ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

Student Athletic Handbook

The Roseville Joint Union High School District prohibits discrimination, intimidation, harassment (including sexual harassment) and bullying based on a person's actual or perceived race, color, ancestry, nationality , immigration status, ethnicity, ethnic group identification, age, religion, marital status, parental status, pregnancy, reproductive health decision-making, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, medical information, genetic information, or association with a person or group with one or more of these actual or perceived characteristics. The RJUHSD nondiscrimination policy applies to any violations as they relate to school activities or school attendance within a school under the jurisdiction of the local education agency, and all acts of the governing board or body of the local education agency, the superintendent of the RJUHSD, and the county superintendent of schools in enacting policies and procedures that govern the local education agency. For questions or complaints, contact **Equity Compliance Officer & Title IX Coordinator**: Rob Hasty, Executive Director, Human Resources, 1750 Cirby Way Roseville, CA 95661, 916-782-8663, rhasty@rjuhsd.us. For questions or inquiries related to 504's, please reach out to our **Section 504 Coordinator**: Craig Garabedian, Executive Director of Special Services, 1750 Cirby Way, Roseville, CA. 95661, 916-771-6570 cgarabedian@rjuhsd.us

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Welcome to the Roseville Joint Union High School District's (RJUHSD) athletic community. In order to ensure an enriching and rewarding interscholastic athletic experience, we provide this Student Athletic Handbook to inform our student athletes and their parents/legal guardians of the rules and policies pertaining to participation in our athletics programs. All student athletes and their parents/legal guardians must read and certify through the athletic clearance process ONLY after reading this Handbook in its entirety and agreeing to its rules and policies

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DISTRICT AND SCHOOL CONTACTS			
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PHILOSOPHY OF EDUCATION-BASED ATHLETICS

The RJUHSD recognizes education-based athletics as an integral part of the entire school experience and appreciates that athletics offers a means of achieving a complete educational program. Participation in athletics should encourage scholastic growth and achievement and positive social development. An effective interscholastic athletic program is a product of the respectful and responsible cooperation among its major contributors: the student athlete, coaching and school staff, parents/guardians, referees and fans.

The essential elements of character building and ethics in high school (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 and when students strive to become exemplary representatives for our schools and communities.

THE CALIFORNIA INTERSCHOLASTIC FEDERATION AND CIF SAC-JOAQUIN SECTION

The RJUHSD is a member of the California Interscholastic Federation (CIF) and the CIF-Sac Joaquin Section (CIF-SJS). As such, the RJUHSD is required to conduct our interscholastic athletic programs in accordance with the rules, regulations, and policies of the CIF and CIF-SJS and in accordance with our District policies and state and federal requirements.

The CIF Constitution and Bylaws can be found on its website at: http://www.cifstate.org
The CIF-SJS bylaws can be found on the CIF SJS website: http://www.cifsjs.org

The CIF-SJS expects both respect and sportsmanship from athletes, coaches, parents/guardians and fans. Please remember to:

- Let the coaches coach
- Let the players play
- Let the referees officiate
- Let the fans be supportive

PARTICIPATING IN ATHLETICS

Participation in high school athletics is a privilege, not a right. To earn that privilege, student athletes must abide by RJUHSD rules, and student athletes must conduct themselves as positive role models who exemplify good character. The RJUHSD athletic program is designed to (1) promote sportsmanship, (2) foster the development of good character by enhancing the academic, emotional, social, physical, and ethical development of students, and (3) teach positive life skills that will help students become personally successful and socially responsible. Through their participation as a member of an athletic team or program, student athletes are considered representatives of RJUHSD, and as such, are expected to maintain appropriate behavior and citizenship.

SPORTSMANSHIP

Education-based athletic competition should demonstrate high standards of ethics and sportsmanship while promoting the development of good character, teamwork, and respectful competition. The highest potential of sports is achieved when participants are committed to the CIF's Principles of “Pursuing

Victory with Honor."

Additionally, good sportsmanship includes respect for all people and institutions associated with athletic competition. Student athletes are required to exhibit respect for officials, coaches, staff, fans, and opponents. Student athletes must also demonstrate sportsmanship and ethical behavior whether experiencing success or failure, victory or defeat.

Compliance with the standards of good sportsmanship is required of all RJUHSD student athletes regardless of the particular situation. Student athletes or coaches who are ejected from an athletic competition should be disqualified from participating in the remainder of the game and from participation in and attending the next athletic contest(s).

ATHLETIC CLEARANCE PROCESS

Students choosing to participate in a sport must have completed the athletic clearance process prior to beginning practice. In order to be cleared to participate, the student and the student's parents/legal guardians must complete the forms in the athletic clearance process. These forms are located on the school's athletic website or main office.

