

FERNDALE UNIFIED SCHOOL DISTRICT

ATHLETIC HANDBOOK 2018-2019



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Section I

General Information



Ferndale Unified School District Athletic Philosophy

The Ferndale Unified School District supports interscholastic competition because of the positive characteristics that it develops in young adults. Commitment, hard work, the ability to work together under pressure and learning to deal with success and failure, are some of the characteristics taught by athletic competition. Athletics is one way that young adults can build their self-esteem and improve their physical fitness.

The Ferndale Unified School District is proudly supported as wide a range of athletic teams as it possibly can. It is a goal of the district to provide opportunities for as many students as possible. A well-financed and organized athletic program is an important ingredient in a comprehensive high school curriculum - one where athletics and academics compliment one another.

Interscholastic competition unites students, faculty, and community as they support their schools. The Ferndale Unified School District is proud of the athletes and coaches who represent our schools, and pledges its continued support of athletics.

It is recognized that interscholastic athletics are an integral part of the educational process for our young men and women. The Ferndale High School administration and coaching staff appreciate the experiences our athletes have in interscholastic athletics and the lasting effect athletics has on them individually. The staff also understands the benefits that athletic activities have for the high school student body and the Ferndale community. Therefore, the Board of Education, in cooperation with the high school coaching staff and administration, has provided our athletes with a truly quantitative and qualitative athletic program.

In order for this athletic program to be effective and beneficial to all participants, it is necessary to delineate policies, guidelines and procedures. This handbook has been developed so that participants, coaches, parents and interested members of our community may become more informed of our athletic program.

FERNDALE HIGH SCHOOL
SCHOOL RULES

In addition to all rules posted in the *Student Handbook* and the *California Education Code*, the following rules apply to ALL Ferndale High School students during school hours and are enforced by all Ferndale High School employees. Because these are school rules, not classroom rules, penalties for each separate rule violation will be dealt with, and records kept, by the administration.

1. HATS/HEAD COVERINGS OR SUNGLASSES. While hats and head-coverings are permitted in halls, teachers have the right to determine whether they are tolerated in a classroom. Sunglasses are not to be worn in school buildings or classrooms

Students in violation of this rule will be placed on the 8-Step Discipline Process

2. NO ELECTRONIC BEEPERS OR LASER BEAMS IN SCHOOL BUILDINGS.

Cellular telephones and CD/MP3 players are allowed in school buildings, but must be turned off and put away during class time

Students in violation of this rule will be placed on the 8-Step Discipline Process.

3. NO WEAPONS OR KNIVES OF ANY KIND ON CAMPUS

California Education Code section 48900 (b) forbids the possession, sale, or furnishing of a firearm (or imitation firearm), knife, explosive, or any other dangerous device without written permission of a certificated staff member and the concurrence of the principal. Pupils in violation of this law are subject to suspension and/or recommendation for expulsion. Any firearm, knife, explosive or dangerous object will be confiscated and held for a period of 30 days before being released to a parent/guardian.

4. NO FOOD, CANDY OR DRINK IN SCHOOL BUILDINGS.

Gum and water in clear bottles are at the individual teachers discretion.

Lunches may be eaten in the classroom, only during the lunch hour, with teacher approval. Other exceptions require prior administrative approval.

Students in violation of this rule will be placed on the 8-Step Discipline Process

5. STUDENTS CANNOT GO TO THE PARKING LOT OR STUDENT CARS DURING CLASSES. STUDENTS MAY NOT LEAVE CAMPUS WITHOUT A BLUE "PERMIT TO LEAVE" DURING SCHOOL HOURS.

Students with off campus privileges may not loiter near their cars while classes are in session.

1st offense: Referral, cut/unexcused absence from class or loss of lunchtime pass

2nd offense: Follow the school's Eight Step Discipline Process

6. STUDENTS MAY NOT CHEAT, COPY ANOTHER STUDENT'S WORK, OR HAVE THEIR WORK COPIED BY ANOTHER STUDENT.

1st offense: ALL students involved shall receive zero credit on the assignment, a referral, and be subject to the individual teacher's policy.

2nd offense: Referral. Zero credit, one-day suspension.

7. INSUBORDINATION WILL NOT BE TOLERATED.

Insubordination is defined as "willful disobedience of school personnel

Students in violation of this rule will be placed on the 8-Step Discipline Plan

8. OPEN CAMPUS FOR LUNCH IS A PRIVILEGE.

Students must have written parental permission to be granted the privilege of leaving, campus for lunch. The individual student's privilege may be revoked if abused - behavior disrespectful to other individuals and/or their property, using, vehicles irresponsibly, drug/alcohol violations, etc. - and lunch detention assigned

9. CLOTHING SHALL BE **MODEST, INTACT, CLEAN, AND APPROPRIATE.**

- A. Clothing should be worn as designed or constructed.
- B. Clothing should not be revealing or sheer. Midriffs should not be exposed.
- C. Inappropriate pictures, language, or gestures on clothing, or on other student belongings will not be allowed.
- D. Tops with oversized armholes and/or shoulder seams less than 1 1/2" can only be worn with a full T-shirt underneath.
- E. Shoes or sandals must be worn at all times.

1st offense: Referral, article held in the office for 10 days, parent/guardian may pick up.

2nd offense: Referral, article held, two hours of detention.

3rd offense: Referral, article held, one-day suspension.

* When necessary the school will issue the student a shirt/sweats to wear for the remainder of the day. The student must return the school issued clothing, washed and in good condition, within 48 hours. Failure to do so will result in lunch detention until the item is returned.

* If it is necessary for the student to leave campus for proper clothing, class time missed will be unexcused and compensated with additional lunch detention.

10. FOUL LANGUAGE AND DISRESPECT FOR SCHOOL PERSONNEL WILL NOT BE TOLERATED.

Students in violation of this rule will be placed on the 8-Step Discipline Process

Revised: May 10, 2005

Tobacco

Student may not smoke on campus or have tobacco products in their possession. Unless otherwise provided for under Board Policy, the action described herein shall be considered appropriate in the handling of violations to the Student Behavior Code regarding the use/possession of tobacco.

- 1. First violation**--Possession/consumption of tobacco products will result in counseling and/or punishment at the discretion of the principal/ designee. Also, a letter of warning concerning use and/or possession of tobacco shall be sent to the parent/guardian with a copy placed in the Student Behavior File and a copy sent to the counselor.
- 2. Second Violation**--Two-day suspension with parent, student, and Principal conference. A report of the parent conference shall be completed following the conference, with a copy placed in the Student Behavior File and a copy sent to the student's counselor.
- 3. Third Violation**--Five-day suspension with second parent conference. A report of the parent conference shall be completed as in the step above.
- 4. Fourth Violation**--This will result in recommendation for expulsion.

Alcohol and Other Drugs Policy

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs and desires that every effort be made to reduce student use of these substances. The Board perceives this effort as an important step towards preventing violence, promoting school safety and creating a disciplined environment conducive to learning.

