

ACTIVITY/ATHLETIC CODE OF ETHICS

Preamble and Statement of Philosophy

The Activity and Athletic program in the Kern High School District shall be a part of the school curriculum. The programs shall be conducted in a way which provides an opportunity for worthwhile competition for all students.

It is the high school district's desire to see that proper ideals of sportsmanship, ethical conduct, and fair play, are realized by all school personnel, students, and spectators. Everyone concerned should realize that the purpose of a strong co-curricular program is to promote the physical, mental, moral, social, and emotional well-being of the individual participant and other members of the student body. It must be remembered that, for all concerned, any organized event is only a contest and not a matter of life and death.

The State Department of Education exercises general supervision of interscholastic athletic programs and physical education programs statewide.

The Board of Trustees of the Kern High School District, in association with the State Department of Education and the California Interscholastic Federation, supports a strong, wholesome interscholastic program as an integral part of the educational processes for students attending our high schools.

When the Board of Trustees adopted the Discipline Code and the Athletic/Activity Control Code, it also adopted the rules, regulations, and policies of the California Interscholastic Federation as stated in the constitution, by-laws, rules, and regulations of the State Federation, Central Section, and the leagues in which our high schools participate. The regulations found in these documents are thus incorporated as an integral part of district control of athletics/activities through the application of this Discipline Code.

Schools of the District compete against each other; and in many instances, violations of proper conduct involve or affect athletes of more than one school. To protect equal rights of students, it is necessary that the following rules, regulations, and procedures for their enforcement be established governing students attending all schools in the Kern High School District.

The Board of Trustees may promulgate stricter rules for students in athletics/activities when their performance is impaired through the deleterious effects of tobacco, alcohol or other illegal drugs or controlled substances. Further additional restrictions on the conduct of athletes or students in activities may be imposed insofar as necessary to effect suitable athletic performance or activity participation. These rules and regulations impose additional standards of conduct for those participating in athletics/activities because these students elect to represent the schools, receive greater public recognition, and thus are emulated by others.

GENERAL AIMS

Inter-scholastic athletics, as an integral part of the educational processes, presents limitless opportunity for the development of the athlete's interests and special abilities. It affords the school and the participating athlete tremendous opportunities to capture the enthusiasm generated by the inter-school contests affecting other pupils and adults and to channel them toward the development of productive citizenship.

DISTINCTION BETWEEN DISCIPLINE OF STUDENTS AND REGULATIONS OF ATHLETIC ACTIVITIES

The legislature has proscribed certain types of student behavior, currently under Education Code Sections 48900, et seq. The Board has the power to impose discipline for such behavior. The discipline procedures are described elsewhere in Board policy.

Regulation of athletic (and other co-curricular) activities is a separate area. The balance of this section on

“Athletic Control Code” refers to regulation of such activities by imposition of additional prerequisites for the privilege of participation in such activities.

AGREEMENT TO FOLLOW ALL PREREQUISITES, RULES AND REGULATIONS

Prior to any athletic/activity participation, each student athlete and his/her parents/guardian will file a statement with school officials (on a form provided by the school) that they have read and understand all prerequisites, rules, and regulations governing athletic participation and that they agree to abide by all such prerequisites, rules, and regulations. The penalty for violation of the agreement will include forfeiture of participation.

In addition to regular discipline rules, the athletic and co-curricular activities codes apply additional standards to all students involved in certain school affairs, on or off campus.

KHSD REGULATIONS GOVERNING VIOLATIONS OFFENSES BY STUDENTS ON AND OFF CAMPUSES

1. ALCOHOLIC BEVERAGES

Use or possession of alcoholic beverages by a student is prohibited at any time during the school year*.

2. TOBACCO

Use or possession of tobacco in any form by a student is prohibited at any time during the school year*.

3. ILLEGAL DRUGS, CONTROLLED SUBSTANCES

Use, possession, sale or distribution of any illegal drugs (marijuana, cocaine, etc.), drug paraphernalia, or controlled substance (steroids, etc.) (unless prescribed by a licensed physician) is prohibited during the calendar year.

4. CIVIL OR CRIMINAL OFFENSE (for matters not falling within 1, 2, and 3 above:)

Civil or criminal charges filed by the District Attorney/or probation files a petition. The procedures outlined on page 5 will apply.

