

Wattsburg Area School District  
**COACHES' HANDBOOK**  
**2022 - 2023**  
Revised - September 2022



# **Wattsburg Area School District**

## **Athletic Programs Offered by the Wattsburg School District**

Below is the list of all sports that are offered to all its students (Grades 7-12):

### **Fall Sports**

Football/ MS Football, Marching Band, Cheerleading, Boy and Girls Golf, Boys and Girls Soccer, Volleyball, Boys and Girls Cross Country/ MS Cross Country, Girls Basketball 8th/7th

### **Winter Sports**

Boys and Girls Swimming (Co-Op with North East), Boys Basketball Varsity/JV/9th/8th/7th and Girls Basketball Varsity/JV, Boys and Girls Wrestling Varsity/JV/MS

### **Spring Sports**

Baseball, Softball, Boys and Girls Track and Field, MS Volleyball, MS Boys and Girls Soccer

## **Important Dates 2022-2023**

### **Fall**

#### **Football**

**Heat Acclimation Aug. 8th**

**First Scrimmage Aug. 20th**

**First Game Aug. 26th**

#### **Golf**

**First Official Practice August 8th**

**First Scrimmage/Game Date Aug 11th**

**Remainder of Fall Sports**

**Official Practices August 15th**

**First Scrimmage August 20th**

**First Game August 26th**

### **Winter**

**First Official Practices November 18th**

**First Scrimmage November 25th**

**First Game December 2nd**

### **Spring**

**First Day of Official Practices March 6th**

**Frist Day of Scrimmages March 11th**

**First Game March 17th**

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## **PREFACE**

The purpose of this handbook is to provide all coaches with a guideline of duties and responsibilities. Coaches are expected to perform their duties in a professional manner.

The job descriptions contained herein have been developed jointly by the Administration and the Athletic Director. The job descriptions have been adopted by the Wattsburg School District Board of Education and designed to establish minimum responsibilities and obligations of the positions.

Being a coach of an athletic team can be very demanding, frustrating, and rewarding. The high school administration stands ready to help you with your problems and assist you in whatever way possible to help make your job easier and more rewarding.

We appreciate the efforts of all who take on extra duties in our school - whether paid, or non-paid, and say thanks.

## **DEFINITION**

The term extra-curricular activities shall be interpreted to include but not necessarily be limited to the following activities:

1. Interscholastic athletics, intramural athletics, and lifetime sports activities.
2. Drama and music related activities.

Participation in extra-curricular activities is believed to be an important part of a pupil's education. Thus, the Wattsburg Area School District Board of Education encourages all students to participate. However, such encouragement is predicated on the belief that students should exhibit the appropriate behaviors and attitudes while participating. Participation in any extra-curricular activity is a privilege. Failure to abide by the rules and regulations stipulated by the supervisor or coach of the activity shall result in appropriate disciplinary measures, including suspension or dismissal from the official events of the sport or activity and from practices.

## **ABSENSES AND TARDIES**

An absentee sheet will be emailed each day to the Wattsburg email address. Each coach is responsible to check the absentee sheet to see if a student is absent.

If a student is going to be absent from school (college visitation, funeral, doctor's appointment, etc.), he/she should bring in an excuse and then take it to the Attendance Officer. These types of absentees should be pre-approved by the office in for the student to participate in their sport that same day.

## **ACTIVITY FEES**

Activity fees have been suspended beginning the 2022-2023 school year.

## **ANNOUNCEMENTS**

It is good practice to put the results of an athletic event on the public-address system in school - whether you win or lose. Please email Debby Peck and/or Staci Wright at high school, or email Karleen Johnston and/or Lisa Smith in the middle school the results of your athletic contest.

# **ATHLETIC BOOSTERS**

## **2022-2023 Officers & Board**

<b>President</b>	Tara Pound
<b>Vice President</b>	Carl Gladitz
<b>Secretary</b>	Nikki Miller
<b>Treasurer</b>	Shawn Matson

## **PURPOSE OF ATHLETIC BOOSTERS**

The general objective of the Association shall be to sponsor, promote, support, and encourage activities and programs that will provide an additional funding source to enhance the extracurricular athletic programs of the Wattsburg Area School District.

## **PROGRAMS BY THE ATHLETIC BOOSTERS**

### ***Student Recognition by the Athletic Boosters***

These programs may include, but are not limited to, Athlete of the Year awards, Scholarships, and Team Allotments.

Meetings are held the 3rd Wednesday of each month at 6:30 via Zoom.

## **ATHLETIC TRAINER**

The Board of Education has provided a full-time trainer who will be on duty every day of practice and at all home events. All athletic injuries should be referred to the Trainer for evaluation and follow up care. The Trainer can be reached at extension 4124. Please do not provide parents with the cell phone number of the trainer without prior approval from the trainer.

## **ATTENDANCE - PIAA**

### **SECTION 1 - Where Enrolled for Attendance**

In order to be eligible to participate in any interscholastic athletic contest, a pupil must have been regularly enrolled in a secondary school and in full-time attendance thereafter.

The pupil is eligible only at the school at which he or she is enrolled.

### **SECTION 2 - How Absence Affects Eligibility**

A student who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20) day of absence, except that where there is an excused absence due to a requirement that the student serve as the primary caregiver to a member of the student's immediate family or a near relative or death in that student's immediate family or a near relative, both as defined in Section 1154 of the Public School Code of 1949, as amended, court subpoena, quarantine, or to attend a religious activity/function which the church requires its members to attend, or an excused absence of five (5) or more school days due to the same confining illness or injury, such excused absence may be waived from the application of the rule by the District Committee.

### **SECTION 3 - Number of Days of Attendance Necessary to Count as a Semester**

Fifteen days or more of enrollment in a semester in any secondary school shall count as one semester of membership. Attendance at summer school does not count as a semester or part of a semester.

