

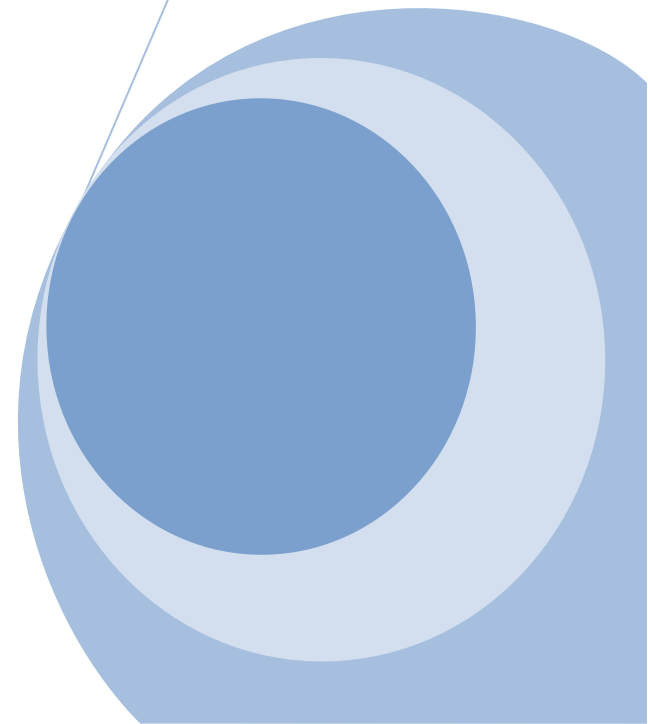
ALHAMBRA

UNIFIED SCHOOL DISTRICT



**ADVISORS & COACHES
HANDBOOK**

2019/2020



HANDBOOK

- The purpose of this handbook is to assist you in conducting your team/club activities effectively. Please read it carefully.
- Alhambra Unified School District prides itself on a rich tradition of co-curricular activities. An effective activities program complements the school's academic program.
- Participation in high school athletics and activities can be a fulfilling and positive life experience if everyone has a better understanding of the issues and concerns that surround student involvement.
- When properly organized and wisely managed by the Athletic Director, the Activities Director, the students, and the faculty, a combination of everyone pulling together in a group effort, the activities program contributes significantly toward attainment of the school's educational objectives.
- Participation in high school athletics and activities teaches good citizenship by providing a means whereby students may experience self-directing privileges and responsibilities with well-defined limits under faculty guidance.
- Our co-curricular program is an integral part of our educational process. Mark Keppel High School will field 54 teams, in 13 sports and support 85 student clubs and organizations. Approximately 68% of the student body participates in one or more of these activities.
- The Alhambra Unified School District and Associated Student Body expend significant portions of their budgets to support athletic, music, drama, debate and other activity programs.
- It is imperative that each coach/advisor be knowledgeable about his/her activity and the guidelines governing high school programs in the Alhambra School District.
- If you have any questions, concerns, or suggestions, please refer them to the Business & Activities Office (626) 943- 6720 or ext. 6720 on the house phone.

Alejandra Perez,
Assistant Principal, Business and Activities
Mark Keppel High School

Table of Contents

| CHAPTER | | PAGES |
|----------------|---|--------------|
| 1 | Advisors – Duties & Responsibilities | 4-8 |
| 2 | Athletic Coaches Guide | 9-16 |
| 3 | Club Organization | 17 |
| 4 | Student Body Funds | 18-26 |
| 5 | Guidelines for Fundraising Activities | 27-30 |
| 6 | Transportation | 31-32 |
| 7 | Field Trips | 33-34 |
| | Appendices: | 35-46 |
| | "A" Agreement | |
| | "B" Coaches Survey | |
| | "C" Audit of Coaches | |
| | "D" Fundraising Sign-Up Sheet | |
| | "E" Title IX Complaint Procedure Form | |
| | "F" Sample Club Constitution | |
| | "G" Student Bank Schedules | |
| | "H" Student Bank Forms – | |
| | *actual student bank forms have no page numbers* | |

1. ADVISORS – DUTIES & RESPONSIBILITIES

I. SPECIFIC DUTIES & RESPONSIBILITIES

- A. Advisors must submit a charter application, and receive approval, before a club is formed. A copy of the constitution will be kept on file in the Student Bank. If you have any questions regarding this procedure you may contact the Secretary of Clubs, who is in charge of clubs and committees.
- B. Cooperate with the entire activity program of the school.
- C. Encourage members to purchase an ASB card.
- D. An advisor must be present at all meetings and activities of the organization. Meetings should be held on a monthly basis, or as frequently as is deemed necessary by the advisor.
- E. All advisors are expected to attend all functions of their organization such as class or club sponsored food fair booths, car washes, gram sales, or other events. On and off campus.
- F. Advisors are responsible for compliance with all policies and procedures for the co-curricular program.
- G. Advisors should allow the students to “run” their meetings; but also guide them in the proper use of time resources, record keeping, and responsible money handling.
- H. Advisors shall ensure that all financial procedures established by ASB or the school district are followed. Help the secretary/treasurer become familiar with the keeping of books and records and make sure that they are accurate and current at all times.
- I. Ensure that an organizational account is opened or updated with the student bank to handle all club money received and paid. All club funds are considered student body funds. No club is ever to maintain a private fund, such as a separate bank checking account.
- J. As directed by the state education code, all fundraising activities by any team or organization must first be cleared through the Secretary of Clubs, the elected and appointed student officers at MKHS, and the Assistant Principal of Business & Activities. Any violation of this policy will result in disciplinary consequences including but not limited to the following: restriction and/or suspension of future fundraising activities, fines to the organization, suspension of recognition as a school organization, continuance of extra-duty assignment, etc. The violation will be dealt with the by Assistant Principal of Business & Activities or his/her designee.
- K. All contracts must be submitted to the Business and Activities office for approval by the AUSD Board of Education according to submission timelines.
- L. Advisors shall ensure that organization meeting minutes are maintained and compliant with ASB requirements.
- M. Require each officer in the club to prepare an end-of-the-year summary status report to be passed on to the in-coming slate of officers. Such a report is invaluable in keeping the next group informed of accomplishments and problems of the group and point out the need for improvements or new direction for a new group to take.
- N. All promotional communications, both print and electronic, must be approved by the advisor and AP of Business and Activities. Remember that publicity is imperative if an activity is to be successful.
- O. ***The bottom line is that you must sign everything and it must be approved by the AP of Business and Activities.***

II. PROFESSIONALISM

- A. *You will at all times conduct yourself in a professional manner befitting the role of a school leader while representing Mark Keppel High School and/or the Alhambra Unified School District in any capacity.*
- B. *You will at no time use foul, profane, and/or obscene language or gestures.*
- C. *It is required that you and all individuals associated with the club/organization adhere to the above expectations of language, integrity, honesty, and respect.*
- D. *You will at all times while representing Mark Keppel High School and/or Alhambra Unified School District demonstrate courtesy, respect and overall good behavior.*
- E. ***See Appendix “A” for Agreement.***
- F.

III. GENERAL INFORMATION FOR ALL ADVISORS

- A.** Fees: California Constitution mandates that public education be provided to students free of charge. This includes curricular, co-curricular, and extra-curricular activities. Students shall NOT be charged fees, dues, or required to make donations or fundraise as a condition of participation in school clubs, athletics, or other organizations.
- B.** Parent Meeting – It is strongly advised and highly recommended that you hold a parent meeting just before the first club meeting/activity. This meeting will afford you the opportunity to meet with parents and review **the club constitution and rules, expectations on conduct for both student club and their parent(s).** The schedule of meetings and activities (dates, times & places of when & where these events will take place and who will be there to supervise should also be discussed. **Remember:** Fewer conflicts will arise if all parties involved are well-informed in advance of what is expected of them and what the consequences are if those expectations are not met.
- C.** Supervision – Certificated personnel shall supervise all club activities and meetings both on and off campus. Where appropriate, classified personnel and parental assistance may also be utilized to assist. However, the primary responsibility remains with the assigned certificated advisor.
- D.** Meetings - It is recommended that all committee meetings be held on campus. General club meetings may be held at any time of the school day when it does not interfere with class time.
- E.** Bulletin Notices are to be submitted no later than the day before they are to appear in the daily bulletin. Please email your request for a bulletin notice to Patty Welch and CC Trish Morales on your district email account. We can only accept bulletin requests from advisors, coaches or other school personnel. Student requests will not be approved or processed without signed advisor approval.
- F.** Dues may not be collected from individual members. A club as a whole may be required to pay dues for specific outside membership (e.g. FBLA, Key Club).
- G.** Hazing -The California Education Code specifically prohibits the hazing of students when being initiated into an organization. No such activity shall be permitted by a San Gabriel High School sponsored club or organization. Violations of this section may result in the probation or disbanding of the organization. Advisors should familiarize themselves with this section of the Code — ED32050.
- H.** Guests – All non-school personnel must be approved in advance by the AP of Business and Activities.

IV. FRESHMAN CLASS ADVISOR

- A.** Attendance at all freshman sponsored events.
- B.** Meet with officers as soon as possible after.
- C.** Ensure that once class officers are elected, they hold regular meetings to plan various activities. Weekly meetings are advisable.
- D.** Don't allow your officers to lose contact with you. A good practice would be to require your president to check in with you weekly to insure lines of communication. You can also leave a message for the freshman officers at the ASB room, as he or she will be attending that class every 4th period.
- E.** Other activities — This should include a variety of events for raising funds or to participate in school activities, such as school spirit projects, community involvement, etc. Other activities could be held if the class and advisor feel that they are necessary and feasible. Students may be responsible for obtaining chaperones for their activities. However, if finding chaperones should become a difficulty, the Assistant Principal of Business & Activities would be the person to contact. Examples of Freshman Activities: Food Fair Booth, Catalog Sales, Candy Grams, Pre-sale items, etc. The goal of Freshman Council should be to promote Class spirit and also to raise funds for their Junior/Senior Prom.

V. SOPHOMORE CLASS ADVISOR

- A.** Attendance at all sophomore sponsored events.
- B.** Meet with officers as soon as possible after.

- C.** Ensure that once class officers are elected, they hold regular meetings to plan various activities. You may want to meet in the summer to fundraise and decide on strategies for the coming year. Weekly meetings are advisable.
- D.** Communication is probably your biggest problem. You may contact the class representative during **4th** period in the ASB Room.
- E.** Same as #E under Freshman Class Advisor.
- F.** Remember if you want to schedule an event, plan ahead so that you will not be disappointed due to conflicting scheduling.
- G.** Your goal this year is to have continued raising funds from the previous year and to go prom site hunting, pick a prom site, schedule the date and place and to make a deposit on it.

VI. JUNIOR CLASS ADVISOR

- A.** Attendance at all Junior sponsored events.
- B.** Meet with council members as soon as possible after elections are held, as they will need to elect their officers. Executive Board will be holding interviews for members who wish to run for the Cabinet position of Junior Representative.
- C.** Junior/Senior Prom —The preparations for the prom are varied and demand close cooperation by all concerned. The prom usually occurs in May, but the scheduling is in the hands of Assistant Principal of Business & Activities and the Junior Class Council. Work for the council begins in the fall of the school year. Areas of concern in prom preparation are:
 - 1.** DJ Selection — (Oct. — Nov.) — check hours as well as services for which you have contracted.
 - 2.** Prom Theme (Nov. - Dec.)
 - 3.** Prom Gift (Dec. - Jan.)
 - 4.** Decorations — Centerpieces, and any other desired decorations.
 - 5.** Prom colors (Jan. — Feb.)
 - 6.** Caterer (Jan. — Feb.) Will there be dinner or just dessert? Buffet or 3 course meal? Etc.
 - 7.** Photographer — (Jan. — Feb) You will need to notify the photographer and decide early on what services you will want them to provide.
 - a.** Invitations.
 - b.** Picture Background.
 - c.** Photographer can help with prom publicity shots at the prom site. Junior class council members can pose for photos and a bulletin board presentation may be set up in one of the glass cases outside the Activities office.
 - d.** Prom gift may be purchased from the photographer, or they will help subsidize the item the council decides upon.
 - 8.** Publicity (March) Bulletin notices, bulletin board, banners, flyers in the classrooms, or other areas.
 - 9.** Prom applications (March) — these must be OK'd through the Dean's office and then a computer — generated list must be prepared from these applications for ticket sales.
 - 10.** Prom Elections (April) elections held for Prom Court.
 - 11.** Ticket Sales (April) 2-3 weeks before the date.
 - 12.** Chaperones (April) all site Administrators and 5 campus supervisors.
 - 13.** Junior Class Council President and Vice present will attend the prom for free of charge to crown the Queen and King.

VII. SENIOR CLASS ADVISOR

- A.** Attendance at all Senior sponsored events.
- B.** Meet with officers as soon as possible after.
- C.** Ensure that once class officers are elected, they hold regular meetings to plan various activities. Weekly meetings are recommended.
- D.** Assist the Assistant Principal of Business and Activities along with the class officers in planning graduation.