The Superintendent or designee shall develop a comprehensive prevention and intervention program that includes instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

The Governing Board is committed to maximizing the health and safety of district students and recognizes the district's role in helping to protect students from the dangers associated with illegal drug use and drug abuse. To support the district's substance abuse prevention efforts, the Board

desires to establish a drug testing program in the district's high schools that will provide a deterrent from drug use and help refer drug users to appropriate counseling and rehabilitative services.

Random Drug Testing

The Superintendent or designee shall establish a non-voluntary, random drug-testing program for all students participating in athletics.

A drug testing consent form is to be signed by the student and his/her parent/guardian prior to allowing the student to participate in any athletic or extracurricular activity.

The consent form shall indicate any prescription medication the student has been or is presently taking. The student shall present either a copy of the prescription or a physician's written verification of this fact with the consent form.

Procedures addressing how students will be selected, how often tests will be conducted, how samples will be collected and transported, and how results will be confirmed shall be made clear to athletes and parents.

Drug testing procedures shall ensure appropriate individual privacy while maintaining the viability of the process. If urinalysis testing is used, the supervisor collecting the specimen shall be the same gender as the student and the specimen shall be collected in a private facility behind a closed stall.

Parents/guardians shall be notified after any positive test results are confirmed. Test results shall be kept separate from the student's other educational records and shall be disclosed only to school staff designated by the Superintendent or designee as responsible for program implementation. The district shall not release test results to law enforcement authorities.

No disciplinary or punitive action shall be taken against any student who tests positive, other than removing him/her from participation in extracurricular activities. Students who test positive shall be encouraged to participate in an assistance program and may be required to take subsequent drug tests. A student who has been removed from participation in extracurricular activities may appeal that decision to the Superintendent or designee and then to the Board.

Alcohol and Other Drugs Disciplinary Policy

Any student who has unlawfully possessed, used, sold or otherwise furnished or been under the influence of any controlled substance as defined in section 11007 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind during the school day or at any school function will be:

First Violation

1. denied consideration for Valedictorian or Salutatorian
2. denied consideration for Honor Jacket
3. suspended from school for five days and a mandatory conference with the parent(s)/guardian(s) to discuss methods of correction and the consequence of future violations
4. denied the privilege of participating in all extra-curricular activities for 60 school days. In the event that the 60 days has not expired by the end of the year, the balance will be carried over to the first day of the next school year.
5. referred to the police department for citation.

Second Violation

1. expelled from school for the balance of the semester. The District may, if it deems necessary, extend the expulsion for one more consecutive semester. At the end of the expulsion time period, the parent and/or student can petition for readmission.
2. referred to the police department for citation

Third Violation

1. allowed to transfer voluntarily or be involuntarily transferred to Community School or Continuation School
2. referred to police department for citation

In addition to the above conditions, school organizations and clubs may also impose penalties for these violation but they must inform the membership of the rules at the beginning of the school year.

DRUG TESTING

Voluntary Drug Testing Program

The Governing Board is committed to maximizing the health and safety of district students and recognizes the district's role in helping to protect students from the dangers associated with illegal drug use and drug abuse. To support the district's substance abuse prevention efforts, the Board desires to establish a drug testing program in the district's high schools that will provide a deterrent from drug use and help refer drug users to appropriate counseling and rehabilitative services.

(cf. [5131.6](#) - Alcohol and Other Drugs)

(cf. [5131.63](#) - Anabolic Steroids)

Drug Testing of Students Participating in Extracurricular Activities

Definitions:

"Drug": Any substance considered illegal by California Statute or which is controlled by the Food and Drug Administration.

"Extracurricular Activities": Are those programs defined in Board Policy 6145 (a) that have the following characteristics:

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

"Student Athlete": Any student participating in interscholastic athletic programs sponsored by the Ferndale Unified School District.

"Sport Season": Fall, Winter and Spring seasons begin on the first day of practice allowed by the California Interscholastic Federation and end the day prior to the beginning date of practice of the next season.

Policy Statement

The Ferndale Unified School District is conducting a Mandatory Drug Testing Program for Students Participating in Extracurricular Activities. Its purpose is threefold:

1. To provide for the health and safety of all students participating in extracurricular activities
2. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs, and
3. To encourage student who use drugs to participate in drug treatment programs.

(cf. [5131.6](#) - Alcohol and Other Drugs)

Students

BP 5131.61(b)

DRUG TESTING

(cf. [5131.63](#) - Anabolic Steroids)

(cf. 6145.2 - Athletic Competition)

Legal Reference:

EDUCATION CODE

[44049](#) Known or suspected alcohol or controlled substance abuse by student

[51262](#) Use of anabolic steroids; legislative finding and declaration

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

[350](#) Fees not permitted

COURT DECISIONS

Board of Education of Independent School District No. 92 of Pottawatomie County v. Earls, (2002)
122 S.Ct. 2559

Vernonia School District v. Acton, (1995) 115 S.Ct. 2385

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

Management Resources:

OFFICE OF NATIONAL DRUG CONTROL POLICY PUBLICATIONS

What You Need To Know About Drug Testing in Schools, August 2002

WEB SITES

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

Office of National Drug Control Policy: <http://www.whitehousedrugpolicy.gov>

National Institute on Drug Abuse: <http://www.nida.nih.gov>

Partnership for a Drug-Free America: <http://www.drugfreeamerica.org>

U.S. Department of Education: <http://www.ed.gov>

(3/89 10/95) 7/03

DRUG TESTING

Voluntary Drug Testing Program

For each testing session, students shall be selected at random from among those who have provided their own and their parent/guardian's consent for the program.

Test results shall be available only to the student and the student's parent/guardian. Parents/guardians of students who test negative shall be notified by mail. Parents/guardians of students who test positive shall be notified and referred to a counselor. After two weeks, a student who has had a positive test may be tested again.

If a student fails to appear for a test, the parent/guardian shall be notified and a test rescheduled for the following week.

Parents/guardians of student who volunteer for this program shall submit a registration fee with their consent form. If a student or parent/guardian is unable financially to pay for testing, the cost may be paid out of District funds. Criteria for eligibility for financial assistance will be the same as for the Free and Reduced Lunch Program.

Drug Testing of Students Participating in Extracurricular Activities

Consent: Each student wishing to participate in any extracurricular program and the student's custodial parent or legal guardian shall consent in writing to drug testing pursuant to the District's Drug Testing Program. Written consent shall be in the form attached to this policy as Exhibit A. No student shall be allowed to participate in any extracurricular program absent such consent.

Student Selection: At the option of the District, all extracurricular participants may be drug tested at the beginning of any athletic season or grading period during which an extracurricular activity begins. In addition, random drug testing will be conducted periodically during the athletic season or grading period. Selection for random testing will be by computer generated random selection program of all student athletes and extracurricular participants participating in extracurricular programs in the District at the time of the drawing. The superintendent shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process, including but not necessarily limited to, assuring that numbers assigned to participating students are in the computer, assuring that the third party person drawing numbers has no way to knowingly choosing or failing to choose particular students to be tested, and assuring that the identity of students drawn for testing is not known to those involved in the selection process.