## **AWARDS**

It is strongly recommended that each coach establish ahead of the season, the criteria for gaining awards and letters. Be sure that all your team members are aware of the criteria. These should be written and given to your athletes along with "rules and regulations."

## **BUDGET**

Each year the Head Coach is required to submit a list of items needed to operate the next season for all levels of his/her program. The budget request is reviewed by the administration for approval. Supplies can be ordered anytime throughout the school year. July 1st is the first day of the fiscal year in which supplies can be ordered. The athletic director can let the coach know how much is in the budget for supplies.

## CANCELLATION OF EVENTS

In all cases, the Athletic Director, and in some cases, the athletic trainer, will be responsible for canceling and rescheduling all athletic events. The Athletic Director will work with the Administration and coaches in this area.

The final decision to cancel a home or away event will be the responsibility of the principal/assistant principal and Athletic Director.

## COACHING CLASSES

**The normal cardiac and concussion training must still be completed every year by all coaches. I have added those links below. Please either email or print me a copy once you complete those courses.**

### **Sudden Cardiac Arrest:**

<https://sportsafety.com/coach/cardiacwise/#course>

Click the Play icon

Type in your name and email address

Click Play

Once you are ready to begin the posttest:

After you type in your name, choose “Other/Not Listed” for the school

After the posttest, you may have to refresh your page. (I received an error message)

After refreshing the page, it was fine.

You will receive an email congratulating you on completing the course.

### **Concussion:**

<http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>

1. [Click on Concussion Courses](#)
2. [Choose Concussion in Sports](#)
3. [View Course](#)
4. [Select your State – Pennsylvania](#)
5. [Click Order Course](#)
6. [Log In](#)
7. [Click Order Course Again](#)
8. [Checkout](#)
9. [Continue](#)
10. [Go to my Courses](#)
11. [Begin Course](#)
12. [After the Course Evaluation you may download your certificate](#)

**You must also create a coaching profile on the PIAA website. This is where you will submit the completed certificates that you will receive once you complete the safe schools training and send to the PIAA.** Also, it is important that when you put in the required information that you place the correct name of the school. Either “Wattsburg Area Middle School” or “Seneca



High School.” Directions for creating a coach’s profile are available at the following link. Until you are approved as a coach through the PIAA you cannot coach after those 2 years.

<http://www.piaa.org/news/details.aspx?ID=3634>

PIAA requires all coaches to complete certain coaching classes. This needs to be done within 2 years of your hire date.

<https://wattsburg-pa.safeschools.com/login>

Your username and your password are your four-digit employee number. If you do not know your employee number, please email me and I will provide you with that number. You will be able to access the system to complete the training at that time.

Within the next 24 hours you will receive an email from safe schools training (Vector Solutions Education). There should be a list of 17 courses that. The Fundamentals of Coaching coursework is a list of 11 courses totaling 291 minutes and the First Aid coursework is a list of 6 courses totaling 131 minutes. Once each coach has completed all courses in both categories we grant two certificates- one for each coursework category.

***This is a PIAA requirement that must be completed before you coach. If someone did not receive an invite, please let me know.***

When you complete the training, you will have earned several certificates. PIAA will not accept all of these. I will need to combine them into just two certificates you can download to the PIAA once you complete your coaching profile with them. Please contact me once you have completed all your certificates and I will combine those.

## **COACHING RESPONSIBILITIES**

*The head coach is responsible for the following:*

Establishing a vision for his or her program and motivate the team to achieve the communicated goals.

- Assembling a coaching staff if applicable.
- Recruiting student athletes.
- Teaching the rules of the game.
- Establishing a program clear down to the elementary grades.
- Demonstrating a general awareness of trends within the sport.
- Possessing a continuing enthusiasm and sincere desire for guiding young people.
- Organizing, supervising, coordinating the practice sessions for the students.
- Establishing a concrete and measurable lettering policy.
- Preparing students mentally and physically for competition.
- Upholding the honor and dignity of the profession.
- Enforcing all school district, PIAA, and League rules and policies.
- Establishing guidelines for team participation. If cuts are to take place, concrete guidelines must be first shared with the Principal and Athletic Director and then openly communicated during the trial period to the team.
- ALL pre-game details. (Makes adequate provision for transportation, field preparation schedule, equipment set up, statisticians, scorekeepers.)

## **COLLEGE RECRUITING OF SENECA HIGH SCHOOL STUDENTS**

Wattsburg Area School District job descriptions for athletic coaches do not specifically require that any time or effort be given to the college recruiting process. Our research has revealed that other area school districts have similar circumstances. We do however have a long tradition of coaches willing to help in the recruiting process. They understand that having one of our student/athletes choosing to compete on the post-secondary level is a great reflection of the school district and community.

Traditionally our coaches have.....

- Provided information on and encouraged participation in camps, clinics, off-season leagues, club teams, tournaments etc.....
- Met with parents and/or players before the process starts or certainly early on, to explain how the process works and what specific steps they will take in that process. This is to avoid confusion or unrealistic expectations on anyone's part.
- Continued communication with parents and student/athletes as to what actions they are taking regarding the recruiting process.
- Decided to videotape games to send to colleges.
- Returned questionnaires/evaluations to college coaches.
- When possible and appropriate, made phone calls to college coaches.
- Become knowledgeable about the NCAA Clearinghouse and procedures.
- Become knowledgeable about NCAA recruiting rules and regulations.
- Made honest appraisals of a player's ability and what level he/she might want to compete.
- Communicated with the administration, athletic director, and guidance department to assist the student/athlete with the process.

We encourage our student/athletes to work hard and strive to attain their dreams. Our coaches have always supported this, the best that they can.

