

# ACALANES UNION HIGH SCHOOL DISTRICT COACHES' HANDBOOK

Diablo Athletic League  
Commissioner:  
North Coast Section, CIF  
California Interscholastic Federation

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**ACALANES UNION HIGH SCHOOL DISTRICT**

**ATHLETICS DEPARTMENT**

**COACHES' HANDBOOK ACKNOWLEDGEMENT FORM:** Please turn in to your Athletic Director prior to the start of your season of sport.

I have read the AUHSD Coaches' Handbook and understand the contents. I know the Coaches' Handbook represents the CIF, NCS, DAL and AUHSD's philosophy and rules on inter-scholastic athletics.

I know that if I have any questions, my school's Athletic Director and the District Athletic Coordinator, Nick Carpenter ([ncarpenter@auhdschools.org](mailto:ncarpenter@auhdschools.org)) are available to answer questions.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Sport \_\_\_\_\_

Date \_\_\_\_\_

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## **PHILOSOPHY**

Athletics play an integral part in the Acalanes Union High School District's educational program and are designed to have a positive influence on students. Our athletic program supports student participation in multiple sports and promotes equal opportunities and experiences for all students, male and female. In addition to athletic skill development, we are charged with the responsibility of instilling in our athletes proper attitudes and behaviors that reflect the ideas of citizenship, sportsmanship and cooperation, as well as building self-discipline and self-esteem. This can only be accomplished by a well-organized, goal-oriented program, conducted by competent adult leaders.

## **RELATIONSHIPS WITH ADMINISTRATION**

- Build trusting relationships with your school's administration
- Mutually agree upon your job description with your Athletic Director
- MAKE SURE YOUR PRINCIPAL AND ATHLETIC DIRECTOR ARE NEVER SURPRISED!
- Follow through on your commitments
- Identify and communicate effectively with all stakeholders, including Athletic Director, coaching staff, parents and players. Anticipate and mitigate the potential risk of any athletic activity
- Continually work to improve school sportsmanship
- Ask for help when you need it

## **COACHING REQUIREMENTS**

All paid and volunteer coaches must complete and submit documentation via our SportsNet coaching site for the following requirements and be school board approved before they are allowed to attend any team activities.

- All District required paperwork including payroll packet and contract
- FBI and DOJ fingerprinting through the district office (valid as long as the coach is continuously employed by AUHSD)
- Verification of negative TB test (valid for 4 years)
- First Aid & CPR (valid for 1 year, first training needs to be in-person, then every other year may be done online)
- Coaching Certification (this is offered by the district or may be completed online at <https://nfhslearn.com/courses/61113/fundamentals-of-coaching>, valid for life)
- Concussion in Sports online course at <https://nfhslearn.com/courses/61151/concussion-in-sports> (valid for 2 years)
- Sudden Cardiac Arrest Online Course at <https://nfhslearn.com/courses/61032/sudden-cardiac-arrest> (valid for 2 years)
- Heat Illness Prevention Online Course at <https://nfhslearn.com/courses/61140/heat-illness-prevention> (valid for 2 years)
- Child Abuse Reporting Online Course (this only needs to be completed by all paid coaches, valid for 1 year)
- Sexual Harassment Training (valid for 2 years)
- AACCA Spirit Safety Certification at <https://nfhslearn.com/courses/10000/aacca-spirit-safety-certification> (this certification is only for sideline, traditional competitive and competitive sport cheerleading only, valid for 2 years)

## **NCS/DAL EXPECTATIONS**

**DAL Pre-Season and Post-Season Meetings:** Head coaches of all sports are required to attend two meetings – one at the beginning and one at the end of the season. Rule changes, scheduling, issues that arise during the season and selection of all-league recipients take place at these meetings.

These meeting dates will be communicated by the DAL Commissioner and will be posted on the DAL website at <https://www.dalathletics.com/>.

**Eligibility:** No student may participate in any team activity unless they have been cleared by the Athletic Director for residential, academic and disciplinary eligibility and have a physician's clearance on file. All students must be verified by the head coach as cleared on Sportsnet.

It is the responsibility of a coach to report immediately to the AD any known or suspected player ineligibility on your own or an opponent's team. The AD will then investigate the situation. Any competition in which an ineligible player participates will be forfeited. If a coach becomes aware of a player on their school or an opponent's team who may not be eligible, it is the coach's responsibility to inform the AD immediately.

A student may apply for an Academic Waiver once in their four years in high school to allow them the opportunity to participate without meeting academic eligibility requirements. The Academic Waiver must be approved by the school's administration.

**Scheduling and Rescheduling Competitive Events:** Coaches are responsible for scheduling and rescheduling non-league competitive events. The league is responsible for scheduling league competitive events. Any changes to league competitive events must be approved by the Principals and Athletic Directors of the participating schools.

**Recruitment:** According to CIF, NCS and DAL rules, no coach, parent or other agent may contact a student or his/her family on behalf of a school's athletic team prior to that student's registration at the school. Recruitment violations may result in ineligibility of the athlete, forfeiture of contests in which he/she has participated and/or disqualification of the team from post-season play.

**Rules of Sport:** Both NCS and DAL have specific rules for each sport. For the *NCS Sports and General Rulings Handbook*, see <http://cifnics.org/governance/sptbk.pdf>. The DAL Sports Handbook is available at <https://www.dalathletics.com/>.