Sample Collection: Samples will be collected at a mutually convenient time on the same day the student is selected for testing. A list of students to be tested, determined by random number selection, will include alternates to be tested in the event students whose numbers are drawn are absent from school that day. If a student is unable to produce a sample at any particular time, the student will be expected to stay in the testing area until he/she is able provide the sample. All students providing samples will be given the option of doing so alone in an individual stall with the door closed. Samples collected will be split in the event a second test is necessary.

Prescription Medication: Students who are taking prescription medication will be asked to provide the name of the prescription medication being taken, the name of the prescribing physician, and the pharmacy from which the prescription was obtained on the Chain of Custody Form completed at the time a sample is collected. This information on the Chain of Custody Form will be forwarded to the testing laboratory with the sample, with instructions for the laboratory to consider the student's use of such medication to assure the accuracy of the result. Such information provided by the student will not be disclosed to any school official. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests."

Scope of Tests: The testing laboratory will be instructed to test for seven illegal drugs plus alcohol. Student samples will not be screened for the presence of any substances other than an illegal drug or the existence of any physical condition other than drug intoxication.

Limited Access to Results: The testing laboratory will be authorized to report results only to the superintendent or to such person as the superintendent may designate in the event the superintendent is absent.

Procedures in the Event of a Positive Result: Whenever a student's test results indicate the presence of illegal drugs ("positive test"), the following will occur:

1. The second half of the split sample will be sent to the laboratory for testing. The expense of the second test will be borne by the district if the test results are negative, and by the parent if the test results are again positive.
2. If the second sample tests negative, the student will be notified and no further action will be taken. If the second sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent, the student, and the custodial parent or legal guardian. At this meeting the parent or legal guardian, the student and the superintendent will review the options available under this policy, and the requirements and consequences associated with each option.

First Positive Result:

For the first positive result, the student will be given the option of: participation in a Drug Counseling Program and submission to weekly drug testing for six (6) weeks, at parent expense; or suspension from participation in extracurricular activities, including interscholastic athletics for the remainder of the current quarter (or athletic season) and the next quarter (or athletic season) as well. Parents, at their expense, will have to seek drug counseling through the Humboldt County Alcohol and Other Drugs Program. Proof will have to be provided to document enrollment and completion of counseling.

Second Positive Result:

For the second positive result in any two (2) consecutive calendar years, the student will be suspended from participating in extracurricular activities, including athletics, for the remainder of the current grading period or season and the next grading period or athletic season for which the student would be eligible. The student will have to submit proof of completion of a program of drug counseling before being allowed to return to athletics or participation in extracurricular activities.

Third Positive Result:

For the third positive result in any two consecutive calendar years, the student will be suspended from participating in extracurricular activities or athletics for the remainder of his/her high school years.

Students**AR 5131.61(c)****DRUG TESTING****Non-Punitive Nature of Policy:**

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit. In the event of service of such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified at least seventy-two (72) hours before response is made by the District.

Attendance Policies

This policy will apply to grades 6 through 12.

Daily student attendance is of prime importance in the educational process. All students are expected to attend school for all days of the established school calendar as adopted by the Board of Education and the California Education Code. **Attendance is the responsibility of the student, parents and the school.** The importance of regular daily attendance as a basis for academic achievement cannot be over emphasized. All absences have a negative effect upon instructional continuity, regardless of the attempts to make up work. The regular contact of students with one another in the classroom and their participation in well-planned instructional activity under the tutelage of competent teachers, are vital to this purpose.

1. **Students with excused absences**, as identified in Ed. Code 46010, shall be allowed to make up class work missed. The teacher of any class from which a pupil has an excused absence shall determine, pursuant to regulations of the Governing Board, what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments. Tests, assignments and quizzes may be the same as those missed or be reasonably equivalent to them as set forth in the Education Code. Students receive an excused absence when they are absent from school for any of the following reasons:
 1. Student illness or injury
 2. Medical, dental or optometric appointments
 3. Attendance at funeral services of a member of the immediate family
 4. Serving on a jury
 5. Justifiable personal reasons subject to certain restrictions including, but not limited to, an appearance in court, observance of a holiday or ceremony of his/her religion, or an employment conference and such other absences as the principal may consider justifiable.
2. **School related absences are excused absences.** Activities that are school related need to be clearly identified in advance of the absences. Rodeo, college visits, athletic trips, etc., need to be approved as school related absences by the administration **prior** to the absence or the absences will be recorded as unexcused.
3. **Permission to Leave campus:** Any student leaving campus other than for lunch must first obtain a **Permission to Leave Campus Pass (Blue Slip)** from the attendance clerk. Students leaving the campus without a "Permission to Leave" Campus Pass will receive an unexcused absence. Students not returning to school from lunch without first obtaining a Permission to Leave Campus Pass must have a parent/guardian call the school office prior to 8:00 p.m. that day. If the school is not notified, the absence will be unexcused.

4. **Readmission Following Absence:** If a student does not have parental verification upon returning to school, his/her admission slip will be recorded as "unexcused". The student then has three (3) school days to provide acceptable parent/guardian verification to clear the unexcused absence. After three (3) school days, the absence will become a permanent unexcused absence.
5. **Eighteen year old students will not be allowed to authorize absences. All student absences will be verified by the parent/guardian of the student.** An eighteen-year-old student living independently from his/her parent/ guardian may petition the Board of Education for permission to authorize absences.
6. **Each Unexcused Absence will result in detention or grade reduction.** Student suspensions will be recorded as an Unexcused Absence. Students who are suspended are responsible for making up the class work missed during the suspension and credit will be awarded for this make-up work. Students with three or more unexcused absences, or three tardies in excess of 30 minutes, will be declared habitually truant and referred to SARB. Students are responsible for keeping up with class work missed during unexcused absences that are not suspensions; however, no credit will be given for the make-up work. Nine or more unexcused absences in any grading period will result in a failing grade.
7. Students will be allowed one unexcused tardy and one locker visit per class for each quarter. Teachers may assign detention or grade reduction for excessive tardiness. Excessive tardiness may also result in referral to SARB and/or loss of credit for the class.
8. **For family travel, each student will be permitted Family Supervised Absence (s) not to exceed five school days, each school year.** The intent of this policy is to permit, but not encourage, students to travel with their parent/guardian for family trips that cannot be scheduled during a school recess. Family Supervised Absences will be excused absences and must be approved by the school administration **prior** to the absences or they will be recorded as unexcused absences.

In addition to the penalties established for unexcused absences and tardies, students who are habitually absent or tardy will be declared as truant and referred to the Eel River Valley School Attendance Review Board for additional sanctions and placement at an alternative educational site.

Adopted June 17, 1997 Revised June 19, 2002

Independent Study. Students or parents may request Independent Study for absences of five or more days. Arrangements for Independent Study must be made in advance of the absence, and approved by the principal. Students must complete all assigned work in order to receive attendance and academic credit for the days of absence.

