

Corcoran High School Athletics Activities Handbooks



Corcoran High School
1100 Letts Ave
Corcoran, CA 93212
(559) 992-8884

Principal: Mr. Ed Larkin
Athletic Activities Director: Mr. Jerod Uldall
Associated Student Body (ASB) Advisor: Mrs. Kellen Ornellas

The Corcoran Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Dear Parents, Students, and Coaches,

At Corcoran High School (CHS) we recognize the value of our Athletics Activities programs and their impact on the positive development of our student body. This guide is designed to provide you with all the information you need to navigate our extra-curricular programs. Whether you're a student, a parent, or a coach, you'll find valuable resources and guidelines to help you make the most of your experience at CHS.

At CHS, we believe that participation in Athletics and Activities is a vital part of a well-rounded education. These programs foster physical, social, and emotional growth while helping students build essential life skills such as teamwork, discipline, leadership, responsibility, and perseverance. Whether students are engaged in sports or involved in clubs, student government, or campus events, these opportunities promote connection, school pride, and personal development. Our Athletics programs emphasize physical fitness, competitive spirit, and sportsmanship, while our Activities programs offer diverse avenues for students to explore interests, express creativity, and take on leadership roles. Together, they enrich the high school experience and support students in reaching their fullest potential.

This handbook outlines our school's athletics activities policies. While we remain steadfastly competitive in all pursuits at CHS, we cannot condone a "Win at all costs" mindset. We are committed to providing a safe, improvement-driven, and supportive environment where every student is able to thrive.

We encourage you to read through this handbook carefully and keep it as a reference throughout the year. Should you have any questions or need further assistance, please contact the Athletics Activities Director.

Thank you for being a part of our extra-curricular community. Let's make this a year of sportsmanship, growth, and unforgettable achievements. Go Panthers!

Mr. Ed Larkin, Principal

Mr. Jerod Uldall, Athletics Activities Director

Mrs. Kellen Ornellas, ASB Advisor

Si desea que este manual sea traducido a otro idioma, por favor comuníquese con Corcoran High School (CHS) al (559) 992-8884 o visítenos en persona en 1100 Letts Avenue, Corcoran, CA 93212.

If you would like this handbook translated into another language, please contact Corcoran High School (CHS) at (559) 992-8884 or visit us in person at 1100 Letts Avenue, Corcoran, CA 93212

Parent Information

Feedback on Programs - CHS values and welcomes community input. However, all Public Events are coordinated and overseen by the CHS Administration, often with California Interscholastic Federation (CIF) oversight. While thoughtful suggestions are appreciated, spontaneous or ad hoc recommendations that may compromise the integrity or safety of Public Events will not be accommodated. Please immediately report the following directly to the Athletics Activities Director:

- I. Issues relating to the physical safety of our students or other participants. This includes operations, facilities, and equipment concerns. All major emergencies please dial 911.
- II. Inappropriate behavior on the part of any/all spectators and/or participants.
- III. Lack of support or consistency with practices and overall program activities.

While CHS welcomes parent feedback, the Athletics Office does not dictate playing time to its coaches. For concerns relating to playing time, the student athlete shall work with the coach to earn playing time.

Insurance - Please note that the insurance of the student's parent/guardian is the primary insurance when filing an accident report. Corcoran High School insurance is secondary.

Transportation to and From Events - CHS recommends that all students depart, arrive, and return with their participating peers at school-sponsored events. For students that intend to transport with the parent/guardian documented in the school information system, the parent/guardian must provide written documentation to the assigned supervisory coach or advisor for each instance. For students that intend to transport with a person listed through the *Intent to Transfer Student Transportation Liability Affidavit* process, the same written documentation is required for each instance. Written documentation when transferring student transportation liability shall have the date, student name, the adult name transporting the student, and a notice indicating that the transporter accepts all responsibility for the student. Please contact the Athletics Activities Secretary to assist with transportation by non-custodial adults: *Intent to Transfer Student Transportation Liability Affidavit*. Students may only be transported by their parent or guardian, or by an adult who has a completed and approved transportation affidavit on file with the Athletics Activities Department. While CHS intends to partner with all families in safely transporting students to and from school related functions, CHS is not responsible for enforcing custody orders involving co-educational rights holders. Please contact Law Enforcement for issues relating to custodial disputes.

Civility and Disruptive Behavior Policies

All participants and spectators are required to adhere to behavioral norms outlined in the following policies. Failure to comport oneself with the following standards of conduct may result in a denial of entry to future events. Each policy in full detail is available on the Corcoran Joint Unified School District (CJUSD) website.

*Civility Board Policy 1313 - Maintain Polite Courteous and Reasonable Behavior

*Disruptions Board Policy 3515.2 - Authority to Remove Individuals that Disrupt School Operations