5. WILLFUL OR RECKLESS CONDUCT

Willful or reckless conduct, which results, or is likely to result, in bodily injury or damage to person or real property is forbidden during the calendar year insofar as such conduct threatens the discipline and welfare of the school.

*Summer time and vacation time periods are considered "School Year" when school sponsored, school supervised gatherings or trips are taken.

Anytime there is a school-sponsored activity it is considered part of the school year.

ENFORCEMENT PROCEDURES OF THE ATHLETIC CONTROL CODE

Outlined below is the Kern High School District procedure for enforcement of the Athletic/Activity Control Code.

1. Upon receipt of information by the school Administration that a student athlete may have violated a provision of the Athletic/Activity Control Code an immediate investigation will be conducted by school personnel.
2. If the investigation indicates a student athlete has committed a violation of the Activity/Athletic Code, the student shall be suspended from the privilege of participating in athletics/activities immediately.
3. A request to appeal the activity/athletic suspension must be made to the principal or designee within three (3) school days of notification to the parent/guardian.

- A. The principal or designee shall schedule a conference with the parents and student within five (5) school days of the request at which time the principal or designee will review all the evidence and render a decision.
- B. Written notice of the principal's or designee decision shall be sent to the student and his/her parents/guardians within five school days from the meeting with the principal or designee, along with notice of the right to appeal the decision to an impartial administrative hearing panel pointed by the District Director of Activities/Athletics. This appeal is noticed by delivering a written request for a hearing to the Office of the District Director of Activities/Athletics not later than **fifteen (15) days** after the date of mailing of the notice of the Principal's or designee decision. If a hearing is requested, it shall occur not later than **ten (10)** school days after receipt of a request for a hearing. The hearing shall be conducted as nearly as possible in accordance with the procedures of the Kern High School District Discipline Code.

Pending decision of the appeal, the suspension of athletic/activity privileges ordered by the principal or designee shall remain in effect.

THE DECISION OF THE HEARING PANEL IS FINAL

Length of Loss of Activity/Athletic Privileges for Violation of the Code

<i>Violation No.</i>	<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
1 & 2	9 school weeks	18 school weeks	1 school year
3	18 school weeks	1 school year	Remainder of high school career
* 4 & 5	9-18 school weeks	18 school weeks	1 calendar year

- A. Charged with any felony during the calendar year-student will become immediately ineligible and cannot participate until final disposition of criminal proceedings.
 - 1. Dismissal of charges regains immediate eligibility.
 - 2. Felony charges upheld – continued ineligibility for specific time period indicated in the Athletic/Activity Code Book.
 - 3. Reduced to misdemeanor – see item B.

- B. Charged with ANY misdemeanor during the calendar year the local school administration will determine whether the facts alleged by law enforcement form a substantial basis for concluding that this student:
 - 1. Dismissal of charges regains immediate eligibility
 - 2. Misdemeanor charges upheld: If student conduct poses a threat to the discipline of the team or the welfare of the educational functions of the school then the student will remain ineligible for specific period of time.

**K.H.S.D PROCEDURE FOR ENFORCEMENT OF
ACTIVITY/ATHLETIC CODE**

INITIAL SUSPENSION

Within 3 days

Appeal to Principal or designee within 3 school days of notification of parent or guardian.

Within 5 days

Principal or designee shall schedule a conference with parents and student(s) within 5 school days of request - principal.

Within 5 days

Written notice sent to student's parent/guardian within 5 school days of meeting along with notice of right to appeal.

Within 15 days

Appeal is noticed by delivering written request for hearing to Office of the District Director of School Support Services.

Within 10 days

If hearing is requested it shall occur no later than 10 days after receipt of request.

THE DECISION OF THE HEARING PANEL IS FINAL

CLAIRIFICATION OF SCHOOL WEEKS:

Calculation of school weeks shall begin or continue with the first official CIF starting date for fall sports, and include Christmas and Spring vacation weeks. Summer school attendance does not count in calculating length of ineligibility.

RETURNING TO PRACTICE:

A student who is to become eligible at the end of the period of ineligibility may start practice **fifteen (15) school days prior to the time of becoming eligible**. Students must also have at this time a **2.0 GPA or higher and be enrolled in 20 semester periods of work**.

