



Stockton Unified School District
Since 1852

COACHES HANDBOOK

SECTION III

COACHES RESPONSIBILITIES

COACHING STAFF

Privilege

Being a member of a _____ High School Athletic Team is both an honor and a privilege. With this privilege comes an enormous responsibility for the students and our coaching staff.

This handbook is designed to be a resource and guide for our coaching staff and it is the responsibility of each athletic coach to review it. This handbook has also been created to address information that will increase the level of communication to our entire coaching staff.

Student/Coach Responsibilities

Be Responsible to Yourself

Never compromise one's character, ethics, sportsmanship, and respect for the game. We are all responsible for Pursuing Victory by using our seven core principles: **Trust, worthiness, respect, responsibility, fairness, caring, and good citizenship.** Monitor academics and prioritize education.

Be Responsible to Our School

Our school's reputation is being shaped by the way we conduct ourselves. We contribute to our school's reputation in everything we do, and we should always demonstrate the PRIDE we have in our school.

Be Responsible to Others

"All Eyes Are On Us" and we have a duty to represent our school and community in an exemplary manner. Our sport program is an educational experience, and our top priority is to demonstrate our positive character.

Athletic Philosophy

Athletics are a part of the educational process at _____ High School and they are an extension of the classroom, serving as an arena for learning. At no time will the program place the total education curriculum secondary in emphasis to athletics. We strive to have each student-athlete enjoy a positive experience while developing competitive teams. Within this framework, the participation of all student-athletes is encouraged, without compromising that competitive nature. The purpose of high school athletics is educational, competitive, recreational, and our athletic program encourages participation by as many young adults in as many sports as possible.

Athletic Department Vision

It is the vision of the _____ High School to create a positive environment for student athletes, the school, and community while developing team and reflecting a deep sense of commitment and a sportsmanlike competitive spirit with a winning attitude exemplifying positive character traits.

Athletic Department Mission Statement

_____ High School will offer athletes positive and rewarding experiences while fostering strong character with a healthy balance of commitment to quality coaching, upgrading and maintaining facilities, and competitive teams creating an environment strong in school pride, family involvement, and community support.

Goals of High School

The common goals of the athletic program at ALL levels of play are for the student-athlete to:

- Have fun
- Develop leadership qualities
- Participate in multiple sports throughout their four years of high school
- Build on positive, life-time memories from athletic experiences
- Learn the value of sportsmanship, self-discipline, and team responsibility
 - Develop their physical, emotional, social, and mental skills
 - Develop respect for authority, teammates, opponents, and themselves
 - Develop pride in themselves, their team, school, and community
 - Learn to work as a team member towards the attainment of common goals
 - Develop team responsibility and dedication
 - Learn rules of particular sports
 - Develop skills necessary to play a variety of sports

Specific Goals of Freshman Teams

- Introduce and develop skills and rules of the sport
 - Present an opportunity for an athlete to experience a specific sport
 - Introduce young athletes to interscholastic competition
 - Give all participants opportunities to play in games, assuming students have met the expectations of the coach

Specific Goals of Sophomore Teams

- Further develop the skills and knowledge of the sport
 - Increase the intensity of the competition
 - Prepare for the varsity level in that sport
 - Give participants opportunities to play in games based on meeting the coach's expectations

Specific Goals of Varsity Teams

- Develop skills and knowledge to their highest level
 - Allow the talented athletes the chance to excel and prepare them for future competitions
 - Playing time at the varsity level is rewarded based on skills; however, one's attitude, attendance, daily work habits, and team style are important factors in determining the student's playing time
 - Compete for League, Sectional, and State Championships
 - All students representing the varsity are expected to be role models and mentors for younger athletes

Coaches Goals - Each coach will:

- Supervise practice and games – student athletes will not be left unattended
- Train and educate all athletes
- Communicate expectations and goals clearly and appropriately to students and parents
- Accept accountability for team conduct
 - Implement well-organized plans aimed at the overall development of team members
 - Serve as a role model by practicing good sportsmanship and self-discipline
 - Make decisions that are in the best interest of the program

- Foster an open communication between the coach, athlete and parent
- Provide opportunities that challenge each athlete to reach their potential

