

Updated 6/1/17

PETERS TOWNSHIP HIGH SCHOOL

McMurray, Pennsylvania



COACHES & SPONSORS HANDBOOK

2017 - 2018

**General Information & Guidelines
For Coaches and Activity Sponsors**

Consistent with the tradition of excellence established in the Peters Township School District, this handbook has been developed to provide guidance in the area of school sponsored activities. These guidelines reflect policies adopted by the Board of School Directors and procedures established by the High School Administration, the Pennsylvania Interscholastic Athletic Association (PIAA) and the Western Pennsylvania Interscholastic Athletic League (WPIAL).

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General Information & Guidelines
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This working document includes information related to the operations of activities sponsored by Peters Township High School. It is not meant to be all-inclusive, but to serve as a foundation of basic policies and procedures for coaches. In that this is a working document coaches, parents, and students are encouraged to provide recommendations for improvement as items come to their attention. Coaches and sponsors are responsible for the content included in this handbook, as well as, for any additions/deletions/corrections addressed throughout the school year. Official changes shall be in written form only. The guidelines that appear in this handbook will be in effect until replaced or changed in writing. Athletic coaches work with the Athletic Director, and sponsors work with the Principal.

This document is reviewed annually by:

Mrs. Lori Pavlik
Mr. Brian Geyer

Principal
Athletic Director

Input from all parties is acknowledged and appreciated.

Peters Township High School phone number: 724-941-6250

PETERS TOWNSHIP SCHOOL DISTRICT

MISSION STATEMENT

The mission of the Peters Township Schools, working in partnership with families and the community, is to educate individuals to be responsible, lifelong learners who possess the skills, knowledge, creativity, self-worth, and ethical values necessary to live, learn, lead, and flourish in a rapidly changing, culturally diverse global society.

CHARACTER COUNTS RESOLUTION

Peters Township School District resolves that character counts among our School Board, Administration, Teachers and Support Staff. We support the Community Awareness Committee's efforts to facilitate the grass roots initiative to strengthen and recognize the importance of character to our families, neighborhoods, clubs, schools, government, and businesses. At Peters Township School District, we strive to promote respect, responsibility, and honesty as the cornerstones of our educational environment.

YES RESOLUTION

"Youth Exemplifying Sportsmanship"

Whereas, the Peters Township School District has been contacted by the Peters Township Park and Recreation Board to endorse the "Youth Exemplifying Sportsmanship," (Y.E.S.) initiative, which will provide the children of Peters Township with an opportunity to participate in a positive youth sports program, and

Whereas, the Peters Township School District supports the mission and goals of the Y.E.S. initiative to teach the fundamentals of recreational sports while meeting the developmental needs of children in a safe and fun environment.

Now, therefore, because youth sports programs provide a great benefit to the children and families of our community, the Peters Township School District resolves that the Y.E.S. initiative is essential to the development of sportsmanlike conduct.

Adopted by the Peters Township School Board on March 18, 2002.

PIAA/WPIAL SPORTSMANSHIP

Peters Township School District is a proud member of both the PIAA and WPIAL. The ideals of our athletic and extracurricular programs closely follow the PIAA and WPIAL Sportsmanship initiatives. The Peters Township School District has been the recipient of four (4) PIAA Sportsmanship Awards [1996/97, 1999/2000, 2014/15, and 2015/2016], and we strive to build on our past success in the future years by making Sportsmanship a key priority.

<p>The Peters Township School District continues its policy of nondiscrimination on the basis of sex, handicap, race, color or national origin in compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1976, and Section 504 of the Rehabilitation Act of 1973 in any activities and programs under its sponsorship. These policies apply to application and selection for admission to all courses (including vo-tech) by students, as well as application for employment and all other personnel actions of the district.</p>
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PRINCIPAL'S MESSAGE

My sincerest thank you to all of the coaches, sponsors, parents/guardians, and volunteers who work tirelessly to develop highly competitive and quality extracurricular programs for Peters Township High School. It is a long standing tradition in Peters Township to provide the best and most rigorous programs for our students so that they may grow into thriving and well-rounded adults.

Clubs, activities, and athletics provide our students with additional opportunities to grow and excel. From the quiet student who finds his voice in Forensics to the athletic team that overcomes obstacles to win a championship; these are the events that define our students and help shape their future. For the adults working with these students, it is an honor to nurture the development of confident, talented, and motivated young men and women. It is for this reason that we do what we do.

The support and guidance of our school board, superintendent, central office staff, district and building administrators, counselors, non-professional staff, and custodial staff is invaluable to our continued success. With the strength of our community behind us, there is no limit to the heights we can reach. Continue to push forward and know that the administration will do everything we can to make each and every program the very best it can be.

Best of luck for a great school year!

Kindest Regards,

*Lori A. Pavlik
Principal*

2017 - 2018 SPONSORS/COACHES LIST

<u>Position</u>	<u>Name</u>	<u>Extension</u>
Athletic Director	Brian Geyer, CAA	5233
Assistant Athletic Director	Justin Pyles, RAA	5244
Athletic Secretary	Jami Christopher	5394
Athletic Secretary	Debra Christman	5385
Athletic Trainer	Amber Helphenstine	5607
Athletic Trainer	Nathan Sedlack	5607
Athletic Team Orthopedic	Allegheny Health Network	5607
Faculty Manager	Kristopher Bergman	5394
Faculty Manager	Dale Carmassi	5394
Faculty Manager	Charles Helbig	5394
Faculty Manager	Joseph Maize	5394
SHARP Sponsor	Scott Sussman	5317
Baseball, Head Coach	Joseph Maize	5305
Basketball, Boys Head Coach	Gary Goga	5394
Basketball, Girls Head Coach	Bert Kendall	5394
Bowling, Coed Head Coach (Club)	Robert Murray	5394
Cheerleading, Head Coach	Allie Breisinger	5394
Cross Country, Coed Head Coach	Timothy Wu	5394
Dance, Sponsor (Club)	Barbara Deliere	5311
Fencing, Coed (Club)	Elmira Ioultchieva	5394
Field Hockey, Head Coach	Amy Casciola	3316
Football, Head Coach	Thomas Plack	5620
Golf, Boys Head Coach	David Kuhn	5318
Golf, Girls Head Coach	Kevin Lawrence	5337
Ice Hockey, Head Coach (Club)	Rick Tingle	5394
Indoor Track, Coed Head Coach	Justin Pinto	5322
Lacrosse, Boys Head Coach	Michael Kaplan	5394
Lacrosse, Girls Head Coach	Sarah Lawrence	5394
Soccer, Boys Head Coach	Robert Dyer	5394
Soccer, Girls Head Coach	Patrick Vereb	5394
Softball, Head Coach	Nicole Davis	5394
Softball, Slow Pitch (Club)	Ken Thomas	5394
Swimming/Diving, Coed Head Coach	Michael Meyers	5394
Tennis, Boys Head Coach	Phyllis DeRienzo	5394
Tennis, Girls Head Coach	Brandt Bowman	5394
Track & Field, Coed Head Coach	Justin Pinto	5322
Ultimate Frisbee, Coed Head Coach (Club)	Reid Stewart	5394
Volleyball, Boys Head Coach	Greg Hillard/Nathan Swauger	5394
Volleyball, Girls Head Coach	Ashley Green	5394
Wrestling, Head Coach	Jason Carpetta	5394