*Athletic Competition Board Policy 6145.2 - Sportsmanship

*California Education Code 44811(a) - Disruption as Misdemeanor Violation

Student Information

Expectations for Participation

- I. **Participation** - Athletics and Activities programs are voluntary, which as a result, requires that participants understand that involvement is a privilege, not a right. All participants are expected to uphold expectations of conduct.
- II. **As a Part of the Educational Program** - Athletics Activities programs are a component of the overall educational program at CHS. The primary operational focus at CHS is to promote the physical safety of all students and participants, provide the highest quality instructional product, and to maintain an open-door communicative environment with our stakeholders. CHS does not condone a “win-at-all-costs” mindset with any Athletics Activities programs.
- III. **As a Part of a Team** - Participants in our Athletics Activities programs are expected to develop their skills together. An essential aspect of this endeavor is to strengthen the team. Teamwork is a fundamental trait of success. Teamwork includes, but is not limited to, sacrifice, loyalty, commonality, sharing responsibility, and accountability. Your team relies upon you to be at all events on time and prepared. At CHS we expect all participants to be great teammates. Note: For dual-sport athletes participating in single-season programs, participation is at the discretion of the coach.
- IV. **Prepared to Perform** - Student participants in Athletics Activities shall arrive ready to perform. Please be physically and mentally prepared to engage. Taking care of your mind and body are essential to maintaining responsibility to the members of your team. Organize your time efficiently and schedule your other responsibilities so as not to interfere with the commitment to the team.
- V. **Dedication** - As a participant of an Athletics Activities program you are a member of a team. A team relies on its members. Please ensure that you are dedicated to your team so that all its members may maintain and enjoy the highest likelihood of success together.
- VI. **Respect and Leadership** - As an integral part of the CHS Positive Behavior Intervention and Support (PBIS) *5 to Thrive* system, Respect and Leadership are paramount to the successful functioning of our Athletics Activities programs. Please be certain that you demonstrate sportsmanship at all times. At CHS we accept all officials’ decisions. Students shall be aware that the behavior of spectators does not indicate an endorsement of an allowable violation of our expectations for behavior. We encourage the positive cheering of our teammates and we always pursue victory with honor. At CHS we take pride in never allowing our emotional composition to interfere with the better rational judgment of our minds.
- VII. **Improvement** - Participants in Athletics Activities programs understand that the goal is our improvement together. While scores, judgements, wins,

and losses may be tallied, positive improvement together is the determining factor in our success.

- VIII. Dismissal or Quit** - Participants in Athletics Activities programs that fail to fulfill their commitment to the team/program 30 days after the first scheduled contest forfeit their rights to awards, recognitions, lettering, or end of year banquet considerations. Additionally, student athletes that have quit or have been dismissed early from an athletic program may not participate in the next athletic program until after 30 days from the official start of the following season of sport.

Eligibility Requirements

- I. Academic Standing** - All participants in Athletics programs, governed by the California Interscholastic Federation (CIF), must maintain acceptable academic standing to participate. Student Athletes must maintain a 2.0 Grade Point Average (GPA) on all semester and quarter reports cards. An Ineligibility List is produced by the CHS Registrar for all semester and quarter report cards. All entering Freshmen are automatically eligible for the first quarter. All first time ineligible students are placed on a Probation List. Student Athletes that fail to remove themselves after one quarter grading period from the Probation List are ineligible. Students are required to make minimal progress towards earning a CHS diploma. As a result, students may also find themselves ineligible for a failure to accrue a sufficient number of credits. Students in this category are placed on a Below Credits List. Students that are less than 20 credits behind adequate progress towards a CHS diploma may meet with their Learning Director, develop a plan for recouping the missing credits, and petition the Assistant Principal for a temporary waiver from the Below Credits List. Board Policy 6145.
- II. Physician's Statement and Parent's Consent Card** - All participants in Athletics programs must have a current year CHS Athletic Participation Card Physician's Statement and Parent's Consent on file in the Athletics Activities office. This form is commonly referred to as a "Physical," and may be obtained from either the Main Office or the Athletics Activities Office. This form is required and may not be substituted for other documentation.
- III. Administrative Behavioral Considerations** - At CHS all students are required to adhere to basic principles of behavior. While many minor infractions can and should be handled at the teacher/coach level, the Administration is required to address violations of California Education Code series 48900. Violations of the 48900 series follow the table for disciplinary consequences outlined in the student handbook. Students that are currently suspended or expelled are not permitted to be on CJUSD property for the duration of the leave and are not permitted to participate in any school sponsored Athletics Activities programs. Ejections from participation will follow CIF regulations and be managed at CHS on a case by case basis. Students are always afforded the opportunity for due process.
- IV. Behavioral Considerations** - Each Athletic Activity program will have its own set of specific rules. Rules may not supersede policy laid out in the Athletic Activity handbook and must similarly adhere to overall Board

Policy, CIF Regulation, or State Law. Coaches and advisors are allowed to reduce participation as a result of behavioral violations and/or lack of commitment to events such as practice. Students are expected to conform with normally acceptable behavior while participating in extracurricular athletics activities. Each coach or advisor shall have a copy of a signed document from the student and parent acknowledging receipt of team/program rules.

- V. **Supervision and Early Dismissal** - All student participants are expected to be within supervisory positions at all times. CHS does not permit participation in school related Athletics Activities without the assigned adult personnel for supervision. Students must never enter locker rooms, gymnasiums, stadiums, or other facilities without the supervision of their assigned coach or advisor. Follow all bus, van, or other transportation procedures. When dismissed early from the instructional day for participation in athletics activities, students are required to follow the specific release time, report directly to the muster point, and ensure that their attendance is accounted for.
- VI. **Student Athlete Attendance Expectations** - All student athletes are expected to exemplify the highest standards with respect to attendance. Students that are habitually late or unexcused from school will be prohibited from participation. Parents will be notified of students at risk of being denied participation privileges due to attendance shortcomings. CHS reserves the right to prohibit student participation in extracurricular activities and/or athletics games when student attendance is questionable.
- VII. **Required Documentation: Potential Dangerous Sports Activity Certificate Agreement, Steroids Policy, Receipt of Athletics Activities Handbook, and Physician's Statements and Parent Consent Card** - All student-athletes and parent/guardians are required to review and produce signed copies of these documents for participation in Athletics programs. Attached Below.