TOP PRIORITY: Student Eligibility

- Each Varsity Coach is responsible for submitting eligibility rosters for all levels
- Submit the athletic eligibility roster form to your Athletic Director (AD) and clearance personnel prior to try outs
- NO student will attend or try out until you have received clearance from your AD
- Identify any transfer students and submit their names to the AD to insure they are eligible to participate
- Check grades (via progress reports throughout the season)
- DO NOT PLAY any athlete until they have been cleared to play
- If a student is ineligible, he/she may be able to apply for an athletic waiver. Talk with the AD

Parent Orientation

- Each Varsity Coach is expected to organize a Student/Parent Meeting at the beginning of each season
- Select date, time, place and submit the information to the AD
- Remember: This is a great opportunity to set a positive tone for the season
- Topics should include: Playing time, conflict resolution process, team rules, team-athlete-and parent expectations, schedules, etc.

Scheduling of Athletic Events

- Scheduling of contests shall be the responsibility of the Varsity Coach
- All Athletic Schedules must be approved by the AD
- All over night or out-of-state contests must be approved in advance by the school administration and school board
- Missing of class should be considered when scheduling opponents – we want our students in class
- Varsity Coach will be responsible for submitting all schedules to official associations

Release from Class

- No student will be released from class unless prior approval has been given by the AD
- If a student is to miss one or two class periods, the AD must be notified of the student to be released three days prior to the released date
- If the student is to miss more than two periods, the coach will have the student fill out and return a field trip form one week prior to the released date
- All requests for release must be given to the AD, for his/her approval, on the above due dates

Postponed Contests: (Schedule change procedure; i.e., rainouts)

- Notify the AD of potential change. Alert opponent of possible change
- Get verification from the AD that the change has been confirmed
- Communication is vital. No contest can be postponed or time changed UNLESS both ADs agree
- Decisions on postponements need to be made before noon in most situations
- The Varsity Coach must be in contact with the AD and the attendance office

COACHES' RESPONSIBILITIES

Please read and follow the items listed below carefully. While some responsibilities are new and some are just a matter of common sense, this is meant to serve as a reminder of the responsibility we as coaches must implement.

ACCIDENT REPORTS

It is the responsibility of the supervising coach to fill out all accident reports **within 24 hours and present it to the Athletic Director (AD)**. A report of an accident should be filed for all injuries. Communicate with the parent(s)/guardian(s) of the student-athlete immediately. Present athlete at time of accident **with a copy** of the Athletic Accident Certification and **return a copy to the AD and a copy to the coach** within **24 hours**.

COACHING STAFF

All members of the staff must present evidence to the AD of the successful completion of courses in CPR and First Aid, fingerprints, coaching certification (NFHS), and TB test. Do not expect to begin your coaching assignment without meeting all requirements. Head coaches will be accountable for the members of their staff. Volunteer coaches must meet the same criteria.

COMMUNICATIONS/PROBLEMS/SURPRISES

Please contact the AD if any problems or conflicts arise. Take care to inform the AD of anything that you think is noteworthy. None of us wishes to receive a phone call or a personal visit from a parent involving some aspect of athletic life of which we were not, but should have been, informed.

CONTRACTS

Coaching contracts are tendered for one sport season at a time to certificated and walk-on coaches. Applications for coaching positions must be filed anew each season. All coaches, certificated and walk-on, serve at the pleasure of the Board of Education and contracts can be annually renewed. As a temporary employee of SUSD, the governing board may terminate coaches at any time and for any reason.

SUSD EQUIPMENT

Borrowing or lending of school or SUSD equipment is **NOT** permissible without prior approval in writing by the principal and district administration.

EMERGENCY MEDICAL CONSENT FORM

Each coach is responsible to see that the Emergency Card, with current information, is complete and available at each practice and at each contest for every student present. This would include managers, scorekeepers, statisticians, etc. It should also include all members of your sport's coaching staff.

EQUIPMENT

Issue and collect game uniforms, practice gear, etc. Each coach is responsible for the equipment issued to his/her team. Do not expect the AD to do this for you. A coach's failure to maintain the school uniform and equipment inventory will be reflected in the coach's final evaluation. **Failure to properly collect equipment after any summer activity will be considered failure to properly inventory the equipment and will be reflected in the coach's evaluation.**

EQUIPMENT ROOMS

Keep all athletes out of equipment rooms. See that all equipment is cleaned, put away, and neatly stored in its proper place.