In addition, the student athlete must have a yearly physical examination from a qualified physician who completes the medical examination report. In order for the student athlete to be accepted for athletics, **the physical must be completed on or <u>after</u> May 15th,** prior to the school year in which the student athlete plans to compete.

The District currently requires that all student athletes have a tetanus booster within the ten years preceding participation. Student athletes with authorized medical reasons may be exempt from this requirement.

ATHLETIC ELIGIBILITY REQUIREMENTS

A. General Eligibility Requirements

A student whose 19th birthday is attained prior to June 15 shall not participate or practice on any team in the following school year. A student whose 19th birthday is on or before June 14 is ineligible. (CIF Bylaw 203).

Upon entering the 9th grade, a student has a maximum of eight consecutive semesters of athletic eligibility to compete in CIF high school athletics in the state of California. Attendance and continuous enrollment for fifteen (15) days or more shall count as one of the eight (8) semesters or terms. (CIF Bylaws 201 and 204.)

The CIF-SJS also requires that "any athletic contest in which an ineligible student has participated either intentionally or unintentionally, involving both team and individual sports, must be forfeited." The student may also be subject to dismissal from the team by RJUHSD.

B. Residential Eligibility (CIF Bylaws, Article 2)

A student has residential eligibility upon initial enrollment in the ninth grade of any CIF high school. Any ninth through twelfth grade student who transfers without a valid change of residence may be given a

Sit-Out Period (please see CIF Bylaw 207 B.5.b for a complete description of the Sit Out Period) or the student may be given limited eligibility for one year from the date of transfer in the sport(s) they have participated in at their former school (please see CIF Bylaw 206 C for complete description of Valid Change of Residence).

An exception to certain CIF transfer rules may apply if there is a hardship as defined in CIF Bylaw 207 B.5.c. viii.-Unlimited Eligibility Applications and CIF Bylaw 213-Hardship Waivers Other Than Transfer and the hardship is applied for and granted by the CIF-SJS.

Any transfer student, who is new to a school, shall contact the athletic director or administrator in charge of athletics to determine his/her eligibility status and to complete any necessary forms. No athlete shall participate, which includes, but is not limited to conditioning, practice, scrimmage or athletic contest, until all forms have cleared.

If a student and his/her parents move out of the attendance area but the student remains at the school, the student will maintain eligibility but should immediately report his/her change of residence to the Attendance Office.

C. Academic Eligibility Requirements

To encourage and promote academic excellence, all students participating in RJUHSD athletics shall demonstrate satisfactory minimum progress in meeting the requirements of graduation by undertaking the prescribed course of study and meeting the standards of proficiency established by the District.

The requirement has two elements. To be eligible for participation, the student:

1. Must have earned an overall minimum 2.0 grade point average on a 4.0 unweighted grading scale during the preceding grading period (weighted grades are not used to calculate eligibility per the CIF Bylaws); and

2. Must have passed five of six (traditional schedule) or three of four (4x4 schedule) classes during the preceding grading period. Any student taking only three classes must pass all of his/her classes to be eligible on the 4x4 schedule. A “Pass” grade in a Pass/Fail Class is the equivalent of a “C” grade for calculating GPA. A 2.0 scale will be used to determine eligibility based on the total number of classes taken.

CIF Bylaw 205 states that scholastic eligibility requires the student to pass the equivalent of at least 20 semester credits of work at the completion of the most recent grading period.

The 9-week grading period will constitute an eligibility period. The grade issued at the end of each grading period will be used to determine eligibility until the next grading period.

For purposes of determining eligibility, a grade of incomplete is computed as an “F” or failure until a letter grade is assigned. When the letter grade is determined, the student’s grade point average will be recalculated. Students have fifteen school days from the day grades were due to complete the work necessary to change an incomplete to a letter grade.

For eligibility purposes, once a letter grade is assigned, the grade may be changed only if the person assigning the grade determines that an error was made in computing the grade. If a student requests

that a teacher reconsider a grade, the reconsideration must be based on work assigned, due, and completed prior to the end of the grading period. Work submitted or assigned after the end of the grading period may not be used to improve or diminish an assigned grade.

RJUHSD schools declare at the beginning of the school year the grading periods and eligibility declaration days that each school will use. Eligibility will be declared after each school-wide grading period.

For the purposes of this policy, the term "classes" includes all courses in which the student is enrolled. Students may request that afternoon adult school grades, college grades, and/or summer school grades be added to the computation of the eligibility status.

A student becomes eligible for athletic participation only when declared eligible by the site Athletic Administrator or site Athletic Director. Until such declaration of eligibility, a student is ineligible for athletic participation.

The District will follow Board Policy 6145 (25 credits with a 2.0 GPA) and procedures related to the eligibility of alternative school students returning to a comprehensive high school. Any questions regarding these requirements/procedures should be directed to the school's Site Athletic Administrator or Site Athletic Director.