- E. Senior luncheon, Graduation rehearsals, Awards Assembly, etc., are all part of the responsibilities of the Senior Class Advisor.
- F. Grad Nite.
- G. Fundraisers to help support Senior Activities and/or buy the Senior Gift for the school.

VIII. FACILITY USAGE

- A. Reservations - School equipment and facilities may be reserved by a campus organization for club dinners, award ceremonies, and other related activities. Application for use must be made in writing on the form entitled "*Facilities Request*" for use during the school day and a civic permit for use outside of the school day. ***Strict supervision of equipment and facilities is mandatory.*** Damage or loss of supplies will be assessed against the account of the sponsoring organization. You can get these forms from the Business & Activities Office.
- B. Permits - After filing a "*Use of Facilities*" request, a permit must be issued from the Risk Management Department at the District Office before access to the requested facility will be allowed. Permits are generally processed and issued on a "first come, first served" basis, however, Mark Keppel High School Student and Faculty events will take priority over all other outside user groups requesting the use our facilities. If you are unable to reserve a permit contact the Business and Activities office.
You must have a copy of the permit in your possession at all times during the event.
- C. Planning - A calendar meeting is held in April of every year to plan the activities for the following academic year. If you request a date after this meeting, you must get it approved through the Business & Activities Office as quickly as possible as facilities are in use by not only school organizations, but community groups as well. File as early as possible. **AVOID EMBARRASSMENT! DO NOT ANNOUNCE AN ACTIVITY BEFORE GETTING APPROVAL FOR FACILITY USAGE.**

IX. AUDITORIUM USAGE & POLICIES

- A. For anyone who uses the Auditorium for student groups, academies or other presentation purposes: Please be advised that **Tim Gillette** is the Stage Manager for these facilities. His primary concern is the safety of students, staff and patrons to our campus facilities. The purpose of the following is to the procedure for requesting the facilities and the expectation for their use.
 - 1. A facility request for must be filled out in advance of your event. Even if the event is during the school day, and is on-going throughout the year. In addition to being sure the facility is available, the request form indicates and special equipment you may need for your event. This includes rehearsals for concerts and other programs.
 - 2. When you are filling out a request, ***Email the Assistant Principal in the B&A office*** so we are aware of your request. Paperwork flows from the Business & Activities office up to Risk Management, then back to the B&A office. It can take 3-4 weeks. Alerting the B&A office to your request can help prevent any disappointments with scheduling and confirm the availability of any special needs you may have.
 - 3. Unlike years past, depending on the needs of your group, a stage manager may be required to be onsite during your event. The equipment in the Auditorium including microphones, sound system, projectors, and general lighting are all showing their age. Without consistent care of these items, they won't be around for anyone to use. By nature of the position, a stage manager brings that consistency to your event.
 - 4. If you are bringing special equipment - like a projector or computer and you don't know how to operate it, don't expect that the stage manager will. Plan ahead and either work with the stage director in advance (like a day or two) or come prepared.
 - 5. We try to be prepared for any last minute electrical, sound or equipment need that may arise. However, understand that our equipment is not always ready to go. Be flexible when you request something at the last minute.
 - 6. Please monitor student behavior in the seats.

7. Please advise your students that no food or drink is allowed in either facility. Please monitor student trash and other materials left behind. The facilities are used by lots of groups. Leave it like you'd like to find it.

B. *The Assistant Principal of the office of Business and Activities can be reached on campus at (626) 943-6720 (please leave a message) or by district email at perez_alejandra@ausd.us*

X. AUDIO/VISUAL SELECTION & USAGE POLICIES

- A.** The following guidelines apply whenever music and/or video will be played from a recording or compilation recording for either performance or student entertainment. The following guidelines apply whenever music and/or theatrics/drama are performed live for either performance or student entertainment.
1. This policy applies to individuals and performing groups.
 2. This policy is based on the existing Code of Conduct as published in the Alhambra Unified School District Handbook for Parents & Students.
 3. It includes, but is not limited to all musical and video selections used for performances during Mark Keppel High School and/or Alhambra Unified School District events. Also includes any performance where either Mark Keppel High School or any affiliation to the Alhambra Unified School District is represented by an individual or student group.
- B. Approval of Lyrics, Music, Video, & Script**
1. The group advisor, teacher or coach will approve all lyrics, music, video, & script.
 2. Lyrics must be submitted to the AP of Business and Activities two weeks prior to performances. Failure to do so may result in cancellation of the performance.
 3. Lyrics, music, video, and script cannot include any direct or inferred references to profanity, racial/ethnic/cultural/religious/sexual preference bias, sexual activity, drugs, or alcohol. Further, lyrics cannot either directly or indirectly suggest acts of violence against people or animals.
- C. Approval of Performers' Wardrobe**
1. All costumes must be approved in advance of the performance by the advisor, teacher or coach and must be appropriate for an educational setting.
- D. Suggestive Dance**
1. All dance routines must be approved in advance of the performance by the advisor, teacher or coach and must be appropriate for an educational setting.
 2. The use of body movements either explicit or inferred resembling a sexual activity are not permitted.
 3. Guest performers are the responsibility of the host group and must adhere to school site policy.

2. ATHLETIC COACHES GUIDE

I. GENERAL GUIDELINES

- A.** Fees: California Constitution mandates that public education be provided to students free of charge. This includes curricular, co-curricular, and extra-curricular activities. Students shall NOT be charged fees, dues, or required to make donations or fundraise as a condition of participation in school clubs, athletics, or other organizations.
- B.** Supervision — certificated personnel shall supervise all organizations and activities authorized by the school district. Where appropriate, classified personnel and parental assistance may also be utilized to assist. However, the primary responsibility remains with the assigned staff or walk-on coach.
- C.** Calendar — All athletic calendars are taken care of by the Athletic Director (AD).
- D.** Facilities Use — It has been the policy of Mark Keppel High School to make full use of its facilities.
- 1.** A master calendar for facility use is maintained in the Business and Activities Office. School activities are always given priority over community organizations. When school activities conflict, games are given priority over practice, and ASB activities over individual organizations on campus.
 - 2.** Permits are required for the use of any school facility after the close of the school day or weekends. This practice enables custodians and security to be aware of who is using what and when.
 - 3.** All of the above have been directed to refuse entrance and use of facilities to any group unless a permit has been issued. This applies to a teacher's classroom as well.
 - 4.** Under no conditions should a teacher or coach loan keys or security alarm codes to anyone.
 - 5.** Under no conditions should vehicles be driven on campus. When leaving a facility, care should be taken to see that it is clean, lights off, and doors secured.
- E.** Contracts — It is highly recommended that you have each of your athletes sign a contract stipulating all rules, consequences, expectations, etc. of being on your team. It is also highly recommended that you have a parent of each of your athletes sign the contract as well. These contracts must be approved by the Assistant Principal of Business & Activities/AD prior to distribution to students.
- F.** Parent Meeting — It is strongly advised and recommended that you hold a parent meeting just before or at the very beginning of the season so you have a chance to meet with the parents and review the contract, practice and games schedules, expectations on conduct for both your student athletes and their parent(s), etc. Remember: Fewer conflicts will arise if all parties involved are informed in advanced of what is expected of them and what the consequences are if those expectations are not met.

II. HEAD COACHES - DUTIES & RESPONSIBILITIES

- A.** Rosters - Submit rosters (Name, ID#, and Grade) to the AD for all teams before the first scrimmage or contest. Submit a final roster the week of your first League competition.
- B.** Physical Examinations - Each athlete is required to have a physical examination prior to participation in a competitive sport each year. This allows an examination for one sport to qualify the athlete for any competitive sport during the current school year.
- 1.** *No student athlete shall participate in any athletic activity until he/she submits a physical to the health office and provides the coach with the athletic participation card stamped by the school nurse and the student banker.*
 - 2.** *Physical examinations must be on the approved district form and signed by the student athlete and his/her parent.*
- C.** Coaches are **not** to call doctors and make special arrangements under any circumstances. Upon request by a coach/Athletic Director or the nurse, an athlete may be required to have an additional physical.
- D.** Insurance - Some form of athletic insurance must cover all athletes at Mark Keppel High School. The California Education Code requires a minimum of \$ 1,500 accidental bodily injury, medical, and hospital benefits, plus \$1,500 accidental death benefit.

1. Athletes may purchase school insurance, which provides the required coverage, or they may sign a waiver indicating that they have adequate coverage through family policies.
 2. **In no case is any student allowed to practice, perform, and/or compete without the required insurance.**
 3. Student athlete must submit a Student Accident Insurance card to the student bank verifying insurance coverage or indicating that they are purchasing **Myer-Steven's** insurance. Student must provide the athletic participation card stamped by the nurse and student bank to his/her coach.
 4. At the present time, school insurance is handled through **Myers-Steven**. A form letter describing insurance coverage is provided in the student registration packet.
 5. For all trips that encompass two calendar dates, participants must purchase District provided insurance at a cost of \$1.65 per calendar day per person.
 6. **No student at MKHS will be allowed to participate in any athletic events until the above requirements have been met.**
- E.** Banquets - Sport Awards Banquets are traditionally held on-campus and are optional.
1. Each coach is responsible for scheduling the team banquet on a night with no other school activities, when team members may have conflicts (week nights are recommended)
 2. This is particularly true in the spring when there are many award dinners as well as many other school activities.
 3. Facilities permits are required for banquets.
- F.** Medical emergency cards for all levels must be with head coach of each program at all practices and games. A second copy is filed with the A.D.
- G.** Eligibility – Check the eligibility of every player on the team. Ensure all athletes are enrolled students and have a minimum GPA of 2.0 and no more than one “U” or are eligible for probation. Please see the section below on “ELIGIBILITY” for specific criteria and guidelines.
- H.** CIF Competition Requirements: Coaches should be familiar with CIF regulations as well as Almont League guidelines.
- I.** Clearances for Coaches – Ensure that all coaches participating in program are approved by the Alhambra Unified School District.
1. Each new coach must submit an application packet to the Athletic Director before any consideration for employment can be made at the site level. All employment paper work must be submitted to the district Human Resources Department by the A.D. Packets include the following:
 - a. Fingerprint Information
 - b. Employment Eligibility Verification (I-9)
 - c. TB Test Verification
 - d. Confidential Human Resources Report
 - e. Title VII Civil Rights Act / Ethnic Background Survey (optional)
 - f. Form W-4
 - g. Warrant Recipient Designation
 - h. Statement Acknowledging Requirement to Report Child Abuse
 - i. Risk Management Dept. - Workers' Compensation Benefits
 - j. Drug and Alcohol-Free Workplace – Notice to Employees
 - k. Tobacco-Free Workplace
 - l. Bulletin No. 6 – The Mistreatment of Minors (Child Abuse)
 - m. FYI – What you should know about Child Abuse
 - n. Know the facts...Sexual Harassment is Forbidden by Law
 - o. Discrimination and Harassment in Employment are prohibited by Law
 - p. Acceptable Use Policy for Classified Staff – Electronic Information Resources User Agreement
 - q. Statement Concerning Your Employment in a Job – Not Covered by Social Security
 - r. ASCIP – Social Security Alternative Plan Enrollment Information
 - s. Acknowledgement of Civic Center Application and Approval Process
 2. All coaches are to have valid Cardio-Pulmonary Resuscitation (CPR) and First-Aid (1st-Aid) certification and/or clearance.

3. All coaches are to be certified through the CIF Coaching Education Program by the end of their first season as a condition of continuing employment as a coach
4. Coaches must be "fully cleared" by the beginning of the season in order to receive a full stipend for the assignment. Stipends will be prorated for coaches starting after the beginning of the season.
 - a. "Fully cleared" means that all necessary paperwork, certifications, and clearances have been submitted to the Human Resources Department via the Athletic Director(AD) and Human Resources has notified the AD and/or the Assistant Principal of Business & Activities that the coach is fully cleared, inclusive of Board Approval, and able to work with students.
 - b. During the time a coach is waiting to clear, he/she may not work with any student in any capacity.
 - c. If a prospective coach does not become fully cleared until after the season is over, **no** stipend for that season will be paid to the prospective coach even if he/she becomes cleared after the fact and goes on to continue coaching in other district positions.
5. Ensure that all assistant and lower division coaches abide by the code of ethics as stated by CIF-SS Blue Book and MKHS policies including but not limited to all components of this handbook.
6. Communications:
 - a. All Staff-Faculty Coaches are responsible for checking and collecting their mail from their respective mail boxes located in the Staff-Faculty mailroom in the "A" Building.
 - b. League scores are due at the end of each week so they can be faxed into the league secretary Monday morning.
 - c. Contact numbers:
 - Athletic Director's Office (626) 943-6724
 - Athletic Director's Cell (626) 554-9697
 - Asst. Principal, Business & Activities Office (626) 943-6720
 - Asst. Principal, Business & Activities Cell (626) 625-8893

III. PROFESSIONALISM

- A.** You will at all times conduct yourself in a professional manner befitting the role of a school leader while representing Mark Keppel High School and/or the Alhambra Unified School District in any capacity.
- B.** You will at no time use foul, profane, and/or obscene language or gestures.
- C.** It is required that you and all individuals associated with the team adhere to the above expectations of language, integrity, honesty, and respect.
- D.** You will at all times while representing Mark Keppel High School and/or Alhambra Unified School District demonstrate courtesy, honesty, respect and overall good behavior.
- E.** **See Appendix "A" for Agreement.**

IV. ATHLETIC AUTHORITY & JURISDICTION

Several levels of authority govern the athletic program at Mark Keppel High School. It is the responsibility of each coach to be familiar with the rules and regulations regarding their team and its play.