FACILITY USAGE

Use of facilities in season will be determined by the AD in the following manner: Respective coaches of sports needing to share the same facility will be asked to meet at a mutually agreeable time and work out a plan to share said facility equally. Should these coaches fail to reach an understanding, the AD will determine a usage schedule with the concurrence of the Assistant Principal in charge of athletics. Use of facilities out-of-season must be cleared through the AD. Should two or more sports wish to use the same facility during their off-seasons, the respective head coaches must meet and mutually agree to share said facility so that the times of use for each sport are equal.

FORM OF ADDRESS

Require that athletes call you "Coach" or Mr., Miss, or Mrs. as appropriate. Keep a professional distance between yourself and your athletes.

FUNDRAISERS

All fundraising activities **MUST** be handled through the Student Activities Office in accordance with school and district policy.

GYM

Switch off lights and lock doors securely upon leaving. Use of the gym by groups or individuals who are not associated with SUSD is not permitted. Remember that security, custodial and other SUSD staff are told to report unauthorized use of any facility.

KEYS

We have constantly had a major problem with the use of keys. Copies have been made and undoubtedly are still being used in an unauthorized manner. Some coaches continue to loan their keys out or allow students into supposedly secure areas. Please help the situation by being observant with regard to the use of our facilities and equipment. Only those coaches who are under contract are to be issued keys. Volunteer staff will not be issued keys as a matter of policy. **NEVER LOAN YOUR KEYS TO ANYONE.**

LANGUAGE

Please carefully consider the language you use when speaking to or in the vicinity of any of our student-athletes, their parents, and/or members of the community. Remember that school is an educational institution first and foremost and that you are part of a team of educators. The language and habits that your student-athletes observe will undoubtedly become a part of their make-up. If you lose control of your emotions, do not expect the athletes under your direction to maintain theirs. Sports officials are becoming more sensitive to profane outbursts and those of us who either use or tolerate the use of profanity are sure to be penalized. In recent years, parents have lodged many complaints of inappropriate language used by coaches. While profanity is undoubtedly a societal problem, we as educators must not contribute to the problem.

LIABILITY ISSUES FOR COACHES

These could result in possible immediate disciplinary consequences up to and including termination from assigned duties:

1. Failure to properly administer First Aid
2. Failure to assess an injury of an athlete
3. Failure to properly supervise an activity
4. Negligently entrusting duty to an unqualified individual
5. Failure to warn of inherent dangers
6. Failure to teach fundamentals and protective safety skills
7. Failure to provide and maintain a safe coaching and playing environment
8. Failure to inspect, repair and recondition equipment properly
9. Failure to provide proper effective equipment
10. Failure to know and follow all school, district, league and CIF policies
11. Failure to keep adequate and accurate records

LOCKER AREA

See that this area is supervised as long as any of your squad members are present. Make it a habit to circulate around the room before and after practice. Since there have been several thefts over the past years, we need to be especially vigilant. Remind your athletes to secure their lockers and to leave valuables at home. Be certain that all locker room doors are closed and locked before leaving the area. Classrooms may not be used as a team dressing/locker room.

MEDICINE KIT

Be responsible for supplies. Do not hand out medical supplies indiscriminately. The kit can be a good location for your team's emergency cards, provided you keep it with you at all times.

NON-DISCRIMINATION STATEMENT

District programs and activities (educational, employment and vocational/adult education) shall be free from discrimination based on gender/sex (including sexual harassment), race, color, religion (religious creed), national origin, ancestry, ethnic group, marital or parental status, pregnancy, denial of family care leave, age over 40, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), Vietnam era veteran status, actual or perceived sexual orientation, or any other unlawful consideration.

SEXUAL HARASSMENT

It is the duty of every employee of Stockton Unified School District to prevent sexual harassment. Please refer to AR 4119.11/4219.11/4319.11 – Personnel - Sexual Harassment (attached).

AR 5145.7 – Students - Sexual Harassment states:

“Prohibited sexual harassment includes, but is not limited to, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress

2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion"

A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal, or designee.