Students declared ineligible may practice with teams only if approved by the coach, but may not dress in uniform or travel with the team to away contests.

D. Probationary Period

A student may be granted a total of two periods of probation during his/her high school enrollment in the District. A student may be granted an athletic probationary period:

- Once during the 9th grade year; and
- Once from the beginning of the 10th grade year to the end of the 12th grade year.

The periods of probation cannot be used consecutively. The probation may be granted only if the student has met one of the two academic eligibility requirements. If the student is below both standards, the student will not be granted probation. A probation period is the same duration as a grading period. A transfer student who is ineligible from the student's previous school will not be eligible for probation upon the initial enrollment.

The probation will be granted and recorded even if the student subsequently fails to perform in any competition. The principal must approve the completed applications and a copy submitted to the coach at the student's school prior to competition.

E. School Attendance

Coaches recognize the importance of school attendance and expect student athletes to establish good attendance patterns.

1. Student athletes must attend at least half the school day in order to participate in either practice or competition on that day.

2. If a contest is held on a non-school day, the student athlete must attend at least half of the school day on the school day prior to the contest.

3. Excused and approved absences may count as periods of attendance for purposes of this requirement. (A doctor's note or principal's approval may be required)

4. Student athletes failing to comply with RJUHSD's attendance policy will be referred to their coach or administration for potential consequences.

F. Practice Attendance

Student athletes who participate in athletics make a commitment to a team and are expected to maintain good practice attendance.

1. Student athletes are expected to attend all practices and contests, unless they are absent from school due to illness or the coach excuses them. Student athletes are expected to communicate directly with the coach when they cannot attend a practice.

2. Unexcused absences from practice, or failure to maintain good attendance, may be cause for removal from a team.

OUTSIDE COMPETITION

A student athlete on a high school team becomes ineligible if the student athlete competes in a contest on an "outside" team, in the same sport, during the student's high school season of sport.

Any student athlete, who competes on a school team after an infraction of the above rule, becomes immediately ineligible for the number of contests equal to twice the number of contests of outside competition in which the student participated. Games, in which the student athlete participated, after the infraction of the rule, shall be forfeited.

Any student athlete qualifying for an Olympic Development Program is required to contact the Athletic Administrator at least 30 days prior to participation**.**

The CIF-SJS section may grant approval, upon individual petition, for a gifted athlete to travel to a foreign country to participate in international competition sanctioned by the governing body for that sport in the United States.

Any student athlete who has any questions about eligibility, or who is considering outside competition, should contact the Athletic Administrator in charge of athletics before entering into any competition.

UNATTACHED COMPETITION IN INDIVIDUAL SPORTS

An unattached student athlete shall not represent any team. Points won by the student athlete shall not be credited to any team. An unattached student athlete shall not use a uniform that identifies a school or "outside" team. Any violation shall be considered an infraction of CIF Bylaw 600.

Unattached competition is permissible for a student athlete in other than school contests during the

season of sport, provided the student athlete enters in the individual sports of badminton (singles and doubles), cross country, golf, gymnastics, skiing, swimming (including unattached entry on relays), tennis (singles and doubles), track and field (including unattached entry on relays) and wrestling.

Certification of Unattached Athletes: No official recognition or certification on the part of the CIF member school or personnel of the CIF member school may be given in order to permit an unattached student athlete to participate in contests.

CIF Competition-Participation: Individuals or teams entered in CIF competition must represent a CIF member school. No other form of representation is permitted in CIF competition. (CIF Bylaw 700)

CODE OF CONDUCT

Student athletes must comply with all rules and regulations as specified by California Education Code, California Penal Code, and Roseville Joint Union High School District Board Policy and Administrative Regulations.

Any behavioral offenses resulting in school suspension will result in at least an equal length suspension from the team (example – 3-day suspension, 3 days suspended from the team after returning from school suspension.) The length of suspension from athletics may be extended, up to removal from the team, depending on the severity of the misbehavior. This determination is within sole discretion of the school administration or Athletic Eligibility Panel.

Profanity, unsportsmanlike conduct, and disrespect to any person, opponent, official, or institution will not be tolerated. Student athletes shall accept responsibility for their actions both on and off the field. Any violation of this responsibility may result in suspension from play or dismissal from the team.

Student athletes charged by law enforcement for violation of the Penal Code may also be subject to sports participation penalties, depending on the nature of the conduct involved.

A. Hazing

A pupil may be suspended from school, removed from a team, and/or recommended for expulsion if that pupil at any time commits an act of hazing or attempts to engage in hazing:

1. While on school grounds,
2. While going to or coming from school,
3. During the lunch period whether on or off the campus, and/or
4. During, or while going to or coming from, a school sponsored activity.

“Hazing includes any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any pupil or other person attending any school.”