**Forfeits:** CIF member schools are expected to make every reasonable effort to fulfill their varsity schedule. League contests that are forfeited due to actions of intent or neglect that creates a competitive advantage for the school forfeiting the contests or a disadvantage to the other schools in the league shall be subject to sanctions and penalties. For NCS rules regarding forfeiture. ( [http://cifnics.org/governance/2018-2019\\_NCS\\_Constitution.pdf](http://cifnics.org/governance/2018-2019_NCS_Constitution.pdf), page 51)

**Reporting Scores:** After each contest, varsity coaches must report scores on MaxPreps at <https://www.maxpreps.com/state/california.htm>.

**Application to Host:** The NCS requires an application to host post-season contests. Specific facility requirements are necessary for each sport. The application to host may be filled out by the AD at the beginning of the year for all sports the school is willing to host playoff contests or coaches may bring a specific application to host to the NCS seeding meetings.

## **DISTRICT EXPECTATIONS**

**Coaches' Handbook:** Coaches are expected to be familiar with the AUHSD Coaches' Handbook. They should submit the form that they have read the Coaches' Handbook to the AD.

**Hiring:** All hiring of coaches, assistant coaches and volunteer coaches must be done through AUHSD hiring policies and procedures. Coaches or parents may not make hiring decisions for their programs. All hiring is done by the AUHSD Human Resources Department.

**Discrimination:** All practices and contests must be free of any discrimination or harassment due to gender, race, color, religious creed, national origin, ancestry, age, physical or mental disability or sexual orientation.

**Sexual Harassment:** Coaches must conduct themselves in a manner avoiding any verbal or physical sexual harassment situations.

**Child Abuse:** All school district employees are mandated reporters. If the coach becomes aware of known or suspected incidents of child abuse, the coach must make a report promptly to the necessary authorities. The coach may seek the guidance of the AD or school administration.

**Hazing:** No athlete should be subjected to any derogatory or demeaning treatment.

**Professionalism:** All coaches are expected to conduct themselves professionally in their role as a coach. Coaches must avoid personal social situations with their players.

**Officials:** Officials should be treated with respect during and after contests, even if there is disagreement with their calls. The head coach is responsible for the players and sideline demeanor of all coaches.

**Keys:** Coaches are responsible for all keys issued. Keys should not be given to any other person. All keys must be returned to the AD at the end of the season. No keys may be used to access district property on Sundays or outside of scheduled practice or contest times. Stipend checks will not be issued until keys are returned.

**Coaching Stipends/Gifts:** All stipends are set by the district. Coaches are prohibited from accepting any monies or compensation outside of an end of season parent gift. The end of year coach's gift (per BP 5133) should not exceed \$20 per contributing person.

**On Campus Coaches:** When a coaching opening occurs, current AUHSD certificated employees with appropriate qualifications who are interested have priority over other candidates for the position. Certificated and classified employees will receive an additional stipend for coaching per the AEA and SEIU Contracts.

**Paycheck:** Coaches will be paid in full at the end of each season after all end of season requirements are met.

**Evaluations:** AD's may collect confidential input on head coaches from the athletes at the end of each season. The input will be compiled anonymously and shared with the coach during a post-season evaluation conference with the AD. Site administration will also gather data including meeting school expectations, observations of practices and contests and other input in order to evaluate head coaches. Coaches without satisfactory evaluations may be asked not to return the following year. Coaches are hired on a year-to-year basis.

**AUHSD Athletic Funding:** Athletic teams are funded primarily through voluntary contributions from families, boosters, foundations, and fundraising. The head coach must submit a budget to the Athletic Director before the start of the season. Budgets will be posted on the school's website.

**Fundraising:** Teams may feel the need to raise money to support their activities. Any fundraising activity must be approved by the Principal. All money must go directly into ASB accounts and purchases must be made from those same accounts. Team money should not be kept by a coach or parent or deposited into private accounts. All money raised must be for the benefit of the team and no individual can make a profit. No food sales (such as candy) may be made during the school day without prior approval from the Principal and Cafeteria Manager.

**Booster Clubs:** The AUHSD Athletic Departments are fortunate to have very supportive athletic booster clubs. These groups play a large part in creating a positive experience for all student athletes. Head coaches should contact the AD to make a funding request to a school-wide booster club.

**No Charge for Participation/Contributions:** No team may require students to pay for essentials for participation on an athletic team except for personal items such as shoes and mouthpieces. Team fundraising may be pursued if a team voluntarily chooses to purchase additional items such as t-shirts, etc. Financial aid (see the AD) may be available if an athlete cannot pay for a personal item needed for team participation. It is important for the coach to communicate with the parents the importance of the contribution in order to keep the program operational.

**Financial Aid:** See the AD or school administration if an athlete needs financial aid to obtain something personal required for participation in a sport (i.e. cleats, mouthpiece, etc.). Each school has a different process for assisting families, but financial need should not preclude participation in athletics.

**Purchasing:** All purchasing of goods and services should be done in coordination with the AD and Finance Technician. We encourage advance planning through the District budgeting procedures. All purchases over \$500 shall be made by formal contract or purchase orders. All purchases should be included in the team's budget that has been approved by the Athletic Director.