2017 - 2018 STUDENT ORGANIZATIONS at PTHS

<u>Student Club Name</u>	<u>16-17 Faculty Contact</u>	<u>Extension</u>
Art Club *	Mrs. De Giovanni	5316
	Ms. McCutcheon	5366
Best Buddies Club	Mrs. Donahoe	5363
Book Club *	Ms. Gilroy	5230
Chess Club *	Ms. Ludwig	5625
Class Officers	Seniors: Mrs. Deliere/Mrs. Howells	5311/5377
	Juniors: Mrs. Baker	5354
	Sophomores: Ms. Corsinelli	5348
	Freshman: Ms. Corsinelli	5458
Computer Club	Mr. Stawartz	5353
Executive Council of Student Leaders	Mr. Lesnett – See Class Sponsors	5211
Forensics Team	TBA	5217
French Club	Mrs. Chenevert / Mrs. Heirendt	5397/5321
FBLA	Mr. Good	5224
Gay Straight Alliance Club*	Ms. Gilroy	5230
German Club	Ms. Ludwig / Mr. Wilkinson	5625/5698
Interact Club	Ms. Gilroy	5230
Law and Government Club	Mr. Brado	5413
Library Assistants	Ms. Gilroy	5230
Literary Magazine	Ms. Gilroy	5230
Marching Band	Mr. Hyskell	5217
Math Club	Mrs. Canfield	5349
Media Club	Mrs. Sitler	5379
Music Club *	Mr. Perrotte	5389
National Honor Society	Mrs. Berger	5404
	Mrs. Kendrick	5338
Pennsylvania Math League	Mrs. Wentzel	5340
PHASE	TBA	5217
Photography Club	Mrs. Boni	5365
	Mrs. Sitler	5379
Spanish Club	Ms. McKenna	5307
SAFE	TBA	5217
Student Council	Mr. Albright	5414
SADD	Mrs. Neff	5247
	Ms. McCarthy	5333
Smoke Signal Student Magazine	Mrs. Sitler	5379
Tech Crew Club	Mr. Zippay	5402
Thespian Troupe	Mrs. Cygrymus	5217
Video Club	Mrs. Hodgkin-Frick	5327
	Mr. Bastos	5387
Yearbook	Ms. Sitler	5379
	Mrs. Boni	5365

**PETERS TOWNSHIP ATHLETIC DEPARTMENT
HIGH SCHOOL SPORTS TEAMS LISTINGS**

FALL

Cheerleading
Cross Country – Boys
Cross Country – Girls
Field Hockey – Varsity
Football – Varsity
Football – JV
Football – 10th Grade
Golf – Boys Varsity
Golf – Boys JV
Golf – Girls Varsity
Golf – Girls JV
Soccer – Boys Varsity
Soccer – Boys JV
Soccer – Boys 9th Grade
Soccer – Girls Varsity
Soccer – Girls JV
Tennis – Girls Varsity
Tennis – Girls JV
Volleyball – Girls Varsity
Volleyball – Girls JV

Clubs

Slow Pitch Softball

WINTER

Basketball – Boys Varsity
Basketball – Boys JV
Basketball – Boys 9th Grade
Basketball – Girls Varsity
Basketball – Girls JV
Indoor Track – Boys
Indoor Track – Girls
Swimming & Diving – Boys
Swimming & Diving – Girls
Wrestling – Varsity
Wrestling – Junior High

Clubs

Bowling
Fencing (FOIL)
Ice Hockey

SPRING

Baseball – Varsity
Baseball – JV
Baseball – 9th Grade
Lacrosse – Boys Varsity
Lacrosse – Boys JV
Lacrosse – Boys 10th Grade
Lacrosse – Girls Varsity
Lacrosse – Girls JV
Softball – Varsity
Softball – JV
Tennis – Boys Varsity
Tennis – Boys JV
Track & Field – Boys
Track & Field – Girls
Volleyball – Boys Varsity
Volleyball – Boys JV

Clubs

Fencing (EPEE)
Ultimate Frisbee

NON-ATHLETIC

The following is a list of non-athletic extra-curricular activities that are available to students at Peters Township High School. This is not an all-inclusive listing.

ACTIVITY	GRADE	ACTIVITY	GRADE
Book Club	9 – 12	Odyssey of the Mind	9 – 12
Class Officers	9 – 12	Pep Band	9 – 12
Computer Club	9 – 12	PHASE (Science Club)	9 – 12
FBLA (Business Club)	9 – 12	Photography Club	9 – 12
Forensics	9 – 12	SAFE (Environment Club)	9 – 12
French, Spanish and German Clubs	9 – 12	Smoke Signals (Newspaper)	9 – 12
Government/Law Club	9 – 12	Stage, Sound & Light Crews	9 – 12
Library Assistant	9 – 12	Student Against Destructive Decisions (SADD)	9 – 12
Literary Publications	9 – 12	Student Council	9 – 12
Marching Band/Band Front	9 – 12	Thespians – (Theatre)	9 – 12
Math Club	9 – 12	Video Club	9 – 12
Newspaper	9 – 12	Yearbook	9 – 12
National Honor Society	11-12		

Distractions from the event, sport and/or activity's main purpose caused by the participant are unacceptable. Body art/body piercing, unusual hairstyles, unkempt facial hair, poor behavior, or any other item that creates a disruption and/or distraction from the purpose of the school offering may result in non-participation and/or elimination from the scheduled event, sport and/or activity for a time deemed appropriate by the High School Principal.

Coaches/sponsors have the right and the responsibility to create rules, guidelines, procedures and consequences related to dress, appearance, behavior, academics, and/or attendance that coincide with the philosophies of the high school and that assist in the participants representing their school in a manner consistent with those philosophies. These rules may be more stringent than what is listed in this handbook so long as they do not violate the law or School Board Policy. These must be preapproved by the High School Principal. Should there be any conflicts the final determination shall rest with the High School Principal.

Students participating in an event, sport and/or activity are responsible for returning school equipment at the completion of the event, sport and/or activity, upon demand by a school official, prior to the participation in final examinations, and/or at the end of the year activities. If the equipment is lost or otherwise unavailable, reimbursement must be made to the district for the value of the equipment as determined by the Athletic Director and/or the Assistant Principal.

PETERS TOWNSHIP HIGH SCHOOL

COACHES & SPONSORS HANDBOOK

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PART ONE - INFORMATION FOR COACHES AND SPONSORS

SECTION 1 – CONFIDENTIAL COMMUNICATIONS OF STUDENTS (School Board Policy #207)

Information received in confidence from a student may be revealed to the student's parent/guardian, building principal or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.

SECTION 2 - ORGANIZATION FOR STUDENT SERVICES

Peters Township High School is organized so that students remain with the same counselor for counseling services during their entire high school career. Students are assigned a counselor based upon the first letter of their last name.

SECTION 3 - DEFINITIONS

Activities - School Board approved co-curricular, extracurricular and athletic opportunities available to students that may have annually approved constitutions and/or by-laws.

Administration - Principal, Assistant Principals, Athletic Director, Assistant Athletic Director, Faculty Manager, or other personnel are delegated to have authority over the organization and management of student activities.

Assistant Athletic Director - person who assists the Athletic Director and Building Principals in the organization and administration of athletic related student activities.

Assistant Coach - persons annually approved by the Board of School Directors under the direction of the head coach that teach, tutor, train or help with student activities or persons directed to do so by the administration. Board approved volunteer coaches are considered assistant coaches.

Athletic Director - person primarily responsible for the organization and administration of athletic related student activities.

Booster Groups - organizational support groups under the direction of the head coach, which conform to School Board Policy #915, found in the text of this document.

- 1.) It must be clearly understood by all Booster/Support Group members that all school district sponsored activities are under the control, direction and supervision of the of the Board of School Directors through building principals and their designee, and the Athletic Director.

Events - planned activities, which the public is invited to attend.

Faculty Manager - persons annually approved by the Board of School Directors under the direction of the Athletic Director who are responsible for providing supervision at events and assisting with additional duties as assigned.

Governing Bodies – national (NFHS), state (PIAA), and local organizations (WPIAL and SHADA) that have authority over middle school and high school student activities.

Head Coach - person annually approved by the Board of School Directors directly responsible for the organization, administration and supervision of all phases of a particular student athletic activity including, but not limited to, student participation, assistant coaches, supplies, materials, equipment, budgets and booster groups.

Meeting - practice, rehearsal or any type of formal or informal gathering of students participating in a student activity.

Payment – Coaches and sponsors receive half of their compensation pre-determined during the mid-point of the activity, and the remaining half at the end of the activity.

Sponsors - person annually approved by the Board of School Directors directly responsible for the organization, administration and supervision of all phases of a particular student activity.

Team - all student participants whose names appear on the official eligibility list for an activity.

Volunteer Coaches – Assistant coaches annually approved by the Board of School Directors who volunteer their time under the direction of the head coach and are subject to all guidelines that apply to assistant coaches and other volunteers (School Board Policy #916). Voluntary years of service do not count toward experience factor.