B. Locker Room Conduct

1. Treat other people and their property with the utmost respect.
    - No physical contact (wrestling, fighting or horseplay).
    - No harassing or intimidating language.

- If an item does not belong to you, do not touch it
- Secure all personal items inside your locker.
- If a theft occurs, report it immediately to your coach or administration.

2. Respect our school's property.
    - Do not damage lockers.
    - Do not write on walls, benches, lockers, etc.
    - Clean up after yourself. Properly dispose of all garbage in trash cans.

C. Social Media Policy

Social Media refers to internet-based applications designed to create and share user-generated content (Twitter, Instagram, blogs, etc.). As the user of these platforms, student-athletes are expected to conduct themselves responsibly as members of their respective team and the school. Users must understand that any content shared is expected to follow acceptable social behaviors outlined in the Athletic Handbook. Violations of this policy are subject to investigation and sanctions outlined in the Athletic Handbook, and may be subject to review by law enforcement.

Student athletes must accept responsibility for their social media use. Student athletes must project the positive values and responsibilities of the school as a highly visible member of the school and community. Any malicious use of social media platforms will not be tolerated. Malicious use may include but is not limited to:

1. Derogatory language and remarks regarding fellow athletes, students, coaches, administrators, faculty, and staff of any school.
2. Demeaning statements or threats that endanger the safety of another person.
3. Incriminating photos, videos, or statements regarding criminal behavior, drinking, and use of illegal drugs, sexual harassment, or violence.

Any violation of this responsibility may result in an athletic suspension. Based on the severity of any offense, the athlete may be removed from the team on the first offense along with other school-applied consequences.

TRAINING RULES

Students participating in athletics are prohibited from using, possessing, or selling tobacco, androgenic/anabolic steroids, alcohol, vaping, or any other illegal drugs or narcotics during their season of sport. Infractions of these rules could result in the loss of privilege to participate in athletics.

Student-athletes will be held responsible for all training rules while on school grounds, while going to or coming from school, or at a school-sponsored activity. During the officially recognized CIF “season of sport” as defined by CIF Bylaw 504, student-athletes can also be held accountable for any substantiated off campus violations of training rules.

Violations of training rules while on school grounds, while going to or coming from school, or at a school-sponsored activity include the following:

1. Any student-athlete who, on the first offense, possesses, uses, or is under the influence of alcohol, tobacco, nicotine, vaping, controlled substance, inhalant, and/or related paraphernalia

may be ineligible for up to ten (10) school days from the date of the infraction, excluding vacation periods and required participation in a student intervention plan. The plan may include, but is not limited to the following interventions: Ongoing meetings (2 minimum prior to return to play) with site and RJUHSD support services staff to address mental health and other drivers leading to negative choices, submission of physician administered drug test (no cost to the district), community service, a restorative conference with the team, and other components to support a student behavior plan.

2. Any student-athlete who sells or furnishes alcohol or controlled substance shall be referred to an Athletic Eligibility Panel.

3. Any student-athlete who possesses, uses, sells, or otherwise furnishes any androgenic/anabolic steroid, synephrine, or any performance-enhancing dietary supplement, or any performance-enhancing supplement without FDA approval (inclusive of the NCAA list) without a written prescription from a licensed health care practitioner to treat a medical condition shall be ineligible for athletic participation for a minimum eight (8) weeks from the date of the infraction, excluding vacation periods and completion of an intervention plan. The plan may include, but is not limited to the following interventions: A minimum of 5 meetings with site and RJUHSD support services staff to address mental health and other drivers leading to negative choices, submission of physician administered drug test (no cost to the district), community service, a restorative conference with the team, and other components to support a student behavior plan.

Any student-athlete who has an incident involving violence, alcohol, drugs, steroids, tobacco, nicotine, vaping, and/or related paraphernalia off campus during the season of sport may receive the same consequence as stated above if the circumstances include the following:

1. A student athlete is cited for possession or use of alcohol, drugs, steroids, tobacco, nicotine, vaping, and/or related paraphernalia by the police department.

2. Parents or guardians of a student-athlete inform the school that their own student-athlete was using or in possession of alcohol, drugs, steroids, tobacco off campus, nicotine and/or related paraphernalia. This includes student self-admission, which will initiate an intervention plan and may not result in suspension from the team.

Incidents of this nature involving student-athletes that are reported by a third party or reported anonymously that happen off campus may not result in an official school investigation.

With school administration and athletic director permission (which may include the completion of a restorative conference), an ineligible student athlete may continue to practice with a team, but may not wear a team uniform or otherwise represent a team at any interscholastic contest or scrimmage against another school or be released to leave the school early with the team. A second offense involving drugs, alcohol, steroids or performance-enhancing substances (inclusive of the NCAA list), tobacco, vaping, nicotine and/or related paraphernalia may cause the student to be ineligible for up to one calendar year from the date of the infraction. The student may not continue practice or participate with a team during the period of ineligibility.