## COMPLAINT POLICY

To address concerns that sometimes arise between parents and coaches or advisors the Wattsburg Area School District has created an organized sequential chain of events to address these concerns. We feel that strict adherence to this policy will bring proper and rapid closure to concerns. The following are issues that are not to be addressed by a parent to a coach or advisor.

1. Game or match strategy.
2. Playing time for your son or daughter.

### The procedure will be as follows:

1. Parent(s) set a face-to-face meeting with a **coach** or **advisor**.
2. Should the parent(s) not be satisfied with Step #1, the parent(s) would arrange a meeting between the **Athletic Director, Assistant Principal**, and the parent(s).
3. Should the issue not be resolved in the above steps, the parent(s) shall schedule a
  - a. meeting with the **Principal, Assistant Principal, Athletic Director**, and **Coach/Advisor** to discuss the concerns.

The Wattsburg Area School District has taken great steps to hire quality individuals to direct our extra-curricular programs. We feel that individuals are extremely competent and should perform their duties with limited distractions.

## DISQUALIFICATION

Any coach and/or contestant ejected from a Contest by a state high school association recognized and/or registered official in that sport for unsportsmanlike conduct or flagrant misconduct shall be disqualified from coaching and/or participating for the remainder of the day and in the next Contest on the next play day at the same level (varsity, junior varsity, or otherwise). The player or coach that has been disqualified will not be able to return to games until they complete the required PIAA courses.

Any coach and/or contestant ejected from the last Contest in that sport in a sport season shall be disqualified from coaching and/or participating in the first Contest in that sport in the subsequent sport season, at any level of competition at any school.

The official shall file a report with the PIAA Office on the form prescribed for the sport involved, within twenty-four (24) hours following the completion of the Contest in which the ejection occurred. Failure to file such report shall not affect the validity or consequence of the ejection.

## **ELECTRONIC COMMUNICATION**

Coaches should only use electronic communication to relay messages concerning their sport. They should not be used as social communication. Coaches should not have personal social media pages that are accessible to students. Coaches should also not “friend” students when they are approached to do so. Student’s electronic communication usage in locker rooms is forbidden. Student’s electronic communication during travel to and from contests, during contests and practices are up to each individual coach.

## **ELIGIBILITY FOR PIAA ACTIVITIES**

### ACADEMIC ELIGIBILITY - P.I.A.A.

The following are the new P.I.A.A. Academic Eligibility Rules and the school’s procedures for implementing such rules.

### ARTICLE IX - SCHOLARSHIP

#### SECTION 1 P.I.A.A. RULES

To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, the curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code as well as any local policies established by the local school board. The pupil must maintain an acceptable grade in such an approved curriculum as certified by the principal. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. **In cases where a student’s cumulative work from the beginning of the grading period does not as of any Friday meet the standards, he shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which his cumulative work from the beginning of the grading period meets the standards provided for in the interpretation section.**

#### INTERPRETATION

1. Full-Time Curriculum - A minimum of 3 full block credits each grading period.
2. Acceptable Grade A grade of D or better.
3. Eligibility sheets and grades placed on them will be cumulative from the first week of each marking period to the last week. Grades are reported no later than Thursday of each week, with the eligibility sheet going out on Friday.

#### SECTION 2 P.I.A.A. RULES

To be eligible for interscholastic athletics a pupil must have passed at least 3 full-time block scheduled subjects or the equivalent during the grading period. Back work may be made up, providing it is in accordance with the regular rules of the school.

## INTERPRETATION

1. Passing is defined as a D or better.

## SECTION 3 P.I.A.A. RULE

In cases where a student's work in any preceding grading period does not meet the standards provided for in Section 2, said student shall be ineligible to participate in interscholastic athletics for at least fifteen (15) days of the next grading period where the school has four (4) grading periods per school year, or for at least ten (10) days of the next grading period where the school has six (6) grading periods per school year, beginning on the first day report cards are issued, except as provided in Section 5.

## INTERPRETATION

1. If the student becomes eligible to play, they may start on the 16th day.
2. If a student has an incomplete grade(s) at the end of a grading period, they will be required to make up the work that caused the incomplete grade(s) within 10 school days from the end of the marking period.
3. Incomplete grades will be considered as NOT PASSING and the student will not be eligible to compete if the incomplete grade(s) keeps them from having the minimum number of passing subjects as outlined in Section 2.
4. As soon as the incomplete grade is declared passing, the student will immediately become eligible for athletic participation. If the grade turns into an F and this keeps them from qualifying based on Section 2, they will remain ineligible for the fifteen days as described in the Section 3 rule.
5. This rule does not apply at the beginning of a school year. Instead, the students must have passed four credits during the previous school year.

## SECTION 4 P.I.A.A. RULE

New pupils must meet eligibility requirements in scholarship. Pupils who are enrolled for the first time, must comply with the requirements of the scholarship rules. The standing requirement for the preceding grading period shall be obtained from the records of the last school which the pupil has attended.

## ELIGIBILITY PROCEDURES - SENECA HIGH SCHOOL

The following are the procedures for monitoring the P.I.A.A. Academic Eligibility rules.

1. At the end of each marking period, the Athletic Director will initiate a review of the grades of the students participating in interscholastic athletics to determine their eligibility for the next marking period.
2. The Athletic Director will notify the coach if a student does not meet the eligibility requirements. The coach is to personally notify the student athlete. This should take place prior to the first scheduled athletic event the student's team is scheduled for.
3. The eligibility system will be cumulative for the start of each marking period.

## **END OF SEASON RESPONSIBILITIES**

The following items must be completed at the end of the season:

- End of season paperwork sent to [steve.carter@wattsburg.org](mailto:steve.carter@wattsburg.org)
- Complete your head coaching evaluation meeting.
- All uniforms must be returned to the cage.
- ALL coaches must complete their supply budget requests. A monetary amount will be given to each head coach by the AD that can be spent for their team's supply. An electronic form will be sent to the coaches.