SECTION 4 - ACTIVITY PHILOSOPHY

1. We believe that a dynamic program of student activities is vital to the educational development of the student.
2. We believe young people learn a great deal from their participation in extra-curricular activities. Lessons in sportsmanship, teamwork, competition, and collaboration with others are an integral part of each activity. Activities play an important role in helping students develop a positive self-concept. Consequently, activities add to a healthy school spirit and help all students develop pride in their school.
3. We believe the opportunity for participation in a wide variety of student activities is a vital part of the student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education.
4. We believe activities should be conducted in accordance with existing Board of Education policies along with rules and regulations set by governing bodies and the administration. This includes student privacy rights as set forth in FERPA regulations.
5. We believe that student participants should be treated with respect at all times and that open communication lines should exist between students, parents and coach/sponsor to provide information regarding the developmental process with respect to activities.
6. We believe coaches/sponsors, teachers, and administrators should encourage students to become involved in a variety of activities during his/her high school years. This includes multiple sports and activities throughout the school year. All sports have a defined season, and no sport shall operate to the detriment of any other sport.
7. We believe those individuals that elect to or are selected to participate in activities are viewed as role models. Therefore, expectations for participants in the areas of appearance, attendance, behavior and academic performance will exceed those for non-participants.
8. We believe that coaches, parents, and adults associated with activities in any way, should serve as role models for all students.

SECTION 5 - CODE OF ETHICS

It is the duty of all concerned with activities to preserve and protect the following Code of Ethics so that students are able to benefit to the greatest extent through involvement in activities.

1. Coaches and sponsors represent the Peters Township School District on and off the playing surface year round.
2. Emphasize the proper ideals of sportsmanship, ethical conduct, honesty, and fair play.
3. Minimize influences that tend to jeopardize proper ideals.
4. Highlight the benefits derived from participation in activities.
5. Display cordial conduct toward visitors and hosts.
6. Achieve a thorough understanding and acceptance of the guidelines and standards relating to participation in activities.

7. Encourage leadership, integrity, respect, responsibility, honesty, and good judgment among participants.
8. Out-of-season involvement, non-event interactions, and preparatory meetings of the group play a major role in the total success of any program. Out-of-season involvement in a sport or activity cannot be mandatory.
9. Display loyalty to the school district and constantly strive for excellence in all areas.
10. Recognize that activities are an integral part of the educational program of the school and an extension of the classroom.
11. Encourage students to participate in any activity for which they show an interest. Coaches and sponsors shall work cooperatively to promote this outcome when same season events are in conflict.
12. Coaches need to support students who desire to be multi-sport athletes.
13. Activity-related obligations and responsibilities are to be given priority over outside commitments.
14. Coaches and sponsors shall prohibit the involvement of booster groups in any activity that is ethically or morally unacceptable or that contradicts established policies, procedures, and guidelines set forth by the administration and governing bodies.
15. Strictly adhere to the chain of command.
16. Refrain from accepting gifts or gratuities from booster groups for performance of duties.
17. Refrain from using students to promote a political belief or philosophy that contradicts the philosophies and/or beliefs so specified by the administration.
18. Refrain from using members of a booster group to promote a political belief or philosophy that contradicts the philosophies and/or beliefs so specified by the administration.

SECTION 6 - CHAIN OF COMMAND

The chain of command has been designed to provide a clear sequence for organization and administration in the area of student activities. This sequence shall be strictly followed for purposes of communication. When a problem or concern moves through the chain of command and reaches the Athletic Director or the Principal level, a written statement will be required using the Activity Report Form available in the Athletic Office. It is the coach and sponsor's responsibility to inform parents, players, and booster groups of this form and these procedures.

1. Superintendent of Schools

The Superintendent reports to the Board of School Directors and communicates directly with the Assistant Superintendent, the high school Principal and the Athletic Director. The Superintendent is responsible to administer to the schools according to adopted goals, policies of the Board of Education, rules and regulations of the State Department of Education, and in accordance with state school code.

2. Assistant Superintendent of Schools

The Assistant Superintendent reports to the Superintendent and Board of School Directors and communicates directly with the high school Principal and the Athletic Director. The Assistant Superintendent assists the Superintendent in the management of extracurricular programs within the School District.

3. High School Principal

The High School Principal reports to the Assistant Superintendent of Schools and communicates directly with the Director of Buildings and Grounds (or designee) and the Athletic Director. The Principal is the official representative of the school and is ultimately responsible for the general organization and administration of all student activities.

4. Athletic Director

The Athletic Director reports to the Assistant Superintendent of Schools and communicates directly with head coaches and other necessary parties. The Athletic Director represents the school and is primarily responsible for the organization and administration of the athletic programs (Grades 7-12). The Athletic Director provides leadership in the day-to-day operation of student athletics and other duties delegated by the administration.

5. **Assistant Athletic Director**

The Assistant Athletic Director reports to the Athletic Director and communicates directly with Faculty Managers, head coaches or their designee and security personnel and event staff. The Assistant Athletic Director assists the Athletic Director in the administration and organization of the athletic programs (Grades 7-12).

6. **Director of Buildings and Grounds**

The Director of Buildings and Grounds reports to the Business Manager and communicates directly with the high school Principal and the Athletic Director. The Director of Buildings and Grounds is ultimately responsible for the preparation and maintenance of buildings and grounds.

7. **Faculty Manager**

The Faculty Manager reports to the Athletic Director and communicates directly with head coaches or their designee and security personnel and event staff. The Faculty Manager represents the school and is responsible for the supervision of participants and spectators at events along with other duties delegated by the Athletic Director.

8. **Head Coach/Sponsor**

The Head Coach reports to the Athletic Director and the Activity Sponsor reports to the Principal. Each communicates directly with assistant coaches/sponsors, student participants, parents/guardians, and booster groups. The Head Coach/Sponsor represents the school as the person directly responsible for the total operation of the activity and supervision of participants along with other duties delegated by the Athletic Director and/or the building Principal.

9. **Assistant Coach**

The Assistant Coach reports to the head coach or sponsor and communicates directly with student participants and parents/guardians. The Assistant Coach represents the school as a person directly responsible for the activity and supervision of participants along with other duties delegated by the head coach or sponsor.

10. **Student Participants and Parents/Guardians**

Student Participants and Parent/Guardians report and communicate to the head coach or assistant coach or sponsor. The head coach/sponsor will address decisions, problems and concerns involving his or her activity prior to any involvement by the Athletic Director or the administration.

11. **Organizational Support Group President (Booster President)**

The Organizational Support Group president reports to the head coach or sponsor and communicates directly to members of the booster club. The Organizational Support Group President represents the group as the person directly responsible for the representation of members along with the direction/coordination of activities and the implementation of policies/procedures affecting the group.

The head coach or sponsor will address decisions, problems and concerns involving his or her support group prior to any involvement by the Athletic Director or the administration.

SECTION 7 - PURPOSE

This working document includes information related to the operations of the activities sponsored by Peters Township High School. It is not meant to be all-inclusive, but to serve as a foundation of basic policies and procedures for coaches and sponsors. In that this is a working document; coaches and sponsors are encouraged to provide recommendations for improvement as items come to their attention. Coaches and sponsors are responsible for the content included in this handbook, as well as, for any additions/deletions/corrections addressed throughout the school year. Unless directed by proper authority or in the event of an emergency, all provisions will be adhered to until such time as they are superseded by change in written form.

PART TWO: GUIDELINES FOR COACHES AND ACTIVITIES SPONSORS

SECTION 8 - ABSENCE FROM DUTIES

The administration expects coaches and sponsors to perform all duties and complete all related tasks according to established guidelines. Head Coaches and Sponsors are responsible for developing a reporting system for assistant coaches/sponsors and monitor their attendance at meetings and events. All coaches and sponsors are expected to be in attendance at all meetings and events. If attendance becomes a concern, the head coach shall contact the Athletic Director immediately and the sponsor will contact the Principal. In cases when a coach or sponsor is not able to attend an assigned or scheduled meeting or event that will result in supervision concerns, he/she shall contact the Athletic Director or Principal in advance.