**Contracts:** Coaches or parents are not authorized to sign contracts on behalf of the District for items such as pre-season schedules, purchases, transportation, field rentals or other District commitments. See the AD for contract arrangements.

**The District shall not be responsible for unauthorized purchases.** The Superintendent or designee may authorize payment only for those goods and services that have been approved or ratified by the Board of Trustees. All athletic purchase orders must go through the AD.

**AUHSD Athletic Coordinator:** The AUHSD Athletic Coordinator's responsibility is to support the District's athletic program and the Athletic Directors. The District Athletic Coordinator, Nick Carpenter can be reached at [ncarpenter@auhdschools.org](mailto:ncarpenter@auhdschools.org) or 925-280-3900, ext. 6611

## **SCHOOL/TEAM EXPECTATIONS**

**Varsity Head Coaches:** Head coaches are responsible for the varsity and lower level teams in the program. They should give direction to lower level coaches about the philosophy and direction of the program. They should work with the AD's regarding purchasing decisions and development of the coaches of lower level programs.

They are responsible for making sure that teams do not play more than the allowed number of games or they may be disqualified from playoffs.

**Uniforms and Equipment:** Coaches should notify the AD at least one season in advance of essential uniforms and/or equipment that will be needed for the upcoming season. Coaches cannot be expected to be reimbursed for purchases made without prior approval by the AD.

Uniforms are expected to last several seasons. Varsity uniforms in good condition are expected to be passed down to JV or freshman teams. Player's names may not be on uniforms unless they are to become the personal property of the athlete.

**Inventory:** Coaches are responsible for keeping an accurate inventory of uniforms and equipment for their sport. Records should be kept of school property issued to any athlete. Athletes should be billed through the Athletic Department for school property not returned at the end of the season. A team parent may assist with inventory control.

**Communication:** All coaches are expected to have good rapport as well as effective oral and written communication with players and their families. Any team rules (written or otherwise) must be approved by the AD prior to distribution. All communications should be kept positive. E-mail groups are a good way to distribute routine announcements quickly, but often are not effective for emotional issues. Please respond to parent phone calls as soon as possible, but no later than 48 hours after receipt. Avoid profanity at all times.

Coaches are expected to exhibit positive sportsmanship and professionalism when talking to the press and to model winning with grace and losing with dignity for their team. Avoid criticizing officials or the opposing team.

**“Meet the Coach” Events:** Coaches are expected to arrange an opportunity for parents to meet the coach and any assistants prior the first contest of the season. This meeting should include discussion of team policies and expectations and address any questions that may arise from parents. Coaches should distribute schedules and team expectations. If a team parent(s) has not already been identified, this is a good time to solicit that help. Inform the AD about the meeting time and place far enough in advance that administration can arrange a representative.

**Team Parent(s):** Volunteer team parent(s) can assist with routine team chores such as arranging private transportation, inventory control, maintaining an e-mail group, arranging team dinners and helping the team and coach. Do not rely on team parents for clear communication with the team

**Try-outs:** Teams can conduct try-outs for the team beginning on the first day of the season. No commitments for team membership may be made prior to the beginning of the season or prior to three try-out sessions by the athlete. All decisions for try-outs and playing time are the responsibility of the coach. All students, including freshmen, are permitted to try out for any sport provided they have academic, residential and disciplinary eligibility and have a physical exam on file. When it is necessary to make cuts after tryouts please be sensitive to the feelings of the athlete. Hold a private conversation with the athlete if possible. do not make cuts in a public setting. Keep in mind that getting cut from a team can be a traumatic experience for the athlete and his/her family.

If a student is currently playing on a team when try-outs for the next season's sports begin, that student will be allowed to try-out after the current team's season is over or by permission of both coaches.

Selection to participate on a team does not guarantee the student playing time during competition.

**Practices:** All athletes who make a school team are expected to attend all practices scheduled by the coach. CIF/NCS practice guidelines limit all athletic activities to no more than eighteen (18) hours or total practice/game time per week. Practices may be held on Saturdays and during school holidays. Practices or contests may not be held on Sundays. A coach may establish reasonable consequences that are consistently enforced for players who miss practice and/or contests.

**Practice Schedules on Non-School Days:** AUHSD gives authority to coaches to establish team policies that may include holding practice and/or games during non-school days that fall within their season. When teams have established practice/game schedules that are communicated at the beginning of the season, it is expected that athletes will comply. No practices or games may be held on Sundays. No athlete can be penalized for observing a religious holiday.

**Hydration:** Coaches should stress the importance of hydration during athletic activity, particularly during hot weather. Frequent water breaks should be allowed. See Preseason Heat-Acclimatization Guidelines for Secondary School Athletics on the CIF website at [http://www.cifstate.org/health\\_safety/pdf/PreseasonGuidelines%20Statement%200709.pdf](http://www.cifstate.org/health_safety/pdf/PreseasonGuidelines%20Statement%200709.pdf)

**Music:** Music played during practice, warm-up, weight room or conditioning sessions, or contests should be appropriate for a school setting (no profanity, explicitly sexual content, promoting drug use, etc.) and played at a reasonable volume. If outdoors, be mindful of the time and our neighbors.