## **END OF SEASON PAPERWORK**

End of the Season Paperwork will be emailed to you.  
It includes:

- Name of sport
- Letter Award Winners
- Summary of Season Form
- Any special records that were achieved by team or individuals
- Budget Request
- Inventory list

Head coaches should fill out and return to the AD before receiving their final check.

EMAIL ADDRESS: [steve.carter@wattsburg.org](mailto:steve.carter@wattsburg.org)

## **FACILITIES USE REQUEST**

Approval will be subject to the following order of priority with the understanding that they be subject to change or cancellation when the school program requires the facility:

1. In-season school activities have priority over all other activities and events that have not been previously approved. Then the next season teams will have priority. Ex) during the winter basketball has priority. If the gym is free the next season which would be spring sports, a sport like baseball would be able to use it next. All coaches who would like to request facilities for tournament, team camps, extra practices must do so through facilities use request which is available on the school website and then must be approved by the principal, AD, or the Wattsburg Area School Board.
2. Student groups and student-oriented activities will be granted use of facilities on a first come, first serve basis.
3. Teams cannot monopolize the gym or field time. Your request may not be fully granted if there are other groups requesting the same times.

## **Forms**

<http://www.wattsburg.org/HumanResources1.aspx>

The following forms are available at the link above:

- Debt Sheets
- Facility Use Form
- Fundraiser Request Form
- Off Campus Activity Form
- Requests for Transcripts
- Check Request Form – Boosters
- Deposit Slip Request – Boosters

## **FUNDRAISING**

(FUND RAISING POLICY ATTACHED TO BACK OF HANDBOOK)

All fundraising for individual teams must be done through the SHS Athletic Booster Club and must be pre-approved by the Assistant Principal or Athletic Director.

## **HAZING**

Please see the Hazing board policy at the end of this document.



## **HEAT-ACCLIMATIZATION GUIDELINES (Football only)**

Practice or competition in hot and/or humid environmental conditions poses special problems for student-athletes. Heat illness is a primary concern in these conditions. Having a scripted practice plan with breaks from activity as well as scheduled hydration and cooling off periods will be of great assistance in preparing student-athletes for the football season.

For the full excerpt from the PIAA Website visit

[https://www.piaa.org/assets/web/documents/2015\\_Heat\\_Acclimatization\\_Policy.pdf](https://www.piaa.org/assets/web/documents/2015_Heat_Acclimatization_Policy.pdf)

## **HOME SCHOOLING**

The Wattsburg Area School District recognizes the legal rights of parents to educate their children in their own home. The Board requires that the program of instruction follow the state laws of Pennsylvania. For any home-schooled child to participate in any extra-curricular program in Wattsburg Area School District they must schedule an appointment with the Athletic Director and the building administrator. The students must then conform to the PIAA established guidelines for competition including but not limited to a physical examination, proof of successful grades, proof of attendance, and weekly eligibility checklist. Any questions should be directed to Athletic Director or building administrator.

## **INJURIES**

Whenever a student is injured while participating in a school activity, the coach must report the injury to the trainer and have the athlete be assessed by the trainer or a doctor as soon as possible. In certain circumstances, a section IX form will be required to return to play if the athlete sought medical treatment outside of the athletic trainer.

Please see the Injury school policy at the end of this document.

## **LETTER AWARD WINNERS**

Lettering is at the discretion of the Head Coach. To avoid controversy, you are required to submit a measurable, concrete lettering policy in writing to the athletes, Athletic Director, and Assistant Principal. Your standards and expectations for lettering should be high but attainable. Coaches should present their lettering policies at the pre-season parents' meeting.

Lettering procedures must be submitted to Athletic Director within two weeks of the first legal practice. Please send the Athletic Director a list of letter award winners as soon as possible to allow for timely completion of certificates at the end of season banquets.

## MEETINGS

*Coaches are also responsible for the following:*

- Attendance at all Regional, P.I.A.A., and Wattsburg Area School District coaches' meetings are required.
- The head coach of the coaching staff of each member senior high school must attend at least one PIAA mandatory rules interpretation meeting each year for each boys' sport and each girls' sport coached by that staff. The principal of a member senior high school may appoint a representative of the coaching staff to attend said annual mandatory rules interpretation meeting if the head coach of the coaching staff in the sport has not been designated by the school district, and, therefore, the head coach of the coaching staff is not able to attend the annual mandatory rules interpretation meeting.

## PAPERWORK

- Submitting practice schedules, bus schedules as early as possible and all other requested paperwork.
- Completing end-of-season summary reports in a timely fashion.

## PARENT MEETINGS

### Preseason Meeting Rationale

The rationale for the preseason meeting is to involve the family and the school in a conscientious effort to be partners. Through such involvement, the opportunity for optimal growth and development of students is enhanced.

Preseason meetings provide a forum for students and their parents, school activities staff and other adult leaders to openly discuss a variety of issues, such as sportsmanship, school policy, risk of injury/failure to warn and healthy lifestyles, including the use of tobacco, alcohol, and other drugs. Although the term "preseason meeting" has been borrowed from athletics, these meetings have been so helpful that the idea is now being used for all school activities in an estimated 50 percent of schools.

Preseason meetings represent an extraordinary opportunity to foster a dialogue among students, their parents and school staff—a dialogue that lays the groundwork for real collaboration towards healthier youth and strong communities.

### Preseason Meeting Goals

- Introduce student activity participants, their parents, coaches, athletic trainers, and sponsors to each other in a relaxed, cooperative atmosphere.