SECTION 9 – ACCIDENT / INJURY REPORT PROCEDURES

Incidents that require immediate medical attention by a physician

- A. The trainer/coach/sponsor will contact 911.
 - B. Notify parent, if parent is unavailable, contact the person designated as the emergency contact.
 - C. Upon arrival of the emergency medical personnel, trainer/coach/sponsor will communicate with them to determine the treatment plan, including if necessary, the location of the treatment facility to which the student will be transported. This information will then be conveyed to the parent or emergency contact person.
 - D. If the student requires transportation, via an ambulance, to the treatment facility, the coach/sponsor will determine whether it is necessary for someone to accompany the student to the treatment facility, and if so, who. In making such a determination, the coach/sponsor will consider such factors as the age of the student, extent of the injuries or illness, availability of the parent or emergency contact person, expressed wishes of the student and/or parent, the safety and welfare of the other team/activity members, and other relevant factors deemed pertinent by the coach/sponsor.
 - E. If someone accompanies a student to a treatment facility, that individual should remain with the student until the parent or emergency contact person arrives at the treatment facility.
 - F. The coach will notify the Athletic Director. The sponsor will notify the Principal.
 - G. The coach/sponsor should attempt to contact the parent later that day or on the following day to obtain information regarding the student's welfare and disposition.
 - H. The coach and/or the athletic trainer should notify the Athletic Director if 911 is called—or—if a student athlete is recommended to seek immediate medical attention.
2. Reporting Procedures for all injuries
 - A. The trainer/coach will complete the "Accident Report" form immediately following all injuries or accidents that involve any student under their supervision during a meeting or event or while traveling to or from a meeting or event. .
 - B. The form shall be turned into the Athletic Director within twenty-four (24) hours.
 - C. The Athletic Director will forward the form and immediately forward a copy to the nurse, Principal, and Superintendent.
 - D. The trainer/coach shall list the injury on the log that is kept in the athletic training room.
 - E. Coaches shall personally contact the parent/guardian of any injured participant and inform the Athletic Director and/or Principal immediately when an accident or injury is serious in nature.
 3. Return to Participation
 - A. Students whose participation has been restricted because of illness or injury, and were under the treatment of the trainer or physician, must receive written permission from the provider prior to their return to the activity.
 4. Procedures on Prevention and Care of Injury
 - A. Training Program
 - (1). The trainer shall set the guidelines for use of the training room.
 - (2). The head coaches of the in-season activities shall work with the trainer to maintain

- cleanliness and orderliness in the training room.
- (3). Supervision shall be provided for student participants utilizing the training room.
 - (4). No student shall have access to the training room without supervision by the trainer or coach.
 - (5). The head coach according to the established guidelines shall report injuries or accidents.

SECTION 10 - ACTIVITIES ACCOUNTS (SPONSORS)

Sponsors shall use the following procedures for depositing funds:

1. Obtain two different Activity Deposit forms (a Check/Cash Deposit form for recording monies and checks and a High School Activity Deposit Form) from the file cabinet in the reception area of the Principal's Office or from the N Drive in the Teacher Resource folder.
2. Fill out the forms making sure that the cash/coins are organized, bundled/wrapped, totaled, and listed on the deposit slip. Check numbers, names, and amounts with totals should be listed individually on the Check/Cash Deposit Form.
3. The forms and their accompanying cash/checks are presented for deposit to the budget secretary in the Principal's Office. The budget secretary will make the deposit at the bank and record the transaction in the office record of the Activity Account. A copy of the deposit form will be returned to the sponsor as a receipt.
4. The Principal's Budget Secretary will provide all sponsors with a monthly report of their account deposits/withdrawals and the ending balance.
5. Teachers/Sponsors/Coaches may seek approval for student trips per the Board policy.

Sponsors shall use the following procedures for withdrawing funds:

1. Obtain a Activity Withdrawal forms from the file cabinet in the reception area of the Principal's Office or from the Teacher Resource folder on the N drive.
2. Complete the form, making sure that all original receipts and/or invoices (not a billing statement) are attached. A request for a withdrawal cannot be made without an invoice or receipt. Sponsor and Student Officer signatures must also be obtained on the Withdrawal form.
3. The forms are to be submitted to the budget secretary in the Principal's Office for disbursement. The issued check will then be mailed to the vendor and a copy of the Withdrawal Form will be returned to the Sponsor for the club's records.

The sponsor shall obtain all necessary pre-approvals, complete all paper work and address all board, building and legal issues. Sponsors shall seek advice from the administration when necessary prior to processing.

SECTION 11 - ACTIVITY/PARTICIPATION FEE

Students in Peters Township High School and Middle School are required to pay Athletic and Activity Fees to offset the cost of transportation, equipment, supplies and other expenses associated directly with student athletics and High School activities.

Athletic participants should submit check or money order to the Athletic Office for grades 9-12 and the Middle School Main Office for grades 7-8. Submit check or money order payable to Peters Township School District.

Fees for High School activities will be submitted to the group sponsor at the second meeting of the organization.

Circumstances Eligible for Reimbursement: Any athlete who sustains a documented (applicable doctor's note) season-ending injury within the first seven days of the first WPIAL recognized game, and the athlete decides to not stay with the team within those seven days, he/she is eligible to have their fee reimbursed by the District. After the try-out period, any athlete who is not selected will be eligible for reimbursement. Fee reimbursements will not be issued if a student quits a team for reasons other than specified above. If

a financial hardship exists and the family has qualified for Free or Reduced Priced lunches within the District, the parent is asked to provide that information in written form to the Athletic Director.

SECTION 12 – ADMINISTERING NALOXONE (School Board Policy #820)

Fatal and nonfatal overdose can result from the abuse of opiates such as morphine, heroin, fentanyl, oxycodone as found in OxyContin®, Percocet®, Percodan®, and hydrocodone as found in Vicodin®.

Naloxone, commonly known by the brand-name Narcan®, is an opioid antagonist which means it displaces the opioid from receptors in the brain and can therefore reverse an opiate overdose. It is a scheduled drug, but has no euphoric properties and minimal side effects. If it is administered to a person who is not suffering an opiate overdose, it will do no harm. Naloxone had been available as an injectable since the 1960's, but was recently developed as a nasal spray.

When a coach/sponsor suspects that an individual is suffering from an opiate overdose, immediately call 911.

SECTION 13 - ANNOUNCEMENTS

Announcements that pertain to the general student population, specific school-related groups or teams, faculty, staff, Peters Township High School activities, information, and events will be considered for the public address morning announcements. It is the responsibility of the group to be sure the announcement is proper and appropriate.

All announcements must be typed and e-mailed to the following address: (pthsannouncements@ptsdwebapps.com) at least one day in advance of the date the information is to be announced. Reporting event results and statistics must be submitted no later than 7:00am following the event. Public Address announcements to be aired at the end of the day will be limited to cancellations or emergencies only.

SECTION 14 - ANNUAL SELECTION AND EVALUATION OF COACHES

Where non-athletic coaches are involved, the appropriate Principal will replace the Athletic Director in this process (i.e. Band Director, Forensics Coach).

1. Selection of Coaches/Sponsors

All coaches are employed for a one-year period and must be recommended by the Athletic Director/Principal and approved annually by the Board of School Directors. All coaches will be recommended to the Board for approval seasonally. Head coaches are responsible for recruiting assistant coaches and monitoring the application process. To obtain approval for assistant coaches, a coaching application packet can be requested through the Athletic Office.

When the required application forms are submitted, the Athletic Director will schedule an interview. Pending the outcome of the interview, the recommendation will be made to the Principal and Superintendent for consideration to be placed on the School Board agenda. All new coaches, including new volunteer assistants, shall meet with the Principal/ Athletic Director to discuss expectations before being placed on the board agenda. Coaches shall assume duties and responsibilities only after being officially approved by the Board of School Directors and all compliance documents, including clearances, are on file in the office.