Miscellaneous Considerations

- I. **Uniform and Equipment Maintenance** - CHS will provide all student-athletes with the required equipment and uniform to participate in athletics programs. Students must return all CHS property and equipment.
- II. **Lettering and Awards** - Minimal requirements for lettering in a sport vary e.g., attendance, participation. Academic eligibility must be maintained to be lettered. The final determination in awards is made by the coach or advisor. Students with a verifiable medical condition documented by a physician are excused from activity and may still be awarded a letter for participation.
- III. **Club Sport, AAU, Traveling Team, Adult Tournaments, Etc.** - CHS student athletes are not permitted to be active in outside sporting events while in a season of sport. Participation in outside athletics during an active season could result in forfeiture of wins. This is a CIF rule.
- IV. **Appeal Procedures** - Students and/or parents that have concerns with a decision regarding the functioning of an Athletic Activity program may appeal to the Athletic Activity Director. Under the purview of the Assistant Principal, the Athletic Activity Director will hear all parties, conduct a thorough investigation, adhere to current policy, and render a decision

regarding the issue. Situations remaining unresolved may be appealed to the Assistant Principal.

Coaching Information

Coaching / Advisor Philosophy - CHS Administration expects that all coaches or advisors adhere to the belief that athletics activities play an important role in the life of each student participant. It is necessary that good sportsmanship be a central tenet of any team or program. We commit to teamwork, competitive spirit, physical fitness, academic performance, positive behavior, and most importantly the management of our emotional control in the face of challenging circumstances. Collectively, it is our mission to ensure success on behalf of the children we are entrusted to serve.

Coaching Requirements

- I. Valid California Teaching Credential (Recommended; Not Required)
- II. Letter of Interest and Resume on File with Athletic Activities Office
- III. Complete, Print, and File with the Athletic Activities Office
 - A. Concussion Certificate <<https://nfhslearn.com/courses/38000>>
 - B. Signs & Symptoms of Cardiac Arrest Certificate
<<https://nfhslearn.com/courses/61032/sudden-cardiac-arrest>>
 - C. Heat Acclimatization Certificate
<<https://nfhslearn.com/courses/61140/heat-illness-prevention>>
 - D. Mandated Reporter Certificate <<https://mandatedreporter.ca.com>>
 - E. California (CA) Department of Motor Vehicles (DMV) Form K4
<Available in the Athletics Activities Office>
 - F. Provide, When Necessary, Updated Tuberculosis (TB) Verification
 - G. Complete <Employment Status Form> with Athletic Activities Director
 - H. Deliver Copies of All Preceding Documentation to CJUSD Human Resources Department 1520 Patterson Avenue Corcoran, CA
 - I. Receive Guidance on Live Scan (Fingerprinting) Process
 - J. Home Campus Account: Portal Provides Access to Above

Chain of Command Responsibilities

- I. The Head Varsity Coach is responsible for the overall functioning of the entire program with an emphasis on safety concerns. Additionally, the Head Varsity Coach handles the management of needs such as equipment, uniforms, practice spaces, fundraising and et cetera. Head Varsity Coach ensures that all programs are responsible for supervision, are improvement-driven consistent with normal and reasonable standards of practice, remain competitive, and that all award ceremonies are fairly conducted within one month of the completion of each season of sport. Head Varsity Coach has the final say on player rostering. Lower-level coaches report to the Head Varsity Coach.
- II. Needs or concerns that are unable to be resolved by the Varsity Head Coach shall be communicated to the CHS Athletics Activities Director.
- III. Lower-level coaches operate with the understanding that all lower programs are designed to support growth in congruence with the operations at the Varsity level.
- IV. As necessary, a lower-level coach may substitute for a Head Varsity Coach

- who is on a leave of absence.
- V. Head Varsity Coach will collaborate with the Athletic Activities Director on scheduling of tournaments, pre-season practice games or scrimmages, fundraising activities, community and business outreach, and other promotional activities relating to both internal and external bodies.
 - VI. Athletic Activities Director is responsible for the functioning of all Athletics Activities programs under the purview of the site principal. When in doubt consult with your Athletics Activities Director. All issues unresolved may be appealed to the Assistant Principal or Designee.
 - VII. Head Varsity Coach evaluates lower-level coaches; the Athletic Activities Director evaluates head of program.