ALTERNATIVE TO EXPULSION:

A student who receives Alternative to Expulsion is ineligible for all Extra/Co-Curricular Activities/Athletics until the penalty period of the student has been fully completed. In cases where the ineligibility period, due to Alternative to Expulsion, differs from the Activity/Athletic Control Code for a given offense, the student shall be ineligible for the longer period of time.

ENFORCEMENT OF REGULATIONS

Each school shall be uniform in enforcing the regulations.

When students from two or more member schools are involved in the same offense as outlined above, a joint investigation shall be conducted by officials from the schools where the students are in attendance. Consistent findings shall be made by the same officials from those schools.

CO-CURRICULAR ACTIVITIES:

Co-curricular activities, popularly known as extra-curricular activities, are privileges made available to students

who agree to follow certain prerequisites and standards of conduct. These standards are in addition to the regular discipline rules for students attending regular classes.

It is important to note that the law grants authority to school officials to supervise students when they are participating in co-curricular activities or other supervised school-sponsored events held away from the school grounds. The Board of Trustees specifically notes that where students act or behave to diminish the efficiency of the school system of the State and exert a harmful influence upon the younger pupils of the school, they are subject to being disciplined and/or subject to loss of privileges of participation in co-curricular activities.

The District Superintendent and his staff shall develop and publish two lists of district-approved co-curricular activities annually, which are subject to higher standards, which are imposed by this code.

- A. One list will include those activities in which participants are under the jurisdiction of all prerequisites, rules, and regulations at any time and at any place during the school year or calendar year, as outlined in the athletic section of this code.

The enforcement of regulations shall be the same as those listed in the athletic section of this code.

- B. The second list will include those activities in which participants only come within these prerequisites, rules, and regulations under the following conditions:

The student leadership positions identified under list one (1) are approved co-curricular activities and will be under the same rule and regulations any time and at any place during the school year or calendar, as outlined in the athletic section of the Activity and Athletic Control Code.

List One (1)

Executive Board (Student Body Officers)
Class Officers
Spirit Leaders

List Two (2) below includes activities in which participants only come within the Activity/Athletic Regulations under the following conditions.

1. The students are actually participating in, rehearsing for, or traveling to and from such activity while under the jurisdiction of school authorities; and
2. Such participation, etc., is outside of the regular classroom environment and/or regular instructional program.

List Two (2)

Band, Pep Band, Stage Band, Orchestra, Choral Groups, Choral Groups, Forensics, Modern Dance. Winter Guard, Newspaper and Literary Staffs, Yearbook Staff, Visual Services, Drill Team, ASB Approved Clubs

The regulations which shall prevail for activities on this list shall be the same as those listed under “KHSD Regulations Governing Violations/Offenses by Students On and Off Campus” except that school jurisdiction is limited to the conditions listed under 1 and 2 above.

The enforcement of regulations shall be the same as those listed in the athletic section of this code except that the forfeiture of privileges apply only to eligibility for performances, appearances, special rehearsals, competitions, etc., and not to the removal from the classroom instructional program.

SUMMER SCHOOL RULES

Students enrolled at any of the Kern High School District’s summer school programs are under the same

Activity/Athletic Code rules and regulations as school students.

Any student who violates any Activity/Athletic Code rules will be investigated by the summer school administrator. If, after following the Activity/Athletic Control Code procedures they find a student in violation of a rule, they will inform the student and their parent/guardian that they are not allowed to participate in co-curricular and extra-curricular activities starting with the first official CIF starting date for fall sports (usually around August 7th). Students will be ineligible for whatever length of time their violation warrants.

Taken from Kern High School District Administrative Code

The Governing Board recognizes that extra-curricular activities and co-curricular activities enrich the educational and social development and experiences of students. The District shall encourage and support student participation in extra-/co-curricular activities without compromising the integrity and purpose of the educational program.

Eligibility Standards for Extra-Curricular and Co-Curricular Activities

In order to be eligible to participate in the athletic/activity program in the Kern High School District, students must be attending, and enrolled in a full curricular program in one of the comprehensive high schools. A full curricular program is considered five classes.

The following academic eligibility standards apply to students representing the school in extra-/co-curricular activities including Athletics, Drill Team, Student Body Officers* (including Spirit Leaders), and special school teams (Academic Decathlon, mock trial).

*Passing in four (4) subjects (20 semester periods of work), not be subject to current or pending school disciplinary actions per Kern High School District Discipline Code (Sections 48915 and 48900), or violations outlined in the Kern High School District Activity/Athletic Control Code.