2. Annual Evaluation of Head Coaches and Faculty Managers

Head coaches and faculty managers are rated annually, or at any time deemed necessary by the Athletic Director in collaboration with High School Principal. Annual evaluations will take place during a meeting to be scheduled at the end of the activity season or at the end of the year for yearlong activities. Present at the rating meeting will be the Athletic Director. Coaches shall, where applicable, discuss the rating for their assistant coaches at this meeting and shall be prepared to review their performance. Exit interviews may be conducted for coaches/sponsors and faculty managers, as deemed necessary by the administration.

3. Annual Evaluation of Assistant Coaches

Head coaches are responsible for evaluating assistant coaches using the Assistant Coaches Rating Form provided by the Athletic Office. These forms shall be submitted to the Athletic Director by the head coach at the time of his/her coaching evaluation meeting. The Athletic Director will determine the final rating of all coaches. Assistant coaches' evaluations should not be reviewed with them until after the head coaches review.

4. Disciplinary Sequence

It is expected that all coaches strive to adhere to the provisions of this handbook, the PTHS Student-Parent Handbook, the policies of governing bodies, and district policies. The Athletic Director shall lend support to coaches to assist in the completion of performance responsibilities. Coaches and sponsors shall function in a spirit of cooperation at all times. When the administration determines there is a need for improvement, appropriate action will be taken. Sample consequences for continued disregard for proper procedures are listed below. These consequences may or may not be administered in a progressive manner.

SAMPLE CONSEQUENCES

Informal discussion	Formal letter of reprimand
Informal verbal reprimand	Suspension
Informal written reminder	Immediate termination*
Formal verbal reprimand meeting	Non-renewal of contract

*Instances of gross negligence, repeated and/or multiple issues and/or infractions deemed serious in nature by the Athletic Director or administration may result in immediate termination.

5. Mentoring for New Coaches

A "mentoring" program has been established for newly hired PTSD varsity head coaches to include proper orientation in regard to responsibilities, communication, commonly asked questions and assignment of a mentor to assist in the transition. *The Coaches and Sponsors Handbook* is used in this training/continuing education. Head coaches are expected to mentor their assistant coaching staff.

SECTION 15 – ANTI -BULLYING & CYBER-BULLYING (School Board Policy #249)

The district is committed to providing a safe, positive learning environment for district students. The Board and the District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying is an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting, and/or outside of a school setting that is severe, persistent or pervasive and has the effect of substantially interfering with a student's education, creating a threatening environment, and/or substantially disrupting the orderly operation of the school.

Bullying as defined in these rules includes cyber-bullying.

SECTION 16 - ATTENDANCE

All students involved with athletic and non-athletic meetings, practices, performances, or contests are subject to specific regulations. Students who report to school after 11:15 am will be considered absent and will not be permitted to participate in practices, performances, contests, or events on that day. Any waiver to the above shall be by the Athletic Director or the High School Principal.

Excessive absence is defined as more than 10 absences, excused, unexcused, or a combination of both. Medical and/or approved educational trips will not count against the student unless the total days absent reach 15 or more. A review will then be necessary. Students who accumulate excessive absences may be restricted from participation in athletic and/or non-athletic activities, have their parking/driving permit revoked and/or be removed from leadership positions.

SECTION 17 - AWARDS AND VARSITY LETTERS (ATHLETICS)

Awards and varsity letters are encouraged and generally accepted as an effective way to recognize student performance. Head coaches are solely responsible for all awards, varsity letters etc. so long as they adhere to adopted criteria. The head coach and Athletic Director, prior to purchase/distribution, shall approve all awards and recognition. Award presentations shall be for the sole purpose of student recognition and shall not be a forum for political comment. At a minimum, a request to give an award/honor must include a signature from the head coach supporting this award/honor (Principal's signature for non-school awards/honors), the name of the award/honor, the "specific" criteria for achievement of the award/honor, the "specific" selection process for identifying the winner of the award/honor. Head coaches shall be part of any process for selecting awards/honors for their area.

Guidelines for awards/honors should be announced prior to an award being given and will be displayed and/or distributed at each event/ceremony when such awards/honors are being given.

A coach or representative shall attend all banquets and programs in which any student participating in his/her activity is being recognized (i.e. Senior Recognition Night, Chamber Awards Night, All Conference Banquets, etc.)

Varsity letters will be awarded when the student has met requirements set forth by the coach and in accordance with adopted criteria. These criteria shall be communicated to the participants at the beginning of each season. The Athletic Director, prior to the start of the season, must approve any deviation from the general requirements for lettering outlined in this section. The approved criteria for earning a varsity letter shall be communicated to the participants prior to the first event. All appeals are subject to the sole discretion of the Athletic Director.

Head coaches have the right to withhold awards if necessary as a disciplinary consequence. The head coach prior to the withholding of an award shall inform the Athletic Director and the Principal. Descriptions of the awards appear below:

Junior Varsity and 9th Grade Awards	Paper award certificate
1st Varsity Award	6" block "P" with pin representing that sport
2nd Varsity Award	White award certificate with a metal insert of the activity
3rd Varsity Award in same sport	Silver achievement plaque and a metal insert bar
4th Varsity Award in same sport	Gold achievement plaque and a metal insert bar
Manager Awards	Awarded in the same manner as above per coach's discretion

General Requirements for Ninth Grade Awards

1. The participant must finish a complete season in good standing and must have contributed to the team effort.

General Requirements for Junior Varsity Awards

1. A junior varsity award will be given to those participants who have not met the criteria for a varsity award.
2. The participant must finish a complete season in good standing and must have contributed to the team effort.
3. In some cases, individual scoring may be used instead of the 50% Rule.

General Requirements for Varsity Awards

The 50% rule shall be a minimum requirement for lettering. To qualify for a letter, students shall actively participate in a minimum of 50% of the possible quarters/innings/periods/matches in a season.

Additional criteria for varsity lettering are listed below.

1. Attendance is required at all meetings and events unless excused by the coach.
2. In cases when a participant is involved in an event record or a school record, he or she will receive consideration for an award.

General Requirements for Senior Service Awards

1. Senior service awards may be given at the discretion of the head coach.
2. Participation as a junior and senior for the entire season is required.
3. The participant must finish both junior and senior seasons in good standing and have contributed to the team effort.

SECTION 18 - AWAY EVENTS

Coaches and sponsors shall provide supervision at all times during away events including supervision on buses/vans, etc. Coaches and sponsors are responsible for the condition of the facilities used by their team or activity and for the behavior of team/activity members at away events. Guidelines for appearance are in effect at all times. Head coaches and sponsors shall require all personnel associated with the team to dress appropriately while representing PTHS and when traveling to and from away events.

Unless the head coach or sponsor has extended prior approval, all participants shall travel with the team to and from away events. The Travel Release Form must be turned into the Athletic Office if a student athlete does not use the district-provided transportation to or from an event. This form should be turned in at least 24 hours prior to the event. When at all possible, avoid taking food or drinks on the bus, especially those foods most likely to produce allergic reactions, i.e. peanuts. If circumstances warrant taking food on the bus, it is the coach's responsibility to make sure athletes clean up before exiting the bus.

Meals for students during away events are not reimbursed by the school district.

In cases of emergency or injury, the coach or sponsor shall monitor the situation, remain with the participant (when applicable), and inform the parents and the administration immediately (See the section on Accident/Injury Report Procedures).

The head coach/sponsor shall work closely with the Athletic Director/Principal regarding practice schedules, traveling and lodging arrangements, etc. when teams qualify for post-season events. The Athletic Director is responsible for making all decisions and arrangements regarding post-season play.

SECTION 19 - BOOSTER GROUPS

The School District recognizes and declares that the role of an approved Booster Group is to assist and support but not to direct, interfere with, nor supplant the staff, existing facilities or athletics programs of the school. It must be clearly understood by all Booster/Support Group members that all school district sponsored activities are under the control, direction and supervision of the Board of School Directors through building principals and their designee, and the Athletic Director. Booster/Support Groups do not have the authority to direct the duties of a school district employee and/or approved coach/sponsor volunteers.