- Provide information about activities, insurance, physicals, district policies, program philosophy, etc.
- Provide information on state high school athletic/activity association, school, and team rules.
- Provide specific guidelines, rules, and consequences of rule violations.
- Express behavior expectations of parents, students, and coaches at contests.
- Provide information concerning practice, game, and tournament schedules.
- Explain new rules revisions for the sport.
- Warn student activity participants and their parents of the potential for physical injury
- Explain how playing time is determined.
- Promote importance of ongoing, honest communication.
- Create awareness about tobacco, alcohol and other drug-use issues, ethics, and sportsmanship and how they relate to sports and other activities.
- Involve parents in tobacco, alcohol and other drug education and prevention efforts.
- Develop a bond of mutual respect, cooperation and shared responsibility between student-activity participants, their parents, and the school.
- Involve parents in the development of student performers on and off the playing field
- Inform students and parents how letters, numerals and other awards are determined.

## **PAYMENT (COACHING PAY)**

Payment for coaching duties is made at the end of the season. Forms for coaches will be sent by the Athletic Director and should be returned to the Athletic Director upon completion. If an athlete has not turned in all equipment a “debt sheet” should be completed and given to the Athletic Director along with the equipment distribution sheet signed by the athlete. These forms are available in the High School Office.

## **PHYSICAL EXAMINATION**

1. A physical is required for each sport.
2. Physicals will be set up once a year in the school by the Athletic Director.
3. The PIAA physical form must be signed and dated by the physician giving the physical.
4. The physical must be dated after June 1st to be good for the upcoming school year.

## **PRACTICE - ATHLETES OBLIGATIONS PRIOR TO PRACTICING**

Before an athlete may practice with the team, the following items must be turned in to the main office: Physical packet signed by a doctor, parent permission forms signed five times by a parent or guardian, insurance waiver form or purchase school insurance, emergency form, rules form and HIPPA privacy form. All these forms are available at sign-ups for physicals or at the High School Office. Once these items are completed and handed in, a list will be given to the coach showing the athletes who are eligible to practice.

## **REPORTING OF SCORES**

Coaches are responsible for calling the scores of all the events held at Seneca or out of Erie County. You may email or text pictures of the scorebook.

The following are telephone numbers that may be helpful.

## **ROSTERS**

Please submit a **TYPED** team roster (with jersey numbers and positions, height, weight, and year, if applicable) to the Athletic Director at least one week before your first game/contest. Make sure the names are spelled correctly and the uniform number and grade are accurate.

**The team rosters are used by us, the PIAA, District 10, and other school districts' programs.**

# **RULES**

## **Team Rules**

Coaches must make rules for their groups. A copy of the rules must be given to the principal and Athletic Director before the parent meeting for each team. Copies will be sent home for parents and athletes to sign and returned to the coach. Team Rules must be submitted to the Athletic Director one week before the first legal practice.

## **SCHOOL RULES**

The Wattsburg Board of Education adopted a set of rules concerning Interscholastic Athletics, and Extra Curricular Activities. A copy of these rules is included in this handbook.

## **HEARINGS**

Any student suspended or dismissed has the right to appeal in a hearing procedure as outlined below:

1. The principal will inform the student of his/her right to appeal the suspension through an informal hearing.
2. The student may request an informal hearing before the appropriate building principal. Such hearing shall be held within three school days of the date of the notification of suspension or from the request for a hearing, and the due process procedures of the Students Rights and Responsibilities (Section 12.8 of PA Code).

All school rules prescribed in the Wattsburg Area School District Discipline Code (see: Discipline) shall apply to the participation of students in extra-curricular activities. All students who are members of teams or are taking part in a school activity representing the Wattsburg Area School District shall agree to and abide by the following rules:

## **SCHOOL ATTENDANCE**

1. When a student is absent from school he or she may not participate in any extra-curricular activity (including practices) on that day unless approval is given by the administration at the request of the coach or advisor before 2:45.
2. If a student is tardy to school on a given day, he or she may be denied participation in extra-curricular activities for that day by the coach and/or school administration. The basis for such decisions will be made on the legitimacy of the tardiness.

### ALCOHOLIC BEVERAGES/UNPRESCRIBED DRUGS

1. The possession or use of alcoholic beverages and/or unprescribed drugs is absolutely forbidden to all students. Any students guilty of breaking this rule shall be immediately suspended from participating in athletics and/or extracurricular activities for a period of 30 calendar days upon administrative notification.
2. Second offenders shall be suspended from all athletic and extra-curricular participation for the remainder of the school year.

### TOBACCO

1. The possession or use of tobacco is absolutely forbidden to all students. Any student found guilty of breaking this rule shall be immediately suspended from participating in athletics and/or extracurricular activities for a period of 30 calendar days upon administrative notification.
2. Second offenders will be suspended from all athletic and extra-curricular participation for the remainder of the school year.

### BEHAVIOR

1. Athletic team members and extra-curricular activity participants are representatives of our school and therefore shall set a superior standard of behavior at all times.
2. Student athletes and extra-curricular activity participants may be suspended from the team (or activity) for Level III or Level IV violations of the student discipline code in or out of school, for a period of 30 calendar days upon administrative notification.
3. Student athletes are required to strive for academic excellence. The P.I.A.A. regulations regarding scholastic eligibility shall govern Seneca eligibility.

## **SCORE BOOKS**

All scores and special awards should be given to the Athletic Director upon completion of the season. A form will be provided in the Coaches' End of the Season Check-out Forms.

## **SCRIMMAGE DEFINITION**

All the following elements must be present for a school to consider athletic competition with other schools as a scrimmage.

1. The involved schools shall agree, in advance of the athletic competition, that the event will be a scrimmage rather than a game or contest.
2. No admission shall be charged.
3. The head coaches of the involved teams may stop the activity at any time to provide instruction or to make substitutions.
4. There shall be no restrictions concerning the number of times a player/contestant enters or leaves the scrimmage.
5. No score may be displayed or recorded.
6. The results of the scrimmage shall not be counted as a part of the involved teams' season win and loss record.