Season of Sport

- I. Safety is the utmost priority for all school operations. Please report all injuries to parent/guardian and to the Athletic Activities Director regardless of severity. Additionally you are required to submit a report using the *Accident Report Form* available in either the Main Office or Athletics Activities Office. Take basic medical equipment to all events.
- II. All coaches are expected to employ sound and acceptable practices, with an emphasis on safety first, for their sport.
- III. Pick up beginning of season packets and end of season packets from the Athletics Activities Director. It is required to review and sign off on the information contained within this packet each year.
- IV. Have a team syllabus or team rules document for all participants to follow. Include important team policies that relate to missing practice, playing time, and schedule of contests. It is required to have this document on file. Have all parents/guardians and students sign your team rules. Remember, the Administration is unable to enforce a team rule unless it is documented, on file, and parallel to existing policy.
- V. Vertically articulate concepts, skills, practices, drills, and team routines to build familiarity and to minimize transitional issues between program levels.
- VI. Organize practices with an emphasis on efficiency. More hours often translates into less efficient practice experience. For example, 90 minutes of highly detailed instruction is effective whereas 180 minutes of inattentive action will result in behavioral mismanagement and low-performance. Prepare your practices for maximum efficiency.
- VII. Remind players to manage their time appropriately. All student participants have a responsibility to be academically eligible first. Please support our students by being aware of their individual needs as it relates to academics. Always cross verify your student rosters with all ineligibility lists. Students that participate in an athletic contest while ineligible will risk team forfeiture by CIF.
- VIII. CHS typically enrolls between 850-950 students each school year. As a result, our programs are rarely, if ever, impacted by an overpopulation of students. Please avoid “cutting” players as much as possible. Our student population and alignment of programs most often should eliminate the need to “cut” players. However, safety and other limiting factors may, in some cases, warrant removal from the program.

- IX. Provide the Athletics Activities Office a schedule for all practices. Do not infringe on other programs with respect to their scheduled use of facilities for practice. Any and all activities outside the normal school hours of operations must be communicated in advance. The general rule is that for use of a facility the Athletic Activities Director must be notified before 11:00 AM the day prior, never on weekends. The Athletics Activities Director will notify the Security and Maintenance Departments of use. All on or off season travel activities require Principal approval.
- X. In the event that a practice must be canceled or that a game is postponed, please inform the Athletic Activities Director immediately. It is important that we communicate the whereabouts of children when scheduled events have had changes. You are responsible for students during scheduled activities.
- XI. Only CJUSD approved coaches are allowed to conduct practices or manage contests. No other personnel shall be on a sideline, dugout, bench or et cetera during practice or a competition.
- XII. Prepare and collect statistics for your program. Please maintain complete and accurate records. Professionally manage online reporting systems such as MaxPreps. Receive approval for all media reporting from the Athletic Activities Director.
- XIII. Supervision of students is a priority at all times. Locker rooms, stadiums, gymnasiums and all other facilities require a certified adult to supervise when students have access. Supervision is particularly important during transportation. When more than a single program is on a bus, please physically arrange the supervision so as to separate groups. Isolate student groups such as Football from Cheer. Remind students that all buses are equipped with multiple cameras and audio recording devices. When returning from away events please ensure that each student is not left alone. Ensure that all students are picked up and accounted for.
- XIV. Retrieve and provide food services for away events. Take account of students that receive food and provide it to the Athletic Activities Secretary for accounting by the Food Services Department. Leave empty/clean ice chests on the bus or van. Please ask that student-athletes leave a clean environment when returning from events on buses or vans.
- XV. Students may only leave an away event with a legal parent/guardian. Never allow a student to leave with an unauthorized person from an event. On rare occasions an adult may have a legitimate purpose for transporting a child. In these instances you will have on file a form titled *Intent to Transfer Transportation Liability Affidavit*.
- XVI. Take attendance at every practice. Oftentimes parents will question the whereabouts of their child. It is important that, as the adult responsible for the children in your care, we are able to speak to the whereabouts of every student at all times. Secure all gates and facilities to conclude activities.
- XVII. It is mandatory that for every student leave of absence during instruction, the attendance secretary receives a copy of attendance for all student-athletes under your supervision. Please take account of who is on the bus or in the van prior to departure. Be cognizant of student names that are hyphenated.

- XVIII. Keep copies of all essential documentation for every student on your roster at all times (Home Campus). This includes for example, every child's Physical, Emergency Contacts List, documents that are required to participate, and any other important arrangements relating to medical or custodial details.
- XIX. Develop and maintain relationships with the parents/guardians of the students on your roster. Begin the season with an informational meet and greet. Please feel free to reserve a facility on the CHS Campus to provide parents an opportunity to receive information about the expectations surrounding your program.
- XX. Please use CHS authorized platforms for student and parent communications. Emails originating from the corcoranunified.com domain or messages utilizing ParentSquare will ensure transparency in the event that allegations arise regarding misconduct.
- XXI. CHS supports the educational use of Social Media. Please feel free to forward images, videos, and stories to the Athletic Activities Director for publication. CHS does not endorse accounts that are not directly affiliated with the oversight of the administration. Social media content will prioritize highlighting varsity programs. Secondary programs may be recognized occasionally, but not to the extent that they overshadow upper-level programs.
- XXII. Maintain an inventory of all equipment and uniforms.
- XXIII. Only Certificated Employees may handle monies gathered from fundraising activity. For non-certificated employees, please contact the Athletics Activities Office to request information on appointing a representative from the Certificated Staff to oversee fundraising activity. Remain in compliance with Board Policy and CHS Regulations in relation to fundraising. Contact the Athletics Activities Director, the Athletics Activities Secretary, and the Associated Student Body (ASB) Advisor for information relating to fundraising. Keep accurate records of all fundraising activities. Do not engage in fundraising activities without the appropriate documentation and approval of the aforementioned. Never accept money without prior permission, oversight, and adherence to policy. There are strict guidelines to process monies depending on factors such as amount and intent for use. Donations over \$500 require CJUSD Board Approval.
- XXIV. Typically playoffs are only considered for teams that perform above .300 with their win loss record in league play. Coaches may contact the Athletic Activities Director for unique situations and may be granted permission for playoffs under certain circumstances. The final decision authority for teams entering the playoffs, regardless of win-loss record, rests with the Athletics Activities Director.
- XXV. Conduct all awards ceremonies and complete all end of season requirements within one month of the conclusion of your season of sport. All concerns relating to the selection of those that receive awards are handled by the coach.
- XXVI. Be reminded that at all times you are to remain professional. As a representative of a school, it is impossible to defend against actions deemed to be unprofessional. Failure to maintain the policies outlined in this guide

may result in dismissal from duty. There is no employment protection for part-time coaching positions i.e., tenure, permanent status. The Athletic Activities Director has the authority to make any necessary changes to any program for the protection and benefit of the student body.