All essential items for activities are provided by the school district including salaries, supplies, equipment, transportation, and facilities. Booster groups may raise funds to purchase non-essential items that have been requested by the head coach or sponsor not approved through the budget process. The Booster group may also provide meals for students during away events. Items that booster clubs plan to purchase are identified and submitted to the Athletic Director by the head coach/sponsor each year as part of the required booster club packet. The Athletic Director and Principal approve fundraising plans identified in the booster packet. Fundraising without administrative approval is not permitted and shall be suspended immediately. Booster groups may also assist in promoting activities. Booster groups, through the school

district Technology Department are permitted to house their own websites through a link on the Peters Township School District website. Booster groups are not permitted to engage in political action that directly or indirectly involves their activity, other activities, or any school/community issue. The Athletic Director or Principal will suspend and possibly dissolve any booster club that engages in improper political activity or at the recommendation of the coach or sponsor.

The Booster/Support Group Policy (School Board Policy #915) established by the Board of School Directors is below:

Recognition

Parents/Guardians or adult sponsors must discuss their intent to form a Booster/Support Group with the Athletic Director or appropriate building principal. Thereafter, the administrative employee shall make a recommendation to the Board to approve or disapprove the Booster/Support Group. Action to recognize the Booster/Support Group will then take place at a public School Board meeting.

In order to gain and maintain recognition as an approved Booster/Support Group a Booster/Support Group must adhere to the following guidelines:

1. Ensure that the Athletic Director has a current copy of the organization's bylaws. These bylaws must, at a minimum, contain the following elements:
 - a. All financial decisions must be driven by and approved by the general membership through their vote. No sub-group of the organization should be allowed to authorize spending above a specified amount prior to the next meeting without approval of the membership. The bylaws must specify how often the above referenced dollar amount can be spent and over what period of time. (Example: \$500 over a month.)
 - b. District coaches/sponsors must serve as advisors to the organization and membership, not as decision makers in determining what the group will do or how it will spend its money, but to request what they need.
 - c. Define what constitutes a quorum of the organization's membership.
 - d. A nominating Committee shall consist of individuals who qualify as members of the organization. The Nominating Committee shall be selected by the membership. The slate of nominated officers must be presented to the membership for thirty (30) days prior to the vote. (In circumstances where the thirty (30) day notice presents a hardship, it may be reduced with written permission received by the Athletic Director but in no case will the notice period be less than ten (10) days.) The Nominating Committee cannot consist exclusively of Executive Board members.
 - e. All checks written must have two (2) signatures – a signature of the Treasurer and a signature of another specified officer of the Executive Board.
 - f. Bylaw revisions/amendments shall be available to the membership for review for at least thirty (30) days prior to the membership vote. (In circumstances where the thirty (30) day notice presents a hardship, it may be reduced with written permission received by the Athletic Director but in no case will the notice period be less than ten (10) days.)
 - g. The Treasurer shall prepare a Treasurer's Report of financial expenses for the membership for every regular meeting.
 - h. Provide a format to advertise to the organization the agenda, date, time, and location for the upcoming regular meetings. Special meetings should be advertised at least five (5) days in advance.
 - i. When a code of conduct is referenced in the bylaws, the bylaws specify where the code of conduct can be found.
 - j. If specifically using Robert's Rules of Order, the most current edition of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered in the bylaws.
 - k. Major decisions including the election of officers, the budget, bylaw changes, election of a nominating committee, the Treasurer's monthly report and payment of expenses,

determining a fundraiser, entering into a contract, and the annual audit report must be driven by a membership vote.

- I. All booster groups must hold their regular meetings at the Peters Township High School or other school District facilities. This requirement does not pertain to banquets.
2. Forward to the Athletic Director a listing of current officers' names, phone numbers and emails prior to the beginning of the season. Any changes of officers must be reported to the Athletic Director within ten (10) days.
3. Prior to the beginning of the season, submit a copy of the organization's financial report to the Athletic Director that shall include a proposed budget for the forthcoming fiscal year with anticipated expenditures and revenues (including projected fundraising activities).
4. The Booster/Support Group President/Sponsor (or if unavailable, at least one (1) Board member) must attend an annual information meeting called by the Athletic Director to discuss policies and procedures for Booster/Support Groups.
5. Comply with all policies, rules and regulations of the District as well as all laws that govern the Booster/Support Group and P.I.A.A. guidelines, if applicable.
6. The Athletic Director shall be informed of meetings of the organization, presented with an agenda in advance, have a standing invitation to attend, and be provided with minutes and other supporting documentation, including financial statements used at the meeting, within a month of such meetings.
7. Each Booster/Support Group shall deposit all proceeds and receipts of the organization into an FDIC insured depository bank. Booster/Support Groups must follow appropriate accounting practices in maintaining and disbursing funds.
8. Booster/Support Groups shall not use the District tax-free number for purchases.
9. Must submit a year-end Treasurer's Report as set forth in this policy.
10. Communicate with all prospective members/parents/guardians at the first possible opportunity, prior to tryouts, if possible, explaining Booster/Support Group operations.
11. Prohibit the sale or consumption of alcoholic beverages and the use of any tobacco products at any and all Booster/Support Group functions on school District property or at any club or organization-sponsored function at which students are in attendance.
12. Comply with District policies and administrative regulations on clearances required for volunteers.

Fundraising

Fundraising activities (activities that are intended to raise money for the Booster/Support Group) shall be processed through the sponsor/coach and the Athletic Director, and approved by the appropriate building principal. Forms are available in the high school Athletic Office. Approval of the Board will be required for direct involvement of students in fundraising activities.

Fundraisers must be approved before any tickets are handed out, fliers are posted, items are ordered, or sales begin.

Conflicts in scheduling activities will be resolved between the respective organizations and appropriate building principal/Athletic Director.

A master list of approved fundraisers shall be maintained in the Athletic Office.

Booster/Support Groups shall indemnify and hold the District harmless against any encumbrances made on behalf of the organization.

Any announcement and/or advertising of any event or activity shall clearly indicate that it is sponsored by the Booster/Support Group and not the school or District and comply with District policies.

The Booster/Support Group shall not require mandatory participation by students in any fundraising activity as a condition of participation in the school-sponsored programs.

All fundraisers must comply with applicable law, including but not limited to, the PA Solicitation of Funds for Charitable Purposes Act and the Local Option Small Games of Chance Act.

Service Projects/Charitable Activities

All Booster/Support Group service projects and/or collections (monetary fundraisers or requests for in-kind donations) for the benefit of a charitable organization, other than the Booster/Support Group, shall be processed through the Athletic Director if it involves a high school Booster/Support Group or the appropriate building principal if it involves a Booster/Support Group related to a building other than the high school. Approval of these projects remains at the building level and School Board approval is not necessary.

Year-End Treasurer's Report

Within a month after their respective banquet or no later than the last day of school for that school year, each organization shall submit a post-season financial report to the Athletic Director that includes the following:

1. An actual budget for the previous fiscal year with documented revenues and expenditures.
2. A statement confirming that its finances are in good standing and have been reviewed and submitted by the Treasurer that is signed by the President and Treasurer.
3. Any other form listing expenditures requested by the Athletic Director.

If this report is not submitted on time, the organization will not be permitted to begin the next school year's booster/support plan until the report requirements are completed.

Donations/Gifts to School

The Board recognizes that Booster/Support Groups contribute in a material way by providing services, supplies, equipment, etc., to the District and/or school District students. However, it is the school's responsibility to know what resources are coming into a program.

Booster/Support Group donations/gifts shall be made in accordance with District policy.

Booster/Support Group donations to individual athletic programs shall be made with the advice and approval of the Athletic Director. This is necessary to ensure equity among programs in keeping with the guidelines of Title IX and to protect athletes from potential violations of P.I.A.A. and N.C.A.A. regulations concerning amateur gifts.

Booster/Support Group donations to nonathletic programs shall be made with the advice and approval of the appropriate principal.

Any gifts of equipment that would require installation, storage or maintenance shall require formal acceptance by the Board. Any such equipment donated shall become the property of the School District. The Board reserves the right to decline any contribution, donation or gift offered by a Booster/Support Group if it believes that it is in the best interests of the school District to do so.

Gifts to Athletes/Coaches

Any and all awards, gifts, or other items given to the participants of said programs must not violate the policies of the District, the P.I.A.A., W.P.I.A.L., or the N.C.A.A.

Gifts to coaches or other District employees must comply with District policy.