Any athletic event involving two or more schools must be considered a regular season contest unless it meets all the criteria listed above.

### **SCRIMMAGE - METHOD OF COUNTING A SCRIMMAGE**

The method of counting a scrimmage is as follows: each team (varsity team, junior varsity team, junior high, or middle school) is limited to one scrimmage per day. The scrimmage activity in which the team participates may not exceed two hours and thirty minutes from the start of the scrimmage activity until the scrimmage activity ends for that team. For example, Varsity Team A may participate in a scrimmage for a maximum of two hours and thirty minutes on a given day. Varsity Team B may participate in a scrimmage for a maximum of two hours and thirty minutes on a given day. Similarly, the same rules apply to the junior varsity team. The number of schools or teams participating in a scrimmage does not affect the method of counting a scrimmage as each team is totally controlled by the regulations stated above.

## **SPORTSMANSHIP (ATHLETIC COURTESY) - ARTICLE XIX - P.I.A.A.**

SECTION I - Athletics should foster clean sports. It is the privilege and duty of every person connected with athletics to exemplify these principles in his/her own actions and earnestly advocate them before others.

The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no honorable person would break. The stealing of advantage in sport is theft.

1. No advantages are to be sought over others except those in which the game is understood to show superiority.
2. Unsportsmanlike or unfair means are not to be used even when they are used by opponents.
3. Visiting teams are to be honored guests of the home team and should be treated as such.
4. No action is to be taken nor course of conduct pursued which would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
5. Remember that a student spectator represents his school the same as the athlete.
6. Any spectator who continually evidences poor sportsmanship will be requested not to attend future contests.
7. Decisions of officials are to be abided by, even when they seem unfair.
8. Officials and opponents are to be regarded and treated as honest in intention.
9. Good points in others should be appreciated and suitable recognition given.
10. The practice of "booing" is regarded as discourteous and unsportsmanlike.

## **STAFFING PROCEDURES**

Coaching positions are one-year positions.

As soon as possible after the completion of a sport or activity season the Athletic Director and Principal will present to the student activities committee of the board of education a slate of recommendations of those coaches recommended for renewal. Board action will follow at the next regularly scheduled meeting. Positions not filled by this procedure are to be declared open and posted to the bargaining unit. If a position cannot be filled by a qualified bargaining unit member, the position will then be filled from candidates outside the bargaining unit.



## **STRIKES - P.I.A.A.**

Pursuant to Article XI, Section 6, of the P.I.A.A. By-Laws, there are several options that may be exercised during the period in which a school is affected by a professional labor dispute.

1. A school may practice and compete in any scheduled contests during the period of the work stoppage. If this option is chosen, a team may practice only the length of time, each day that it would have practiced had school been in session.
2. A school may opt to practice, but not play any contests during the period of the stoppage. If this procedure is chosen, the same practice restrictions as in (1) apply.
3. If a member school's athletic practice schedule has been interrupted by a strike for more than three consecutive days after the required number of weeks of practice have been completed, that school must have had three days of practice prior to resuming its interscholastic athletic schedule.
4. If there are ANY questions regarding the required practice rule, a school should contact either its district chairman or the P.I.A.A. Office.
5. The decision whether to practice/play rests with the particular Board of School Directors.
6. If a game is postponed, it may, by agreement between the two schools, be rescheduled. Decisions on cancellations or postponements must be made no less than three days prior to the scheduled contest. In situations where extenuating circumstances are present, the requirement that notification concerning a postponement or cancellation must occur at least three days prior to the scheduled contest may be waived by the PIAA Executive Director. Inability to reschedule the contest shall result in a forfeiture by the closed member school.

## **SUPERVISION OF STUDENT ATHLETES**

Coaches are responsible for the supervision of their students from the time practice starts and until they leave the building. **Coaches must not leave student unsupervised in the building after practice is over or upon completion of an athletic contest. Coaches must remain with students upon returning from an away event.**

If you are planning to have students stay after school, please be sure that they are supervised. If it is later than the Media Center closing at 5:25 PM, the teacher/advisor/coach is to be the last person out of the building insuring that all the students have exited.

# **SUPPLY ACQUISITION PROCEDURES**

## **PURCHASING**

Coaches are not permitted to purchase equipment for their team through the School District unless prior approval is obtained from the Athletic Director.

This is just a request for all coaches and advisers to follow the established procedure for acquiring supplies. Please do not go to a store yourself, call, mail, or use the internet to order or purchase supplies.

All purchases must go through the office of the Athletic Director.

It is possible that if you do not follow this procedure, you would be held financially responsible for the purchase.

We understand that there may be unforeseen emergencies for your program that may mean that the district must purchase something that was not budgeted, bid upon, etc. and every effort will be made to help you deal with such problems. Planning is critical, however.

## **TOURNAMENT REGULATIONS FOR ALL SPORTS**

1. All tournaments must be conducted under the rules and regulations adopted by the Board of Directors and in accordance with the Constitution and By-Laws of the PIAA.
2. Only PIAA member schools, or such other secondary schools that comply with PIAA eligibility for both school and contestant, may participate in PIAA-approved tournaments.
3. Contests and practices are limited to SIX (6) DAYS per calendar week during the regular season.
4. PIAA-approved tournaments must be conducted during the PIAA defined regular season for that sport.
5. The principal of each competing school must submit an eligibility list to the tournament director prior to the start of the tournament. All contestants must undergo a physical examination before participation, and this fact must be certified by the principal or the competing school when he/she submits the school's eligibility list to the tournament director.
6. Adequate locker room and shower facilities must be provided by tournament authorities, and these shall be kept in a sanitary and safe condition.

