.
9. Plans and conducts all practice sessions effectively at a level appropriate for each member of the team.
10. Insures proper warm-up and conditioning programs to reduce the risk of injury.
11. Provides a safe and enjoyable environment for all players, giving each student an opportunity to participate.
12. Instructs participants in the skills necessary for achievement.
13. Properly supervises all athletes at practice, in transit and at games.
14. Inspects all equipment and oversees the management of equipment and uniforms.
15. Supervises, to the extent necessary, all levels in assigned sport (varsity, frosh-soph, etc.).
16. Promotes student participation in other out-of-season sports.

17. Keeps statistics on the team and players for school and league records and submits requested reports on time.
18. Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all injuries that require or could require medical attention.
19. Encourages parent involvement and coordinates their assistance.
20. Communicates good health, fitness principles and positive character development concepts to players, parents, and spectators.
21. Communicates with the Athletic Director on all matters of policy.
22. Supervises and evaluates all assistant coaches in conjunction with the Athletic Director, who is responsible for final formal evaluations.
23. Supervises and assigns all volunteers, student managers, trainers, etc.
24. Monitors the academic progress of team members during the season, and encourages academics over athletics.
25. Reports student discipline problems, vandalism, and other related concerns to the Athletic Director, Dean, or other appropriate school level personnel.
26. Responsible for submitting budget requests in a timely manner. Maintains accounting, integrity and transparency of all fiscal transactions and fundraising.
27. Deposits all donations, fund raising, tournament proceeds, and student fees to school site accounting tech and maintains up-to-date record keeping.
28. Provides facility use schedules in advance of the season to Facilities Department, and keeps the Athletic Director informed of all changes.
29. Submits proper end of season information to Athletic Director (award lists, end of season report, schedule, etc.)
30. Assigns and maintains inventory of athletic equipment issued to students and staff.
31. Immediately collects and returns all district uniforms and equipment at the end of the season.

EMPLOYMENT STANDARDS

Incumbent must be able to perform essential functions 1-31 with or without reasonable accommodation.

QUALIFICATIONS:

1. Completion of all coaching and supervision clearance requirements as required by the school, league, district, and state.
2. Successful coaching experience in assigned sport.
3. Demonstrated proficiency in instruction and a solid understanding of the technical aspects of the sport.
4. Demonstrated commitment to positive coaching philosophy.

ABILITY TO:

- Communicate satisfactorily in oral and written form in English as necessary.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative relations with students and adults and relate effectively with parents and community.

PHYSICAL REQUIREMENTS:

- Seeing sufficient to observe type and extent of injury.
- Hearing and speaking sufficient to exchange information.

- Stamina sufficient to walk or stand for extended periods.
- Frequent repetitive bending, stooping, squatting, kneeling and overhead reaching.
- Manual dexterity to operate equipment, and handle work with various materials and objects.
- Physical strength frequently to lift, carry, push, pull or otherwise move objects up to 50 pounds of force.

OTHER REQUIREMENTS:

- Possess a valid Red Cross First Aid Card and CPR Card.
- Department of Justice fingerprint clearance.
- Evidence of Activity Supervisor Certificate clearance.
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

Appendix I - Athletic Director Job Description

SAN MATEO UNION HIGH SCHOOL DISTRICT CERTIFICATED JOB DESCRIPTION

JOB TITLE: ATHLETIC DIRECTOR

REPORTS TO: Principal

SITE: Schools

CLASSIFICATION: Certificated

TERM: One Year (July 1 – June 30)

Certificated Work Calendar + 10 Days (197 days)

SALARY: Teachers' Association Contract – current stipend and release periods

APPROVED BY THE BOARD OF TRUSTEES: June 21, 2018 EFFECTIVE DATE: July 1, 2018

Under direction and supervision of the Principal or designee, the Athletic Director shall be responsible for overseeing the school's athletic program and its compliance with District policies, regulations, procedures, and Athletic Manual:

GENERAL LEADERSHIP

- Act as spokesperson for the athletic program including Spirit Squads. Organize communication and notices to students, staff and parents regarding athletics and related events.
- Attend Athletic Directors Council and PAL Athletic Directors' meetings.
- Ensure that the athletic programs and spirit squads are conducted in accordance with District Policies and Administrative Regulations; in accordance with the rules, regulations and policies of C.I.F., C.C.S., and P.A.L., and under the guidance of the school's administration.
- Respond to emails, phone calls, and other correspondence regarding athletics from parents, students, and staff members within 48 hours. Keep a log for these types of communications.
- Notify site administration of all complaints related to the athletic programs as soon as practicable but no later than 48 hours.
- Attend Athletic Booster Club meetings and serve as an advisor and liaison.
- Regularly assess the level of compliance in regards to each Title IX factor used to assess high school compliance.
- Guide the assessment procedure for sports offerings as outlined in the District Athletic Manual.
- Oversee the purchasing and distribution of uniforms and equipment to ensure that safety standards are met and District equity expectations are followed.