**Locker Rooms:** The coach is expected to supervise locker rooms during use by a team at home and away. Locker rooms should not be left open without supervision during practice or games.

**School Attendance:** In order to participate in an athletic contest, an athlete must have attended a minimum of one-half of their scheduled classes on the day of competition. (or on Friday for a Saturday contest). An athlete on a school field trip is considered to be present at school..

**Early Releases:** Coaches should notify AD's at the beginning of the season if an early release is required for athletes to get to a scheduled event on time. The AD is responsible for establishing the time of the release to minimize lost instructional time. Students have the responsibility to contact their teacher in advance to coordinate make-up work.

**Field Trips:** Competitions that require the students to miss more than the last period of the school day or require the team to stay overnight need to follow the District's Field Trip policies and procedures. Overnight field trips need to be approved by the Governing Board.

**Transportation:** The District coordinates transportation for athletes to and from athletic events by contracting with an outside vendor. Coaches must work with the AD as early as possible to make arrangements for busing. Coaches are not permitted to order buses. Parents are never to provide transportation for students unless they have the District Volunteer Transportation form on file with the school. Team parent(s) can be responsible for making arrangements for teams where District-provided transportation is unavailable.

Students are not allowed to drive themselves or others to athletic contests that are scheduled immediately after school.

The only time athletes may arrive at an athletic contest without traveling in transportation coordinated by the school is:

- On a Saturday, when the contest is at a district school, it is the parent's responsibility to provide transportation to the site of the contest.
- When the contest is in the evening at one of the schools in the district, it is the parent's responsibility to provide transportation to the contest.

**Emergency Plans:** The coach must have read and understand the Emergency Action Plan provided by the AD for any emergency (injury, earthquake, etc.) that may occur at a practice or contest at home or away.

**COVID-19:** Coaches must comply with all AUHSD COVID-19 policies and comply with all the COVID-19 requirements from the CDPH and CCHS. If a coach or player has a confirmed case of COVID-19, the coach will need to immediately notify the Athletic Director.

**Blood-Borne Pathogens:** All coaches should follow blood-borne pathogen protocol when handling any situation where there is bleeding. Gloves should be used. All items exposed to blood should be bagged. No player who is bleeding or has blood on his/her clothing should be allowed to continue to practice or play until it has been treated or clothing changed.

**MRSA:** MRSA (methicillin-resistant staph aureus) is a staph infection that is resistant to many common antibiotics and hard to treat. It can be transmitted through poor hygiene, sharing of personal items, improper wound care and some other transmission sources. It is important to follow good hygiene precautions. For more information, see the CIF Sports Medicine alert at [http://www.cifstate.org/health\\_safety/MRSA/MRSA%20students\\_parents.pdf](http://www.cifstate.org/health_safety/MRSA/MRSA%20students_parents.pdf)

**H1N1 Flu:** Teams should follow good hygiene in hand washing before and after practice. Any player exhibiting signs of flu should be encouraged to stay home without penalty to avoid transmitting flu to other team members. Follow the advice given by the school if an outbreak should occur.

**End-of-season Obligations:** All coaches are expected to complete certain responsibilities before coaching duties are completed. Failure to comply may affect future assignments and, possibly, final coaching stipend payment.

- End-of-season recognition and awards for team members
- Inventory of school property and bills for school property that is damaged or not returned
- Proper storage of school property until the next season
- Recommendations to the AD for needed purchases before the next season
- Return of all keys

**“Out-Of-Season” Activities:** Any out-of-season activity conducted by a coach using District facilities must be arranged through the Principal. All CIF, NCS and AUHSD rules must be followed. This includes payment of facility rental charges and rental of District owned equipment.

### **RESPONDING TO PARENTAL CONCERNS ABOUT THEIR STUDENT’S ATHLETIC EXPERIENCE**

If parents have a concern, they are asked to express it at the appropriate time and place. Below is the AUHSD Athletic Communication Procedures. We ask that parents refrain from confronting coaches immediately after games or at practices. It is expected that concerns will be addressed first with the coaches involved before proceeding through the Athletic Communication Procedures.

No athlete should have consequences in practice, amount of playing time or other treatment due to expression of a concern about his/her athletic experience by either the athlete or a parent.

Parents and athletes are asked to follow these steps in order until they feel the issue is resolved.

1. The athlete should speak to the coach. Sometimes the coach is unaware of the athlete’s concerns or feelings.
2. Arrange an appointment for the parent to speak with the coach. Coaches should respond as quickly as possible.
3. If either parent or coach is not satisfied, call or write the Athletic Director.
4. If the matter is still not resolved, the parent or coach should contact the school’s administration

## **SPORTSMANSHIP**

AUHSD and DAL have adopted the *16 Principles of "Pursuing Victor with Honor"*. The District desires the best experience for all our student athletes. Coaches, players and fans are expected to and held accountable for representing their school with dignity and class. Anyone (athlete, student or adult) not conducting themselves in a positive manner may be ejected from an event and/or suspended from future events.

### **AUHSD Athletic Code of Conduct:**

Players will: Play like a champion every play every day.