- A.** AAU - Amateur status must be maintained by all high school athletes. The rule book is available for reference in the Athletic Director's Office.
- B.** CIF — The Blue Book of the CIF is the ultimate authority of interscholastic athletics in Southern California. There is a copy in the Business & Activities Office as well as one in the Athletic Director's Office. If you need to look up a rule, these copies are available to you.
- C.** Almont League Constitution - League procedures are outlined for each sport. Remember the league rules may be different from rules in effect for practice games.
- D.** Rule Books — The Athletic Director will see that each coach is provided with an up-to-date rule book governing his/her particular sport. Be aware of any changes that may have taken place in your sport.

- E.** California Education Code and the Alhambra Board of Education Policies – California Education Code and AUSD Board policy are the governing authority for all athletic activities at MKHS.
 - F.** Eligibility and Standards - Standards for competition are set by the Alhambra Unified School Board and have been incorporated into the ASB constitution as well. The standards given for participation in all extra-curricular activities are the same at all three high schools within the District. All students participating are obligated to govern themselves accordingly. It is the responsibility of each coach/advisor to be thoroughly familiar with the rules and their application. Each student is provided with a copy of the eligibility standards at the beginning of the season. Both the student and the parent must sign it (Located in the Parent Student Handbook from AUSD).
 - G.** Team Rules — Individual coaches may establish rules for their particular team with the approval of the Athletic Director and the Principal. Each team member is entitled to know what the rules are and in what manner he/she will be held accountable. It is the coach’s responsibility to assist the athlete when problem areas arise and to advise the Athletic Director as well as the Assistant Principal of Business & Activities of potential problems.
 - H.** Violations — Upon the receipt of a reliable or sustained report of an athlete’s violation of the Code, a committee including one coach and the Athletic Director will meet with the athlete to investigate the allegation and make a recommendation to the Principal regarding the incident.
 - I.** Contest Record Eligibility — Violation Interpretations: 1. Violations of the Blue Book result in the forfeiture of the contest. 2. Sport rule book violations result in the loss of the points earned by the participating team member.
- V. ELIGIBILITY** - All athletes must meet the following academic and citizenship requirements or be eligible for probation as outlined below.
- A. Academic:**
 - 1.** Must be passing with a 2.0 GPA on the most recent report card.
 - 2.** Must maintain a 2.0 GPA during the season.
 - 3.** Must be passing 4 classes per CIF or automatic ineligibility.
 - Citizenship:**
 - 4.** Must have no more than one unsatisfactory citizenship grade at the time of tryouts.
 - 5.** Must have no more than one unsatisfactory citizenship grade on final semester report card.
 - 6.** Must maintain the above citizenship during the season.
 - B. Disqualification/Probation:**
 - 1.** Students who do not meet the 2.0 GPA or citizenship requirements, at any grading period will be placed on probation, during which time the student may participate until next grading period.
 - 2.** When a student on Academic probation does not maintain a 2.0 GPA or meet the citizenship requirements at the next grading period, the student shall be dropped from participation on the team.
 - 3.** A student may request the Assistant Principal, Business & Activities to review the disqualification, provided the request is made within five school days from receipt of the report card at the completion of the probationary period.
 - 4.** The Assistant Principal, Business & Activities/A.D. may immediately suspend an athlete from participation for the season if a student is found to have used, possessed, sold, or otherwise furnished or have been under the influence of any controlled substance.
- VI. EMERGENCY PROCEDURES—SAFETY AND ACCIDENT PREVENTION**
- A.** A first-aid kit shall be taken to all practice areas and to games as well. This kit should be checked periodically for its contents.
 - B.** Emergency health cards shall be completed by all student athletes **before** any activity begins (including practices, tournaments, or league games). The head coach shall be in possession of these cards. In the case of an accident or injury, you will need all the necessary information readily available.

- C. If a student is injured, the following procedures should be carried out immediately:
1. Determine the extent of the injury and administer first aid if appropriate.
 2. Should the injury occur during school hours, notify the Health Office.
 3. Should the injury occur after school hours, call the AD immediately and notify the Health Office the next business day.
 4. Do not move the student until the extent of the injuries has been determined.
 5. If it is necessary to call for emergency service on campus, notify the **Alhambra Fire Department at (626) 570-5000 or 911. If necessary to call for emergency service during an away game dial 911.** If you are unsure, error on the side of caution; always call 911.
 6. Notify parents immediately.
 7. File a written report of all school-related accidents/injuries regardless of where they occur. *Confidential School Accident Report* forms are available in the Health Office. These reports are not to be shared with students and/or parents.
 8. Please advise your athletes that they must report all injuries and illnesses to you.
- D. Preventative action may, on occasion, avoid an accident or injury. It is the responsibility of the coach to check all individual equipment for the proper fit and protection, to insure that all fields, runways, tracks, courts, etc., are in excellent condition. Equipment needing attention should be reported immediately and steps taken to correct the situation. Negligence is legal liability on the part of the individual and the school district.
- E. Alhambra Board of Education policy prohibits the playing of any football game unless appropriate medical services are on-site during the game. There is no exception to this policy. Coaches should verify that a doctor, or other services, would be available. The District administrator in charge of Health Services working in cooperation with the Athletic Director and the Assistant Principal will schedule these services. The Assistant Principal or the Athletic Director will confirm the type of services available for the lower division games, home and away. For all levels of competition, a medical professional will be provided for home games only. The responsibility of the medical professional is to provide immediate first aid, minimize discomfort and prevent permanent injury or disability. All coaches will follow their recommendations as to the physical condition of an athlete. Under no circumstances are athletes to compete when their physical condition is in doubt.

VII. **SMOG ALERT PROCEDURES**

- A. The South Coast Air Quality Management District (AQMD) monitors the air quality throughout the Los Angeles Basin in various geographic exposure "Areas". When particulates/pollutants reach various levels, or unhealthy conditions are expected to be attained, AQMD issues forecasts to the community of the Air Quality Index (AQI), and it's corresponding air quality condition, in order to protect public health. These forecasts are received in the Risk Management Department, and affected schools and worksites are notified of the expected and/or attained air quality conditions.
- B. The following actions shall be taken upon notification of the "specific" air quality condition:
1. **Good** - No action required.
 2. **Moderate** - Unusually sensitive people should consider limiting prolonged outdoor exertion.
 3. **Unhealthy for Sensitive Groups** - Sensitive or susceptible persons, such as those with heart or lung disease, should minimize activity.
 4. **Unhealthy / Health Advisory Alert** - Everyone (students and employees) shall discontinue prolonged vigorous outdoor exercise lasting longer than 1 (one) hour. Susceptible persons, such as those with heart or lung disease, shall avoid outdoor activity entirely.
 5. **Very Unhealthy / Stage 1 Alert** - Everyone (students and employees) shall discontinue all vigorous outdoor physical activities, regardless of the duration. Susceptible persons, such as those with heart or lung disease, shall stay indoors.
 6. **Hazardous / Stage 2 Alert** - Everyone (students and employees) shall stay indoors as much as possible. All athletic and other outdoor events shall be postponed,

cancelled or relocated if a Stage 2 episode exists before they start. If an outdoor event/activity is in progress when a Stage 2 episode is called, the event shall be suspended immediately.

7. **Very Hazardous / Stage 3 Alert** - Everyone (students and employees) shall remain indoors and minimize physical activity until the alert has been lifted by the AQMD.
- C. Once an air quality Alert has been lifted by AQMD the sites will be notified by the Risk Management Department, and athletic activities may resume.

VIII. EQUIPMENT AND FACILITIES

- A. Athletic Equipment Assistants' responsibilities include, with the aid of the individual coach, the issuance and inventory of the athletic equipment and uniforms for all teams; lock and locker assignments; and the preparation of the gyms or the athletic fields. The female locker room attendant will assist with supervision when no female coach is available during the school day only.
- B. Equipment is valuable and difficult to replace. Each coach should issue his own team's equipment and uniforms with the assistance of the athletic equipment assistant. Accurate records of issuance and return should be maintained and periodic checks made to insure that each athlete has safe, well-fitting and comfortable protective gear. Worn or broken equipment should be repaired or discarded as soon as the problem is recognized. Lost or stolen equipment is the responsibility of the athlete to whom the gear was issued.
- C. It is the responsibility of the teacher/coach to inform his respective Athletic Director of uniform and equipment needs for the coming year, to ensure adequate financial planning.
- D. The scheduling of facilities is to be arranged through the Athletic Director. Games take precedence over practice. Be sure that you leave facilities clean, lights out, and all doors locked and secure. Do not permit students to use your keys or security alarm codes. Please report the misuse of facilities to the Business and Activities Office/AD. Our facility is intended to be used by the school to the greatest extent possible. It takes care and consideration by all parties to ensure that the school is reasonably well maintained and continually available for the purpose for which it was constructed.
- E. Weight Rooms
 1. Use of weight rooms shall be equitably scheduled between boys and girls teams. Schedule with your Athletic Director.
 2. All teams shall vacate the weight room no later than ten minutes prior to the next athletic team's time.
 - a. Failure to vacate 10 minutes before the next team's conditioning schedule is a violation of this procedure
 - b. Coaches may report such violation pursuant to the grievance procedure stated in the Agreement.
 - c. If there is a violation, the violating team will be required to limit a conditioning for an amount of time equal to the amount of the encroachment time.
 - d. Nothing in this subsection of the Agreement shall be construed to prohibit, regulate or affect the imposition of disciplinary actions upon coaches
 3. Upon vacating the weight room, all teams shall clear the room(s) of all team and personal belongings, including but not limited to gym bags, sport specific equipment, postings, schedules, etc.
- F. Coaches Survey - All coaches must complete and submit to AD or AP Business & Activities the Coaches Survey. (**See Appendix "B"**)

IX. SCHEDULING, SCORES AND OFFICIATING

- A. Scheduling for the athletic contests is to be coordinated through the efforts of the Athletic Directors. Whether it be a practice, tournament, league, or play-off contest, the Athletic Director's responsibilities is to keep the Assistant Principal, Business & Activities advised of what is taking place; when and where. Cancellation of a contest, changing of sites, times and the filing of a protest is not to be undertaken without administrative approval. Previously agreed upon printed schedules are not to be deviated from without notice to the Athletic Director and approval from the Assistant Principal, Business & Activities.

1. Practice and Game schedules shall be established by all coaches in collaboration with the AD, during each year no later than 4 to 6 weeks before the official season for each sport.
 2. Practice and Game schedules shall be rotated when the girls' and boys' teams require the use of the same facility. Teams may rotate practice times on a daily or weekly basis.
 3. All teams shall vacate the practice facility no later than ten minutes prior to the next athletic team's practice time.
 - a. Failure to vacate 10 minutes before the next team's practice schedule is a violation of this procedure
 - b. Coaches may report such violation pursuant to the grievance procedure stated in the Title IX settlement agreement
 - c. If there is a violation, the violating team will be required to limit a practice or practices for an amount of time equal to the amount of the encroachment time.
 - d. Nothing in this subsection of the Agreement shall be construed to prohibit, regulate or affect the imposition of disciplinary actions upon coaches.
 4. During the regular season, the girls' athletic teams shall play an equal number of games, including home games as the boys' athletic teams of the same level.
 5. Girls' teams shall have access to compete in an equal number of tournaments during the pre- and regular season as boys' teams.
 6. Final schedules
 - a. Final game and practice schedules shall be approved by the Assistant Principal of Business & Activities 4 to 6 weeks prior to the official starting date of each sport season. In the event that this does not happen, the coaches shall reserve practice and game times and facilities subject to the guidelines stated above.
 - b. Coaches shall have the final games and practice schedules which they are then to deliver to the players no later than the first day try outs are completed and the team members have been selected.
- B.** All practice and league scores must be recorded in the Athletic Director's Office. This should be done immediately following the game or as soon thereafter as it is practical. If you desire to have the score appear in the newspaper, you must set up your own arrangements for calling scores in to the sports desk.
- C.** The Athletic Director will handle publicity for your team. Stories for school publication should go to the Aztec advisor and for the community papers to the Assistant Principal of Business & Activities. Special achievements should also be called to attention of the Principal so that the Superintendent and the Board of Education may give appropriate recognition.
- D.** The CIF office generally assigns officials. There are rating cards for each official if you wish to praise or protest their performance. It is the coach's responsibility to complete the card and leave it with the Athletic Director for mailing.