Any interest that shall yield directly or indirectly a monetary or other material benefit to any employee or volunteer is prohibited. However, sponsors and coaches are permitted to accept gifts of nominal intrinsic value.

Student Awards

Awards, trophies, or other forms of recognition provided by Booster/Support Groups shall be coordinated with the sponsor/coach of the organization and the Athletic Director for athletics, and the appropriate building principal for all other activities. Recipients are to be determined by utilizing criteria established by the Booster/Support Group.

Use of School District Facilities and Resources

Requests for use of school District facilities and resources shall be made through the Athletic Director and comply with Peters Township School District Use of School Facilities and Access to School Procedures, Materials, and Facilities Policies.

No temporary or permanent modification of District structures or facilities may be made without the approval of the building administrator or facilities manager.

Concession Stand Use

Booster/Support Groups involved in concessions at school events shall follow District guidelines for use:

1. Booster/Support Groups must receive the permission from the Athletic Director for use of the concession stand.
2. The group using the concession stand is responsible for cleanup of the facility.
3. Equipment must not be removed from the concession stand without permission of the Athletic Director.

Right to Privacy

Provisions of the Student Records Policy will prevail in making lists of students or parents/guardians available to support organizations. Organizational support groups are prohibited from providing vendors with directory information for telemarketing purposes related to fundraising.

Concerns

Concerns or issues of individual members of Booster/Support Groups regarding the team or athletic program or organization should follow the chain of command indicated below:

- Step 1 – Refer to bylaws
- Step 2 – Executive Board of Booster/Support Group
- Step 3 – Coach/Club Advisor
- Step 4 - Athletic Director
- Step 5 - Building Principal
- Step 6 - Superintendent
- Step 7 – School Board

General Expectations

1. To ensure custodial and security services, when seeking use of school buildings and facilities for meetings and activities, Booster/Support Groups must seek permission from Athletic Director and/or complete the "Use of Facilities" form as required of all outside groups.
2. The District will not be held responsible for any equipment owned by a Booster/Support Group that is lost, damaged, or stolen.
3. The Board does not assume financial responsibility for a Booster/Support Group and excludes itself from any liability a Booster/Support Group may incur.
4. A District employee, who is hired as a coach/sponsor, shall only serve in an advisory role to the Booster/Support Group that serves the program for which s/he is employed and shall not serve as an officer/director or control the money or accounts of the Booster/Support Group.

5. A coach/advisor's role in the functioning of the Booster/Support Group is solely in an advisory capacity and for final approval of what the Booster/Support Group intends to purchase. S/He should not handle money or make purchases in the name of the Booster/Support Group. Only the Booster/Support Group shall control the money or accounts of the Booster/Support Group. Allowing a coach to be responsible for management of funds is a conflict of interest and must be avoided.
6. In the event that a Booster/Support Group contracts with any individual(s) or outside entity for services that take place on school District-owned facilities, then, that individual or entity must carry a minimum \$1,000,000 liability insurance policy, and must provide certificates of insurance to the Director of Finance or designee.
7. Booster/Support Groups that are 501(c)(3) organizations should be knowledgeable about restrictions and use of funds, especially as that relates to the use of "individual member accounts". With regard to all Booster/Support Groups, regardless of 501(c)(3) status, under no circumstance should Booster/Support Group money be distributed to individual members/players except to pay for Booster/Support Group activities. (For example, if a Booster/Support Group is using individual player accounts and an individual player raises more funds than is necessary to pay for expenses related to that player's activities in the group, the money should go into the Booster/Support Group's general operating account and should not be distributed to the individual player).
8. Unless a Booster/Support Group is saving for a particular future expense, current fundraising dollars should be used for expenses incurred in the same year.

SECTION 20 - BUDGET PREPARATION

The athletic budget is the general responsibility of the Athletic Director. Each head coach shall work within the guidelines set forth by the Athletic Director relating to target due dates, available funds, and plans for major purchases.

Head coaches are responsible for making the budget requests for their entire program in the areas of uniforms, equipment, entry fees, books, clinics and booster clubs. Assistant coaches in each program will make their budget requests through the head coach.

Coaches shall use the following criteria for developing their budgets.

- Present inventory of uniforms and equipment
- Condition and age of existing equipment
- Uniform rotation
- Number of teams and athletes in the program
- Equipment rule changes
- Projected long-range needs program
- Safety considerations

Head coaches will submit the budget requests for the upcoming year. Budget requests shall be on the appropriate forms and be accompanied by the end of season inventories for their activity.

The annual budget shall be prepared by the Athletic Director and reviewed with the Business Manager.

The Athletic Director's primary budget responsibilities are:

1. Analyze the coaches' requests to determine the amount to be budgeted for each respective activity within the limits of the total budget.
2. Prepare the budget request in the non-coaching areas of the athletic department operation such as:
 - Awards
 - Clinics
 - Equipment repair
 - Field maintenance supplies
 - Evening staffing
 - Medical supplies
 - Officials

- Operating personnel
- Tournaments and invitationals
- Transportation

The head coach shall report the total cost of the activity budget requests to the Athletic Director that will include the cost of supplies and equipment.

Booster groups can consider funding items requested but postponed or not approved during the budget process for purchase. All of these items must be presented in advance to the Principal and/or Athletic Director by the Booster group.

SECTION 21 - BUS BEHAVIOR

A high standard of student behavior on school buses, while entering or leaving the buses, is expected and will be required. The bus driver is in charge of the vehicle, and his/her instructions are to be obeyed. Possession or use of alcohol and tobacco, throwing objects from windows, rowdyism, standing while the bus is in motion, deliberate delays in boarding, unauthorized transferring to another bus, opening of emergency doors without the driver's permission except in bona fide emergencies, distracting the attention of the driver, failure to cooperate with the driver, or any conduct detrimental to safe bus operation will result in a review of the offending student's opportunity to continue to ride the bus, may cause permanent loss of this privilege, and could lead to suspension or expulsion from school or other disciplinary action deemed appropriate by the building principal, Superintendent, or School Board. Damage to the vehicle will be charged to the student responsible. Note that School District buses are equipped with video and audio recording devices.

SECTION 22 - COACHING TECHNIQUES

Coaches and sponsors are encouraged to use a variety of techniques to teach and motivate participants to perform to the best of their ability. Some recommended techniques are listed below.

- Use a variety of acceptable teaching and coaching practices – profanity is unacceptable, as is the spitting of any item, including seeds, on turf. Tobacco use is strictly prohibited.
- Conduct well-organized meetings and practices.
- Complete planning well in advance.
- Adhere to current practices with regard to injury prevention where applicable.
- Meet with the Athletic Trainer staff to design both in-season and out-of-season conditioning and training programs and adhere to the agreed upon program at meetings and events.
- Follow acceptable practices when injuries occur and maintain good communications with students, trainers, doctors, parent/guardians, and the administration.
- Conduct pre-season and out-of-season preparation for activities within the guidelines of governing bodies.
- Conduct camps/clinics for lower level participants when appropriate.

SECTION 23 - COMPLAINTS/CONCERNS REGARDING SCHOOL PERSONNEL, and PROGRAM. (School Board Policy #906)

Any requests, suggestions or complaints directed to individual Board members and/or the Board shall be referred to the Superintendent for consideration and action. If further action is warranted, based on the initial investigation, such action shall be in accordance with the set procedures.

- 1.) First Level - Complaints and requests shall be addressed initially to the concerned employee who shall discuss it with the complainant and attempt to provide a reasonable explanation or take appropriate action within the employee's authority.
- 2.) Second Level - If the issue cannot be resolved satisfactorily at the first level, it shall be discussed by the complainant with the Athletic Director, Building principal, or the employee's immediate supervisor.
- 3.) Third Level - If a satisfactory solution is not achieved by discussion with the building principal or immediate supervisor, a conference shall be scheduled with the Superintendent or designee.

- 4.) Fourth Level - Should the matter not be resolved by the Superintendent or designee or is beyond his/her authority and requires Board action, the Superintendent or designee shall provide the Board with a complete report.