Miscellaneous Coaching Considerations

- I. All CHS Coaches are required to work the CHS Invitational Track Meet each year in late April or early May.
- II. A single spouse or family member related to the Coach is permitted to attend home events without paying the entrance fee. CIF sanctioned events are exempt from this policy.
- III. All coaches may enter any CHS Athletic event without the entrance fee. CIF sanctioned events are exempt from this policy.
- IV. All coaches are required to attend the end of season social to represent our CHS Student Athletes in securing post season awards and recognitions.

Maintaining Appropriate Adult-Student Interactions Board Policy 4119.24

The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the

complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate.

The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district websites. (Education Code 44050)

Inappropriate Conduct

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:

1. Initiating inappropriate physical contact
2. Being alone with a student outside of the view of others
3. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent
4. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal

When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.

5. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee
6. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business
7. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students
8. Addressing a student in an overly familiar manner, such as by using a term of endearment

9. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities
10. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
11. Transporting a student in a personal vehicle without prior authorization
12. Encouraging students to confide their personal or family problems and/or relationships
13. Disclosing personal, family, or other private matters to students or sharing personal secrets with students

I have been provided a copy and have reviewed all of the coaching policies in this handbook. I agree to adhere to all policies contained within. Failure to uphold any policies in this handbook may result in disciplinary action and or dismissal from duty.

Print Coach Name: _____

Coach Signature: _____

Date: _____

Potential Dangerous Sports Activity Certificate Agreement

The following is a copy of the student/parent notice release and agreement form that all student-athletes and parent/legal guardians must sign: Please read carefully, fill out, and turn into the athletic department office with other required forms for participation.

I understand that a sporting activity is a hazardous recreational activity, which may result in serious injuries, including death. It is the intent of the Sport Activity Certificate to eliminate liability for negligence of the Corcoran Joint Unified School District, officers, employees, agents, and volunteers (herein collectively referred to as "CJUSD") from all liability arising out of or in connection with the above-described activity.

I hereby give my consent for the named student to compete in the CJUSD approved activity program, and travel with school representatives on authorized school trips. I, the undersigned, hereby release and discharge the CJUSD officers, employees, agents, and volunteers from all liability arising out of or in connection with the above-described activity or all liabilities associated with any and all claims related to such activity that may be filed on behalf of or for the named minor. For the purposes of this agreement, liability means all claims, demands, losses, causes of action, suits or judgments of any and every kind, that occurs during the above described activity and that results from any cause other than the sole active negligence or willful misconduct of the CJUSD.

Print Student Name: _____

I AM THE PARENT OR LEGAL GUARDIAN OF THE STUDENT LISTED ABOVE. I HAVE READ AND APPROVE THIS RELEASE. I AGREE TO ABIDE BY THE ATHLETICS ACTIVITIES POLICIES DESCRIBED IN THE CORCORAN HIGH SCHOOL (CJUSD) ATHLETICS ACTIVITIES HANDBOOK.

Print Parent/Legal Guardian: _____

Signature of Parent/Legal Guardian: _____

Date: _____

AGREEMENT FOR STUDENT-ATHLETE / PARENT REGARDING USE OF STEROIDS

As a condition of membership in the California Interscholastic Federation (CIF), the Governing Board of the Corcoran Joint Unified School District (CJUSD) has adopted Board Policy # 5131.63 prohibiting the use and abuse of androgenic/anabolic steroids. CIF Bylaw 524 requires that all participating students and their parents/guardians sign this agreement.

By signing below, we agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician, as recognized by the American Medical Association, to treat a medical condition.

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

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

Print Name of Student-Athlete: _____

Signature of Student-Athlete: _____

Print Name of Parent/LegalGuardian:_____

Signature of Parent/Legal Guardian: _____

Date: _____

Parent/Guardian Acknowledgment of Receipt and Review of High School Athletics Handbook

I, the undersigned, acknowledge that I have received a copy of the Corcoran High School Athletics Activities Handbook. I have read and reviewed the contents of the handbook with my child, and we both understand the rules, expectations, and guidelines set forth for participation in CHS Athletics Activities.

By signing below, I confirm that:

1. I have received a copy of the High School Athletics Handbook.
2. I have read and understand the information contained in the handbook.
3. I have reviewed the handbook with my child.
4. My child and I agree to adhere to the policies and procedures outlined in the handbook.

Print Name of Student-Athlete: _____

Signature of Student-Athlete: _____

Print Name of Parent/Legal Guardian: _____

Signature of Parent/Legal Guardian: _____

Date: _____

This acknowledgment must be returned to the school prior to participation in Athletics Activities programs. Failure to return this signed acknowledgment may result in the student being ineligible to participate.