X. TEAMS – CURRENTLY OFFERED AT MKHS

| <u>BOYS' TEAMS</u> | | <u>GIRLS' TEAMS</u> | | <u>COED</u> |
|---------------------------|------------------|----------------------------|------------------|--------------------|
| Baseball | (Var,JV) | Softball | (Var,JV) | Badminton (Var) |
| Basketball | (Var,JV,Fr) | Basketball | (Var,JV,Soph,Fr) | Comp. Cheer |
| Tennis | (Var,JV,Frosh) | Tennis | (Var,JV,Fr) | (Var, JV) |
| Volleyball | (Var,JV,Frosh) | Volleyball | (Var,JV,Fr) | Wrestling |
| Soccer | (Var,JV) | Soccer | (Var,JV) | (Var.,JV,Frosh) |
| Cross Country | (Var,JV,Fr) | Cross Country | (Var,JV,Fr) | |
| Swim | (Var,Soph,Frosh) | Swim | (Var,Soph,Frosh) | |
| Track | (Var,Soph,Frosh) | Track | (Var,Soph,Frosh) | |
| Football | (Var,JV,Fr) | | | |

XI. AUDIT OF COACHES – (See Appendix "C")

- The school will be conducting an audit annually while examining the following factors:
 1. Educational background
 2. Athletic experience and level of competition

3. Coaching experience
4. Certification in first aid techniques etc.
5. Availability to coach during season and to assist during 6th period
6. Fundraising experience

XII. EVALUATION OF COACHES

- A. Coaches will be evaluated by the Principal or his/her designee
- B. Factors which will be evaluated include:
 1. Organization and preparation for games and practices
 2. Communication with players and parents
 3. Accessibility to players and staff
 4. Demonstration of proper leadership on and off the field

XIII. FINANCES

- A. Any coach may apply to the ASB General Athletics Trust Account for:
 1. Payment of an expenditure that is directly necessary to the practice, competition, or safety.
 2. Awards
 3. Banquets
 4. Seed money for fundraisers
- B. Fundraisers
 1. All coaches are encouraged to participate in fundraisers
 2. A list of all fundraisers will be distributed to all coaches
 3. Proceeds (expenses) from fundraisers shall be divided as follows:
 - a. 1/3 into ASB General Athletics Trust Account
 - b. 2/3 into the team's corresponding Individual ASB Trust Account
 - c. If seed money was afforded by the ASB General account, then such money should be reimbursed to the account before dividing the remaining proceeds into 1/3 and 2/3.
 4. Money in the ASB individual team trust fund accounts can be used for awards and banquets and at the discretion of the coach, with site administrative approval
 5. Donations - Donations of monies and tangible goods
 - a. If a solicited donation is received/accepted by the Coach, Athletic Director and/or Assistant Principal of Business & Activities, it is split into 1/3 and 2/3.
 - b. If an unsolicited donation is received/accepted by the Coach, Athletic Director, and/or Assistant Principal of Business & Activities, 100% of the donation is deposited into the ASB General Athletics Trust Account.
 6. Fundraiser Sign-Up Sheet (**See Appendix "D"**)

XIV. TRAINING

- All Coaches will be trained in Title IX on an annual basis as a condition of employment.

XV. RETALIATION

- All members of the Mark Keppel High School Athletics Program and District Defendants, agents, and employees are prohibited from retaliating in any way against any member of the Class of Female Athletes" that was certified pursuant to Judge Tevrizian's October 4, 2004 order.

XVI. GRIEVANCE PROCEDURE

- A. Student, athlete, and/or coach ("grievant) submits a written complaint to the Principal or Assistant Principal of Business & Activities within 30 days from the date of the incident (see form)
- B. The Principal shall conduct an investigation and resolve the complaint within 14 days of receipt of the complaint.
- C. If the complaint cannot be resolved, then the grievant can appeal to the Title IX Compliance Officer but it must be submitted within 21 days of the grievant receiving the school-site decision.
- D. Title IX Compliance Officer has 21 days to write a final decision.
- E. If the Title IX Compliance Officer cannot resolve a complaint submitted by a class member, then she may seek judicial assistance with the Federal judge.
- F. Title IX Complaint Procedure Form (**See Appendix "E"**)

3. CLUB ORGANIZATION

I. PURPOSE

- A.** ASB sponsored clubs and co-curricular clubs shall have one or more of the following purposes:
1. Give students an opportunity to further a special interest.
 2. Give service to the school or community.
 3. Give students an opportunity to develop leadership.
- B.** In order to gain recognition as an approved club, and have the privilege of calling meetings or carrying on any form of activities associated with the school, a club must present the following information to the Executive Board and the Assistant Principal of Business & Activities:
1. The name of the on-campus faculty advisor.
 2. Completed application form and form.
 3. A Constitution that states the club's rationale, qualifications for membership, time and place of meetings.
 4. A list of officers and members.

II. CONSTITUTIONAL OUTLINE (See Appendix "F")

All clubs must have approved constitutions and follow basic ASB election and finance procedures. **The following shall appear in every club constitution:**

- A.** A cover sheet that includes the following information:
1. Name of the Organization
 2. Rationale
 3. A short statement of the purpose of the club
 4. Goals and Objectives
 5. Membership restrictions, if any
- B.** *Article 1—Organization*
1. Name of the Organization
 2. Purpose
 3. Time, place, and frequency of meetings
- C.** *Article 2—Authority*
1. Abide by all site, district and state laws
 2. Student legislature may revoke constitution
- D.** *Article 3—Membership*
1. Eligibility of membership
 2. Special requirements for membership
 3. Probation/Suspension of membership
- E.** *Article 4—Officers and Elections*
1. Title and duties of officers
 2. Term of office
 3. Election procedures
 4. Eligibility to run for office.
- F.** *Article 5—Practical Guidelines*
1. Roberts Rules of Order
 2. Appointment of committees
 3. Definition of a quorum
- G.** *Article 6—Faculty Advisor*
1. Appointment
 2. Attendance required at meetings
- H.** *Article 7—Amendments - as needed*

4. STUDENT BODY FUNDS

I. STATE GUIDELINES

- A. Education Code, Section 10703
- Supervision of Students Fund – The funds of any student body organization shall be deposited in a bank approved by the governing board of the school district and shall be expended subject to such procedure as may be established by the student body organization subject to the approval of an employee or official of the school district designated by the school board. A student must be involved in the decision-making process and must be signer on the documents.
- B. Education Code, Section 1074
- Supervision and Audit of Student Funds – The governing board of any district shall provide for the supervision of all funds raised by any student body or student organization using the name of the school. The cost of supervision may constitute a proper charge against the district. The governing board of a school district may also provide for a continuing audit of the student body funds with school district personnel.
- C. Accounting Procedures for Student Organizations
- California State Department of Education – The school district governing board must adopt rules, regulations and general operating policies necessary to ensure proper supervision and control of the activities of a student body organization. The board must be especially concerned with financial control. It must delegate this responsibility to those who recognize and employ good business methods and understand the importance of maintaining good accounting records and procedures. (EC 41020 and 48933)

II. DISTRICT GUIDELINES

Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of the students. Student funds shall finance worthwhile activities that go beyond those provided by the district. Minutes shall be kept of all student organizations meetings and shall properly reflect all financial activities.

The Assistant Principal of Business & Activities of the school shall be directly responsible for the conduct of student body activities in accordance with policies, rules, and procedures as set forth in this regulation.

- A. All student organizations and clubs must deposit in the activity trust account all of the funds originating from any activity on the school campus or any activity which is generally recognized as an activity of a student body or a student organization including activities which may have been sponsored or promoted off-campus.
- B. It shall be the duty of the Assistant Principal of Business & Activities, with the aid of the Student Body Account Clerk (Student Bank Manager), to supervise and audit receipts and expenditures of the student body organizations in order to ensure proper handling of these funds in accordance with the governing board rules, regulations, policies, and Education Code of the State of California.
- C. The soliciting of money from students for a purpose other than school activities at SGHS is prohibited in the school unless the Assistant Principal or the Executive Board grants special permission.

III. GENERAL PRINCIPLES

- A. Funds derived from students, as a whole shall be expended so as to benefit the students as a whole directly or indirectly.
- B. Student body funds shall in general be expended so as to benefit the students currently enrolled because they contribute to the accumulation of such funds.
- C. *Whether solicitations are made on behalf of the school or on behalf of another charitable organization, no student shall be made to feel uncomfortable or pressured to provide funds. Advisors are expected to emphasize the fact that donations are always voluntary. No students shall be barred from an activity because they did not participate in fund-raising.*

- D. Projects for the raising of student funds shall in general contribute to the educational experience of the students
- E. Student representation shall be required in the management of funds raised by the student body and expended for its benefit.
- F. The management of student body funds shall be in accordance with the best business practices, including sound budgetary and accounting procedures.
- G. Advisors shall participate in preparation, modification of policies, budgets, regulations, and procedures affecting student body financial affairs.
- H. The general organization shall act on all expenditures with the budget established by the general organization.
- I. The advisor or student representative shall deposit money daily during fundraising events. All funds must be turned over to the Bank Manager. No organization may hold back money, keep petty cash, or maintain a private account. Funds shall not be stored in the advisor's classroom, automobile, or home. If the event happens on a weekend or evening, arrangements for procedures of deposit will be made with Assistant Principal of Business & Activities.
- J. No money may be accepted from a student without issuing a receipt. A limited number of cash boxes are available in the Student Bank. Please allow twenty-four hours for this request.
- K. The student body will maintain a monthly balance for all accounts. Auditors employed by the district will perform an annual audit.
- L. Any request or gifts of money or property must be accepted by the principal or their designated representative.
- M. School equipment may be used by staff members and/or students only for school related tasks. District property may not be used for personal reason.

IV. STUDENT BANK OPERATIONS

A. HOURS OF OPERATION

- i. Bankers will begin their day at the District office in the Fiscal Services Department. They will be managing ASB accounts and preparing for service at the elementary and high schools under the supervision and direction of the Director of Fiscal Services.
- ii. Each banker will be assigned one high school and several other ASB accounts at other District sites. Generally, the banker will arrive at the site approximately 20-30 minutes prior to the lunch period and remain on-site until the end of the banker's work day.
 - 1. Pupil Free Days – Student banks will be closed and bankers will not be on-site during Pupil Free days.
 - 2. Please see "**APPENDIX G**" for site specific schedules for the student bank and banker.

B. JOB DESCRIPTION for the Student Body Account Clerk (Banker)

- i. ***The student banker will only be able to perform duties defined and described in the classification of Student Body Account Clerk.*** Please contact Human Resources for a copy of the job description.
- ii. ***Duties & Responsibilities while at District Office, include, but are not limited to:***
 - 1. Correspondence – Returning phone calls and responding to emails
 - 2. Accounts payable – Writing checks for vendors, reimbursements, and officials. ASB to approve entire season and AD to give list on a weekly basis.
 - 3. Check approval – Reviewing and submitting. Each banker will be responsible for reviewing one other banker's work, checking for proper documentation, signatures, ASB and District compliance, etc.
 - 4. Prepare mail – All checks are mailed, except for game officials (???)
 - 5. Purchase Orders – creating PO's – paperwork is the same as check requests
 - 6. Recordkeeping – filing by account name; binders for reports.
 - 7. Managing vendors – W9's and correspondence.
 - 8. Bank Reconciliation – *ASBWorks.com* or any other comparable ASB financial recordkeeping system(s).
 - a. Set up new items

- b. Journal entries – District banker makes all the journal entries as a matter of internal controls.
 - c. Update/import student records
 - d. Manage Temporary Accounts such as holding or clearing accounts.
9. Assistant principals are responsible for approving and making all transfers in the ASB financial recordkeeping system.

iii. Duties & Responsibilities while at Site include, but are not limited to:

- 1. Cashier or Counter Service
- 2. Daily Deposit
- 3. Daily Closeout
- 4. Distribution
 - a. Items for distribution in the student bank by the banker should only be for the ASB governing body, not for any other student group, club, or team.
 - b. Distribution of items from or for other student groups or clubs shall be the responsibility of the coach or advisor. Arrangements for on-site distribution shall require approval from the Assistant Principal of Business & Activities.
- 5. Meet with ASB Advisor, Athletic Director, and Assistant Principal, Business & Activities. Meetings with specific Club Advisors or Coaches can be arranged on an “as-needed” basis.
- 6. Check in with other offices for signatures, leave deposits, leave checks
- 7. Manage Inventory – Banker is only responsible for the inventory or the General ASB, not individual clubs or teams.