Civil law remedies are available. See the listing "Legal Aid Service" in the yellow pages of the phone book. Retaliation in any form for filing, reporting, or participating in the complaint process is prohibited.

PARKING

All coaches and student-athletes are to park **ONLY** in those areas designated for parking.

PHYSICAL EDUCATION OFFICES

Please help to keep these areas clean. Lock offices upon leaving. **ABSOLUTELY NO STUDENTS ARE TO BE ALLOWED IN THE COACHES DRESSING AREAS.** Keep as much student traffic out of the coaches' offices as possible. Remember that the physical education staff uses these areas throughout the day and that certain desks and filing cabinets are private and contain personal items.

PRACTICE TIMES

Head coaches should send a list of their practice times to the AD **prior** to the start of the season. A schedule of practice times for all sports will then be distributed so that parents, secretaries, teachers, and interested parties are aware of it. Any changes should be given to the AD. (Example: Tennis/Girls' 3:00-5:00 p.m.).

PRE-SEASON MEETING

It is **required** for the varsity head coach of each sport to meet with **ALL** coaches and all student-athletes under his/her guidance and discuss the following:

- a) safety requirements/rules/policy
- b) team rules
- c) transportation policy
- d) requirement for award
- e) other items the head coach feels should be included
- f) facilities, use and cleanliness

PUBLIC RELATIONS

Each head coach of a varsity sport is **expected** to report all scores, win or lose, to the local newspaper. Allow yourself at least five or ten minutes after a contest in order to cool off and formulate your thoughts. Be sure that you are calm and in control of your emotions whether speaking with members of the media in person or over the phone. Plan your comments from a positive perspective and in such a way that you can be proud of any quotes attributed to you concerning your program or a particular contest or individual. Never critique players, coaches or officials.

PUBLICITY AND STATEMENTS TO THE MEDIA

All publicity must be cleared by the school administration. Statements to the media regarding anything besides the reporting of scores, after game interviews and previews of upcoming games must be cleared through the District's Community Relations Office at (209) 933-7025, Ext. 2062.

PURCHASE OF EQUIPMENT

The District and the individual high schools will not be responsible for athletic equipment purchased without written authorization. Before using Associated Student Body (ASB) club funds and/or general funds, make sure that your student officers and site administrator have previously approved the purchase in writing and that said purchase does not violate the District's purchasing and accounting guidelines and the ASB's rules and regulations. **A coach will be held financially responsible for any unauthorized expenditure(s).**

RELEASE TIME

Class release times for trips are set at the beginning of the season and are not to be changed except with the concurrence of the AD. Athletes are to be **IN CLASS**. Students' receiving an education is our primary mission.

SAFETY

There are inherent dangers in all sports activities. Coaches must alert student-athletes of potential injuries even though certain risks are consented to by students and parents. Coaches must inform the AD of faulty equipment and unsafe conditions in the practice or playing area immediately upon their discovery. Culpability is assured if any of us are found negligent in our assignments.

SPORT HANDBOOK

Each varsity head coach should consider creating a handbook of materials relative to his/her particular sport. Such a handbook might contain the athletic code, game schedule, practice schedule, tips on uniform care, specific sport rules or policies, important phone numbers or phone tree, pertinent CIF or league policies, pre-season work-out schedule, sport awards and any other items that a head coach feels should be included. At the very least, a printed document listing specific sport policies, team

rules, and varsity letter procedure should be presented to team members. Any such document **MUST** be presented to the AD prior to its dissemination for approval by the administration.

STUDENT-ATHLETE DISMISSAL

Once the season has begun and it has been determined that a member of your team is dismissed from the squad, there are two steps you must take: Inform the Assistant Principal in charge of athletics and inform the AD. It is also necessary to inform the parent/guardian as soon as possible.