Attendance Regulations for Participation in School Activities

A student who is absent from any part of the school day will not be allowed to practice or compete in extracurricular activities that day. An absence on a Friday will result in a student being unable to complete in extracurricular activities on the Saturday following the absence. A student who is prohibited from participation due to this rule may appeal to a committee made up of the principal and the athletic Director.

Accidents

If a pupil is injured, it shall be his/her responsibility to inform a teacher or member of the office staff of the injury immediately. An Accident Report shall be completed by a member of the staff within 24 hours of an accident and submitted to the District Office.

Insurance

THE HIGH SCHOOL DOES NOT CARRY ANY FORM OF MEDICAL OR DENTAL INSURANCE ON STUDENTS.

STUDENTS CANNOT PARTICIPATE IN INTERSCHOLASTIC SPORTS WITHOUT INSURANCE COVERAGE.

Students will be provided with information on low-cost insurance provided through a private carrier at the beginning of the school year. Enrollment is voluntary. THIS COVERAGE IS SECONDARY COVERAGE--CLAIMS MUST BE SUBMITTED TO FAMILY INSURANCE CARRIERS FIRST.

CALIFORNIA INTERSCHOLASTIC FEDERATION ATHLETIC PRINCIPLES

To be of maximum effectiveness, the Athletic Program will:

1. Be based on the spirit of amateurism.
2. Be conducted by secondary school authorities.
3. Provide opportunities for many students to participate in a wide variety of sports in every sport season.
4. Foster training in conduct, game ethics, and sportsmanship for participants and spectators.
5. Include a well-balanced program of intramural sports.
6. Engender respect for local, state, and national rules and policies under which the school program is conducted.

TRANSPORTATION TO/FROM SCHOOL EVENTS

When the school district provides transportation to a school event, the students being transported are strongly encouraged to return home via the same school transportation. When transportation of students is not provided by the District, parent or volunteer drivers will be registered and approved by the District prior to transporting students. If a parent/legal guardian desires his/her student to be transported home by means other than the school transportation system, the following policy must be adhered to:

1. Prior to a school vehicle departing for home, parents/legal guardians approach the activity sponsor and request that their student be discharged to their custody. In addition to the person-to-person request, the parent/legal guardian must give the school official a signed note authorizing the student to leave the school transportation vehicle.
2. If a parent/legal guardian is not going to be in attendance at the school activity and wishes for his/her student to be transported home by some other person, the legal parent or court-appointed guardian must--in person and 24 hours prior to the activity--submit a signed authorization to the school administration office. The signed authorization must specifically state the name of the person to whom the school official is to release the student.

Overnight Trip Procedures Ferndale Unified School District

FUSD Board Policy and Administrative Regulations 6153 outline the procedures for school-sponsored trips. All FUSD employees, including teachers, activity sponsors and athletic coaches are expected to be familiar with these policies and regulations when planning and conducting trips involving overnight stays or travel out of state.

Prior to Departure

Prior to any trip involving an overnight stay or travel out-of-state, each teacher, activity sponsor or athletic coach shall obtain a signed parent permission slip and a completed copy of the emergency contact sheet for each participating student.

The teacher, activity sponsor or athletic coach will make a master list of each student in attendance on the trip, including telephone number for emergency contact. Students taking school-provided transportation or in school-approved private vehicles will be checked against this master list prior to departure. Students not making the trip will be crossed off of the master list. A copy of this master list will be left with the school office prior to departure, and with a parent/community member able to contact parents in the event of need.

Any student who is not returning to school on school-provided transportation or with his/her own parents at the completion of the trip will have on file a signed note from his/her parent or guardian, countersigned by the school principal, indicating the driver with whom the student will be returning to school. In the absence of this note, a student will return to school on school-provided transportation. The teacher, activity sponsor or athletic coach will check those names of students with pre-approved notes against the master list.

During the Trip

Prior to arrival at the destination, the teacher, activity sponsor or athletic coach will provide instructions to students about scheduled stops, conduct during stops and activities, and arrangements for the return trip. Prior to leaving any scheduled stop, roll will be taken to ensure that all students are accounted for.

Prior to Return

The teacher, activity sponsor or athletic coach will release each student who is riding with alternative transportation (either with their own parents or another's parents by pre-approved note) and check each off of the master list. Roll of all students taking school-provided transportation will be taken prior to departure, and checked against the master list. On arrival at school, the teacher, activity sponsor or athletic coach will ensure that each student has transportation home, and will not leave school until every student has been picked up.

In the Event of Emergency

In the event of an emergency during the trip or significant delay in arrival back at school, it is the responsibility of the teacher, activity sponsor or athletic coach to make necessary decisions to ensure the safety and welfare of students, and to ensure that each parent has been notified of the nature of the emergency and the anticipated arrival time back at school. If they are able to do so, students may make telephone calls to their parents. If not, the teacher, activity sponsor or athletic coach will call for them. The teacher, activity sponsor or athletic coach will also contact a school official to inform him/her of the nature of the emergency, and the anticipated arrival time in order to make arrangements for informing parents who may be waiting at school. In the event the school is unable to make home contact, the parent/community member who agrees to accept responsibility for notifying parents of students on the trip will telephone each parent on the master list to inform them of the emergency or delay.

Ferndale High School, 786-5900
Principal Alan Brainerd, 777-1938 (home)
A. D. Kim Jorgensen, 786-4410 (home)
School Secretary Sue Gothier, 786-9040 (home)

Ferndale Elementary School, 786-5300
Principal Paul Meyers, 786-9786 (home)
A.D. Gaylene Dudal, 786-9046 (home)
School Secretary Jeannette Leonardo, 786-9956

Ferndale Unified School District
Parental Authorization to Transport a Student

_____ has my permission to transport my son/daughter
Name of authorized driver

_____ home from _____
Name of student Activity

on _____
Date

Signature of parent/guardian

Date

_____/_____
Approval of Principal /date

Forms Needed for Participation

- Physical Examination
- JPA-5 (Acknowledgement and Assumption of Potential Risk)
- Verification of Insurance waiver
- Athletic Code of Conduct
- Alcohol and Drug Testing Authorization
- Ejection Policy Notification
- Overnight Field Trip (when applicable)
- Transportation Consent Form (when applicable)

Ferndale High School
Athletics Code of Conduct

All student-athletes at Ferndale High School are expected to uphold high standards of conduct, both on the playing courts and fields and off. By signing the Athletic Code of Conduct:

1. Each athlete is expected to contact a coach before practice if he/she is going to be absent from a practice or a game. Failure to do so will result in an unexcused absence, which will be dealt with in reduced playing time (coaches discretion) or removal from the team (coaches discretion) depending upon the situation.
2. Each athlete is expected to attend a full school day each day of the season of sport. Athletes who are absent from school on a day of practice or a game day, or on a Friday prior to a Saturday game, will not be allowed to practice or play. Exceptions will be made for athletes who bring a note from a doctor or dentist verifying an appointment, or for athletes with extenuating circumstances who have obtained permission to practice or play from the Athletic Director and/or Principal.
3. Each athlete will be punctual to practice and games. Failure to do so will result in reduced playing time.
4. No athlete will engage in criminal activity, including the use or possession of alcohol or drugs at any time during the season of sport. An athlete violating this code will be removed from the team. A coach of any Ferndale team is responsible for reporting offenders. Violation of school rules may also result in removal from the team or reduced playing time, at the discretion of the coach and/or school officials.
5. Student athletes may be tested for the presence of illegal drugs at the beginning of each sports season and shall be subject to random drug testing during the entire season. Students desiring to participate in a District athletic program shall first provide their parent/guardian's written consent for urinalysis testing. (Board Policy 5131.61)
6. Each athlete is expected to dress in appropriate attire while on team trips. Appropriate attire means clean and presentable clothing without holes.
7. Student athletes are committed to participation for an entire season of sport. Any athlete who chooses not to complete the season, or is removed from a team for any reason, will be denied athletic points and awards for that sport.
8. In all our activities we will strive to do our best, do what is right, and treat others, including coaches, teammates, opponents and officials, as we would want to be treated.

Ferndale Unified School District Spectator Code of Conduct

Ferndale Unified School District welcomes the participation of parents, friends and family members of athletes, and community members in its various athletic programs, whether as spectators, volunteer assistants or as employees. We have guidelines that we expect to be followed during this participation that will allow coaches and officials to do their jobs, athletes to compete, and spectators to enjoy the experience.

1. Spectators at athletic events are expected to conduct themselves in a manner that is courteous and respectful to athletes, coaches and officials, and to model good sportsmanship for others. Taunting, trash-talking and intimidation of others will not be tolerated
2. Spectators must remain in designated spectator areas during athletic contests, and are not allowed to come on to an athletic court or field during a contest for any reason unless specifically invited to do so by a school official.
3. All yells should emanate from the cheerleaders. Cheerleaders should discourage impromptu yells, especially if they are unsportsmanlike.
4. No spectator is allowed to confront an official, coach, or player before, during, or after an athletic contest. If a spectator has reason to speak to a coach about a matter involving an athlete or a game, he/she should call for an appointment to meet with the coach outside of the presence of athletes. If the matter is not resolved satisfactorily, the spectator should request a meeting between the coach and Athletic Director and/or principal.
5. North Coast Section policy prohibits the use of noisemakers such as clappers (thunder sticks), air horns and amplifying devices at NCS sanctioned events such as playoff and championship games.

**Ferndale Unified School District
Coaches Code of Conduct**

Coaches of athletic teams sponsored by the Ferndale Unified School District are either employees or volunteers of the District, and are expected to abide by all District policies and procedures for athletic events. With their words and actions:

1. Coaches must strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.
2. Coaches will model good sportsmanship in their dealings with other coaches, athletes, officials and spectators
3. Coaches will never place the value of winning over the safety and welfare of athletes.
4. Coaches will not seek unfair advantage by teaching unsportsmanlike behavior to athletes.
5. Coaches will never authorize or condone the use of performance enhancing substances, drugs, alcohol or tobacco, nor use such substances in the course of supervising athletes.
6. Coaches found in violation of District policy 4020, Drug Free Workplace, relating to the possession or use of drugs, alcohol or tobacco, face disciplinary action, suspension or dismissal. (California Education Code 44011)
7. Coaches will teach players to play with the spirit and rules of the game.

Coach's Signature

Date

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

In compliance with the California Department of Education and the California Interscholastic Federation, the Ferndale Unified School District has adopted the following policy for those students who participate in extra curricular activities.

To participate in any extra curricular activity with the Ferndale Unified School District, a student must have obtained at least a "C" average (2.0) during the previous grading period. When two grades are issued simultaneously, such as at the end of the second and fourth quarters, scholastic eligibility will be established by the grades issued for credit. This grade point average will be based on a 4.0 scale and plus and minus grades will be used to calculate the grade point average. The only exception to the minimum 2.0 grade point average would be a student who receives no D's or F's on the grades used to determine extra curricular eligibility.

Any Ferndale Elementary School student receiving a grade of F shall be ineligible. Any Ferndale High School student receiving two F's on the grades used to determine eligibility shall be ineligible. Grades earned at Adult School, Summer School or through Correspondence Schools shall not be used to raise a student's grade point average for eligibility purposes. Any student who fails to maintain his/her eligibility will become ineligible one calendar week following the first day of the new quarter. He/she shall remain ineligible for the entire quarter and he/she may not practice or participate in any extra curricular activities.

Probationary Eligibility: A student who becomes academically ineligible in a grading period may apply for a waiver of ineligibility. The following policy governs probationary eligibility:

1. The student may have no more than one F on the report card of the grading period for which he/she became ineligible, and must not have petitioned for probationary eligibility for the previous grading period. Only one (1) quarter of probationary eligibility may be granted in one school year.
2. The student must demonstrate satisfactory academic progress during the probationary period, as shown by progress reports at mid-quarter. A student who receives unsatisfactory progress reports with grades of less than C in two or more classes at mid-quarter shall have probationary eligibility suspended for the remainder of the quarter.
3. The decision to grant probationary eligibility shall be made by majority vote of a committee composed of the school principal, counselor, and a member of the certificated staff appointed by the principal.

Students who are not eligible may not be a member of or participate in the following activities:

Athletics	Spanish Club
Student Body Office	Student Council
Class Office	Spirit leaders
Ski Club	Wildcat Club
Powder Puff Football	Class Activities

The above list is not final and can be amended by the school's administration. Students who are ineligible will be allowed to participate in co-curricular activities such as Music, Drama, Future Farmers of America and Future Homemakers of America.

Adopted Date: 10-15-96

ATHLETICS

The following athletic programs are sanctioned at Ferndale High School.

GIRLS	BOYS
Softball	Baseball
Basketball	Basketball
Cross Country	Cross Country
Volleyball	Football
Golf	Golf
Rodeo	Rodeo
Soccer	Soccer
Spiritleader	Spiritleader
Tennis	Tennis
Track	Track
Wrestling	Wrestling

Students will be allowed to participate in individual athletics (cross-country, golf, etc.) under the supervision of other school districts until such time that the receiving district chooses to discontinue that agreement. Ferndale High School will not be responsible for any regular season or post-season costs under this inter-district agreement.

The mode of transportation from Ferndale High School to the receiving district shall be reviewed and approved by the Ferndale Unified School District administration. Also, parents of the participating student will be required to sign a hold-harmless agreement, which will be kept of file at the Ferndale High School administration office.

Bringing Up Frosh/Soph Athletes

To move an underclassperson from a frosh/sop (JV) team to a varsity team, the following shall be considered:

1. The student athlete's athletic skill level.
2. The student athlete's ability to contribute to the team in actual athletic competition.
3. That the student athlete is mentally and emotionally prepared to deal with the competition at the varsity level.
4. Above all, the best interests of the student athlete will be of paramount importance.