C. COMMUNICATIONS & CORRESPONDENCE

i. COMMUNICATIONS WITH THE ASB GOVERNING BOARD

- 1. Although, the ASB governing board usually meets during 4th period, accessibility to the bank will not occur until the lunch period, which is generally immediately after 4th period.
 - 2. To facilitate communication and work flow, an ASB IN-BOX or FOLDER shall be made available in the Assistant Principal of Business and Activities Office. This will provide the student banker and the ASB (specifically the Treasurer) a means of sending and receiving documents for review and approval when the student banker is not available or on-site.
 - 3. On an “as-needed” basis, arrangements can be made for the student banker to be on-site during 4th period to help provide service to the ASB or Leadership class.
- ii. **CHECKS** - All checks will continue to be mailed. Hand delivery will not be available nor will it be allowable unless approved by the Assistant Principal of Business & Activities and the Director of Fiscal Services on a case by case basis. Beginning in the second semester of 2015-2016, this will also be applicable to game officials.
- iii. **ACCESS TO ACCOUNTS** - All club advisors will have access to “view only” their account in ASB Works and should check for necessary information pertinent to their accounts. Banker can assist with access, however, not during times of cashier or counter service.
- 1. As part of the streamlining process, during times of long lines, large call volumes, and/or high operational demand, bankers will be deferring small account requests such as “account balance” back to the advisor to access their ASB Works account.
 - 2. If an advisor or coach requires assistance with access during this time, the banker will make arrangements to provide assistance later that day or as soon as possible.
- iv. **CASH BOX Requests** – These requests will require a 2-day notice and completed Cash Box Request form to the banker. Please specify if change is to be provided with the Cash Box.

D. PROCEDURES & PROCESSES

i. APPROVALS

- 1. PLEASE BE AWARE THAT THE BANKER DOES NOT APPROVE NOR SIGN-OFF ON ANYTHING.

2. Approvals are granted from district administration (Director, Fiscal Services), site administration (AP-Business & Activities or Principal), Faculty Advisors, Athletic Director, and/or ASB governing board.
3. Banker processes and routes all fundraiser applications, but does not approve them.
4. For tracking allocation purposes, all athletic fundraisers will be handled through a holding or clearing account per fundraising event.
5. This will ensure documentation of the 1/3: 2/3 split of proceeds between the general ASB athletics account and the individual athletic trust (team) account, respectively.

ii. FUNDRAISER APPLICATION

1. Fundraising Process places the banker at the hub of routing the application for approvals.
 - a. Step 1: Student group or club obtains a fundraiser packet from the student bank or the Office of Business & Activities. All applicable components must be filled out completely and signed-off by the faculty advisor and a student representative of the club or team (team captain, president and/or treasurer).
 - b. Step 2: The completed and signed fundraiser packet is to be returned to the banker. If banker has all the necessary components and signatures, then the banker will forward the packet to the Assistant Principal of Business & Activities (AP).
 - c. Step 3: AP shall review the packet for content (ASB compliance), liquidity and solvency.
 - i. If the AP approves of the fundraiser, then the AP signs for approval and sends back to the banker. Banker then forwards the packet to the ASB.
 - ii. If the AP denies the fundraiser, then AP sends packet back to banker and banker sends the packet back to faculty advisor. AP must provide a rationale for denial. Rationale shall be based in adherence and/or compliance to the District and/or ASB policies, procedures, and regulations.
 - d. Step 4: When ASB receives a fundraiser packet, ASB shall in a timely manner review the packet for content, conflict, completeness, and prior approvals. Packet is then returned to the banker from ASB.
 - i. If ASB approves the fundraiser, then the banker emails the approval notification and a scanned copy of the approved packet to the contact(s) listed on the application.
 - ii. If the ASB denies the fundraiser, then the banker emails notification and a scanned denied copy of the denied packet to the contact(s) listed on the application. ASB must provide a rationale for denial. Rationale shall be based in adherence to District and/or ASB policies, procedures, and regulations.
 - e. At the end of a fundraiser, the "Actual Costs" on the Revenue Form must be filled out by the banker. The advisor, coach, and or student representative of the club or team must provide the necessary information to the banker. * *NOTE: No transfer of proceeds can be made to the club or team trust account until the banker completes and verifies the Revenue Form.*
 - f. Banker retains the original fundraiser packet for one school year, after which, it is discarded.
 - g. Banker will prepare the appropriate holding or clearing account for the fundraiser, if necessary, and will be able to receive funds and pay expenses related to the fundraiser. All transactions will occur through a trust account, holding account, or clearing account.
 - i. If the fundraiser is related to any athletic group, transactions for the fundraiser must occur in a holding

or clearing account only, not the individual trust (team) account.

- ii.* After income and expenses are reconciled within the holding or clearing account a one-third/two-third split of the proceeds will be transferred to the general ASB athletics account and the individual trust (team) account, respectively.
- iii.* AP is responsible for making all ASB fund transfers on a weekly basis. The 1/3-2/3 transfer must be made by the end of that sport's season.
- h.* Cash Box Request – (if separate from a fundraising application). - This request requires a 48-hour notice and the request must specify if change is needed for the box is needed. Petty cash will be used for requested change.

iii. ASB ACCOUNTS

- 1. Revenue/Income Accounts** – These type of accounts shall only be used for the overall General ASB. There will be a standard of Revenue accounts for the General ASB at all the high school sites. They will include, but will not be limited to the following:
 - a.* Annuals (Yearbook) Income (Ads)/Sales
 - b.* ASB Card Sales
 - c.* Athletic Event Sales (Tickets/Gates)
 - d.* Donations
 - e.* General ASB Income – Dances, Food Fairs, Booths, etc.
 - f.* General Merchandise Sales
 - g.* Homecoming Events
 - h.* Newspaper
 - i.* PE Uniform Sales
- 2. Expense Accounts** – These type of accounts shall only be used for the overall General ASB. There will be a standard of Expense accounts for the General ASB at all the high school sites. They will include, but will not be limited to the following:
 - a.* Annuals (Yearbooks)
 - b.* Athletic Awards
 - c.* Athletic Entry Fees & League Dues
 - d.* Bank Charges
 - e.* Bank Charges (NSF)
 - f.* General ASB Expenses
 - g.* General Merchandise Expenses
 - h.* Homecoming Expenses
 - i.* Newspaper Expenses (Publishing & Marketing)
 - j.* Officials
 - k.* PE Uniform Expenses
 - l.* Supplies & Equipment
- 3. Special Considerations for curriculum-based classes that have matching clubs or charters.**
 - a.* A curriculum-based class cannot have a trust account nor be represented or recognized in the ASB. However, a charter or club whose interest may stem from the same subject matter as a curriculum-based class may have a trust account and be recognized by the ASB with the stipulation that the activities and purposes of the charter or club are non-instructional and extra-curricular by nature.
 - b.* Curriculum-based classes that have matching ASB charters or clubs cannot require students to participate or join the charter/club. Moreover, a student's grade in a curriculum-based class cannot be impacted by membership or participation in any extra-curricular activities.
 - c.* In the case of the Annual/Yearbook – the class is responsible for developing a finished product (one master copy of the yearbook) as part of the class curriculum, however, it is ASB that is responsible to publish and market the yearbook, if it

wishes to do so for the benefit of the entire student body. The revenue potential and expense liability generated by the sales or lack of sales of the yearbook is the property and/ or responsibility of the General ASB.

- i.* The purpose of the Yearbook club is to participate in the developing, publishing, and marketing of the yearbook to support the ASB, however, the club cannot be solely responsible nor bear the burden of the entire yearbook process.
- ii.* The Yearbook club can fundraise for the members of that club for non-instructional activities and purposes (e.g. Yearbook T-shirts) and retain its proceeds for that purpose. However, the funds generated by the selling of ads for the yearbook and the actual sales of the yearbook is considered the revenue of the ASB, not the Yearbook club.
- iii.* If donations are made in regards to the Yearbook, the nature and intent of donation must be clearly defined.
 - 1.** Is the donation intended for the Yearbook club and its activities? Or
 - 2.** Is the donation intended for the General ASB to cover costs of publishing, marketing, and distributing a yearbook to the student body?
 - 3.** If the intention of the donation is not clearly defined and there is no way to determine or ascertain the information, then the donation shall default to the General ASB.
- iv.* The same will be true for the Newspaper club / Journalism class as is for the Annual club/Yearbook class.
- v.* The Drama Club/Theatre Class is unique in that the Drama Club is essentially in charge of the school theatre productions (e.g. winter and spring plays), however, these productions are potential revenue sources for the General ASB. The Drama Club can hold additional fundraisers, separate from theatre productions for the benefit of its club members, however, the revenue generated from the productions shall only be used to sustain future productions.
 - 1.** From an administrative standpoint, the proceeds from theatre productions shall remain with the Drama club in the club's individual trust account, rather than be absorbed as revenue for the General ASB. The purpose of this procedure is for the Drama Club to continually produce future productions within a budget that is based on revenue from previous productions.
 - 2.** This would be an ASB decision documented in the official minutes of the ASB on an annual basis. Nothing precludes the ASB from subsidizing performing arts productions, as long as the productions are of benefit to the entire student body. Conditionally, the productions must remain financially self-sustaining. If the General ASB becomes liable or is compelled to absorb expenses, costs, or losses, due to a productions financial success or lack thereof, then the responsibility and authority of production may need to default back to the General ASB.

- vi.* All other student groups or clubs shall use their respective individual trust accounts to conduct business.
- 4.** Account names are to be standardized throughout all the high school sites.
 - i.* It is understood that some sites may have student groups unique to a site.
 - ii.* If two or more sites have the same type of student group with similar purposes, their account names will be standardized.
 - iii.* Clarification: The actual name of student group or club is not being standardized, only the account name recorded in the student bank. This is required to ensure consistency for fiscal tracking purposes across District sites.
- 5.** Non-Sufficient Fund (NSF) Checks (Bounced Check)
 - a.* If Banker receives a notice of non-sufficient funds, banker will make one attempt to contact person who issued the check by phone and/or email.
 - b.* If contact is made, arrangements can be made between the banker and person, who issued the check to reconcile the payment.
 - c.* If no contact can be made or arrangements for reconciliation cannot be made, and goods or services have already been rendered to the student connected to the NSF check, then banker shall flag the student name in the financial system and notify the Assistant Principal of Business & Activities to have a hold placed on the student's records.
- 6.** Rollover Funds
 - a.* Balance funds from accounts that have been inactive for more than two years and have no current or active club or charter associated with them shall be transferred to the General ASB.
 - b.* Any funds remaining in the graduating class trust account of that year will be transferred to the General ASB.
 - c.* When the General ASB trial balance (savings) at the end of the school year exceeds a percentage ratio of 20% of all its holdings, the development and implementation of spending plans will be required of the ASB governing body. These plans shall be reviewed and approved by the ASB Advisor, the Assistant Principal of Business & Activities, and the Director of Fiscal Services.

iv. DONATIONS

- 1.** Donations to the General ASB - All donations received by the site without specificity of use or group shall be deposited into the General ASB fund and considered revenue of the ASB.
- 2.** Donations to Student Clubs - Donations made to a specific non-athletic group are to be deposited to the individual trust account of the respective student group or club
- 3.** Donations to the Athletic Program
 - a.* Solicited athletic donations are considered fundraisers and will be treated as such. These donations are subject to the 1/3:2/3 split of proceeds.
 - b.* Unsolicited donations are gifts that are deposited into the General ASB Athletics Trust Account in its entirety. If an unsolicited donation is made to any team or group related to the athletics program, then 100% of that donation is deposited into the General ASB Athletics Trust Account, even if the donation is made with specificity of use.
 - c.* Transfer Requests – Use standardized form. AP is responsible for making all ASB fund transfers on a weekly basis. The 1/3-2/3 transfer must be made within 5 working days of the end date of the fundraiser.

4. Donations made by ASB - ASB is not allowed to make donations of any kind to any person(s), or any organization(s).

v. RESTRICTIONS

1. Scholarships – ASB is not allowed to provide or offer scholarships to anyone or any organization. As of Fall 2015, all scholarship activity has ceased for the prior two years. Balances in all scholarship accounts are to be transferred to the General ASB account. Scholarship accounts are to be rendered inactive, not to be re-activated, opened or utilized.
2. Training or Professional Development – ASB is not allowed to provide, offer, or subsidize any training or professional development for faculty member, staff member, manager, administrator, advisor, coach, parent, or other non-student of the school site.
3. Supplies and Equipment – ASB is not allowed to provide, offer, or subsidize any supplies or equipment for curriculum-based classes.
4. Reimbursements – All reimbursements will require prior approval of the coach and/or faculty advisor, and the Assistant Principal of Business & Activities and the ASB governing body prior to the request for reimbursement and preferably prior to the expense being generated.

E. SUBSTITUTE BANKERS

- i. Role – maintain limited operations for athletics and/or special events.
- ii. A substitute banker will not have access to petty cash of the ASB bank.
- iii. Assistant Principal, Business & Activities will hold petty cash from Site General Fund (District funds) to use for change purposes only during times where the banker is providing cashier services.
- iv. A substitute banker will only provide cashier, counter, collection, and close-out services.
- v. A substitute banker will only be available under special circumstances, not necessarily for day-to-day absence.