STUDENT-ATHLETE LAWS OF PRIVACY

All members of the coaching staff need to be aware of the laws of privacy as they relate to the student-athletes of this or any public institution. Simply, we are not to release any personal information to the public concerning an individual student. Confidential information includes, but is not limited to, academic grades, medical data, personal habits, and any disciplinary actions that may have been taken. Do not relate information about one athlete to the parent of another. Do not relate information about an athlete to the press, or a college/university recruiter, even "off the record." If someone has questions, refer them to an administrator. When speaking to the press, confine yourself to what happened on the field of play. Never single out an individual for blame. **Always be positive.**

SUMMER PROGRAMS

Coaches who plan to have their teams participate during the summer months need to be fully aware of CIF, SJAA, and SUSD policies regarding such participation. All activities need to be cleared through the AD. At this point in time, this is simply a matter of presenting a calendar of activities showing date, time, location, and level of participation. Any activities that are to take place outside a sixty-mile radius must be cleared through the principal's office and an Extended Field Trip Request form filed with the administrative office. Coaches also must be aware of the CIF Dead Period during which no activities other than weight lifting may be supervised. **ALL SUMMER PROGRAMS ARE TO BE SELF-SUPPORTIVE.**

SWIMMING POOL

Athletes are not to use the pool unless supervised by an individual with proper water safety certification.

TEAM ROSTER

Give a roster of your squad to the AD as soon as possible and update it as necessary. Be sure you collect all equipment from players who are dropped before the season is over.

TOBACCO PRODUCTS

Use of tobacco products is prohibited.

TRAINING ROOM

Do not allow athletes in the Training Room **UNLESS SUPERVISED** at all times by a coach. Keep the Training Room clean. Tape and other medical supplies are to be obtained through the AD. Athletes should be required to help keep the facilities clean, neat, and orderly after each use.

TRANSPORTATION - Athletic Contests Outside District Boundaries

Athletes shall ride to and from all contests outside of the geographical boundaries of the District on school-provided transportation. Students may return home from the contest with their parents or legal guardians with a 24-hour written notice. That notice shall be on an approved school form signed by the

student, parent, AD, and Principal or designee. The form shall then be given to the coach prior to departure for the athletic contest. (See.....) (form provided after this section).

TRANSPORTATION – Athletic Contests Within District Boundaries

Athletes on selected teams may be required to provide their own transportation to and from athletic contests within District boundaries. The school AD or designee (coach) will provide a listing of the sports where District transportation will not be provided.

TRANSPORTATION OF STUDENTS IN PRIVATELY-OWED VEHICLES

All persons who agree to provide transportation to District athletes shall register with the Risk Management Office and submit all information as required by Board of Education AR 3541.1. In addition, a driver shall present a current DMV report to the District not less than 48 hours prior to initially transporting students. The driver shall also present to the District documentation of vehicle liability insurance with a minimum limit of \$100,000 per person, \$300,000 per accident. **This is also needed for coaches who transport students.** (See Certification of Authorization form on the next page.)

PARENTAL RELEASES

All students who ride with an adult driver other than their parents or guardian must have a signed Parental Release on the specific District form given (see.....) at the end of this section. **(NOTE: STUDENT DRIVERS ARE SPECIFICALLY PROHIBITED).** The release must be signed by the student, parent, Coach/AD and Vehicle Driver (and owner if different from the driver) and presented to the District’s Risk Management Office not less than 48 hours prior to the athletic contest. This form will be kept on file in the office of school’s AD for the school year and does not need to be resubmitted for that entire school year.

VISITORS/FAMILY MEMBERS

Coaches must not bring children and other visitors to practice. Children and other visitors may attend games with appropriate supervision.

VOLUNTEER STAFF MEMBERS (APPROVED)

Those individuals who volunteer to help coach or transport our student-athletes are indispensable to the operation of many of our teams. The State of California’s Education Code and District policy, however, requires that they be under the direct supervision of a certified (under contract) member of the school coaching staff. Except for driving a vehicle, they cannot be allowed to instruct or supervise an athlete or group of athletes without a certified staff member present at all times. Volunteers **must** have First Aid, CPR, TB test and fingerprints on file in the athletic office. It is against District policy for head coaches or paid coaches to pay volunteers.

WEIGHT ROOM

COACHES MUST SUPERVISE THEIR ATHLETES AT ALL TIMES. THERE WILL BE NO EXCEPTIONS.

Straighten up the facility and lock securely upon leaving. Individuals or groups who are not members of our student body or who are not members of our coaching staff are not to be allowed to use this facility. The District’s insurance policy requirements make this necessary.