**CORCORAN HIGH SCHOOL ATHLETIC PARTICIPATION CARD
PHYSICIAN'S STATEMENT AND PARENT'S CONSENT**

STUDENT ID: _____ **GRADE:** _____

STUDENT'S NAME (Please Print)

(Last)	(First)	(Middle Initial)
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My son/daughter has permission to participate in athletics at Corcoran High School and to travel with his/her team(s) for athletic contests. Should it be necessary for my child to have medical treatment while participating in sports, or on a trip, and if the District is unable to contact me, I hereby authorize Corcoran Unified School District personnel to use their judgment in obtaining medical services for my child. I understand as parent/guardian I must provide medical insurance for my child. I am aware this information will be shared with coaches and other school personnel, or emergency/medical persons who need the information.

Parent/Guardian _____ **Date:** _____

Phone Number: _____ **Work #** _____

HEALTH HISTORY

To be completed by Parent/Guardian (Answer "Yes" or "no" only)

STUDENT NAME _____ **SEX:** M / F **AGE:** _____ **BIRTH DATE** _____

	Yes	No		Yes	No
1. Chronic/Recurrent Illness	_____	_____	12. Asthma or Wheezing	_____	_____
2. Surgery other than Tonsils	_____	_____	13. Chest Pain	_____	_____
3. Injuries treated by physician	_____	_____	14. Problems with blood	_____	_____
4. Under care of physician for current condition	_____	_____	15. Problems with liver, spleen, kidneys	_____	_____
5. Currently taking medication	_____	_____	16. Hernia	_____	_____
6. Organs missing	_____	_____	17. Bone/joint injury	_____	_____
7. Heat exhaustion or heat stroke	_____	_____	18. Allergy to medications	_____	_____
8. Dizziness, faint, convulsions, chronic headache	_____	_____	19. Immunizations current	_____	_____
9. Knocked out or unconscious	_____	_____	20. Tetanus booster last 10 years	_____	_____
10. Diabetes	_____	_____	21. Family history or unexplained sudden death before age 50.	_____	_____
11. Contacts or corrective lenses	_____	_____			

If you answered "yes" to any above, please explain

PHYSICAL SCREENING

(To be completed by physician)

HT _____ **WT** _____ **BP** _____ **UA(optional)** _____ **VISION** _____
GENERAL _____ **CHEST** _____ **HEART** _____ **ABDOMEN** _____
GU/HERNIA _____ **NECK/BACK** _____ **EXTREMITIES** _____
LIMITATIONS: Yes _____ No _____ If "yes", list limitations below in the Summary of Comments area.

SUMMARY OF COMMENTS: _____

I VERIFY THAT _____ **HAS BEEN EXAMINED BY ME ON** _____
and is physically able to participate in interscholastic athletics.

PHYSICIAN NAME _____ **PHYSICIAN'S SIGNATURE** _____
Phone # _____ **Date:** _____

Corcoran High School Activities Class & Club Advisors



Corcoran High School
1100 Letts Ave
Corcoran, CA 93212
(559) 992-8884

Principal: Mr. Ed Larkin
Athletic Activities Director: Mr. Jerod Uldall
Associated Student Body (ASB) Advisor: Mrs. Kellen Ornellas

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Forms

Deadlines

Request for *Continued Club Recognition Form* including the current year officers, *Club Charter* and *Budget Form* are due by the last school day in August.

Annual Constitution & Budget due by the last school day in September.

Please check Google Calendar: [PUBLIC] Corcoran High School before planning any event or fundraiser. Proper paperwork is required 2 weeks before the event can be placed on the Google Calendar [PUBLIC] Corcoran High School

Send all dates to the Athletics Activities Director for calendar approval.

Advisor Information

Your commitment to supporting our students and championing their interests is deeply appreciated. As part of our effort to assist you in effectively managing club finances and fundraising activities, we've created this informational booklet.

Inside, you'll find explanations and samples of all required forms, along with important policies and procedures related to club accounts. This resource is designed to guide you through the financial processes and ensure compliance with district and school guidelines.

If at any point during the school year you have questions or need clarification on any procedures, please don't hesitate to reach out to the Athletics & Activities Director. We are here to support you in making your advisory experience smooth and successful.

Advisor Expectations & Responsibilities

The advisor is required to maintain an active role in the establishment of a club framework that reflects the goals and attitudes of the club and its members.

An advisor must be present at all club meetings and activities.

The records of every club must be accurate and ready for audit upon request. It is the law that student-generated money has to have student input and approval prior to the spending of said monies. The records of any approval for expenditures must be in the club's meeting minutes.

It is the responsibility of the advisor to maintain a record that includes all copies of the approved minutes.

General Policy for Student Organizations on Campus

1. The club advisors will determine the time and place for meetings.
2. All Clubs/Classes shall meet once a month and submit a copy of their minutes to the Student Council during Associated Student Body (ASB) meetings. Club/Class minutes shall be received by the Student Council prior to the following Student Council meeting. Late requests will be tabled until minutes are received.
3. All Clubs/Class will be subject to the policies developed by the Student Council.
4. Advisors or the Advisors' Designee shall be present at all general or formal meetings of their organization. The Advisor's Designee must be approved by the Athletics Activities Director.
5. Club membership must be open to all students. Discrimination based on race, religion, sex, ethnicity, age, disability, social or economic status, or sexual orientation is strictly prohibited and will not be tolerated.
6. All organizations should expect to pay all costs of an activity, on campus and away. This includes transportation costs.
7. Student clubs or organizations participating in trips must travel in school-approved vehicles operated by district employees or authorized drivers. Exceptions may be made only when transportation is arranged through a professionally licensed and properly insured provider.
8. All students participating in off-campus activities must have parent permission slips, activity information/medical release forms, and clearance from teachers and administration if the activity is during instructional time.
9. Student Council shall have the power to reprimand or dissolve clubs violating any of the above rules.