F. FORMS

- i. ASB Student Bank Forms will be standardized across the District. These forms will be made available through the district downloads website at <http://downloads.ausd.us>. Please see appendices for a hard copy of the following forms:
- ii. Cash Box Request Form
- iii. Check Request
- iv. Dance Contract
 1. In order for a student to purchase a ticket to a school dance, the student must furnish a signed Dance contract to the banker prior to the banker selling/issuing a ticket.
 2. The banker will not be responsible for the validity of signatures on the contract, only the presence and familiarity of the final approving signature.
- v. Deposit Slip
- vi. Fundraiser Checklist
- vii. Fundraiser Request Form
- viii. Reimbursement Form
- ix. Revenue Form
- x. Sign-In Sheet
- xi. Tally Sheet
- xii. Ticket Log/Gate Log Sheet
- xiii. Transfer Slip
- xiv. Banker will collect and retain contracts and fundraiser application packets for one school year.
- xv. Fundraiser Application Packet includes:
 1. Fundraiser Request Form (includes Fundraising Rules)
 2. Revenue Form
 3. Cash Box Request Form
 4. Fundraiser Checklist

G. SECURITY

- i. Campus Supervision shall no longer send visitors (vendors, parents, other community members, etc.) directly to the student bank.

- ii.* Visitors shall be checked-in per site procedures and the Office of Business & Activities and the banker shall be notified of the nature of the visit if the student bank is requested.

H. DISTRICT-RELATED OR SITE GENERATED FUNDS

- i.* The banker can be involved in the managing, collecting, and handling of district-related or site-generated funds, however, those funds shall not be commingled with ASB funds in any way.
 - 1.** These funds shall be deposited into District accounts.
 - 2.** These accounts will be standardized across all school sites and will be issued to the site for specific types of funds.
 - 3.** The faculty or staff member transmitting funds to the Banker for deposit into a district account shall remain present while the Banker counts the funds and verifies the amount in writing. If the faculty or staff member cannot remain present while the Banker counts the funds then the faculty or staff member must make arrangements for another faculty or staff member to be present and verify in writing the amount being deposited.
 - a.** Records shall be kept for audit purposes by both faculty or staff member and the Banker.
 - b.** Banker will prepare the funds for deposit into a district account..
- ii.* Examples of District-Related or Site-Generated Funds & Accounts – The following funds shall not be commingled with ASB funds. The banker can handle and assist with managing these funds.
 - 1.** Bookroom Fees
 - 2.** Library Fees
 - 3.** Transcript Fees
 - a.** For students currently enrolled, payment can be made at school site bank.
 - b.** For students no longer enrolled, payment must be made at the District office in the Accounting Department and transcripts will be mailed.
 - 4.** Core Curriculum-Based Classes
 - 5.** Industrial Arts Classes
 - 6.** Advanced Placement (AP) Exams
 - 7.** Preliminary Scholastic Aptitude Test (PSAT)
 - 8.** Career Technical Education
 - 9.** Locker Fees and Deposits

5. GUIDELINES FOR FUNDRAISING ACTIVITIES

I. GENERAL GUIDELINES

- A.** Fund-raising activities shall be limited to those projects that benefit the student body as a whole.
- B.** All activities are subject to the approval of the Executive Board.
- C.** Clubs or teams proposing fund-raisers must submit a complete fund-raiser request form and revenue potential form to the Executive Board for approval.
- D.** Fund-raising activities will be given to organizations on a first come first serve basis..
- E.** Request for fund-raisers should be submitted to the Executive Board in writing no later than two weeks in advance.
- F.** Approval for a fund-raiser is based on the date the activity sheet is submitted and the availability. (First come, first served).
- G.** All funds shall be deposited in the Student Bank.

II. FOOD SERVICES GUIDELINES

The following in this section is for beverage and food sales on and off campus

- A.** No direct beverage or food sales from ½ hour before the start of the school day to ½ hour after the end of the school day. "No direct sales" means that baked goods, candy, snack food, etc cannot be sold out of a box directly to a customer. All food sales must be strictly ordered on a pre-order basis using the supplier's official order form. Delivery must take place at a later date. A sample order form must be attached to the fundraiser/activity request and must include dates of sales and dates of distribution.

1. Beverages

- a.** Only Allowable Beverages which are of the following:
 - Fruit-based drinks with no less than 50% fruit juice and no added sweetener.
 - Vegetable-based drinks with no less than 50% vegetable juice and no added sweetener.
 - Drinking water with no added sweetener.
 - 2%-fat milk, 1%-fat milk, nonfat mild, soy milk, rice mild, and similar nondairy milk.
 - An electrolyte replacement beverage with no more than 42 grams of added sweetener per 20 oz. serving.
- b.** *Beverages that do not comply may be sold as part of a school event if the following criteria are met:*
 - *The sale occurs during a school-sponsored event and takes place at the location of that event at least one-half hour after the end of the school day.*
 - *Vending machines, student stores, and cafeterias are used later than one-half hour after the end of the school day.*

2. Foods (other food items)

- a.** No foods of minimal nutritional value shall be sold in food service areas during breakfast and lunch periods.
- b.** Snacks (except served as part of school meals) shall meet all of the following standards:
 - Not more than 35% of its total calories shall be from Fat. Exempt: nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried.
 - Not more that 10% of its total calories shall be from saturated fat. Exempt: Eggs or cheese packaged for individual sale.
 - Not more than 35% of its total weight shall be composed of sugar. Exempt: Fruits or vegetables that have not been deep fried.
 - Not more than 250 calories per individual food item.
- c.** Entrée items (except served as part school meals) shall meet all of the following standards:
 - No more than 400 calories per entrée.

- No more than 4 grams of fat per 100 calories contained in each entrée, and shall be categorized as entrée items in the school meal programs.
 - d. *Food items that do not comply can be sold in any of the following circumstances when the sale takes place:*
 - *Off of and away from school premises.*
 - *School premises at least one-half hour after the end of the school day.*
 - *A school-sponsored pupil activity after the end of the school day.*
 - e. All food sales must be strictly on a pre-order basis using the supplier's official order form. Delivery must take place at a later date. A sample order form must be attached to the fundraiser request and must include dates of sales and dates of distribution.
 - 3. All food sales require an approved fundraiser/activity request.
 - 4. Food fair applications must be submitted and approved by the Executive Board.
- B. Fund Raising by Pupil Organizations**
- 1. Food items are to be approved by ASB to avoid duplication.
 - 2. Food not prepared on the premises.
- C. References for Food Services Guidelines**
- 1. California Department of Education – Nutrition Services Division
 - 2. California Senate Bill No. 12, Chapter 235
 - 3. California Senate Bill No. 965, Chapter 237
 - 4. California Education Code, Sections 49430, 49431, 49433.9, 49434, 49431.2, 49431.5
 - 5. Alhambra Unified School District Board Policy, BP 5030 (a-f).
 - 6. Alhambra Unified School District Administrative Regulation, AR 5030 (a-g).
 - 7. Alhambra Unified School District Board Policy, BP 3554 (a).
 - 8. Alhambra Unified School District Administrative Regulation, AR 3554.

III. TICKET SALES POLICY

A. Record Keeping

- 1. The bank will keep a record of all tickets sold for each event.
- 2. The bank will keep a record of all ticket packets given to students to sell.
- 3. The bank will give a statement to the advisor that indicates money taken in for each event or fundraiser.

B. Student Responsibility

- 1. Students will total the amount of money being turned in and check that matches the amount due.

C. Teacher/Advisor Responsibility

- 1. Do NOT keep cash in your possession. All money is to be turned in daily to the student bank.
- 2. Teachers will need to supply the bank a current and accurate roster of all students involved.
- 3. For an event that sells tickets at the door, it is the responsibility of the Advisor to arrange with the bank at least 3 days prior to the event to get the cash box and tickets. A student cannot be sent in place of the Advisor.
- 4. The Advisor takes the box and tickets to the Stage Manager/Box Office Manager who will sign for these items.
- 5. At the end of the event, the advisor will sign for these items and will be fiscally responsible for them until turned into the bank.
- 6. A safe will be put into the Stage Managers' office, and the Teacher could chose to put the box there overnight. The Teacher must come the next day and take the box to the Bank. A student cannot be sent in place of the Advisor.

IV. FUNDRAISING ACTIVITIES

All fundraising activities require approval from ASB prior to the start. A revenue potential form is required prior to the start of any fundraising activity.

A. Tickets

1. All tickets must be pre-numbered tickets and given to student bank manager.
2. Current roster of all students involved in ticket sales given to the student bank manager, also the price paid for the ticket, and the number of tickets that were purchased must be kept.
3. Turn the money in daily to the Bank Manager. The money turned in must coincide with the number of tickets sold.

B. Record Keeping

1. The bank will keep a record of all funds collected from each student.
2. The bank will give a statement to the advisor that indicates money taken in for each event or fundraiser.

C. Student Responsibility

1. Students will total the amount of money being turned in and check that matches the amount due.

D. Teacher/Advisor Responsibility

1. Teachers will need to supply the bank a current and accurate roster of all students involved.
2. Teachers must promptly turn in any payment invoices to the bank, upon receipt of the merchandise.
3. Teachers must issue a receipt to any student from whom money is collected.

V. RAFFLES

Raffles or Lotteries are considered a form of gambling, and are not a permitted activity for any student or parent booster group.

However, the winning of a door prize when the entry for the prize is represented by the purchase of a ticket to gain entry into the event is okay. So, charge admission for your activity and the pre-numbered ticket becomes the ticket used for the door prize drawing. Separate sales for door prize tickets are not permitted.

VI. PURCHASING

A. Ordering Procedures

1. All purchases require prior approval of the Assistant Principal, Business & Activities. If you make a purchase without prior approval, there is NO guarantee that you will be reimbursed regardless of how much money your team or organization has in the account.
2. Contact vendor and get a written quote or proposal.
3. Submit order request with attached quote to the Assistant Principal, Business & Activities for approval. (Needs to be recorded in ASB minutes).
4. Upon approval, your order will be processed through the student bank.
5. Upon receiving or taking possession of merchandise immediately submit invoice to student bank.
6. Fill out check request in student bank.
7. Upon approval from Assistant Principal of Business & Activities a check will be issued for payment.

B. Before a purchase is made on behalf of an organization, it must be verified that there is money in the account to cover the purchase.

C. Failure to adhere to the procedures for ordering and payment will result in restriction and/or suspension of all fundraising privileges and may result in termination.

VII. DISBURSEMENTS

A. All disbursements are to be made by school or District check.

B. No disbursements shall be made from cash collected through fundraising.

1. Checks shall be issued upon receipt of an approved invoice.

2. School & District checks shall be issued payable to the company, or person performing a service. We cannot by law pay from statements, or copies of invoice. Handwritten receipts/invoices without letterhead are not acceptable. Checks can never be written to "cash" the advisor, or a student.
3. In the event a vendor does not accept a check or purchase order, contact the Assistant Principal, Business & Activities for assistance.

VIII. SUMMARY OF STATE LAW REGARDING ASB FUNDS

- A. By state law, all monies raised by, for or through any ASB recognized club or organization must be deposited into the Student Bank immediately following the conclusion of the fundraiser, into the club's account.
- B. No clubs, organizations or teams are authorized to have a bank account outside of the student bank.

IX. PENALTIES

- A. By state law, penalties for infractions of these guidelines may include any or all of the following:
 1. Clubs or organizations can be suspended and declared inactive for a specified period of time.
 2. A fine of not less than \$25.00, and not more than \$100.00 may be imposed.
 3. A freeze of the organization's account in the Student Bank during which time the organization cannot withdraw money from its account.
- B. All penalties will be determined by a majority vote of a quorum of the Executive Board and the approval of the Principal or his/her designee.
- C. To appeal an imposed penalty, the organization must write a letter to the Executive Board explaining its position. If the appeal is denied, a conference with Executive Board may be requested.

Please direct any questions regarding these guidelines to the Executive Board.

6. TRANSPORTATION

I. DISTRICT PHILOSOPHY

The policy of the Alhambra Unified School District is to provide adequate transportation using school buses and vans for athletic teams and other approved school organizations. This policy assumes funds are available, the students are properly supervised, and the activity itself has merit. Generally, transportation will be provided using district buses or contracted buses. All buses are to be ordered through the Business & Activities Office. The Business & Activities phone number is (626) 943-6720 and is open until 3:30p.m. each day. The phone number for transportation is (626) 943-3590. Should your bus fail to show for a pick up during business hours, call the Business & Activities office. If it fails to arrive after business hours, call the transportation office. Make the Athletic Director or the Assistant Principal aware of any problem involving transportation.

Non-participating students are not allowed to ride on the District or contracted bus. This includes family or friends of coaches/advisors.

II. BUS REQUESTS

Bus requests must be submitted to the Athletic Director, indicating the team involved, destination (remember to be specific – some events do not take place on a school campus), departure and return times, and the number of passengers. **A coach must accompany the team on the bus.** All team members are required to ride the bus to and from all events. Any exceptions must have the coach's permission in advance as well as parental permission in writing or verbally if parents are present.