The procedure for moving an underclassperson from a frosh/soph (JV) team to a varsity team shall be as follows:

1. The coach proposing such a move will meet with the athletic director to discuss the issue. Coaches shall not contact the underclassperson or his/her parents prior to this meeting.
2. If the athletic director, in consultation with the principal, does not agree with the coach regarding the move, the student shall remain at the frosh/soph (JV) level.
3. If the athletic director, in consultation with the principle, agrees with the coach regarding the move, the athletic director, coach, the student athlete and the parent(s) will meet to discuss the possibility of such action taking place. All the information regarding the rationale for the proposed move shall be discussed at this time.
4. The student athlete and parent(s) will have the responsibility for making the decision, and will inform the athletic director and coach of that decision.

Athletic Awards:

Letters (Varsity & Frosh/Soph) ~ to be awarded a block letter, the following regulations apply: All letters and emblems awarded will be based on practice and game attendance and attitude. 100% attendance is expected for all practices and games, based upon school attendance policies.

1. A Varsity or Frosh/Soph block letter will be awarded to an athlete competing in and completing his/her first season in any one sport with that corresponding emblem.
2. For each successive season played in any one sport, a numbered emblem will be awarded. (Frosh/Soph emblems will be awarded for a second Frosh/Soph season of any one sport.)
3. Scorekeepers, timers, statisticians, etc. will receive service hours unless there has been compensation for these hours.
4. A manager's letter and emblem may be earned if a student is manager and/or scorekeeper for two full seasons.

5. HDN All-League athletes in any sport shall receive a white chenille HDN star that is awarded to distinguished athletes of various sports if selected by league coaches. An emblem shall also be given to indicate in the sport the HDN star was awarded. If additional stars in different sports are earned by an athlete, they will be awarded as many stars as they earn (one per sport). If an athlete earns a HDN star in the same sport in successive years, numerals of II, III, IV will be awarded.
6. Any athlete quitting or released for disciplinary reasons during the season (unless with the permission of the coach) will lose all credit for that sport during that season.
7. No more than two captains will be chosen per sport, per season.
8. A student-athlete participating in two sports simultaneously must meet attendance requirements for practices and games in each sport in order to be considered for athletic awards in both sports.

Ferndale Unified School District Criteria for Concurrent Participation in More Than One Sport

Students are allowed to participate in two sports simultaneously under the following conditions:

1. A student-athlete must obtain the written permission of both athletic coaches, the Athletic Director and the principal in order to participate in two sports during a single season.
2. A student must be of such academic standing that dual participation would not jeopardize eligibility to participate based upon grades. A student earning progress reports in two or more classes with grades of D, F, or incomplete during the season of sport would not be eligible for dual participation. A student with probationary eligibility during a quarter may not participate in two sports during his/her probationary period.
3. A student-athlete participating in two sports simultaneously must meet attendance requirements for practices and games in each sport in order to be considered for athletic awards in both sports.

Outstanding Senior Athlete Award: In order to be eligible for the highest and most distinguished athletic award, a senior boy or girl must meet the following criteria:

1. Must have participated in and completed an athletic season in his or her senior year.
2. Criteria for Outstanding Senior Athlete will be based on:
 - a. 5 points for every Varsity or Frosh/Soph emblem earned
 - b. 1 point for every HDN All League Star
 - c. 1 point for every Captain Star
 - d. 1 point for every MVP award
3. The winner of this distinguished award will have met the above criteria and earned the highest number of athletic points.

Booster Sponsored Athletic Achievement Plaques:

1. Plaques are sponsored by The Ferndale High Booster Club.
2. Awards will be consistent amongst the teams
 - a. Varsity & Frosh/Soph football will have 5 awards each per season
 - b. All other sports will have 3 awards per team, per season
3. Players will vote for the recipients, except for the Coaches Award
4. Votes will be counted by two adults (either the Athletic Director or the Office Staff Personnel will verify the winners)

Miscellaneous named trophies

1. Football MVP - Len Casanova
2. Football Outstanding Lineman - Mike Wells
3. Football Captain - Finn Goff
4. Football Mr. Back - Jamie Allen
5. Wrestling MVP - Tom Weber
6. Basketball MVP (varsity) - Franny Givens
7. Basketball MVP (frosh/soph) - Elrid Spinis
8. Girls Basketball Defense Award - Jack & Joanne Smith
9. Baseball MVP - Joe Oeschger
10. Track MVP - Carl Petersen

**2018-2019
Athletic Ejection Policy Notification Form
[North Coast Section Ejection Policy]**

Ferndale High School

The following rules and minimum penalties are applicable to players as adopted by the NCS Board of Managers on April 21, 1995. This policy is in effect beginning with the 1995-96 school year, and includes non-league, league, invitational tournaments/events, and post-season playoffs and championships (league, section or state).

1. Ejection of a player from a contest for unsportsmanlike or dangerous conduct.
PENALTY: The player shall be ineligible for the next contest (non-league, league, invitational tournaments/events, and post-season playoffs and championships [league, section or state]).

2. Illegal participation in the next contest by a player ejected in a previous contest.
PENALTY: The player shall be ineligible for the remainder of the season.

3. Second ejection of a player for unsportsmanlike or dangerous conduct from a contest during one season.
PENALTY: The player shall be ineligible for the remainder of the season.

4. When one or more players leave the bench to begin participation in an altercation.
PENALTY: The player(s) shall be ejected from the contest in question and become ineligible for the next contest (non-league, league, invitational tournaments/events, and post-season playoffs and championships [league, section or state]).

I have read and understand the rules and regulations of the Ejection Policy. Athletes may not participate in any contest until this document is signed and on file in the school.

Student's or Coach's Signature

Date

Sport: _____ **[Circle One]** **Varsity** **JV**

These signed policy statements are to be maintained at each school. An Ejection Policy Notification Form is to be filed, according to League policy, either with the League Commissioner or with the North Coast Section.

Section II

Job Descriptions, Duties & Responsibilities



ATHLETIC DIRECTOR Job Description

DESCRIPTION OF POSITION: The Athletic Director shall assist the Principal in the planning and implementation of the interscholastic athletic program.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Collect budgets from individual head coaches and then prepare and submit a budget for the total athletic program at Ferndale High School.
2. Select, requisition, and purchase athletic supplies according to the approved budget. Coaches requesting non-budget items shall go directly to the principal for approval.
3. Maintain inventory records and be responsible for orderly storage of supplies, equipment, and uniforms.
4. Confer with coaches on departure time for away athletic events. One week prior to the event, the Athletic Director will see that dismissal times are listed in the Daily bulletin and transportation assignments have been arranged through the Principal.
5. Supervise all "set ups" for home games. (check clocks, and PA system in advance).
6. Make sure that gym facility is secure after athletic events.
7. Meet with coaches and outline their responsibilities in reporting game results to the press.
8. The Athletic Director will attend all Humboldt-Del Norte League scheduling meetings and assist in developing the league schedule. Head coaches shall develop their own practice contest schedules and present them to the Athletic Director for compliance with district policy. The Athletic Director will then submit the schedules to the Principal and Board for final approval: April meeting, fall sports; August meeting, winter sports; November meeting, spring sports.
9. Be responsible for selection of support personnel and notification of the days and times needed (timers, corers, chain crews, etc.).
10. Submit home schedules to the various official commissioners—send schedules and rosters to all Humboldt-Del Norte high schools on the schedules.
11. Review, monitor and implement the requests made by the NCS championship fact sheets.
12. Attend all Humboldt-Del Norte Principal/Athletic Director meetings and various committee assignments.
13. See that programs are available for home games.
14. Make cash boxes and programs available to supervising teachers and gate employees.
15. Be in attendance at all home have events where admission is charged.
16. Assist the Booster Club with athletic banquets.
17. Participate as a member of the committee selection coaches. The committee will consist of the following people: Principal, Athletic Director, head coach of the varsity sport for which a fros/soph coach and/or a varsity assistant coach is being selected. In the event that a varsity coach is being selected, the committee shall consist of: Principal, Athletic Director, another varsity coach appointed by the Board of Trustees, and a member of the Board of Trustees.