General Information for Club Advisors

1. Student Council meetings are held on Wednesdays during ASB Class. Please have a club/class representative present at least twice per month. Representative is the liaison between the organization and Student Council.
2. *Fundraising Request Form* may be obtained from the Athletics Activities Office. Requests must be submitted to ASB two weeks prior to any activity.
3. *Activity/Events Request Form* and checklists may be obtained from the Athletics Activities Office. Requests and checklists shall be completed and turned in two weeks prior to the event e.g, dances, meetings, and et cetera.
4. Posters and flyers shall be approved before being posted on campus. Grammar, spelling, punctuation, and content issues shall be resolved prior to posting. You may submit a request two weeks in advance for ASB to assist in developing posters and flyers.
5. Please submit all dates for all events to the Athletics Activities Director to be placed on the Google Calendar [PUBLIC] Corcoran High School calendar as soon as possible. Please also check this periodically so no overlapping occurs causing poor attendance of the planned event.
6. Class meetings should be held on Wednesdays:
Seniors and Juniors: The 1st and 3rd Wednesdays.
Freshmen and Sophomores: The 2nd and 4th Wednesdays.

7. Club Meetings should only be conducted on Mondays, Tuesdays, Thursdays, or Fridays to avoid overlap.

Activity Guidelines

All activities such as dances, plays, musicals, and athletics must be scheduled on the Google Calendar [PUBLIC] Corcoran High School. This includes all fundraising activities. You must get the approval of the Athletic Activities Director to place an activity on the Google Calendar [PUBLIC] Corcoran High School.

Financials

The books for the student body organizations' treasures are kept by the Athletics Activities Secretary in the Athletics Activities Office, during school hours. All money collected or disbursed on behalf of any student body organization shall be accounted for through the Athletics Activities Office and Activities Secretary. Banking hours will be determined by the Athletics Activities Secretary.

Deposits

Money must be turned in by members of each organization to their Advisor. The Athletic Activities Secretary will only accept money from the Advisor. Money should always be properly sorted and packaged. Checks shall have the name of the organization written on the back. The *Income Control Sheet* shall be filled out if the activity is deemed a fundraiser.

Disbursements

Prior approval to make a purchase or expenditure is required. Purchase Orders (PO) will be issued for approved purchases from the Athletics Activities Office. Sufficient funds must be available for a PO. The PO must be filled out and signed by the Club Advisor, Club Officer, and Athletics Activities Director or Designee. Disbursements are made with checks (requiring the signature of two administrators). Three days is the typical turnaround time for checks.

Purchase Orders (POs)

A purchase order consists of three copies: The first copy (white) is the vendor copy. The second and third copies (yellow & pink) are for the Athletics Activities Secretary. After the PO has been filled out and properly signed, the white vendor copy can then be presented to the vendor for purchase. Before the Athletics Activities Secretary provides a check covering the purchase, she will require an invoice or a receipt from the vendor as proof of purchase.

Charging to Account

A club/class that charges to account (Cost Less, Pizza Factory, Smart & Final, etc.) shall bring a legible receipt to the Athletics Activities Secretary. Failure to do so will result in a penalty to the club.

Student Body Finance

The basic purpose of raising and expending money by a student organization is to promote the general welfare, morale, and educational experiences of the student body. Student body funds must be used to promote and finance a program of

worthwhile co-curricular activities beyond those required to be provided by the district. Money-raising projects must, in general, contribute to sound educational principles and must not be in conflict with ideals of the educational program. Funds derived by the student body must be expended in a manner approved by the Student Council. Large student body reserves are generally discouraged. Student Body funds must, in general, be expended for the benefit of those students currently enrolled in school who have contributed, in some way or another, to the accumulation of such funds. If a long-range project is planned, funds may be carried over and documented for this project, but this type of activity is not recommended.

Fundraising

Any club, class, or organization seeking a fundraiser must put in a request to the Student Council two weeks before the event; please use the *Fundraiser Request Form*. Requests with less than a two-week planning period are likely to be tabled. All fundraisers must be completed for the school year by the end of April. Facilities requests are managed using the *District Facilities Use Request Form*. Audio, Video, and special access shall be noted on the request.

Club Charters

All clubs and organizations must have an active charter on file with the Student Council. The charters should follow this format:

Article 1. Organization

- Name of Organization
- Purpose and means of accomplishment
- Time, Place, and Frequency of meetings of officers
- Definition of a quorum

Article 2. Membership-eligibility for membership

Article 3. Officer and election

- Titles and Duties of officers
- Elections of officers
- Term in office
- Requirements for eligibility
- Appointment of committees

Article 4. Representatives to Student Council other than officers

- Method of Selection
- Qualifications for eligibility
- Term in Office

Article 5. Adult Advisor

Article 6. Financial Activities

- Budgets
- Revenues
- Disbursements

Meeting Minutes

All clubs must keep minutes. The minutes should include details of the meeting proceedings, including financial matters pertaining to the budget, approval of fundraising activities, and expenditure authorization. A copy of the minutes must be submitted to the Student Council. The minutes should be organized as follows:

- I. Introductory Data
 - A. Location of meeting
 - B. Date & time of meeting
 - C. Attendance at meeting
 1. Presiding officer
 2. Number or names of members present
 3. Advisor
 4. Guests
- II. Report of Business
 - A. Minutes of previous meetings
 - B. Activities of standing committees or special committees
 - C. Communications
 - D. Old business
 - E. New business

Each meeting must be held with Robert's Rules of Order. Each motion must be reported. In the report, the motion must be stated, the person who made the motion and the person who seconded it must be named, and the result of voting must be given.