Coaches/advisors may not make independent transportation arrangements with outside charter companies. All transportation arrangements must be made through the Alhambra Unified School District.

III. Athletic Cards

Coaches must carry the appropriate documentation for all students being transported to an event, game, or competition.

IV. CALIFORNIA STATE LAW REGARDING BUS TRANSPORTATION

- A. Authority of the Driver – Pupils transported in a school bus shall be under the authority of and responsible directly to the driver. The driver shall be held responsible for the orderly behavior of the pupils while they are on the bus. (5 CAC 14103)
- B. Seating Capacity – The number of passengers in a school bus shall not exceed the number specified by the seating capacity rating set forth in the CHP Vehicle Inspection Approval Certificate. (13 CAC 1217 (a))
- C. Standing Passengers – A school bus shall not be put in motion until all passengers are seated. All passengers must remain seated while the bus is motion. (12 CAC 1217 (e)). This shall not apply to an adult who is acting upon a request by a school bus driver to supervise or assist a pupil.
- D. General Property – In no event shall aisles, doors, steps, or emergency exits be locked. (12 CAC 1216 (c)).
- E. No smoking, eating, or profanity allowed on a bus.
- F. No loud or boisterous conduct.

V. PRIVATE VEHICLE TRANSPORTATION

- A. Under certain circumstances, transportation of students (other than someone's own child) may be authorized through the use of privately owned vehicles. All such drivers must understand that their own automobile insurance will afford primary coverage in the event of an accident, and the District's coverage would only afford excess coverage if the driver has been pre-approved.

- B. All employees or volunteer drivers (including students) must meet the following requirements prior to using their vehicle to transport students (other than their own child):
1. The driver must hold a valid California Driver's License, and have no physical disability that would impair their ability to drive safely.
 2. A copy of the valid California Driver's License must be submitted with the Driver Authorization Request form to Risk Management.
 3. The driver must have a Department of Motor Vehicle driving record acceptable to the District. Completion of the Driver Authorization Request form grants permission to the District to obtain this record from the DMV.
 4. A student driver must be at least 18 years of age.
 5. Vehicles must be in good mechanical and operational condition.
 6. The vehicle must have a valid vehicle registration.
 7. The vehicle must be insured for the California statutory minimum automobile liability limits of \$15,000 / \$30,000 per occurrence. Evidence of current insurance, in the form of a copy of the policy "Declarations Page", must accompany the Driver Authorization Request form.
 8. The Driver Authorization Request form, and required attachments, must be completed and submitted to the Site Administrator and the Risk Management Department a minimum of three (3) weeks prior to the intended date of transporting students.
 9. "Approved" drivers will be considered "active" through the ending date of their insurance coverage. Accordingly, drivers must be renewed biannually or annually, as dictated by their insurance coverage.
- C. Private vehicle transportation may only occur after approval of the driver by the District's Risk Management Department.

7. FIELD TRIPS

If your class, club, or group is going to be off-campus during the instructional day or after school hours or on weekends, holidays, or summer breaks you must file the proper field trip forms with the Business & Activities Office. To facilitate this procedure, the necessary forms are described below. You should also review and refer to the District's **Study Trip (Field Trip) Information Handbook** prepared by the Educational Services Division.

- A. Field Trip Request Form** - All trips require a field trip form. Six weeks notice is required for trips that need transportation. The form must be turned into Educational Services three weeks before the trip for day field trips and four weeks for overnight, out-of-state, air travel, ocean travel or special funding trips. All field trips must have Board approval; those trips during the instructional day or overnight and/or require transportation arrangements. On this form, please record the cost of the trip and who will be paying for these costs. The Business & Activities office can get you a cost estimate for transportation if you provide the exact day, date, time, & number of passengers of your departure and return. If your trip is for more than one day, please attach an itinerary for each day.
- B. Substitute Request** — If you will need a substitute, it is your responsibility to notify the Principal's Office so that proper arrangements can be made. The District will no longer pay for these expenses; therefore, another funding source must be identified and indicated on this form.
- C. Conference Reimbursement** - If you are accompanying students to a conference and you wish to be reimbursed by the district for your expenses, please fill out a conference attendance form (available in the Principal's Office). These need Board approval, so you should file the request no later than six weeks prior to the conference. The District will no longer pay for these expenses; therefore, another funding source must be identified and indicated on this form.
- D. Transportation Request** - If you need district transportation for your trip, an order must be placed through the Business & Activities office. Please include the exact day, date and time of your departure and return and the number of passengers. Please indicate who will pay the cost of the transportation. The District will no longer pay for these expenses; therefore, another funding source must be identified and indicated on this form.
- E. Private Vehicle Transportation**

 - 1. Under certain circumstances, transportation of students (other than someone's own child) may be authorized through the use of privately owned vehicles. All such drivers must understand that their own automobile insurance will afford primary coverage in the event of an accident, and the District's coverage would only afford excess coverage if the driver has been pre-approved.
 - 2. All employees or volunteer drivers (including students) must meet the following requirements prior to using their vehicle to transport students (other than their own child):

 - a. The driver must hold a valid California Driver's License, and have no physical disability that would impair their ability to drive safely.
 - b. A copy of the valid California Driver's License must be submitted with the Driver Authorization Request form to Risk Management.
 - c. The driver must have a Department of Motor Vehicle driving record acceptable to the District. Completion of the Driver Authorization Request form grants permission to the District to obtain this record from the DMV.
 - d. A student driver must be at least 18 years of age.
 - e. Vehicles must be in good mechanical and operational condition.
 - f. The vehicle must have a valid vehicle registration.

- g. The vehicle must be insured for the California statutory minimum automobile liability limits of \$15,000 / \$30,000 per occurrence. Evidence of current insurance, in the form of a copy of the policy "Declarations Page", must accompany the Driver Authorization Request form.
- h. The Driver Authorization Request form, and required attachments, must be completed and submitted to the Site Administrator and the Risk Management Department a minimum of three (3) weeks prior to the intended date of transporting students.
- i. "Approved" drivers will be considered "active" through the ending date of their insurance coverage. Accordingly, drivers must be renewed biannually or annually, as dictated by their insurance coverage.
3. Private vehicle transportation may only occur after approval of the driver by the District's Risk Management Department.
- F. Parent Permission Slips** — Students must have written parent permission to be away from class during the school day or on a school-sponsored trip during time that class is not in session. The permission slip shall include information on how the transportation is being provided (i.e. District bus, other adult driver, etc.) These forms are available in the Business & Activities Office.
- G. Overnight Permission Slips** — There is a special permission form for overnight trips. These forms are available in the Business & Activities Office.
- H. Insurance** – Insurance is required for all "specialty" (out of state, out of country, airline travel, having a water exposure, at an amusement parks, etc.) and "overnight" trips for all participants in the trip, including faculty or other adults. The cost of this insurance is \$1.65 per calendar day, per person. The cost of the insurance is to be paid by the members of the group. A list of all trip participants needs to be given to the Business & Activities Office at least one week prior to departure so that it can be forwarded to the insurance company.
- I. Release from Class** — An alphabetized list of students going on a trip needs to be given to the Business & Activities Office at least 2 days prior to the trip. If this is a whole class, print out the class list from Power School and submit it to the B&A Office.

If you have any questions regarding field trips or the required forms, please contact the Business & Activities Office and refer to the District's Study Trip (Field Trip) Information Handbook.

APPENDICES

APPENDIX "A"

AGREEMENT

By signing this agreement, you, the coach/advisor, are acknowledging that:

- 1.** You have received a copy of the current Mark Keppel High School Advisors & Coaches Handbook.
- 2.** You understand and accept all terms, conditions, rules, regulations, policies, procedures, codes, mandates, etc. set forth in the handbook which include are not limited to the AUSD Board Policies and Administrative Regulations, Mark Keppel High School policies, CIF Code of Ethics, CIF Blue Board regulations, All California codes (Education Code, Health & Safety Code, Penal Code, etc.), all local ordinances, state and federal mandates pertaining to Mark Keppel High School Athletics Program.
- 3.** You will be accountable and responsible for executing your duties and responsibilities with diligence and professionalism as a coach and/or advisor.
- 4.** You will comply with all terms and conditions of the Alhambra Unified School District Title IX Settlement Agreement.
- 5.** You voluntarily accept this agreement as a condition of employment for an extra duty assignment of coach and/or advisor with the Alhambra Unified School District.

PRINT NAME OF CLUB/ORGANIZATION

PRINT NAME OF CLUB/ORGANIZATION

PRINT NAME OF COACH AND/OR ADVISOR

SIGNATURE OF COACH AND/OR ADVISOR

DATE

APPENDIX "B"

COACHES SURVEY

NAME OF COACH: _____

TEAM(S) YOU COACH: _____

POSITION(S) [e.g. Head Varsity, Varsity Assistant, Head JV, Head Frosh]: _____

FACILITIES

1. Do you have all the necessary keys to access lights and other necessary utilities for areas of the campus that pertain to your sport and/or team?
 - a. If not, you must contact the Assistant Principal of Business & Activities to make arrangements to have keys checked out to you based on the AUSD key policy. You will be required to sign a key policy agreement and will be held responsible and accountable for lost, stolen, or damaged keys.
 - b. *Walk-On coaches* will not be issued keys for any school district facility. It is the responsibility of the Walk-On coach to make arrangements with the Athletic Director to access the necessary facilities for practice and games. Walk on coaches will get keys to ice and equipment rooms for safety.

OFFICE SPACE

1. Do you want office space this school year?
2. If the answer is yes, what office hours will you hold?

WEIGHT ROOM

1. Do you want to use the weight room this 2011/2012 school year?
2. Which weight room facility or facilities (general weight room, heavy weight room, or light weight room) would you most often or likely use?
3. What times would you need the weight room(s)?
4. Did your team ever utilize the heavy weight room in the 2010/2011 school year? If no, why not?

- 5.** Did you want your team to utilize the heavy weight room during the 2010/2011 school year, but were unable to for any reason? If yes, why?

- 6.** Do you have suggestions on how to improve the heavy weight room to better meet the needs of your team (e.g. scheduling, access, layout, postings, etc.)?

PARTICIPATION OPPORTUNITIES

- 1.** Under what circumstances will a player *not* make the team during the try-out period? (E.g. ability, attendance, commitment, attitude, discipline, behavior, grades, etc.)

- 2.** Under what circumstances will a player be dismissed or cut from the team after making the team?

- 3.** Under what circumstances during the 2010/2011 school year did you cut a player from the team?

PRINT NAME OF COACH

SIGNATURE OF COACH

DATE

APPENDIX "C"

AUDIT OF COACHES

Name of Coach: _____ **School Site:** _____

Designation (check one): **Staff Coach** _____ **Walk-On Coach** _____

| |
|---|
| <u>Educational Background:</u> |
| <u>Athletic Experience & Level of Competition:</u> |
| <u>Coaching Experience: (level of teams coaches, gender of teams coached, participation in coaching associations)</u> |
| <u>Current Coaching Experience (level of team, gender of team coached):</u> |
| <u>Certification in First-Aid, CPR & emergency medical procedures:</u> |
| <u>Availability to coach during season:</u> |
| <u>Availability to assist during Sixth Period instruction:</u> |
| <u>Fundraising Experience:</u> |
| <u>Successful Completion of the CIF Coaches Education Training Program:</u> |

SIGNATURE OF COACH AND/OR ADVISOR

DATE

APPENDIX "D"

FUNDRAISING SIGN-UP SHEET

Description

Please list all the fundraisers you are interested in participating in this school year. If you coach more than one sport, please indicate which sports you coach and which fundraisers coincide with which teams. No team or sport has a guaranteed lock on any one particular fundraiser. If multiple teams are interested in leading the same fundraiser during the same year, the opportunity to lead the fundraiser will rotate annually among all interested teams OR teams may share in running a fundraiser. No one team will be able to lead the same fundraiser two consecutive years unless there is NO submission of interest from any other team. Order of rotation for interested teams will be determined by date and time of written submission of interest (See below for procedures, Activity Request/Revenue Potential Form).

Every HEAD COACH must fill out the "MKHS Fundraiser Sign-Up Sheet" on the back. If a fundraiser you are interested in leading is not listed or is new, please briefly describe the basic details of the fundraiser (Who, What, When, How, etc.) on your sheet and indicate that the fundraiser is either "Not Listed" or "New." If you or your team chooses **NOT** to participate in any fundraisers for the upcoming school year please indicate on the form that you are **"declining all opportunities to participate in fundraising at this time for the upcoming school year"** and then print and sign your name at the bottom of the form. Coaches and teams must follow SGHS Associated Student Body (ASB) rules and guidelines for fundraising in addition to the stipulations of the Alhambra Unified School District Title IX settlement agreement. In order to lead or share in a fundraiser, each team must meet the minimum participation and physical requirements necessary to cost-effectively run that fundraiser (e.g. "Toilet Give-Away" or "Fireworks stand").