ATHLETIC ELIGIBILITY PANEL

The following steps are taken by the Athletic Director (AD) and Administration to ensure a fair process for all parties involved, including notification to parents/guardians and opportunities for the student to present their case.

Temporary Exclusion/Notification: Upon a violation of the Code of Conduct or California Education Code, the Athletic Director and/or Administration may temporarily exclude a student from team participation for up to five (5) school days while an investigation is conducted. If necessary, the exclusion may be extended to ensure a thorough investigation of the offense. All parties involved will be notified of any such adjustments. The student-athlete and parents/guardians will be notified within 24 hours of the student's temporary exclusion from participation.

Athletic Eligibility Hearing: Based on the findings of the investigation, within five (5) school days following the notice of temporary exclusion, an Athletic Eligibility Hearing may be scheduled. During this hearing, the student and their parents/guardians will have the opportunity to be present. The hearing will determine:

- The length of the student's exclusion.
- The criteria for reinstatement on the team.
- Whether the student will face permanent removal from the team.

This procedure aims to uphold the integrity of the athletic program while ensuring that students are treated fairly and given the opportunity to address any allegations against them.

The participants of the the Athletic Eligibility Hearing include the following:

- Facilitator
- Student-athlete
- Student-athlete's parents/guardians
- Three voting panel members
    - Athletic Director or Administrator
    - School personnel member #1
    - School personnel member #2
- Investigating party, such as the assistant principal
- Guests invited by the student-athlete or parents/guardians, such as coaches, teachers, and counselors

The Athletic Eligibility Hearing Panel may take into account a student's cooperation, honesty, and attitude when determining consequences.

- The student-athlete may be suspended from 1-60 days from athletic practice and/or competition
- Removal from the team and Athletic Department for one calendar year

Based on the severity of the infraction other consequences may be issued in addition and/or in lieu of suspension or removal from the team, including but not limited to:

- Meetings with impacted parties
- Letters of apology

- Community service
- Mandated counseling and/or drug and alcohol assessment

The consequences that are issued for an infraction can carry over from one season of sport to another based on the recommendation from the Athletic Eligibility Hearing Panel. Furthermore, suspensions and/or consequences can carry over from one school year to the next.

EQUIPMENT/CARE OF FACILITIES

Student athletes are expected to turn in the same piece(s) of equipment and uniforms checked out to them. Equipment and uniforms should be returned in the same condition that it was received and should be cleaned and washed before being returned.

Student athletes are responsible for the security of their equipment and uniforms. Student athletes will be financially responsible for replacing any lost, stolen, or damaged equipment or uniforms. In some cases, the replacement fee may be higher than the original purchase price because special processing and printing may be required to duplicate the uniform or equipment.

No awards (varsity letters, etc.) will be issued until all equipment and uniforms are returned and/or paid for unless otherwise determined by the involved coaches.

Student athletes must return or pay for all equipment and uniforms before they can compete or participate in another sport. In unusual circumstances when a significant amount of money is owed, arrangements for repayment may be made with the coach and the administrator in charge of athletics.

A student athlete will not steal, damage, deface, or possess without permission a teammate's property, school property, or another school's property. Teams and/or athletes may be held financially responsible for any/all misuse of athletic facilities.

INSURANCE

Each student participating on a school athletic team shall have insurance protection in the amounts specified in law and administrative regulation for medical and hospital expenses resulting from accidental bodily injury. (Education Code 32221)

If a student does not have insurance protection or a reasonable equivalent of health benefits through other means, including, but not limited to, purchase by the student or his/her parent/guardian, the district shall offer a medical or hospital service or insurance program.

The cost of the insurance protection shall be paid by the parent/guardian of an athletic team member or other persons on the student's behalf.

However, if the parent/guardian is financially unable to pay the costs, the costs shall be paid by the district and/or student body organization.

TRANSPORTATION

Student athletes are expected to travel with the team when district arranged transportation is provided.

Exceptions may be made for unique and compelling circumstances with pre-approval from site or district administration.

Coaches will notify parents in advance of those athletic events when players may meet at the destination (“meet me at the game” concept). “Meet Me at the Game” defines transportation of students where transportation is not organized or provided by the district. The “Meet Me at the Game” transportation alternative is available when game destinations are within the CIF Sac Joaquin Section.

Students are NOT authorized to transport other students to or from school activities. Students are only permitted to be transported by driving themselves alone, driven by their own parent, or being driven by a parent on the District’s approved drivers list.

LEAVING A TEAM

Student athletes may leave a team without penalty until the submission of the final roster by personally notifying the coach that they no longer wish to participate. After a "try-out" period, student athletes may leave a team only under the following conditions:

- It is the student athlete's responsibility to notify the coach that he/she no longer wishes to participate. The coach may request that the student athlete meet with the coach to discuss the reason(s) for leaving the team. If the coach and student athlete mutually agree that the student can leave the team, the student athlete may leave the team without penalty. All equipment must be turned in at the time a student athlete leaves a team.