- Show respect for teammates, coach, opponents and officials.
- Use no foul language, trash talk, negative gestures or actions to provoke a negative response or fighting.
- Be in attendance at school a minimum of half the scheduled periods before being allowed to practice or play on a given day.
- Have a minimum of a 2.0 GPA according to school and NCS policy.
- Sign a contract agreeing to the above expectations.

Coaches will: Coach like a champion every minute of every day.

- Be consistent, attempt to instruct in a positive manner and use appropriate language at all times.
- Not tolerate unsportsmanlike behavior actions by players, assistants or volunteer coaches.
- Place the safety and welfare of players as their highest priority.
- Will not allow students to practice or play in competition without completing Athletic Participation Clearance form.

Spectators will:

- Show cordial courtesy to visiting teams and officials.
- Emphasize the proper ideas of sportsmanship and conduct
- Let the players play and coaches coach
- Cheer positively for their team (not negatively against the opponents)
- Good sportsmanship is an expectation

### **Unsportsmanlike Actions:** AR6145

Unsportsmanlike conduct will be dealt with by reprimand and counseling by the coach, Athletic Director, or school administration. Actions of this nature may lead to benching or suspension or withdrawal of athletic privileges and school disciplinary intervention if the rules/policies are violated.

### **NCS/DAL Ejection Policy:**

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 tournament, post-season {league, section or state} playoff, etc.).
2. Illegal participation in the next contest by a player ejected in a previous contest. **Penalty:** The contest shall be forfeited and the ineligible player shall be ineligible for the next contest.
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 or participate 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 tournament, post-season {league, section or state} playoff, etc.).
5. Coaches are responsible for determining the cause of ejection for any of their players and are responsible for enforcement of the Ejection Policy. Confusion over the cause for a player's ejection shall not be the basis for allowing a student who has been ejected under an applicable rule to avoid the sanctions required by the Ejection Policy (either prohibition from participation or forfeiture) should a student who is in violation of the Ejection Policy play in a subsequent contest (BOM 10/24/97).

**Coaches' Ejection:** A coach who ejected from a contest by an official must leave the venue and grounds immediately and will not be allowed to coach or attend the next contest. The coach may also be subject to school disciplinary procedures.

**Inappropriate Behavior:** Certain behaviors are considered inappropriate and unacceptable. The school and athletic department reserve the right to refuse admission or remove persons, including adults, who exhibit such behaviors including, but not limited to:

- Repeated berating, humiliating or taunting of our coaches, players or spectators.
- Repeated berating, humiliating or taunting of our opponents coaches, players or spectators. Repeated berating and harassment of game officials.
- Racist, sexist or profane remarks directed at any team, coach, player, official or spectator

**OFFICIALS:** Officials should be treated with respect during and after contests, even if there is disagreement with their calls. Any physical confrontation of an official by an athlete may be considered an assault. The athlete may lose athletic eligibility for their entire high school career under CIF Bylaw 211.

**DAL SPORTSMANSHIP GUIDELINES:**

**PLEASE**

- Encourage your team by positively cheering for them Sit in the area designated for your school
- Welcome the visiting team and officials with good sportsmanship and respect
- Reserve the front row of the student rooting section for the cheerleaders

**NO**

- Face painting except a small school logo, mascot or initials not to exceed 2 square inches in size
- Yelling, booing or heckling an official's decision
- Costumes, except for school mascots
- Artificial noise makers like air-horns, cowbells, clappers, megaphones and drums Laser pointers
- Throwing things into or out of the crowd Bringing basketballs into the facility
- Playing basketball during half-time or between games
- Re-entry into the gym once you leave
- Doors will close at the end of the third quarter.
- School personnel are authorized to eject any spectator who displays inappropriate behavior at any time

## CODES OF ETHICS

The Board of Trustees expects District employees to maintain the highest ethical standards, to follow District policies and regulations, and to abide by state and national laws. Employee conduct should enhance the integrity of the District and the goals of the educational program.

In order to promote the highest ethical standards in an educational setting, the Board of Trustees prohibits any employee of the District from engaging in an inappropriate relationship with a student while that student is enrolled in a District school.

The Board encourages District employees to accept as guiding principles the codes of ethics published by professional associations to which they may belong.

(cf. 9271 – Code of Ethics)

Legal Reference:

CODE OF REGULATIONS, TITLE 5  
80331-80338 Rules of Conduct for Professional Educators

## CODES OF ETHICS

Acalanes Union High School District employees interact with students in a number of settings. A District employee's actions are a reflection on the District. Therefore, the District requires employees to exercise the highest level of professionalism in all interactions with students.

To assist District employees, the following guidelines have been developed. Employees of the District must exhibit professional and appropriate behavior with students including:

- Maintaining a professional barrier between the employee and students
- Teaching and demonstrating responsible citizenship
- Being a good adult role model
- Exhibiting a caring, honest and professional attitude

Examples of prohibited employee behaviors with students include, but are not limited to:

Intentional embarrassment of students

- Sharing confidential information with students
- Accepting gifts or favors that might impair or appear to impair professional judgment Flirting with students
- Discussing their personal life or personal matters inappropriately with students
- Making personal telephone calls, writing personal notes, writing personal emails, writing, personal text or instant text messages or writing personal blog notices to students that are unrelated to school business
- Referring students to web pages that portray inappropriate or unprofessional images or behavior Meeting with a student off campus if the meeting is unrelated to school business
- Sexually harassing a student
- Engaging in sexual relationships with students

If an employee is concerned about the appropriateness of a contact with a student, the employee is advised to confer with his/her supervisor for guidance.