Procedures

In order for any student group, including athletic teams, to participate in any fundraising activity, that student group must be registered with the Associated Student Body (ASB) of San Gabriel High School. Additionally, the team's head coach must complete and submit an **Activity Request Form** and **Revenue Potential Form** to the Office of Business and Activities. Upon submission, forms will be dated and initialed by office staff and a copy will be furnished upon request. **No submission or incomplete submissions of Activity Request and/or Revenue Potential Forms will delay approval.**

Distribution of Funds Raised

All monies raised for interscholastic athletics at SGHS through fundraising shall be deposited as follows: All seed money will be fully returned to the ASB General Athletics Trust Account prior to the distribution of funds raised. One third (1/3) of the proceeds raised shall be deposited into the ASB General Athletics Trust Account and two thirds (2/3) shall be deposited into the ASB Individual Athletic Trust Fund Account that corresponds to the team or teams that conducted the fundraiser. Monies from ASB Individual Athletic Trust Fund Accounts may be spent at the professional, reasonable, and appropriate discretion of that individual team on items such as: awards, banquets, supplies and special team apparel, etc.

Donations

Donations are treated differently from fundraisers. One hundred percent (**100%**) of all **unsolicited donations** are deposited into the ASB General Athletics Trust Account. **Solicited donations** are subject to the **1/3 : 2/3** split like fundraising proceeds. This goes for tangible items as well. For tangible item donations, appraisals and/or estimates for true market value will be calculated by the Student Banker &/or the A.P. of Business & Activities before items can be received, then necessary monetary adjustments will be made to the appropriate accounts.

APPENDIX "D"

FUNDRAISER SIGN-UP SHEET (Side 2)

SPORT(S)/TEAM(S): _____

| | Name of Fundraiser | Date(s) of Fundraiser | Team Leading Fundraiser | Description of Fundraiser |
|----------|---------------------------|------------------------------|--------------------------------|----------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |

PRINT NAME OF COACH

SIGNATURE OF COACH

DATE

APPENDIX "E"

**ALHAMBRA UNIFIED SCHOOL DISTRICT
TITLE IX COMPLAINT PROCEDURE FORM**

Student Name _____ **Grade** _____

Street Address/Apt # _____

City _____ **State** _____ **Zip Code** _____ **Home Phone** _____

School/Office of Alleged Violation: _____

-
- 1.** Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that might be helpful when conducting the investigation.

- 2.** Have you discussed your complaint or brought your complaint to any Alhambra Unified School District personnel? If you have, to whom did you take the complaint, and what was the result?

- 3.** Please supply copies of any written documents that may be relevant or supportive of your complaint. I have attached supporting document _____ Yes _____ No

Signature _____ **Date** _____

NOTE: Turn complaint and/or documents to the Assistant Principal of Business and Activities or Principal at your school.

APPENDIX "F"

SAMPLE CLUB CONSTITUTION

A. Article 1 – Organization

1. This organization shall be called the Cultural Organization.
2. The purpose of this organization shall be to relate to all students the role of culture in the composition for Alhambra, our community and the nation. To initiate constructive programs by which culture is emphasized progressively through educational, social and ethnic-oriented events. The Cultural Organization shall seek to become an integral component of our community; serving to keep the community abreast of pertinent situations concerning Alhambra, and to set up various programs by which the community may benefit such as workshops, a reading clinic, human relation development programs, etc. The Cultural Organization shall train its members to be functional in assisting in the school and community for the greater concerns of all people throughout the community in general. This organization shall also ready its members for leadership capabilities at diverse levels throughout the community and the school.
3. General meetings are to be held no less than twice a month.

B. Article 2—Authority

1. This organization hereby agrees to abide by all School, District, State and Federal rules and regulations.
2. This organization recognizes that it is under the direction of ASB Executive Board, and that it must abide by all guidelines provided or the Executive Board shall revoke the organization's charter.

C. Article 3—Membership

1. All currently enrolled SGHS students may be eligible for membership.
2. The special requirements are to be determined by MKHS policy and shall apply to all clubs.
3. A member who has missed six regular or committee meetings in a row or eight meetings in a semester shall be put on probation.

D. Article 4—Officers and Elections

1. The titles of the officers shall be President, Vice-President, Secretary, Treasurer, and Historian. They shall be elected by the general membership. Their duties:
 - a. President — Preside over all meetings
 - b. Vice-Principal — shall work with the community to develop programs. He/she shall preside at all meetings when the President is absent.
 - c. Secretary — Keep all records of events and minutes of the meetings. He/she shall be responsible for all communication with ASB.
 - d. Treasurer — Keep all financial records, create a budget and develop fundraising strategies to be presented to the general membership.
 - e. Historian — Keep pictures and other visual memorabilia as a record for the club.
2. One school year shall be the term of office.
3. All officers shall be elected by the general membership. Elections shall take place during the third regular meeting of the school year.
4. Any member is eligible to run for office.
5. If an officer misses two meetings in a row, or five meetings during the school year, he/she shall be placed on probation.

E. Article 5—Practical Guidelines

1. All meetings shall be democratic and have an agenda.
2. Committees shall be made up of volunteers and officers shall appoint those volunteers.

F. Article 6—Faculty Sponsor

1. The faculty sponsor shall be a certified or classified employee of the Alhambra Unified School District.
2. The faculty sponsor is required to attend all meetings, fundraising events, and all elections.

G. Article 7—Amendments (as needed) - Amendments to this constitution shall become effective when approved by a majority of the active Voting members of the Cultural Organization. When ratified an amendment shall automatically become a by law of this constitution.

APPENDIX "G"

**STUDENT BODY ACCOUNT CLERKS (Student Bankers)
REGULAR DAY SCHEDULE**

Each of the three comprehensive high school sites will have a change in hours of operation for the student bank. In general, for a regular school day schedule, the hours of operation will be as follows:

- Student Banker will arrive at site approximately 15 minutes prior to the student bank opening to prepare the bank for operation.
- Student Bank will OPEN at Lunch Period (for student and staff access)
 - AHS 11:55 am – 12:33 pm
 - MKHS 11:51 am – 12:29 pm
 - SGHS 12:10 pm – 12:50 pm
- Student Bank will CLOSE for Banker's Lunch Break. Banker's Lunch Time will generally be the first 30 minutes of a site's 5th period.
 - AHS 12:41 pm – 1:11 pm
 - MKHS 12:37 pm – 1:07 pm
 - SGHS 12:58 pm – 1:28 pm
- Student Bank REOPENS for latter portion of site's 5th Period to meet with ASB Advisor, Athletic Director, Assistant Principal, Business & Activities and/or conduct other school site business pertaining to the student bank.
 - AHS 1:13 pm – 1:44 pm
 - MKHS 1:09 pm – 1:40 pm
 - SGHS 1:30 pm – 2:01 pm
- Student Bank will be OPEN for 6th Period and for students w/o 6th period class and staff only.
- The bank will remain OPEN for approximately an hour after school each day.
- Student Bank will CLOSE at 3:40 pm, daily to reconcile accounts and secure bank prior to leaving the site. Banker will leave site at 4:00 pm.
- Please see attached schedules for Collaboration, Assembly/Pep Rally, Minimum, and Final Exam Days.
- For all other special or miscellaneous schedules, hours of operation will be established on an AD HOC basis between Site and District administration.
- Student bankers will not be on-site during Pupil-Free days. They can be contacted at the District Office.
 - AHS 11:55 am – 12:33 pm OPEN
 - AHS 12:41 pm – 1:11 pm CLOSED
 - AHS 1:13 pm – 3:40 pm OPEN
 -
 - MKHS 11:51 am – 12:29 pm OPEN
 - MKHS 12:37 pm – 1:07 pm CLOSED
 - MKHS 1:09 pm – 3:40 pm OPEN
 -
 - SGHS 12:10 pm – 12:50 pm OPEN
 - SGHS 1:30 pm – 2:01 pm CLOSED
 - SGHS 12:58 pm – 3:40 pm OPEN

COLLABORATION Day Schedule for Students Bankers

- AHS
 - 11:04 am – 11:19 am Arrival and setup
 - 11:19 am – 11:57 pm OPEN - Lunch Period for all students and staff
 - 12:05 pm – 12:35 pm CLOSED - Banker Lunch Break
 - 12:35 pm – 12:52 pm OPEN - 5th Period (AP B&A, AD, ASB Adv, other student bank business)
 - 1:00 pm – 1:47 pm OPEN - 6th Period for Students without a 6th period class and Staff Only
 - 1:47 pm – 3:40 pm OPEN – After School for all students and staff
- MKHS
 - 11:00 am – 11:15 am Arrival and set up
 - 11:15 am – 12:00 pm OPEN - 5th Period for AP B&A, AD, ASB Adv, other student bank business
 - 12:08 pm – 12:46 pm OPEN - Lunch Period for all students and staff
 - 12:54 pm – 1:24 pm CLOSED - Banker Lunch Break

- 1:24 pm – 1:41 pm OPEN - 6th Period for Students without a 6th period class and Staff Only
- 1:41 pm – 3:40 pm OPEN - After School for All Students and Staff
- **SGHS**
 - 11:18 am – 11:33 am Arrival and setup
 - 11:33 am – 12:13 pm OPEN - Lunch Period for all students and staff
 - 12:21 pm – 12:51 pm CLOSED - Banker Lunch Break
 - 12:51 pm – 1:08 pm OPEN - 5th Period (AP B&A, AD, ASB Adv, other student bank business)
 - 1:16 pm – 2:03 pm OPEN - 6th Period (Students without a 6th period class and Staff Only)
 - 2:03 pm – 3:40 pm OPEN - After School for all students and staff

ASSEMBLY & RALLY Day Schedule for Student Bankers

- **AHS**
 - 12:00 pm – 12:15 am Arrival and setup
 - 12:15 pm – 12:53 am OPEN - Lunch Period for all students and staff
 - 1:01 pm – 1:31 pm CLOSED - Banker Lunch Break
 - 1:31 pm – 1:47 pm OPEN - 5th Period (AP B&A, AD, ASB Adv, other student bank business)
 - 1:55 pm – 2:41 pm OPEN - 6th Period for Students w/o 6th period class & Staff Only
 - 2:41 pm – 3:40 pm OPEN – After School for all students and staff
- **MKHS**
 - 11:56 am – 12:11 pm Arrival and set up
 - 12:11 pm – 12:49 pm OPEN - Lunch Period for all students and staff
 - 12:57 pm – 1:27 pm CLOSED - Banker Lunch Break
 - 1:27 pm – 1:43 pm OPEN - 5th Period for AP B&A, AD, ASB Adv, other student bank business
 - 1:51 pm – 2:37 pm OPEN - 6th Period for Students w/o 6th period class & Staff Only
 - 2:37 pm – 3:40 pm OPEN - After School for All Students and Staff
- **SGHS**
 - 12:13 pm – 12:28 pm Arrival and set up
 - 12:28 pm – 1:08 pm OPEN - Lunch Period for all students and staff
 - 1:16 pm – 1:46 pm CLOSED - Banker Lunch Break
 - 1:46 pm – 2:03 pm OPEN - 5th Period for AP B&A, AD, ASB Adv, other student bank business
 - 2:11 pm – 2:58 pm OPEN - 6th Period for Students w/o 6th period class & Staff Only
 - 2:58 pm – 3:40 pm OPEN - After School for All Students and Staff

MINIMUM & FINAL EXAM Day Schedules for Student Bankers

- **AHS**
 - 10:45 am – 11:00 am Arrival and setup
 - 11:00 am – 1:10 pm OPEN -All students and staff
 - 1:10 pm – 1:30 pm CLOSED – Banker Reconciles Accounts & Secures Bank
 - 1:30 pm - 2:00 pm Banker Lunch Break
 - 2:00 pm – 4:00 pm District Office
- **MKHS**
 - 10:45 am – 11:00 am Arrival and setup
 - 11:00 am – 1:10 pm OPEN -All students and staff
 - 1:10 pm – 1:30 pm CLOSED – Banker Reconciles Accounts & Secures Bank
 - 1:30 pm - 2:00 pm Banker Lunch Break
 - 2:00 pm – 4:00 pm District Office
- **SGHS**
 - 10:45 am – 11:00 am Arrival and setup
 - 11:00 am – 1:10 pm OPEN -All students and staff
 - 1:10 pm – 1:30 pm CLOSED – Banker Reconciles Accounts & Secures Bank
 - 1:30 pm - 2:00 pm Banker Lunch Break
 - 2:00 pm – 4:00 pm District Office

APPENDIX "H"

STUDENT BANK FORMS

FORMS INCLUDE THE FOLLOWING:

- 1. Cash Box Request**
- 2. Check Request Form**
- 3. Dance Contract**
- 4. Deposit Slip**
- 5. Fundraiser Checklist**
- 6. Fundraiser Request Form**
- 7. Reimbursement Claim Form**
- 8. Revenue Form**
- 9. Sign-In Sheet**
- 10. Tally Sheet**
- 11. Ticket Log Sheet**
- 12. Transfer Slip**