- If a student athlete leaves a team and plans to participate in a sport that begins practice prior to the completion of the current sport, the student athlete may do so only if the coach of the current sport agrees. If the previous coach does not agree, the student athlete may not begin practice until the season has ended (including play-offs, if applicable).

The intent of these rules is to encourage student athletes to be responsible in their actions and to communicate with their coach that they plan to end their commitment to their sport and team.

SPORT SAFETY & ATHLETIC TRAINING PROGRAMS

The RJUHSD athletic program contracts Athletic Training services at each high school to provide an Athletic Trainer responsible for care of athletic injuries, injury prevention, rehabilitation of athletic injuries, and administration related to the Athletic Training program.

Athletic Trainers must be certified by the Board of Certification (BOC). (www.bocatc.org)

BOC Certification Regulations

- Individuals who have graduated from a CAATE approved Athletic Training Education Program in 2022 and beyond will possess a Master’s degree.
- Must successfully complete the BOC National Certification Examination.
- Once certified, Athletic Trainers must maintain their certification through continuing education. Each Certified Athletic Trainer shall complete a predetermined number of CEU’s (as prescribed by the BOC) during each 2-year reporting period.
- Certified Athletic Trainers shall maintain CPR training and certification during each

two-year BOC CEU reporting period. Documentation of this training shall be kept on file by the individual Athletic Trainer in their continuing education file.
- Certified Athletic Trainers shall be familiar with all BOC guidelines concerning certification and continuing education requirements.

Essential Duties of an Athletic Trainer

- Establish standard procedures for first aid and emergency care of athletes during practice and games.
- Provide medical assistance to injured athletes as prescribed by a licensed physician with respect to: evaluating injuries and referring appropriate cases to medical facilities; operating therapeutic devices and equipment; fitting of protective equipment, bracing, special taping, and other protective devices.
- Coordinate the supervision and rehabilitation of injured athletes.
- Establish recommendations and provisions of appropriate training and conditioning procedures based on environmental risk. (i.e. Heat Illness & Air Quality Guidelines)
- Administer and supervise the operation of a well-equipped athletic training room by maintaining supply inventory, injury documentation and treatment/rehabilitation records.
- Develop emergency procedures for injured athletes and other students injured during interscholastic athletic activities.
- Monitor the progress of injured athletes and advise coaches as to when athletes are safely able to return to play.
- Provide medical assistance to visiting teams as needed and requested.

CONCUSSION PROTOCOL

In accordance with CIF Bylaw 503 H. Concussion Protocol, a student athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student athlete who has been removed from play may not return to play until the student athlete is evaluated by a licensed health care provider trained in education and management of concussion and **receives written clearance** to return to play from that health care provider.

If a licensed health care provider, trained in education and management of concussion, determines that the student athlete sustained a concussion or head injury, the student athlete is required to complete a graduated return-to-play protocol of no less than seven full days **from the time of diagnosis** under the supervision of a licensed health care provider.

On a yearly basis, a concussion and head injury information sheet shall be signed and returned by all student athletes and the student athlete's parents/legal guardians before the student athlete is able to initiate practice or competition.

GENDER IDENTITY PARTICIPATION

All students should have the opportunity to participate in CIF activities in a manner that is consistent with their gender identity, irrespective of the gender listed on a student's records. (CIF Bylaw 300.D)

Once the student has been granted eligibility to participate in interscholastic athletics consistent with

his/her gender identity, the eligibility is granted for the duration of the student's participation and does not need to be renewed every sports season or school year.

All discussion and documentation will be kept confidential, and any review/guidance sessions will be sealed unless the student and family make a specific request to the contrary. For further questions, the student should seek guidance from the school's athletic director or administration.

ATHLETIC COMPLAINT PROCEDURES

When a situation occurs, that is of concern to a student athlete and/or parents/legal guardians with regard to a matter related to an athletic team, the following process should be adhered:

- First Level: Address the head coach directly about the concern.
- Second Level: Meet with the athletic director.
- Third Level: Meet with the principal or assistant principal in charge of athletics.

If these meetings fail to result in resolution of the concern, the complainants may appeal in writing to the Assistant Superintendent of Student Services, Melanie Dopson, Ed.D. The decision of the Assistant Superintendent of Student Services shall be final.