VARSIITY HEAD COACH'S RESPONSIBILITIES

As the Varsity Head Coach you are responsible for your entire program! Some of these responsibilities are:

- Each coach in the program
- Each student athlete in the program
- Scheduling of all games and scrimmages at each level
- Transportation request at each level
- Team rules and expectations at each level
- Conducting a parent/athlete pre-season meeting
- Inventory of uniforms and equipment at each level
- Check out and return of all uniforms and equipment at each level
- Billing for all lost or damaged uniforms and equipment at each level
- End of season report for all levels
- Schedules for all levels for the next season
- Making sure the facilities you use are safe

Hiring of Coaches

The Stockton Unified School Board must approve all coaches.

- As Head Coach, you can recommend to the Athletic Director and Principal people you want to coach in your program. No coach, paid or volunteer, can take field, court, etc., unless the school board has officially hired them.
- Coaches cannot pay other coaches

TRY OUTS GUIDELINES

Prior to the start of the season, coaches will have a meeting with all students interested in trying out for the team. The coach will turn in the alphabetical list to the AD. At this meeting, the coach will give each student the Player Information Packet that each student must **complete** and turn in to the school before he/she is allowed to practice.

The coach will also give each student the team rules that must be signed by the student and the parents before he/she can try out.

The student may **NOT** try out (be on the court, field, etc.) unless he/she has been cleared by the school and the coach has an Emergency Card for that student.

The morning of the first official day of practice, the AD will give the coach an alphabetical list of all students eligible to try out as well as the Emergency Card for each student.

The try out period begins with the first official day of practice and will last for a minimum of three days. The coach can extend the days as he/she sees fit. If a student is not cleared by the first day of practice, he/she will not be allowed to try out, unless the student made prior arrangements with the coach.

TEAM SELECTION/ DISMISSAL OF A PLAYER PROCEDURE

Team Selection:

- Choosing the members of athletic squads is the sole responsibility of the coaches of those squads. We recommend staff evaluation and input to the selection process---this becomes a group selection process with the Varsity Coaches' approval

- No student shall be cut without a three-day try out
 - Selection criteria should be distributed to prospective team members
 - Criteria should include: Skill ability, athletic ability, attitude and character
 - Coaches shall inform each athlete of the reason(s) they were not selected
 - Coaches should follow up with student/parent concerns

Dismissal of a Player Procedure:

- Due Process: Before an athlete is permanently removed from a team, due process procedures must be in place.
 - If a coach plans to dismiss a team member for any reason, the AD must be notified with details for the dismissal. This must be done prior to any action being taken
 - Parents shall be notified of behavior that could lead to dismissal, and a progressive warning system shall be in place to communicate with the student and parents

Process for Conflict Resolution:

- First Step: Personal coach-student meeting (avoid before and after games, during an active practice where other students are present – best solution: set an appointment)
- Second Step: Coach, student, and parent
- Third Step: Coach, student, parent, and AD
- Fourth Step: Coach, student, parent, AD, and assistant principal in charge of athletics
- Fifth Step: Coach, student, parent, AD, assistant principal in charge of athletics, and principal

STOCKTON UNIFIED SCHOOL DISTRICT
RISK MANAGEMENT

Transportation of Students in Privately-Owned Vehicles
In Lieu Of District Transportation

Certification and Authorization

I, on my behalf, and on behalf of my minor child, or as a volunteer driver, agree that my child/children, may be transported in a privately-owned vehicle, including my own vehicle, for the transportation of my minor child/children, to school-related sport activities rather than use the transportation services provided by Stockton Unified School District. I certify that I have a valid California driver's license, that my vehicle is properly registered and that I have, in force, automobile liability insurance in the amounts set out below. I certify that my vehicle is in safe operating condition. I also accept on my behalf, and on behalf of my minor child, the waiver provision below.

School _____ Child's name (minor) _____

Driver's Name _____ Driver's License No. _____

Address of Driver _____ Home Phone _____

Make of Automobile _____ Year _____ Model _____

License No. _____ Passenger Capacity (including driver) _____

SEAT BELTS MUST BE USED BY EACH OCCUPANT. THE VEHICLE'S RATED CAPACITY MAY NOT BE EXCEEDED. STUDENTS UNDER TWELVE MAY NOT RIDE IN FRONT SEAT OF VEHICLES EQUIPPED WITH AIR BAGS. STUDENT DRIVERS MAY NOT TRANSPORT OTHER STUDENTS.