Any questions or special circumstances pertaining to student eligibility should be directed to the Kern High School District Director of School Support Services.

*School student bodies have the right to require higher standards for Student Body Officers and Spirit Leaders.

A. "C" average or 2.0 G.P.A. on the preceding grading period. First and third quarter grades and fall and spring semester grades will be used for the determination of G.P.A.

1. No more than one (1) "school service type" class with no more than five (5) semester periods of credit (i.e., messengers, teacher aides) can be included in the classes counted for eligibility in any one grading period.
2. Eligibility will be determined by the grades that appear on the report card at the time it is issued, even though a student may drop the course before the report card is issued.
3. Summer School Credits may be used in order to gain athletic eligibility.

(a) *If a student repeats and passes a class in summer school that he/she failed the previous semester, the student may substitute the new grade and apply the credit and grade toward regaining athletic eligibility.

*In reference to (a): If students passed the class and wanted to take the same class over to raise the grade in that class, the higher grade may be used to gain athletic eligibility. However, additional credits may not be granted since the student originally passed the class (possibly with a "D") and has received credit.

- (b) Summer school courses that are not repeat classes from the prior semester may be averaged with the second semester courses taken and a student may gain academic eligibility.
 - (c) If a student fails a class in the fall semester, he/she may re-take the class in summer school and use the grade/credits to gain athletic eligibility.
4. Grades earned in courses taken through Bakersfield Adult School will be used to determine a student's eligibility in the same manner as any other course taught in the KHSD. It is the responsibility of the high school to verify quarter grades for students enrolled in evening classes.

Eligibility for a freshman student will be determined at the end of the student's first grading period in high school.

Activities Exempt from Eligibility Standards

A co-curricular program that has as its primary goal the improvement of academic or educational achievements of students is not subject to these eligibility requirements.

Programs in choral music, instrumental music, drama, forensics, journalism, dance, art, and agriculture are not subject to these eligibility requirements.

1. Any additional activities exempted from eligibility standards shall be determined by the Assistant/Associate Superintendent for Instruction.
2. All such exempt activities must be a graded part of a class which receives course credit and which includes preparation for public performance as a major portion of course content.

A student enrolled in a program who does not meet the extra-co-curricular academic eligibility requirements, shall not be allowed to participate in any part of that program which causes him/her to miss any class time during the regular instructional day.

1. Exceptions to this provision include:
 - (a) Future Farmers of America showing projects at fair only on show day.
 - (b) Fine Arts rating activities sponsored by the Kern High School District or other agency within Kern County.
2. Questions relating to exception (s) should be referred to the Assistant/Associate Superintendent of Instruction.

Arrangements for assisting ineligible students to regain their eligibility status should be developed at the local school and should be publicized to students and parents.

A student's grade in a class shall not be adversely affected if that student is denied the right to attend field trips on co-curricular activities due to a G.P.A. of less than 2.0.

TOBACCO and ALCOHOL ALTERNATIVE to the Kern High School District Activity/Athletic Control Code and the Code of Ethics Policy

Conditions for the Alcohol and Tobacco Use Alternatives:

- A. This program applies to first time offenses only
- B. The suspension of 9 weeks will be reduced to 6 weeks if the following conditions are met:
1. Decision to choose the alternative option must be made at the conference with the athletic director, parent and student.
 2. Students must attend and successfully complete 1-hour sessions within a 6-week period at the location where the current sessions are being offered.
 3. Students must start their sessions immediately upon suspension.

A Principal Should:

- vigorously influence and enforce sportsmanlike attitudes and conduct of the teams, coaches, and general student body.
- see that their activity/athletic program is a program to develop a well-rounded student. Its secondary function is to provide spectator entertainment.
- see that there is no undue pressure put on the coach and students to win. The principal's message should be "You perform to win, but you do so in a sportsmanlike manner".
- interpret the activity/athletic program to the teachers, students, and spectators.
- see that the school has a well-disciplined student body developed through a sportsmanship code.
- see that there is a clear understanding with spirit groups about their roles for developing school spirit.
- encourage staff members to attend contests.
- have good working relationship with the activity/athletic departments, delegating authority and responsibility.
- have a good working relationship with law enforcement agencies.
- have a good working relationship with the District and all District schools.