Employees who violate this policy may be subject to discipline.

## **16 PRINCIPLES OF “PURSUING VICTORY WITH HONOR”**

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”
2. It’s the duty of School Boards, superintendents, school administrators, parents and school sports leadership – including coaches, athletic administrators, program directors and game officials – to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these “six pillars of character.”
3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
4. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.
5. School Boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.
6. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
7. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
8. School Boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
9. School Boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressured to win.
10. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.
11. Everyone involved in competition including parents, spectators, associated study body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations.
12. School Boards, superintendents, and school administrators of CIF-member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character. The physical capabilities and limitations of the age group coached as well as first aid. Coaching principles and the rules and strategies of the sport.
13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
14. To safeguard the health of athletes and the integrity of the sport, school sports program must actively prohibit the use of alcohol, tobacco, drugs and performance-enhancing substances, as well as a demand compliance with all laws and regulations, including those related to gambling and the use of drugs.
15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school’s name or reputation. There should be no undue influence of commercial interests. In addition, sports programs must be prudent, avoiding undue dependency on particular companies or sponsors.
16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

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“Pursuing Victory With Honor” and the “Six Pillars of Character” are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics. For more information on promoting character education and good sportsmanship, visit [www.charactercounts.com](http://www.charactercounts.com).

## **RISK MANAGEMENT**

### **Fourteen Legal Duties of Athletic Personnel:**

**Planning:** Creating and following plans for practices and contests. Keeping a paper trail of practice plans and their implementation.

**Supervision:** Coaches must be where the athletes are. They must provide appropriate supervision of athletes while engaged in all aspects of athletic activity as well as supervision for a reasonable period of time before/after the athletic activity including in locker rooms.

**Selection and Training of Coaches:** Coaches should be selected who are capable of providing adequate supervision, technique instruction, medical assistance, etc. Continuing sport-specific education of the personnel includes conferences, clinics, NFHS/ASEP courses, etc.

**Technique Instruction:** Athletes must be instructed in proper sport-specific techniques by qualified coaches who emphasize safe techniques, risk prevention, progression of skills and multiple methods of instruction (handbook, demonstration, and practice).

**Warnings:** Athletes and parents must be warned of the assumption of risk when engaging in a sport. Detailed sport-specific inherent dangers should be communicated in writing and signed by the parents.

**Safe Playing Environment:** All personnel should inspect the athletic venues and report any observed hazards immediately. Event security measures should be planned and implemented.

**Protective Equipment:** Appropriate, properly fitted equipment of adequate quality should be provided. The criteria for distribution and instruction for use should be safety-focused. Coaches should enforce consistent use of safety equipment.

**Evaluating Conditioning:** Coaches must provide adequate cardio and strength conditioning as well as progression of skills and experiences to safely participate in the sport. Coaches must also take preventive measures regarding use of performance- enhancing drugs and supplements.

**Evaluating Injury/Incapacity:** Coaches should recognize signs of sports injuries and incapacitating conditions. Proper procedures should be in place for decisions regarding when an athlete is allowed to return to action from an injury (only trainer and/or doctor may clear an athlete to play). **Athletes returning from a concussion MUST have a written clearance from a physician and complete the District form.** Coaches must not exercise excessive coercion for an athlete to participate. Coaches must have a valid CPR/First Aid certificate and must have the First Aid Kit at all practices and events.

**Matching/Equating Athletes:** The coach must exercise reasonable care to match and equate athletes for safe participation based on size, skill level, age, strength, experience and incapacitating conditions.

**Medical Assistance:** Athletic personnel must provide immediate medical assistance in the event of an injury or other medical crisis. Call 911 immediately if deemed appropriate (error on the side of caution). Get the trainer ASAP if available. Appropriate medical equipment must be on hand including a First Aid Kit, AED, etc.

**Emergency Response Plan:** Athletic personnel should have ready and be able to activate an effective medical response plan. Coaches should always carry medical treatment consent forms at practice and contests. Coaches should know how to access 911 and the address of the site as well as the closest cross street or location at the venue.

**Insurance Disclosure:** The school does not have a duty to provide insurance coverage for athletes, but it is responsible for communicating clear and accurate information about the extent of coverage needed to participate. Athletes must provide proof of insurance in order to be eligible.

**Duty of Care:** A coach may be found to have breached a “duty of care” to an athlete only if the coach intentionally injures the student or engages in conduct that is reckless in the sense that it is “totally outside the range of the ordinary activity” involved in the sport (Kahn v. Eastside UHSD). Based on the analysis set forth in Kahn, the type of conduct that could be deemed to be reckless includes the following:

- Encouraging an athlete to return to a contest after the student has suffered concussion-like symptoms.
- Using taunts or ridicule to “push” a reluctant athlete to perform an activity not previously performed, under circumstances where injury could occur as a result of attempting to perform the activity when not prepared to do so.
- Requiring an athlete to practice in extreme heat or weather conditions.
- Requiring an athlete to complete an activity after they report being in pain.