MANAGEMENT OF COACHES

- Serves as an advisor to the Principal regarding recruitment, selection, retention, and evaluation of coaches.
- Ensure that each coach is officially cleared for coaching through the District and has signed a coaching agreement before coaching duties begin.
- Maintain a matrix of each step of the evaluation process for all coaches to ensure that all coaches are evaluated in an appropriate manner.
- In collaboration with site administrators, provide a fair and complete evaluation process for coaches no later than two weeks following the end of the season.

- Supervise athletic and spirit squad coaches and assist the administration in the supervision of games, matches, competitions and events.
- Coordinate in-service training and certification training programs for coaches and conduct regularly scheduled meetings with all coaching staff members concerning appropriate policies and rules for necessary coordination of the athletic programs.
- Collect a written summary from the coaches at the end of each sport and spirit squad season.
- Ensure that coaches adhere to league practice procedures and comply with the District Athletic Manual concerning practices, contest start times, transportation, injuries and medical emergencies.
- Distribute and collect keys to/from coaches at the beginning and end of each season.

STUDENT ATHLETIC ELIGIBILITY

- Ensure that the process of determining a student's eligibility is completed. This process includes the completion of the athletic clearance packet, the notification of academic eligibility, and the administration of the sportsmanship code.
- Oversee and coordinate team tryout communication and team selection process.

ATHLETIC EVENTS COORDINATION

- Develop an athletic calendar, in coordination with the League Commissioner, to be considered for approval by the school administration.
- Coordinate transportation requests with the District's Transportation Department and establish athletic team bus schedules.
- Ensure compliance with District regulations for travel to interscholastic athletic events.
- Ensure through coordination with the Assistant Principal and the Facilities Manager that playing facilities are properly maintained for daily practice and athletic contests.
- Create and monitor a summer schedule for coaches who use the school facilities for conditioning or practice during the summer, coordinating the schedule with Facility Use personnel. Oversee summer athletic programs using the equivalent of 8 work days.
- Coordinate athletic facility use with the school site staff member who is responsible for renting school facilities to outside groups.
- Reserve off-campus facilities when they are required to meet the school's athletic program needs.
- Coordinate game/event management procedures.

FINANCE

- Develop and monitor the school's athletic budget subject to approval by the Principal or designee.
- Coordinate the ordering, receipt and inventory of athletic supplies and equipment.
- Coordinate and integrate spending for athletic department funds, fundraisers, and expenditures accorded by the Athletic Boosters group.
- Supervise the maintenance of all athletic equipment to ensure proper condition, inventory and storage.
- Coordinate the payment of game/match/competition officials.

AWARDS PROGRAM

- Coordinate, facilitate and promote the school's athletic awards programs.

- Maintain school and league athletic records.
- Participate in the Hall of Fame nomination and selection process if applicable for the site.

PHYSICAL DEMANDS

- Ability to sit for long periods of time.
- Eyesight sufficient to read fine print and computer screens.
- Ability to visually read handwritten or typed documents and the display screen of various office equipment and machines.
- Ability to understand speech at normal levels.
- Ability to conduct verbal conversation in English or other designated language.
- Ability to hear normal range verbal conversation (approximately 60 decibels.)
- Hearing and speaking to conduct group training, exchange information in person electronically and on the telephone.
- Ability to climb slopes, stairs, steps, ramps, and ladders.
- Ability to exhibit full range of motion for shoulder, elbow, back, hip and knee.
- Manual dexterity and coordination sufficient to operate a computer keyboard, calculator, and variety of Print Shop equipment.
- Physical stamina to stand, reach, bend, lift, kneel and squat.
- Carrying, pushing or pulling cases of paper and equipment.
- Ability to push and pull objects weighing up to thirty (30) pounds.
- Ability to lift up to 15 pounds; lifting and/or moving up to 25 pounds occasionally.
- Ability to tolerate a high level of noise in working environment including the running of reproduction and mailing machines.

OTHER REQUIREMENTS

- Valid California driver's license and a safe driving record.
- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of any emergency.