RJUHSD NON-DISCRIMINATION STATEMENT

The Roseville Joint Union High School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For questions or complaints, contact **Equity Compliance Officer**: Rob Hasty, Executive Director, Human Resources, 1750 Cirby Way Roseville, CA 95661, 916-782-8663, rhasty@rjuhsd.us and **Title IX Coordinator**: Rob Hasty, Executive Director, Human Resources, 1750 Cirby Way Roseville, CA 95661, 916-782-8663, rhasty@rjuhsd.us. For questions or inquiries related to 504s, please reach out to our **Section 504 Coordinator**: Craig Garabedian, Executive Director of Special Education, 1750 Cirby Way, Roseville, CA. 95661, 916-771-6570 ex. 4901, cgarabedian@rjuhsd.us.

District Nondiscrimination/Harassment Board Policies and Administrative Regulations:

- Board Policy and Administrative Regulation 4030 – Nondiscrimination in Employment
- Board Policy and Administrative Regulation 4119.11 – Sexual Harassment Prevention
- Board Policy and Administrative Regulation 5145.3 – Nondiscrimination/Harassment
- Board Policy and Administrative Regulation 5145.7 – Sexual Harassment

TITLE IX: SEX-BASED DISCRIMINATION

Title IX of the Education Amendments of 1972 ("Title IX") prohibits sex-based discrimination in all educational programs and activities, including athletic programs, within educational institutions receiving federal financial assistance. Sex-based discrimination includes sexual harassment and sexual violence. No person shall, on the basis of gender, gender identity, gender expression, or sexual orientation, be excluded from participation in, be denied the benefits of, or be subjected to,

discrimination under any educational program or activity operated by the Roseville Joint Union High School District ("District"). Title IX protects all participants in the District's educational programs and activities, including students, parents/guardians, employees, and job applicants.

In addition to Title IX, the California Education Code prohibits discrimination based on sex in education programs and activities in schools. (Education Code sections 220-221.1)

- Other state and federal laws also prohibit discrimination and ensure equality in education.
- Title IX information provided here applies to every school site and to all District programs and activities.

WHAT ARE MY RIGHTS UNDER TITLE IX?

You have the following rights under Title IX, to the extent applicable at the District:

- The right to fair and equitable treatment and shall not be discriminated against based on your sex;
- The right to be provided with an equitable opportunity to participate in all extracurricular activities, including both academics and athletics;
- The right to inquire of the athletic director at your school or appropriate district personnel as to the athletic opportunities offered by the school;
- The right to apply for athletic scholarships if the District offers any
- The right to receive equitable treatment and benefits in the provision of all the following related to athletics, if any are provided by the District:
    - Equipment and supplies;
    - Scheduling of games and practices;
    - Transportation and daily allowances;
    - Access to tutoring;
    - Coaching;
    - Locker rooms;
    - Practice and competitive facilities;
    - Medical and training facilities and services; and
    - Publicity.
- The right to have access to a sex/gender equity coordinator, referred to as the Title IX coordinator, to answer questions regarding sex/gender equity laws;
- The right to contact the State Department of Education and the California Interscholastic Federation to access information on sex/gender equity laws;
- The right to file a confidential discrimination complaint with the United States Department of Education Office for Civil Rights or the California Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex;
- The right to pursue civil remedies if you have been discriminated against;
- The right to be protected against retaliation if you file a discrimination complaint. (California Education Code section 221.8)

The District has the responsibility to respond promptly and effectively to sex-based discrimination complaints, including sexual harassment and sexual violence. If the District knows or reasonably

should know about sex discrimination, it must take action to eliminate the sex discrimination, prevent its recurrence, and address its effects. The District must resolve complaints of sex discrimination promptly and equitably. Information on filing a complaint alleging sex-based discrimination is provided below.

THE DISTRICT TITLE IX COORDINATOR:

Rob Hasty, Executive Director of Human Resources
Roseville Joint Union High School District
1750 Cirby Way - Roseville, CA 95661
(916) 782-8663 - rhasty@rjuhsd.us

FILING A DISTRICT COMPLAINT

A student, parent, guardian, employee, individual, or organization may file a written complaint alleging discrimination, harassment, intimidation, and/or bullying on the basis of a protected characteristic with the District and/or the Office of Civil Rights ("OCR"). If a crime is involved, such as sexual assault or rape, individuals may also file a report with the local law enforcement. A person may pursue one or all of these avenues at the same time. Below is a summary of each process:

Individuals may file a written complaint alleging discrimination, harassment, intimidation, and/or bullying on the basis of a protected characteristic under the District's Uniform Complaint Procedure ("UCP") process by sending a complaint to:

Rob Hasty, Executive Director, Human Resources, Roseville Joint Union High School District 1750 Cirby Way, Roseville, CA 95661 (916) 782-8663 rhasty@rjuhsd.us

To access the UCP information, click on one of the following links:

Board Policy 1312.3 – Uniform Complaint Procedures

Administrative Regulation 1312.3 – Uniform Complaint Procedures

Uniform Complaint Form

You may file a complaint anonymously, but the District's ability to investigate and respond may be limited by a lack of information.