## **CONCUSSIONS: A FACT SHEET FOR COACHES**

### **WHAT IS A CONCUSSION?**

A concussion is a brain injury that:

- Is caused by a blow to the head or body from contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- Can happen even if you do not lose consciousness.

### **CIF Bylaw 313. PLAY IT SAFER:**

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student-athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.

***In the event of a suspected concussion, coaches will immediately relay any pertinent athlete information regarding head injury to the team's head coach, Athletic Director, and Head Athletic Trainer.***

### **WHAT ARE THE SYMPTOMS OF A CONCUSSION?**

You cannot see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury. Concussion symptoms include:

- Amnesia.
- Confusion.
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.
- Double or fuzzy vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- Don't feel right.
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slowed reaction time
- Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

**WHAT CAN HAPPEN IF MY ATHLETE KEEPS PLAYING WITH A CONCUSSION OR RETURNS TOO SOON?** Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

**WHAT YOU SHOULD DO IF YOU THINK YOUR ATHLETE HAS SUFFERED A CONCUSSION:** Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance. *Remember, coaches will immediately relay any pertinent athlete information regarding head injury to the team's head coach, Athletic Director, and Head Athletic Trainer.* Close observation of the athlete should continue for several hours. The new CIF Bylaw 313. Now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that help

ensure and protect the health of student-athletes. IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON. WHEN IN DOUBT, GET CHECKED OUT. For more information and resources, visit [www.cifstate.org/health\\_safety/](http://www.cifstate.org/health_safety/) & [www.cdc.gov/concussion](http://www.cdc.gov/concussion) Coaches Handbook

**Coaches, in the event of a suspected head injury, please reference the following:**

1. Immediately remove athlete from practice/game/contest.
2. If on site medical professional (athletic trainer) is available, have the athlete evaluated by this person immediately. If there isn't a medical provider available, have the athlete sit quietly on the bench or in the training room while you contact the athlete's parents. Closely observe the athlete to recognize any worsening symptoms.
3. Only release athletes to the custody of their parents. They should not be allowed to drive, bike, or walk home alone or get rides with friends.
4. Suggest to parents that the athlete follows up with a medical professional for a concussion evaluation at their earliest convenience.
5. The following stakeholders must immediately be made aware of the suspected head injury so as to follow up on the athlete's care.
  - Team's Head Coach
  - Your school's Athletic Director
  - Your School's Head Athletic Trainer

These individuals will be working with the school nurse and counselors to manage the athlete's return to academics plan as well as their return to play.

6. Athletes must submit medical documentation for concussion clearance to the school nurse and head athletic trainer. Athletes must be attending school full time without use of accommodations before any return to play considerations. ***Athletes submitting medical documentation to coaches are NOT cleared.*** Coaches will receive official clearance notifications from the school's head athletic trainer only. This same requirement applies to any athlete returning to play from any injury or illness that required a medical evaluation.

## **AUHSD Drug and Alcohol Free Workplace Policy**

YOU ARE HEREBY NOTIFIED that it is a violation of Board policy for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.

"School district workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

As a condition of your continued employment with the district, you will comply with the district's policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the workplace, notify your supervisor of this conviction no later than five days after such conviction.

Pursuant to California Education Code 44836 and 45123, the Governing Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited.

Pursuant to Education Code 45123, the district may employ for classified service a person who has been convicted of a controlled substance offense only if it determines, from evidence presented, that the person has been rehabilitated for at least five years. The Board shall determine the type and manner of presentation of the evidence, and the Board's determination as to whether or not the person has been rehabilitated is final.

Pursuant to Education Code 44425, whenever the holder of any credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing has been convicted of a controlled substance offense as defined in Education Code 44011, the commission shall forthwith suspend the credential.

Pursuant to Education Code 44065, the district may not employ non-certificated persons in positions requiring a certificate. When the conviction becomes final or when imposition of sentence is suspended, the commission shall revoke the credential. (Education Code 44425)

Pursuant to Education Code 44940 and 45304, the district must immediately place on compulsory leave of absence any employee charged with involvement in the sale, use or exchange to minors of certain controlled substances.

Pursuant to Education Code 44940 and 45304, the district may immediately place on compulsory leave of absence any employee charged with certain controlled substance offenses.

Policy	ACALANES UNION HIGH SCHOOL DISTRICT		
Adopted:	February 2, 1999 Lafayette, California	Revised:	December 11, 2002
All Personnel			

## **Sexual Harassment Information**

### ***DEFINITION OF SEXUAL HARASSMENT***

The Fair Employment and Housing Commission regulations define sexual harassment as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexually harassing behaviors:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct; leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct; making or using derogatory comments, epithets, slurs, and jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct; touching, assault, impeding or limiting a person's access to school or work.
- As defined by the courts and federal agencies that enforce these laws, sexual harassment exists in two forms: quid pro quo, which is Latin for "this for that," and hostile environment.

### ***"QUID PRO QUO HARASSMENT"***

"Quid pro quo" sexual harassment is unwelcome or unwanted sexual advances, requests for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature, occurring on school property or at a school-sponsored event, when submission to that conduct is explicitly or implicitly made as a condition of the individual's employment or education.