Appendix J – Designated Loading and Unloading Zones at the Campus Sites

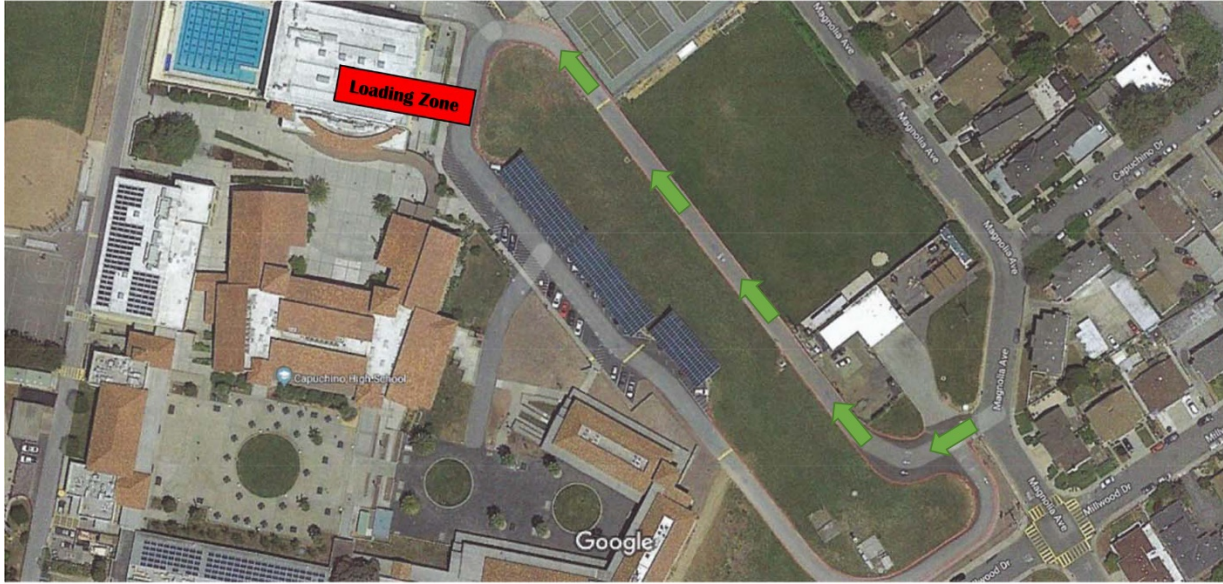
ARAGON HIGH SCHOOL
ATHLETIC LOADING & UNLOADING ZONE
SELL WAY – JUST PAST THE THEATER



BURLINGAME HIGH SCHOOL
ATHLETIC LOADING & UNLOADING ZONE
ON MANGINI WAY – ADJACENT TO THE SOFTBALL FIELD



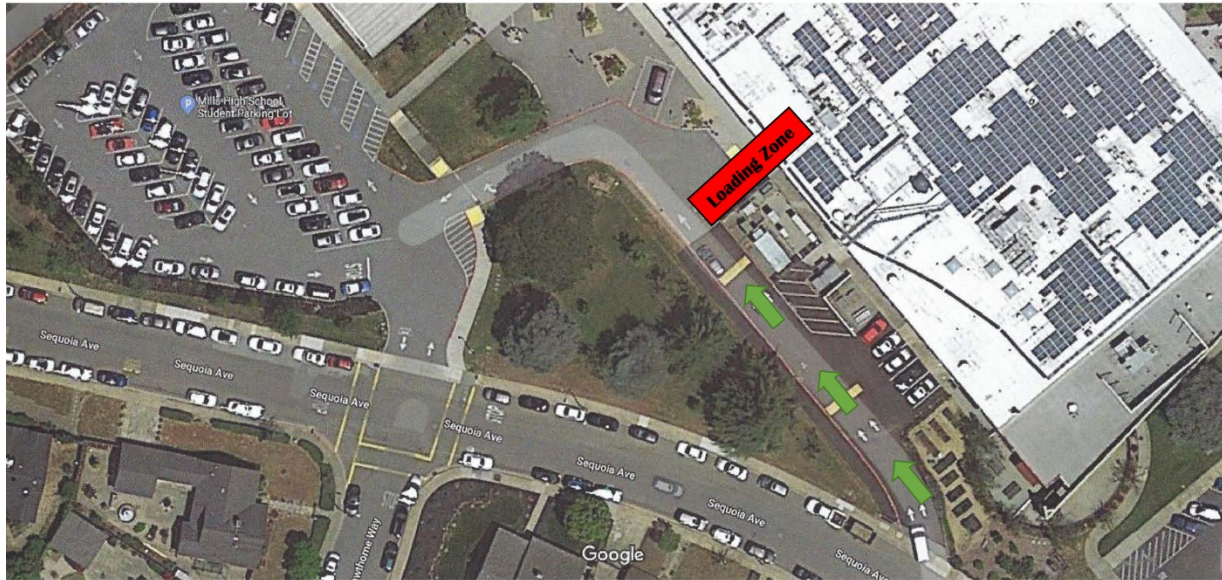
CAPUCHINO HIGH SCHOOL
ATHLETIC LOADING & UNLOADING ZONE
LOWER LOOP - ADJACENT TO THE GYMNASIUM



HILLSDALE HIGH SCHOOL
ATHLETIC LOADING & UNLOADING ZONE
31ST AVENUE PARKING LOT - ADJACENT TO THE CAFETERIA



MILLS HIGH SCHOOL
ATHLETIC LOADING & UNLOADING ZONE
PARKING SEQUOIA AVENUE



SAN MATEO HIGH SCHOOL
ATHLETIC LOADING & UNLOADING ZONE
DRIVEWAY BETWEEN THE NEW DISTRICT OFFICE AND THE PAC