A Principal Should Not:

- display displeasure regarding normal partisan actions of opposing spectators, students, players, or coaches during the course of the contest, visibly or vocally express displeasure with an official of a contest during the course of that contest.
4. During the six sessions, students will agree to the following:
- (a) Sign a contract stating he/she will remain tobacco and alcohol free
 - (b) Allow program facilitator to release confidential information to school officials concerning student's tobacco and alcohol use.
- displeasure with an official of a contest during the course of that contest.
 - express displeasure after the contest except in the proper and approved manner.
 - allow unsportsman like conduct to be exhibited by a principal's own student body during the course of the contest.

- condone illegal action regarding eligibility of students by coaches, student body, director of activity/athletics or staff.
- apply or condone a “double standard” for students in co-curricular programs regarding student body rules and regulations.

ACTIVITY/ATHLETIC DIRECTOR

The major responsibility for the preparation and organization of any activity/athletic event rests with the activity/athletic director. In cooperation with the principal and the coach, the activity/athletic director sets the stage for the contest. Farsighted contest preparation will be conducive to good spectator behavior.

An Activity/Athletic Director Should:

- see that good advance publicity is given to each contest, and keep the public informed about site, date, time, or any late change in plans.
- schedule contests at school sites whenever possible. When a difficult crowd is anticipated, the activity/athletic director should shift from a night to a day contest, if possible.
- make sure that other schools are notified in writing of all the necessary details such as time and place of the contest, dressing facilities, pre-contest procedure, and specific information which applies to the particular event.
- be in charge of contest officials, dressing facilities, payments, etc.
- see that students and parents alike are aware of all local school regulations.
- allow for available seating accommodations.
- select a well-trained staff to handle the crowd.
- select experienced scorers and timers. (when applicable)
- see that coaches abide by the Code of Ethics, K.H.S.D. Recruitment Policy League and CIF rules, with particular emphasis on CIF rule 510.
- make special arrangements for faculty members who wish to attend.
- organize the police (with duties clearly outlined) when large crowds are expected.
- arrange for a person with authority to handle the public address system. The use of a student announcer should not be encouraged.
- have a good working relationship with the district and all district schools.

An Activity/Athletic Director Should Not:

- forget for a moment that he/she is a representative of the school and district and that the school and district will be judged by the activity/athletic director’s actions.
- make any decisions that are not in the highest ethical standards of sportsmanship.
- allow the use of horns, bells, drums, and whistles at contests, other than authorized pep bands.

COACH (person in charge)

A high school coach influences not only the conduct of performers under his/her direction, but also the behavior of the many thousands of spectators. The coach's example on the field, auditorium, classroom or court is more important in determining the behavior of the coach's team and that of the crowd than talks, programs, or expositions. In short, a coach's actions speak louder than words.

A Coach Should:

- control his/her own emotions whenever his/her team is involved.
- show, through his/her own behavior, that the coach values self-restraint, fair play, and sportsmanlike conduct while in no way lessening the importance of the team's winning the event.
- because of the coach's specialized knowledge, be the best qualified staff member for both adult and student orientation.
- confine remarks to officials only as allowed by the game rules of that sport.
- expect high standards of behavior from the team and tolerate nothing less.
- foster the best relationships with other schools and their coaching staffs by encouraging the players to shake hands with their opponents after the game and to be courteous at all times.
- have a good working relationship with the district and district schools and be ethical in dealing with coaches, students, staff and parents.
- be sensitive to such situations as a student's losing control of himself/herself, and remove potential troublemakers from the game before difficulty arises
- have knowledge of, and adhere to League and CIF rules, District Recruitment Policy, and CIF Rule 510.

A Coach Should Not:

- criticize or contact officials prior to or after the contest - criticisms should be made through the activity/athletic director.
- use films for public criticism of opponents or officials when films are taken.
- incite the displeasure of the spectators or players by his/her actions as evidence of the coach's disagreement with the decision of the officials.
- allow development of unfriendly relations and or resentment towards opponents and their coaches as a device for motivating his/her team effort.
- recruit players either by deed, word, implication, or mute acceptance.
- use profane or vulgar language.
- take undue advantage of out-manned opponents.
- allow development of unfriendly relations toward coaches within the coach's own school, officials, or other schools.
- smoke on or in vicinity of the performing area, drink any alcoholic beverages, or use drugs and narcotics (including chewing tobacco and snuff).
- forget for a moment that he/she is a representative of the school and district and that the school and district will be judged by the coach's actions.