I certify that I have met the minimum vehicle insurance requirements per occurrence as listed below:

- Bodily Injury Liability (BI): Each Individual - \$100,000; Total Each Accident: \$300,000
- Property Damage Liability (PD): Total Each Accident: \$25,000
- Uninsured Motorist Coverage: Each Individual: \$100,000; Total Each Accident: \$300,000

OR

- **Combined Single Limit (BI & PD): \$300,000; Medical Payments Each Individual: \$5,000**
- **Uninsured Motorist Coverage: Each Individual: \$100,000; Total Each Accident: \$300,000**

The Stockton Unified School District does not provide insurance coverage for privately-owned vehicles. The vehicle owner is responsible for all costs associated with an accident and is advised to consult his/her Insurance Policy regarding coverage.

Signature of Owner _____ Date _____

Signature of Driver (if different from owner) _____

Signature of Coach/Athletic Director _____ Date _____

WAIVER OF CLAIMS AND RELEASE OF ALL CLAIMS

I, on my behalf, and as the parent/legal guardian of the minor(s) named above, or volunteer driver, forever release and discharge the Stockton Unified School District, its employees, staff, governing board and coaches from all claims, actions, causes of action for any injury, death, property damage or damage sustained or suffered by myself or my child named above, which in any way relates to the transportation of the minor in a private vehicle as set forth in this authorization.

Signature of Parent/Guardian

_____ Date _____

Retain original on file at office of Athletic Director.
(This form is sufficient for the entire school year)

(Revised by Risk Management 10/03)



Business and Noninstructional Operations

Transportation For School-Related Trips

SCHOOL DRIVER REGISTRATION FORM

Driver (circle one): Employee Parent/Guardian Volunteer

Name: _____ Date of Birth: _____

Address: _____ Driver's License No: _____

Telephone No.: () _____ Expiration Date: _____

VEHICLE INFORMATION

Name of Owner: _____ Year: _____

Address: _____ Make: _____

License Plate No.: _____

Registration Expires: _____ Seating Capacity: _____

INSURANCE INFORMATION

Insurance Company: _____ Policy No.: _____

Telephone No.: _____ Expiration Date: _____

Liability Limits of Policy: _____

Business and Noninstructional Operations

Transportation For School-Related Trips

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

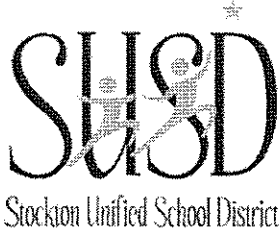
Name _____ Date _____

DRIVER INSTRUCTIONS

When using your vehicle to transport students on field trips or other school activity trips, please:

1. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use a safety belt.

In case of emergency, keep all the children together and call _____.



Personnel

Sexual Harassment

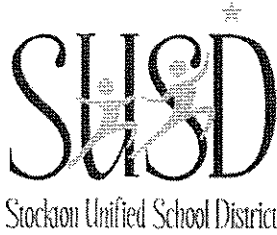
Definitions

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; Government Code 12940;5 CCR 4916)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Regardless of whether or not the alleged harasser was motivated by sexual desire, conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects



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3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Training

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. Such training shall include the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

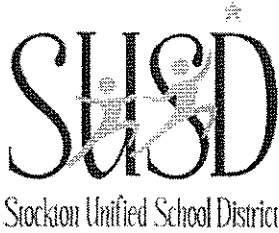
(cf. 5145.7 - Sexual Harassment)

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted employees shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee with the authority to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or to effectively recommend such action.

The district's sexual harassment training and education program for supervisory employees shall include the provision of: (Government Code 12950.1; 2 CCR 11023)

1. Information and practical guidance regarding federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment
2. Practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation



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3. A component on the prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance
4. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received
5. All other contents of mandated training specified in 2 CCR 11023

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11023)

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

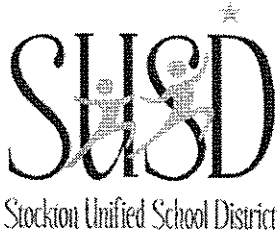
1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

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

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment



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2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)

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