18. See that all appropriate forms are on file for student participation:
- Physical Examination
 - JPA-5 (Acknowledgement and Assumption of Potential Risk)
 - Verification of Insurance waiver
 - Athletic Code of Conduct
 - Alcohol and Drug Testing Authorization
 - Ejection Policy Notification
 - Overnight Field Trip (when applicable)
 - Transportation Consent Form (when applicable)

19. Make arrangements for student physicals.

20. Maintain a good working relationship with all coaches.

21. Meet with all coaches, provide them with keys, tour the facility, and confirm their understanding of calculating athletic awards (letters & emblems, etc.).

22. In the absence of the Principal, be responsible for immediate decisions concerning any unexpected situations or problems with the athletic program.

23. Arrange for ambulance services when necessary.

SUPERVISION: The Athletic Director is under the immediate supervision of the school Principal.

QUALIFICATIONS: Must have been a district employee for three full years and have a strong athletic and coaching background.

COMPENSATION: The Athletic Director will be given one scheduled period in lieu of compensation. This item will be reviewed annually.

REQUIREMENTS FOR ALL COACHES

California Code of Regulations: 5593. Temporary Athletic Team Coach Qualifications and Competencies.

This section applies to all coaches:

- A. The district shall determine whether a temporary athletic team coach is knowledgeable and competent in the areas of:
 1. Care and prevention of athletic injuries, basic first aid and emergency procedures;
 2. Coaching techniques;
 3. Rules and regulation in the athletic activity being coached;
 4. Child or adolescent psychology, whichever is appropriate to the grade level of the involved sports activity.

- B. The district shall establish a temporary athletic team coach's qualification in each of the below specified four competency areas: (Note: these qualifications shall apply to all coaches, whether they are District employees or volunteers.)
 1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures as evidenced by one or more of the following:
 - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card; or
 - b. A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation (CPR) card, or
 - c. A valid Emergency Medical Technician (EMT) I or II card; or
 - d. A valid trainer's certification issued by the National or California Athletic Trainer's Association (NATA.CATA); or
 - e. The person has had practical experience under the supervision of an athletic coach or trainer, or has assisted in team athletic training, and conditioning, and has both a valid CPR and first aid card.

 2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:
 - a. Completion of a college course in coaching theory and techniques; or
 - b. Completion of in-service programs arranged by a school district or a county office of education; or
 - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached; or
 - d. Prior coaching in community youth athletic programs in the sport to be coached; or
 - e. Prior participation in organized competitive athletics at high school level or above in the sport to be coached.

- 3 Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules and, at the high school level, regulations of the CIF.
 - 4 Knowledge of child or adolescent psychology as it relates to the sports participation as evidence by one or more of the following:
 - a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions; or
 - b. Completion of a seminar or workshop on human growth and development of youth; or
 - c. Prior active involvement with youth in a school or community sports program.
- C. The school district superintendent may waive compliance with; any or more of the competencies described in subsection (a) provided that the person is enrolled in a program leading to acquisition of a competency. Until the competencies are met, the prospective coach shall serve under the immediate supervision of a fully qualified temporary athletic team coach.

COACHING STAFF

Duties and Responsibilities

The coaching staff will:

- a. Meet with parents and athletes
 1. Meeting to take place during the first full week of practice to articulate their personal philosophies regarding sports with their athletes.
 2. Make certain that discipline is firm, fair, consistent, and builds self-disciplined athletes.
 3. Emphasize that athletes represent Ferndale High School both on and off the field of play.

- b. Schedule of athletic events
 1. Schedule deadlines: May 1st - Cross Country, Football, Soccer, Volleyball, Girls Golf, Wrestling, and Basketball.
 2. Be sure to check with the Athletic Director as to the number of contests allowed for your sport.
 3. Acquire the approval of the Athletic Director prior to scheduling non-league games.
 4. Submit copies of the schedule to the Athletic Director before making it final.
 5. Make sure schedules include the following: date, day, opponent, team, time place and departure time.
 6. Plan departure time so as to arrive one hour before game time, if dressing facilities are needed. Otherwise one-half hour is sufficient.
 7. Check copies sent from other schools as to time, date, etc., against your own schedule to see that they agree.

- c. Insurance Procedures.
 1. See that each member of the team is covered by either home or school insurance. This must be done before the student begins practice.
 2. Turn the team roster into the Athletic Director so that insurance coverage can be verified.

- d. Physical Examination Procedures
 1. See that each member of the team has had a physical examination by a medical doctor before he/she is allowed to practice.

- e. Eligibility of Athletes
 1. Emphasize academic achievement constantly
 2. Submit a list of team members to Athletic Director as soon as practice begins.

3. Inform Athletic Director of additions and deletions in a timely manner.
 4. Check daily attendance records to determine student/athlete's eligibility to practice or play.
- f. Transportation of Students
1. Supervise students upon release from class before departing for game. Do not allow anyone to leave campus for forgotten items.
 2. See that one coach from this school is with students being transported to athletic contests. Students traveling to Ferndale athletic events will leave and return on school transportation, unless written permission has been given by the Principal of Ferndale High School or his designee. Permission to travel to the athletic event with one's parent must be requested prior to the event; permission to travel from the event with one's parent must be requested from the coach by the parent at the event. No student may travel with any one other his/her own parent.
 3. Be responsible for all statisticians, managers, etc., traveling on team buses.
- g. Procedure of Injuries
1. See that an injured athlete is taken care of promptly and that the necessary accident report is completed and returned to the office. In circumstances where the head coach does not directly deal with injured players, the head coach shall assign the responsibility of handling the treatment of injured athletes to an assistant coach or designated adult.
 2. If the injury is of a serious nature and there are no trained personnel present to deal with the nature of the injury, the coach will see that 911 is called, and then make every effort to contact the parents before transporting the injured to a doctor or hospital.
 3. If the injury takes place while the team is out of town and the coach is unable to reach the parent, contact Ferndale Police and the Ferndale High Principal. Take the injured athlete to the hospital of emergency care. However, if the parent cannot be contacted, the hospital of will not service a minor without parental permission. For this reason, coaches must have signed, emergency medical cards available.
 4. Do not allow an athlete to participate after serious injury until he/she has been given permission by the Athletic Trainer or physician.
 5. Do not allow an athletic team to leave the school without a proper first aid kit.
- h. Athletic Equipment
1. Be responsible for the equipment entrusted to them by the school.
 2. With the assistance of the Athletic Director, conduct an annual inventory of the equipment to determine that all equipment has been returned at the end of the season.