Starting a New Club or Organization

A new Club or Organization can be created if:

- It can be demonstrated that the need exists for a new club.
- Enough students express sincere interest in inaugurating and maintaining the new club.
- Faculty sponsorship can be secured.
- Formal requirements are met within the student body framework.

The following organizational steps are necessary:

- A request for New Club Organization charter must be completed and given to the Athletics Activities Director
- The completed form is submitted to the Student Council.
- There shall be a minimum of ten students interested in beginning and maintaining the club. It is recommended that the signers of the charter include a fair proportion of all high school grade levels to ensure continuance of the club from year over year.
- The Student Council shall ratify the charter with a simple majority vote by the Legislative Board of the Student Council. The Legislative Board is the elected officers from each class and the ASB Officers.
- The recognized club shall be chartered after these steps have been taken.

Re-Recognition of Campus Club or Organization

If a recognized club wishes to continue in a subsequent year, then the club only needs to submit a *Request for Continued Club Recognition Form* from the Athletics Activities Office. The completed form is to be submitted to the Student Council for approval. The Legislative Branch will ratify this request by a majority vote.

Dances

General Guidelines for sponsoring a dance:

- Make a dance request at the beginning of the school year, make sure the Google Calendar [PUBLIC] Corcoran High School is checked prior to selecting a date so there are not any conflicts with other activities
- Club or Class Advisors are responsible for general supervision of the dance.
- If a DJ is requested, please notify the Athletic Activities Director to assist in arranging for payment out of the clubs funds.
- Club or Organization Officers and Advisor shall complete a dance checklist a week before the dance.
- The Club or Organization is responsible for clean up or any other incidentals that may occur. Maintain adherence to the District Facilities Use Request expectations.

Dance Rules and Guidelines

- Chaperones should be located in various locations throughout the dance for supervisory purposes.
- Monitor the type of dancing that takes place; stop any suggestive or lewd dancing.
- No gang related activity.
- No outside food/drink allowed.
- Once a student leaves the dance they may not return.

General Information for Class Advisors

- Class meetings are held on the 1st & 3rd Wednesdays for Senior and Juniors and the 2nd and 4th Wednesdays for Sophomores and Freshmen.
- Each meeting is to be run according to Robert's Rules of Order.
- Copies of the minutes as well as the agenda must be submitted to the ASB Advisor and/or Class/Club Ordinance Commissioner.
- Each class with the exception of Seniors, may plan a dance.
 - o Freshmen = Sadie Hawkins
 - o Sophomores = Winter Formal
 - o Juniors = Prom
 - o MEChA Participants = MEChA Dance
- Homecoming Week is the busiest week and planning should begin as soon as the Homecoming theme is released.
- Active encouragement of other students is helpful.
- Please see the Club Advisors section for overlapping policy.

Meeting Minutes

All class meetings shall keep minutes. The minutes should include details of the meeting proceedings, including financial matters pertaining to the budget, approval

of fundraising activities, and expenditure authorization. A copy of the minutes must be submitted to the Student Council. The minutes should be organized as follows:

III. Introductory Data

- A. Location of meeting
- B. Date & time of meeting
- C. Attendance at meeting
 1. Presiding officer
 2. Number or names of members present
 3. Advisor
 4. Guests

IV. Report of Business

- A. Minutes of previous meetings
- B. Activities of standing committees or special committees
- C. Communications
- D. Old business
- E. New business

Each meeting must be held with Robert's Rules of Order. Each motion must be reported. In the report, the motion must be stated, the person who made the motion and the person who seconded it must be named, and the result of voting must be given.

Attendance Policy

- One unexcused absence will result in a letter being sent to the advisor.
- Two unexcused absences will result in a conference with the Athletics Activities Director and a letter to the advisor warning of your dismissal from Student Council.
- Three unexcused absences will result in dismissal from Student Council.

Supervision Requirements

Any class activity must have the Class Advisor present at all times or the activity will be prohibited. Homecoming Week is most crucial.

Homecoming Week Float Building Information and Guidelines

- Float sites are assigned by ASB and will be monitored by Class Advisors.
- Additional supervision will periodically visit as necessary.
- Float building starts at 4:00 PM and ends at 9:00 PM. Cleanup begins at 8:30 PM, everyone is off site by 9:00 PM. No exceptions are made to go over on time e.g., Lip Sync Practice.
- A sign in/out sheet will be required at every float site. Once a student leaves, they may not return.
- Parent volunteers (2 or more) should be available to help students build the float.
- No students are allowed to use any dangerous or heavy machinery, including reciprocating saws, nail guns, and et cetera.
- Students are not allowed to bring open containers to the float site, specifically fountain drinks.
- Float Building is considered an instructional space; all school rules apply.
- Students who are not actively working on the float are asked to leave.

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