### ***HOSTILE ENVIRONMENT HARASSMENT***

Hostile environment harassment exists where unwelcome sexual advances, request for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature, occurring on school property or at a school-sponsored event, has the purpose or effect of substantially and unreasonably interfering with an individual's employment or education by creating an intimidating, hostile or offensive environment. The Supreme Court has defined a hostile environment as "discriminatory intimidation, ridicule or insult" that is sufficiently severe or perverse to alter the conditions of the victim's employment or education. To create a hostile environment, the conduct in question will be examined for:

- Severity;
- Frequency;
- Whether it involves intimidation or humiliation, or is a single offensive utterance;
- Whether it unreasonably interferes with the victim's job or educational performance;
- The effect on the victim's psychological health.

### ***REASONABLE PERSON STANDARD***

For both quid pro quo and hostile environment harassment, whether or not sexual harassment exists is to be judged from the perspective of the "reasonable person." That is, would a reasonable person of the same gender as the person harassed view the behavior complained of as sexual harassment?

### ***HOW THE LAW IS ENFORCED***

The Governing Board prohibits sexual harassment in the working environment of district employees or applicants by any person in any form. Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal. Any employee or applicant for employment who feels that he/she or another individual in the district is being sexually harassed should immediately contact his/her supervisor, principal, other district administrator or the Superintendent or designee in order to obtain procedures to reporting a complaint. Complaints of harassment can be filed in accordance with AR 4031- Complaints Concerning Discrimination in Employment. Any supervisor who receives a harassment complaint shall notify the Human Resources Officer, who shall insure that the complaint is appropriately investigated. (BP4119.11(a))

The Acalanes Union High School District will take immediate and appropriate action when he/she knows, or should have known, that sexual harassment has occurred. The district will take effective action to investigate and stop any further harassment. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. (BP4119.11, BP4219.11, BP4319.11)

## Social Media/Communication Guidelines for Coaches

1. Be extremely careful with your social media posts and your own accounts when you are a coach. Do not degrade, defame or insult another school or their athletes. That is highly inappropriate. Post positive messages that highlight your team's performance or sportsmanship.
2. Do not "friend" or "follow" students on your personal social media accounts. Implement a rule that students can follow or friend you only after they graduate. On Twitter, you may have to block students from following you. Facebook lets you decide who you are friends with, but will also automatically allow anyone that attempts to friend you become a follower of your profile. This means students that attempt to friend you might automatically see your status updates. Set your Instagram account to private. That way, you must approve of anyone who views your posts. And remember, if you link your Instagram account with your Twitter or Facebook accounts, students may be able to see individual Instagram posts without accessing your entire profile
3. Keep your profile pictures clean. Your profile picture should never show alcohol, drugs, or anything that can be misconstrued. Even if you have your profile locked down for privacy, your profile picture can still appear on search engines.
4. View all content posted to the internet as forever. Privacy does not exist on the internet. Once you post on the internet, it becomes a public document and can be captured, copied, archived, or retained by millions of users. Things you post can easily be taken out of context. Remember, it is possible to take a screen shot on Snapchat. "Snaps" or Snapchat posts can last forever.
5. What you do personally on the internet affects you. Anytime you post online you are risking your professional career whether you intend to or not.
6. Never pretend to be someone else on the internet. Tracking tools can trace posts back to you.
7. What you post personally does not shield you from violations of policy or law. If you post inappropriate, unethical or illegal content, you will be responsible for the repercussions of such posts or content.
8. Never complain about your coaching job online, especially if you are followed by your athletes, teachers, your school and/or co-workers. This is a good practice for all professionals.
9. Never post photos of your students on social media. Each parent has their own personal beliefs about posting their child's likeness online. Some parents overshare while others don't want their children online at all. It is not your place to post their children online. You are also violating a student's privacy by doing this.
10. If a student sends you an inappropriate message or content, do not reply to the message – inform your athletic director or administrator immediately. Do not delete the message until you are told to do so. It may be necessary for an investigation.
11. Remember your duties as a mandated reporter at all times. If a student messages to you that they are in an unsafe situation or are being abused, you must call the police and inform the school immediately.

**DAL SCHOOLS**

Acalanes High School	1200 Pleasant Hill Road, Lafayette, CA 94549	925-280-3970
Alhambra High School	150 E. Street, Martinez, CA 94553	925-335-5810
Benicia High School	1101 Military West, Benicia, CA 94510	707-747-8325
Berean Christian High School	245 El Divisadero Avenue, Walnut Creek, CA 94598	925-945-6464
Campolindo High School	300 Moraga Road, Moraga, CA 94556	925-280-3950
Clayton Valley Charter High School	1101 Alberta Way, Concord, CA 94521	925-682-7474
College Park High School	201 Viking Drive, Pleasant Hill, CA 94523	925-682-7670
Concord High School	4200 Concord Boulevard, Concord, CA 94521	925-687-2030
Las Lomas High School	1460 South Main St, Walnut Creek, CA 94596	925-280-3920
Miramonte High School	750 Moraga Way, Orinda, CA 94563	925-280-3930
Mt. Diablo High School	2450 Grant Street, Concord, CA 94520	925-682-4030
Northgate High School	425 Castle Rock Road, Walnut Creek, CA 94598	925-938-0900
Ygnacio Valley High School	755 Oak Grove Road, Concord, CA 94518	925-685-8414