Time Requirement - A complaint alleging unlawful discrimination or retaliation must be filed no later than six (6) months from the date the discrimination or retaliation occurred, or six (6) months from when the complainant first learned of the unlawful discrimination. The Superintendent or designee may extend this timeline by up to ninety (90) days for good cause, upon written request by the complainant setting forth the reasons for the extension.

A. Investigation Procedure

Complaints related to a potential Title IX violation, filed under the District's UCP process, will be investigated and a written decision will be made within sixty (60) calendar days of the District's receipt of the complaint, unless the complainant agrees in writing to an extension. The District's compliance officer or designee may interview alleged victims, alleged offenders and relevant witnesses, as well as

review available records, statements or notes related to the complaint, including evidence or information received from the parties during the investigation. The compliance officer may visit reasonably accessible locations where discrimination is alleged to have occurred. The complainant will be notified in writing when the decision is made.

The District will also take steps to protect all complainants from retaliation and ensure all parties are treated fairly throughout the District's investigation process. As part of its Title IX obligations, the District also takes steps to prevent recurrence of any sexual violence and remedy discriminatory effects on the complainant and others, as appropriate.

B. Appeal Rights

If the complainant or respondent is not satisfied with the decision, the complainant or respondent may, within five (5) business days, file an appeal in writing to the District's Board of Trustees. The Board of Trustees may consider the matter in closed session at a regularly scheduled board meeting.

The complainant or respondent also has the right to appeal the Board's decision to the State Superintendent of Public Instruction, California Department of Education ("CDE"), within fifteen (15) calendar days of receipt of the decision. When appealing to CDE, the complainant or respondent must specify the reason(s) for the appeal and whether the District's facts are incorrect and/or the law is misapplied. The appeal must include a copy of the original complaint to the District and the District's decision. For more information, visit the CDE's webpage on Uniform Complaint Procedures at http://www.cde.ca.gov/re/cp/uc/.

For complaints alleging unlawful discrimination based on state law, the complainant may pursue available civil law remedies, including seeking assistance from mediation centers or public/private interest attorneys, sixty (60) days after filing an appeal with CDE (California Education Code section 262.3). The sixty (60) day moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (California Education Code section 262.3)

C. OCR Complaint

You may also file a discrimination complaint with the United States Department of Education Office for Civil Rights ("OCR"). For more information, visit
http://www2.ed.gov/about/offices/list/ocr/complaintintro.html.

You may contact the OCR for California is located at:

San Francisco Office, Office of Civil Rights
U.S. Department of Education
50 United Nations Plaza
Mail Box 1200, Room 1545
San Francisco, CA 94102
Telephone: (415) 486-5555
Fax: (415) 486-5770; TDD: (800) 877-8339
Email: ocr.sanfrancisco@ed.gov

SUMMARY

In summary, the OCR complaint form requires the name of the person subjected to the alleged Title IX violation, the name of the person filing the complaint, the name of the education institution, a description of the alleged Title IX violation, a report of any retaliation suffered by the person filing the complaint, the date of the last act that violated Title IX, and any attempt to address the alleged violation through another avenue, including the education institution's internal grievance procedure or a court filing. Note that anyone may file a complaint with OCR. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group.

TIME REQUIREMENT

OCR requires that the complaint be filed within 180 calendar days after the alleged violation. As set forth in OCR's complaint form, the reporter can request a waiver of this requirement by explaining why the complaint was delayed. Please contact OCR, or visit the websites above, if you have any questions or concerns about this time requirement.

INVESTIGATION PROCEDURE

Upon receipt of any complaint related to a potential Title IX violation, OCR first determines if it can investigate the incident by determining if the alleged action constitutes a violation of Title IX. OCR also assesses whether the complaint was filed within the 180 day requirement or provides a legitimate reason to waive this requirement. OCR may also seek more information from the person filing the complaint if needed to further assess the complaint.

If OCR determines that it will investigate the complaint, it will issue letters of notification to the complainant and the education institution. OCR may use a variety of fact-finding techniques in its investigation of a complaint. These techniques may include reviewing documentary evidence submitted by both parties, conducting interviews, and/or making site visits. At the conclusion of its investigation, OCR will determine with regard to each allegation whether the education institution failed to comply with Title IX. If the complainant disagrees with OCR's determination, he/she may submit a written appeal to OCR.

POLICE REPORT

As discussed above, if a crime is involved, such as sexual assault or rape, individuals may also file a report with the local law enforcement at:

Roseville City Police Department
1051 Junction Blvd., Roseville CA 95678
Non-Emergency Phone: 916-774-5000

Placer County Sheriff's Office
2929 Richardson Dr., Auburn, CA 95603
Non-Emergency Phone: 530-889-7800

Sacramento County Sheriff's Department
711 G Street, Sacramento, CA 95814
Non-Emergency Phone: 916-874-5115