## TRANSPORTATION

In most cases, students participating in school sponsored activities will be provided transportation to these events by the district. Students are to ride to and from all athletic events on the team bus. Exceptions may be made with prior administrative approval that is verified by written parental permission. Students are only permitted to ride home with their parents. Students are not permitted to ride with another student or their parents. Forms must be completed and given to the Coach if a student is riding home with a parent.

Encourage your students to have their ride waiting for them at school when they get back from a game. This is especially important when returning from night games.

- The coach/advisor oversees his/her team members and their behaviors when they are on the bus. If students are on the bus they must be accompanied by a coach even if the bus is parked at an event. The drivers are not baby-sitters.
- The HIRED coach/advisor MUST ride the bus to and from all events. A volunteer can not ride the bus or drive a van.
- Athletes must ride the bus to and from all events unless prior permission is granted in advance by the Athletic Director or Principal. A parent must personally present a written request to the coach. A note from a player/student is unacceptable. A parent/guardian can only be responsible for his/her son/daughter. A parent or guardian cannot drive an athlete who is not his or her child home from an event. (Even with a note from the other student's parent, unless arranged beforehand.)
- Please take a roll call before leaving Wattsburg Area School District property and before you leave the away event, and make sure all students are accounted for at an away event.
- Please make sure all students are accounted for before leaving the away event.
- Walk through the bus when you return to the school. Check for any damages and or trash. Do not leave the bus in poor condition.

### **Procedure to follow when a bus does not arrive on time:**

Step 1 - Contact the Bus Garage. If you do not receive an answer, go to the next step.

Step 2 - Contact the Athletic Director

Vans may be used by reserving them through the bus garage. Drivers of the van must be at least 21 years of age.

## UNIFORMS AND EQUIPMENT

1. All uniforms and equipment issued to student athletes, musicians, or other extra-curricular activity participants, are the property of the Wattsburg Area School District. Students are to return all such items at the end of the season. Any student still having equipment and uniforms will not be allowed to start a new sport until the matter has been cleared to the satisfaction of the school staff. Any item checked back in will be checked for normal wear and tear. If there is excess wear and tear, or the item is missing, the issuing coach will complete a Student Obligation Debt Sheet and turn it in to the office. The coach will inform the student of the debt owed (see also: Debt Policy).
2. Students will be cleared of the debt only by paying for it at the main office or turning in items owed to the coach reporting the debt. The coach will then stop at the office and sign the original sheet indicating that the debt was cleared and the date it was cleared.

## WEATHER ISSUES

### PRACTICE WHEN SCHOOL IS CLOSED DUE TO WEATHER

District policy **prohibits** practices on days when school is closed or dismissed early due to inclement weather. The position is that if it is hazardous enough to dismiss school, all personnel and students should remain home. Exception can be made to this policy on an individual basis.

### **Snow Days**

If there is a snow day and school is closed or if school has had an early dismissal because of weather, there will also be no athletic events or after school activities. This means that there is to be no meetings, walk through's, etc.... even if they do not take place at the school, they are NOT allowed. This policy is to insure the safety of the staff and student. The one exception to this rule is during tournament play. Seneca High School does not have the authority to change the schedule dictated by the PIAA. Detailed information will be provided should this unusual circumstance occur.

## Lightning

When outdoors during a lightning storm:

- Do not use metal objects
- Seek shelter from lightning in a building or automobile Note: If you do go to an automobile, seek different shelter if the threat becomes a severe thunderstorm or tornado event with strong winds
- When there is no shelter, avoid the highest object in the area and avoid being the highest object
- Get rid of any metal that may be on your body.
- Avoid any electrically conductive elevated objects
- When lightning or other severe weather conditions occur, any school personnel have the right to supersede the authority of the contest official and end a contest on the basis of safety.

In the event of lightning during a practice or game

- If lightning is seen, all practices and games must be postponed immediately, and all participants and staff must seek shelter
- Resuming practice after a lightning sighting is at the discretion of the head coach. To ensure safety, coaches are required to wait 30 minutes since the last visible lightning strike before resuming. The head coach has the authority to cancel practice if they see fit.

Resuming games after a lightning sighting is completely at the discretion of the officials. Game officials are the only ones who can make decisions when and if to resume play.

## **WRESTLING – WEIGHT CONTROL PROGRAM**

Wrestlers must still have a physical, but the certification of a weight class will be done in the following manner:

1. The lowest allowable weight class will be determined by a hydration and body composition analysis with a minimum 7% criterion for males and 12% for females. This certification will be performed by the Certified Athletic Trainer for the School District. Wrestlers will not be able to compete until the dehydration test is passed. An Athlete must wait 24 hours if they fail the dehydration test to retest.
2. The data will be input into a computer program which will tell how much weight the wrestler will be able to lose by certain dates. Nutritional guidelines will be supplied for each wrestler to enable them to maintain a safe weight loss.

In all cases, the medical professional must have signed the PIAA Physicians Certificate.

To reduce or eliminate “clerical errors,” it is required that each head wrestling coach initial the minimum weight classification of each of his wrestlers before the school’s Principal certifies to the eligibility of the school’s wrestlers.

Schools shall be prohibited from changing the minimum weight classification on the Junior High/Middle School Certificate of Eligibility and/or the Senior High School Certificate of Eligibility after a date to be determined each year.

A two (2) pound growth allowance is authorized on or after January 15 for both junior high/middle school and senior high school wrestlers.

## **SPECIFIC BOARD POLICIES**

- FUNDRAISING
- HAZING
- INJURY

### **Fundraising**

Book  
Policy Manual

Section  
900 Community

Title  
Parent/Booster Organizations

Number  
915

Status  
Active

Adopted  
March 19, 2012

Last Revised  
April 18, 2016

### **Authority**

The Board recognizes and appreciates the cooperation, encouragement and support given by parent/booster organizations to the students of the Wattsburg Area School District.