- should not remove the school team or school athletes from contests for any reason other than safety of the players.

OFFICIAL

The official has the major responsibility for the control of conduct during the contest. The official is charged with the responsibility of enforcing the word and the spirit of the rules guaranteeing the health and safety of the participants. The official must be aware of the objectives of high school extra-co curricular programs and of their place in our total educational process.

An Official Should:

- meet the standards set by their officials association in order to be properly certified.
- study the rules of the event diligently, observe the work of other officials and attempt to improve at all times.
- conduct any discussion concerning decisions in a reasonable and controlled manner and as prescribed by the rules of the event.
- dress and maintain appearance in a manner befitting the dignity and importance of the event involved.
- honor all contracts, regardless of possible inconvenience.
- make decisions promptly but without snap judgment; firmly, but without arrogance; fairly, but with officiousness; and to base decisions on the rules regardless of the school, the closeness of the score, or the opinions of partisan spectators.
- conduct himself/herself in such a manner as to be a good example to the students who participate under his/her jurisdiction.
- keep in mind that the event is more important than the wishes of any individual student or coach or the ambitions of any individual.
- initiate complaints of school personnel through the proper channels.

An Official Should Not:

- smoke on or in vicinity of the performing area, drink any alcoholic beverages, or use drugs and narcotics (including chewing tobacco and snuff).
- discuss peculiarities or previous accounts of the teams involved with fellow officials prior to the event.
- criticize or question decisions of fellow officials to spectators or school personnel when observing a contest as a spectator.
- make comments and criticisms of fellow officials' decisions to the press or other media.
- lose composure or objectivity when involved in rule interpretation or decisions with coaches, players, or spectators.

Those in education who work directly or indirectly with students should be cognizant of their responsibility to develop in youth proper attitudes of conduct.

PLAYER or PERFORMER

A player/performer is not merely an individual; a player/performer also represents both the team and the school.

A player's/performer's conduct reflects not only the coach's training, but the philosophy of the entire school as well. A player's/performer's actions, because a player/performer is a leader, must therefore be without reproach.

A Player/Performer Should:

- participate as a member of a unit, showing respect for the team effort.
- be concerned primarily with participation in the specific event, leaving control of other people at an event to the appropriate officials.
- show respect for other players, coaches, and officials.
- realize that successful sportsmanship at a contest depends, to a large measure, on a player's actions. Thus, a player is courteous and mannerly in his/her deportment.
- make every honest effort to win an event, but avoid deliberate actions, which could cause harm or embarrassment to other performers.
- have a good knowledge of rules and regulations governing an event and try to abide by these rules.
- maintain standards of personal appearance that will be acceptable according to school dress and grooming codes.

A Player/Performer Should Not:

- show disrespect to other players/performers, coaches, or officials at any contest.
- deliberately cause injury or embarrassment to the opponent, regardless of the player's/performer's intense desire to win.
- agree to abide by standards of dress and grooming codes only to break them after being established as a member of the team.
- use profane or vulgar language.

A Student Should:

- have positive actions at a contest and not make remarks or signs, which cause disorder and unruly conduct.
- attempt to be the crowd leader in showing good sportsmanship.
- abide by actions of players or officials without undue criticism.
- avoid unnecessary noise or distractions.

A Student Should Not:

- abuse or vilify the officials, players, or spectators.
- fail to obey directions or reprimands of school or other officials.
- conduct himself/herself in a way which will discredit the school the student attends.
- cause any undue disturbance.

- cause any undue disturbance arrive at a contest under the influence of alcohol or drugs.

RELATIONSHIP WITH NEWS MEDIA

Full cooperation with all representatives of the news media is vital if "good press" is to be expected. This includes the providing of school publicity, providing facilities for representatives of the news media during events, and providing full after-event publicity.

1. Pre-event publicity, including schedules, rosters, rosters of coaches and officials, and copies of new rules, should be provided to the news media as early as possible.
2. Pre-event publicity should include the name of the other schools competing, the records of both schools, the names of the coaches and performers of the other school, if available.
3. News and/or school reporters should have a place in which they can work during a school event.
4. Post-game publicity should be complete, including scores and other statistical information.
5. Attempts should be made, whenever possible, to get to know the representatives of the press. Good rapport with the media usually means good reporting by the media.