3. Do not give away, sell, loan, or trade any equipment or clothing with School Board approval.
- i. Purchasing Equipment
 1. By April 1st of each year, submit budget requests for clothing, equipment, meals, and entry fees to the Athletic Director.
 2. Submit protective equipment budget on a separate purchase order to the Athletic Director
 - j. Gymnasium Supervision
 1. See that the shower and locker room area is supervised by a coach while his team is using the facility
 2. Be the last person to leave the gymnasium after seeing that equipment has been properly stored and all the doors are locked.
 3. Do not allow athletes to use the Physical Education office phone except in emergency situations.
 4. Do not allow athletes to be unsupervised in the gym, wrestling room or weight room.
 - k. Practices
 1. See that each practice session is well-organized and meaningful to the athletes under their supervision.
 2. See that no practice session is held without a coach being present.
 3. Know the starting date for their particular sport. Our league has starting dates for all sports so check with Athletic Director for dates.
 4. Remember that the primary purpose of a student being in school is to obtain an education, and therefore, play the practice sessions within a limit that will allow a student to return home to pursue his/her academic responsibilities.
 5. Do not hold practice sessions, meetings, or a contest of any kind on Sundays or on Christmas Day.
 - l. Rules Governing Sports
 1. Know and understand all the rules of their particular sport.
 2. Know and understand C.I.F., N.C.S., and N.B.L. rules governing their sport.
 - m. Awards
 1. Prior to the last scheduled contest, submit to the Athletic Director a list of all athletes who have successfully earned any athletic awards
 - a. To receive a letter or certificate, a player must be an eligible member of the team during the entire season, that is, from the first non-league game to the last game; must attend practice regularly; and must comply with the code of conduct and ethics described in this handbook.

- n. Visiting Teams
 - 1. See that the visiting teams are supplied with the necessary locker space and equipment that a visiting team needs.

- o. Fund Raising Activities
 - 1. Make sure all fundraisers are approved by the Director of Student Activities.
 - 2. Make sure all funds raised by individual sports, local sports clubs, donors, etc., are approved by the Athletic Director and the Director of Student Activities and deposited in the appropriate fund.
 - 3. Make sure all fundraisers are approved by the Board of Trustees.
 - 4. Direct all money transactions for athletic equipment sold by coaches, such as shirts, hats, trunks, socks, etc., through the District Office.

- p. Uniforms
 - 1. Coaches must inventory uniforms at the beginning of each season, listing student name, uniform number and any additional clothing, such as warm-ups.
 - 2. Coaches should collect uniforms immediately at the end of the last away and home games.
 - 3. Coaches must turn inventory listing to the Athletic Director within two weeks of the completion of the season. Uniforms must be returned by then. If students have failed to return their uniforms, they should be given bills for the replacement costs of the uniform.
 - 4. Students who have not returned uniforms or paid their bill are ineligible for participation in extra curricular programs, including athletics, nor are they eligible for athletic wards.

TRAINER

Duties and Responsibilities

The trainer generally organizes and conducts a comprehensive program in the prevention and care of athletic injuries under the supervision of a physician. A Trainer may not be present at each athletic event. In such instances, a member of the coaching staff shall serve in the capacity of Trainer for the sport he/she coaches. Athletic trainers authorized to practice in California may include faculty and staff members who are certified by the National Trainers Association or who have interest and qualifying experience in the care and prevention of athletic injuries. Specifically, the trainer should:

1. Promote the prevention of injuries by all available means, including conditions, exercise, protective equipment, taping, and training techniques.
2. Assist in designing and implementing the coaches' physical conditioning program.
3. Administer appropriate emergency care to the injured.
4. Recommend nutritional controls.
5. Administer physical therapy and rehabilitation activities, and take responsibility for the rehabilitation of injured athletes under the supervision of a physician.
6. Assist with the fitting of protective playing equipment in all sports.
7. Purchase athletic training materials and supplies annually.
8. Inventory training room materials and supplies each year.
9. Keep training room injury report.
10. Attend all football games and as many other athletic contests as possible.

Adopted by the Ferndale Unified School District Board of Education, July 23, 1996

Section III

Forms



**2018-2019
Athletic Ejection Policy Notification Form
[North Coast Section Ejection Policy]**

Ferndale High School

The following rules and minimum penalties are applicable to players as adopted by the NCS Board of Managers on April 21, 1995. This policy is in effect beginning with the 1995-96 school year, and includes non-league, league, invitational tournaments/events, and post-season playoffs and championships (league, section or state).

5. Ejection of a player from a contest for unsportsmanlike or dangerous conduct.
PENALTY: The player shall be ineligible for the next contest (non-league, league, invitational tournaments/events, and post-season playoffs and championships [league, section or state]).

6. Illegal participation in the next contest by a player ejected in a previous contest.
PENALTY: The player shall be ineligible for the remainder of the season.

7. Second ejection of a player for unsportsmanlike or dangerous conduct from a contest during one season.
PENALTY: The player shall be ineligible for the remainder of the season.

8. When one or more players leave the bench to begin participation in an altercation.
PENALTY: The player(s) shall be ejected from the contest in question and become ineligible for the next contest (non-league, league, invitational tournaments/events, and post-season playoffs and championships [league, section or state]).

I have read and understand the rules and regulations of the Ejection Policy. Athletes may not participate in any contest until this document is signed and on file in the school.

Student's or Coach's Signature

Date

Sport: _____ **[Circle One]** **Varsity** **JV**

These signed policy statements are to be maintained at each school. An Ejection Policy Notification Form is to be filed, according to League policy, either with the League Commissioner or with the North Coast Section.

**Ferndale Unified School District
Athletic Coach Evaluation - Exit Interview Form**

Coach/Asst. Coach: _____ Date: _____

Sport: _____ School Site/Level: _____

Coach's assessment of athletic season:

AD/Principal's assessment of athletic season:

Verification of equipment and uniform return: _____ Yes _____ No

Needs assessment for next season:

AD/Principal's recommendation for continued employment of coach: _____ Yes _____ No

Explanation:

Signature of Coach Date

Signature of AD/Principal Date

**Ferndale Unified School District
Athletic Coach Intent to Return to Position**

Date: _____

I, _____, coach of the _____

team at _____ do / do not (circle one) intend to return to this coaching position
for the next season.

Signature of Coach

Date

Section IV

**HDN Athletic League Constitution and By-Laws
available at**

<http://www.humboldt.k12.ca.us/hdnleagu/admin/bylaws.htm>