The Board recognizes that the purpose of the parent/booster organizations is to assist and support but not to direct nor supplant activities or athletic programs.

It is the desire of the Board that all district-operated activities remain at the school level and under the control, direction, and supervision of the Board through its professional employees. [\[1\]](#)[\[2\]](#)

### **Definitions**

**Parent/Booster Organization** - The Board defines a parent/booster organization as a group of volunteers working together to raise funds or provide activities for students of the Wattsburg Area School District. Members of a parent/booster organization could

include parents, community members, and staff members, provided staff members are acting as community members and not on behalf of the district.

### **Delegation of Responsibility**

Building principals and the Superintendent shall encourage the active participation of parent organizations in the operation of school buildings. The building principals shall take active rolls in the activities of parent/booster organizations.

### **Guidelines**

#### **Recognition**

The Board requests that a list of all parent/booster organization officers and group affiliates, indicating their phone numbers and addresses, be submitted, and kept current in the district office.

The Board requests that a current statement of objectives or bylaws of the parent/booster organization be submitted each time the bylaws are changed or amended thereafter.

#### **Financial**

Parent/booster organizations are not official district organizations and must therefore have their own bank account and tax identification number and must be compliant with IRS and state reporting requirements.

The Board requests an annual financial report be provided by the organization Treasurer for review by the district Business Administrator.

#### **Fundraising**

Parent/booster organization fundraising activities shall conform to existing board policies. Fundraisers are also subject to administrative approval and coordination to minimize redundancy, sale conflicts, and to ensure that the fundraising efforts of multiple organizations are effective.

Services and equipment provided through organization fundraising activities are considered supplementary to the resources the district provides for student activities and athletics.

Any equipment or uniforms purchased by the parent/boosters' organizations must be approved by the building principal or athletic director in advance. If approved, the purchase(s) then become the property of the district.

#### **Volunteers**

All volunteers working with students are subject to the district volunteer policy and must submit appropriate clearances and be approved for volunteer status.[3]

#### **Facility Use**

Parent/booster organizations must complete the Utilization of School Facilities Form when seeking to use school facilities for meetings, fundraisers, etc. Facility use requests are subject to administrative and



board approval as per board policy. An application for use of school facilities may be disapproved or revoked because of noncompliance with established policy and procedures.[4]

The Plant Operations Supervisor must endorse modifications and additions to district property by organizations before an installation to ensure student athlete, staff, and community safety as well as compliance with all governmental ordinances. Such modifications may also be subject to board approval.

### Concessions

Approved organizations may operate district-owned concession areas and share district-owned equipment.

Concession food sales must follow state and federal guidelines. Concessions are subject to health department regulation and concession volunteers must be trained appropriately.

Food sales outside district-owned concession areas are considered bake sale items and are operated at the discretion and approval of the administration.

## **Hazing**

### **Purpose**

Policy 247

Last Revised  
September 20, 2021

### **Purpose**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

### **Definitions**

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[\[1\]](#)

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements.

4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:[\[2\]](#)

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.[\[3\]](#)[\[4\]](#)

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[\[5\]](#)

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.[\[6\]](#)[\[7\]](#)

For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain.[\[8\]](#)

For purposes of this policy, serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[\[8\]](#)

#### **Authority**

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[\[4\]](#)[\[5\]](#)[\[7\]](#)[\[9\]](#)[\[10\]](#)

No student, parent/guardian, coach, sponsor, volunteer, or district employee shall engage in, condone, or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

### Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[11][12]

### **Delegation of Responsibility**

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[13][14]

### **Guidelines**

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of [4]

1. Publication in handbooks
2. Verbal instructions by the coach or sponsor at the start of the season or program

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.[7]

### **Complaint Procedure**

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

#### Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[\[15\]](#)

#### *Referral to Law Enforcement and Safe Schools Reporting Requirements –*

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[16\]\[17\]\[18\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[16\]\[17\]\[19\]\[20\]\[21\]\[22\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[17\]](#)[\[22\]](#)[\[23\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[\[16\]](#)[\[22\]](#)

### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

### Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

### Consequences for Violations

#### *Safe Harbor –*

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[\[15\]](#)

#### *Students –*

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[\[4\]](#)[\[7\]](#)[\[15\]](#)[\[24\]](#)[\[25\]](#)

#### *Nonstudent Violators/Organizational Hazing -*

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[\[26\]](#)

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include

rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

*Criminal Prosecution –*

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[\[4\]](#)

## **Injury**

Title

Concussion Management

Number

123.1

Status

Active

Adopted

June 17, 2013

### **Purpose**

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.

### **Definitions**

**Appropriate medical professional** shall mean all of the following:[\[1\]](#)

1. A licensed physician who is trained in the evaluation and management of concussions.
2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.

**Athletic activity** shall mean all of the following:[\[1\]](#)

1. Interscholastic athletics.[\[4\]](#)
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club sponsored sports activities and sports activities sponsored by school-affiliated

organizations in grades 7-12.[3]

3. Noncompetitive cheerleading that is sponsored by or associated with the school.[3]

4. Practices, interschool practices and scrimmages for all athletic activities.[3][4]

### **Delegation of Responsibility**

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.[2]

The Superintendent or designee shall develop administrative regulations to implement this policy, which shall include protocols for concussion management.

### **Guidelines**

The school shall:

Hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management, and recovery process. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.[2]

### **Concussion Baseline Testing**

Required of all student athletes covered in this policy.

### **Removal From Play**

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.[2]

### **Return to Play**

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.[2]

### **Training**

All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and

Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.[\[2\]](#)

### Penalties

A coach found in violation of the provisions of this policy related to removal from play shall be subject to the following penalties:[\[2\]](#)

1. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season.
2. For a **second** violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
3. For a **third** violation, permanent suspension from coaching any athletic activity.