RECRUITMENT POLICIES

The following policies were developed to help us recognize and deal with recruiting in our Kern High School District Schools. These policies clarify what families and individuals are allowed to do in their efforts to seek information; concomitantly, these policies clearly define what schools and staff members can and cannot do within this process.

1. No coach (including walk-ons), teacher, or staff member of a school may initiate any contact with or tamper with students who have not previously received approval for an IDT or open enrollment requests.

EXAMPLES OF PROHIBITED CONTACTS AND/OR TAMPERING:

- A. Calling, visiting, or meeting with non-approved* students or family members for the purpose of providing information or extolling the virtues of their school or program that could rationally be interpreted as intended to recruit, entice, or attract that individual to enroll at another school.
 - B. Inviting non-approved students to visit or attend games, practices, events, contests, presentations, etc. at a school other than that of residence.
 - C. Allowing non-approved students to participate in practices, rehearsals, or scheduled events at a school other than that of residence.
 - D. Giving, providing, or distributing school tee shirts, sweats, paraphernalia, souvenirs, etc. to non-approved students.
2. No coach, teacher, or staff member of a school may authorize, suggest, or recommend that a non-staff member (parent, friend, alumni, neighbor, etc.) serve as a surrogate to engage in any of the activities outlined in #1 (A,B,C,D).
 3. When a coach or staff member is initially contacted by a non-approved student, parent, friend, or relative of a non-approved student, the following responses are appropriate.
 - A. It is permissible for the staff member to explain the process of open enrollment and where to go for

more information.

- B. Beyond that, the staff member should refer the individual to the school site principal, assistant principal, or district office administration for further information.
 - C. If desired, the interested parties representing the non-approved student then can set up an appointment with the school site assistant principal or principal.
 - D. If official contact is made to a school outside the official residence area, the “home school” principal should be notified by the “contacted school” principal or designee.
 - E. In no case may an official of one school denigrate, criticize, or attack another school’s programs, students, staff or policies.
- 4.* A non-approved student is defined as a student living outside the attendance boundaries of the school in question who have not previously received approval for an Intra-District Transfer or Open Enrollment request.

PROCEDURES FOR REVIEWING ETHICS AND RECRUITMENT POLICY VIOLATIONS

- Any alleged violation of these policies intentional or unintentional, should be reported to the school site activity/athletic director, or principal. The responsible representative shall then submit the complaint to the District Director of Athletics.
- The District Director of Athletics will appoint one to two individuals on post retirement assignments to investigate the alleged violation. The individual, or individuals assigned will make a thorough investigation, and submit their findings to the District Director of Athletics
- The District Director of Athletics will review the report with a representative group (not less than 3) of the Ethics Committee. This representative group will determine whether or not the findings warrant the case being referred to the full Ethics Committee for further investigation and a due process hearing.
- If the case is referred to the Full Ethics committee a due process hearing will be scheduled and all parties pertinent to the case have a right to present their side of the issue. If found unwarranted, the case will be dismissed immediately.

*Cases that warrant a full committee investigation and due process hearing can result in any one of the following recommendations to the Superintendency regarding athletic coaches.

Reprimand of coach

Probation of coach or school

Suspension of coach

Dismissal from coaching position

Loss of scrimmage

Loss of tournament

Loss of one or more pre-season contests

Loss of playoff privileges

Extension of probationary period

Other penalties as recommended by the committee

The Activity/Athletic Ethics Committee shall be made up of:

Three principals

Three Directors of Activity/Athletics

Three head coaches

No member of the council shall be included when the complaint involves, either directly or indirectly, a representative of the member's school.

KERN HIGH SCHOOL DISTRICT SCHOOLS SHALL BE RESPONSIBLE FOR:

1. Verifying that all student athletes have an annual physical and insurance prior to pre-season conditioning and official practice.
2. Notifying parents and athletes through a formal meeting conducted by the Athletic Director or the Head Coach of the risks involved in the sport in which their student is to participate. Completion of the Risk Acknowledgement and consent to participate form.
3. Making sure coaches conduct a pre-season (within first two weeks of season) meeting with parents and athletes (suggested agenda available from District Athletic Office).
4. Reviewing the Activity/Athletic Control Code/Code of Ethics Recruitment Policy with athletes.