SECTION 24 – CONTROLLED SUBSTANCES (School Board Policy #227)

The School District expects students to report for class or extra-curricular, co-curricular, school sponsored/sanctioned activities in a condition that will allow them to perform their various duties in a safe and efficient manner. The School District recognizes that in-school as well as out-of-school drug and alcohol use has a negative impact on the institution as a whole and is detrimental to the safety of our student body as well as our goal of a drug-free learning environment. Rules, guidelines and procedures have been developed to provide students information in advance of a problem and to promote the safety of all students, faculty and the public. Drug and/or alcohol violations will not be tolerated, and may result in the removal from the extra-curriculum activity.

SECTION 25 – COPY MACHINES

Copy machines are provided in the teacher work areas throughout the building. Coaches should contact the Athletic Director, and activity sponsors should contact the Principal to request use of the copy machines. The copy machines are not to be used for large-volume copying. The copy machines in the main office are for use by administrators and secretaries only.

SECTION 26 - COUNSELING SERVICES

The School Counseling Office is located in the High School. The counseling office should be utilized for all issues related to student services including but not limited to the following:

1. Course selections that meet the requirements stated in the NCAA Clearinghouse
2. A student-athlete and college recruiting online system
3. Student scheduling
4. Student referrals for special education services
5. Achievement and aptitude testing information
6. STAR (Student Assistance and Referral)
 - The STAR Team has been designed to provide assistance to students affected by physical, social, emotional, or substance abuse.
7. Student behavioral concerns
8. Facilitation of teacher/parent/student meetings and communications

Students may seek assistance from the School Counseling Office during study periods, lunch or after school. Coaches may excuse participants to the Counseling Office after dismissal as deemed necessary.

SECTION 27 - DAMAGE OR THEFT OF SCHOOL, PRIVATE OR OTHER PUBLIC PROPERTY

A student will be required to provide restitution for damages or non-recovered property including the "current" replacement cost, plus labor incurred, in the repair or replacement of damaged or stolen property. The parents or guardians of said student will be held liable for any and all damages for which the student does not provide restitution. Additional disciplinary action will ensue.

SECTION 28 - DANCES

Dances are held for the enjoyment of the student body and may be used for raising funds. Dances are open to Peters Township students in grades 9-12 only and are subject to the guidelines presented in the Student-Parent Handbook. No outside guests are permitted unless prior written approval is secured from the appropriate grade level Principal and verification is presented upon entering the dance. Specific guidelines for sponsoring dances appear in the Faculty Handbook and are available through the Principal's Main Office.

SECTION 29 - DEBTS OWED BY STUDENTS TO THE SCHOOL

All student debts must be cleared prior to the opening day of final examinations or withdrawal from school. Failure to pay debts will result in transcripts, yearbooks, report cards, final examinations, and/or student scheduling to be delayed until clearance of such debts. Restrictions on end of the year activities, clubs,

etc. will also be imposed for those students who have outstanding debts. Seniors must be particularly careful to clear all debts prior to final examinations. Failure to clear all debts prior to the taking of final examinations will result in the student being restricted in his/her taking of final examinations, end of the year activity participation, the releasing of transcripts, and letters of recommendation. This is not an all-inclusive listing. The High School Administration reserves the right to apply additional restrictions where situations warrant such restrictions. This determination rests solely with the administration.

SECTION 30 - DETENTION

Detention is held after school two days per week (2:30-3:50 P.M.) and most Saturdays (8:00 A.M.-noon) as assigned. Teachers may require students to serve detention after school for minor behavior problems. Detention obligations take preference over all activities, meetings, and events.

SECTION 31 - EJECTION OR REMOVAL FROM ACTIVITIES

Coaches shall support the following administrative policy regarding ejection and shall communicate this policy to student participants.

1. A student who is ejected for fighting or unsportsmanlike conduct will be immediately suspended pending an investigation and may be permanently removed from the activity.
2. A student who is ejected for fighting or unsportsmanlike conduct during the final event of an activity season may have provisions of this policy carry over to the following season for that particular activity.
3. Coaches shall inform the Athletic Director the following school day of any ejection. A written report is also required. This report shall include details of the ejection, how the participant conducted himself/herself after being ejected, a report from the official (if applicable), and the coach's recommendation regarding the incident.
4. A student who is ejected shall be instructed by the coach to schedule a meeting with the Athletic Director on the next school day. The Principal and/or the head coach may also be asked to attend this meeting.
5. Each ejection will be reviewed individually to determine the severity of the incident. The Athletic Director and/or Principal will decide if the severity of the incident warrants any additional penalty or special consideration.
6. The Head Coach/Assistant Coach is responsible for the ejected student during an activity. Ejected student must be chaperoned and held accountable.
7. The punishment for an ejection is assessed a one game suspension. In addition, unsportsmanlike behavior and actions and/or fighting will result in additional game(s) suspension. Any suspension will be non-appealable.

Any school related incident, in or out of season, involving a participant in any school sponsored activity may result in:

1. Waiver of any punishment or any portion of a punishment.
2. Immediate removal of a student from the activity for any length of time deemed appropriate.
3. Additional consequences such as detention, suspension, expulsion or referral to civil authorities.

SECTION 32 - EMERGENCY PROCEDURES

A number of situations may arise which could necessitate the need for the evacuation of students, visitors, coaches/sponsors, district faculty, and staff from the building. Efficient emergency evacuation procedure will maximize the safety and well being of each individual. Please utilize this information and procedures to accomplish this objective. This evacuation plan will serve as the procedure to be followed for emergencies/fire drills.

Coaches/sponsors have the following responsibilities during emergency evacuations and drills.

1. Know evacuation routes at all times and follow them. Be sure evacuation signs are posted in all areas.
2. Make sure participants are aware of evacuation procedures and that these procedures are reviewed often.
3. During evacuations make sure that all windows and doors are closed when leaving rooms.
4. Walk swiftly and safely along evacuation routes.

5. Take rosters for the purpose of confirming attendance outside of the building. Each coach supervising students at the time of such evacuation is responsible for accounting of students before, during, and after each evacuation or drill.
6. Be aware that the planned route may be obstructed and that coaches must be familiar with the building and grounds and make prudent judgments regarding alternative routes.
7. Report any problems/concerns to a Principal as soon as they are apparent.
8. Missing students must be reported at once to a Principal.
9. Take each drill seriously and strive for the swiftest and safest evacuation each time.
10. All coaches/sponsors and participants must leave the building for every evacuation and drill and report to designated areas. Coaches/sponsors not directly involved with supervision during an evacuation or fire drill shall report to the flag pole area for directions.
11. All coaches/sponsors must be sure that Fire Drill exit signs are posted in areas in which they are assigned. Report missing signs immediately to the Principals' office.
12. Handicapped or other participants with conditions which may impede their mobility are the responsibility of the coach at the time of an evacuation/fire drills.

SECTION 33 - EQUIPMENT USAGE/BORROWING

Teachers, coaches/sponsors, students, and parents may borrow school equipment pending the approval of a Principal and/or Athletic Director. Such approval must be in writing and on the appropriate equipment usage form. The form is available in the main office and athletic office.

SECTION 34 - EXCEPTIONAL STUDENTS

At the start of each school year, all coaches/sponsors are required to review the Individual Education Plans and current Evaluation Report of any exceptional students enrolled in their activity. Coaches/sponsors shall communicate with the Athletic Director to discuss concerns related to exceptional students (IEP's/504's). The Guidance Office will notify the Athletic Director of any particular concerns about a student. The Athletic Director will notify the head coach. Sponsors will be informed through the Main Office.

SECTION 35 - EXCUSING STUDENTS FROM CLASSES

Students shall not be excused from scheduled classes by a coach or sponsor. Absence from a scheduled class must have prior approval of the appropriate grade level Principal and/or Athletic Director. Unless extreme circumstances prevail, students are dismissed at the sounding of the closing bell. Coaches/sponsors shall service their students at times that do not conflict with assigned classes.

SECTION 36 - EXPECTATIONS - PROFESSIONAL AND PERSONAL

1. Rapport

Coaches/sponsors shall develop a good rapport with individuals and groups, participants, the student body, the professional staff (faculty, administration, etc.), representatives of governing bodies, the community as a whole, spectators, officials, fellow coaches, media representatives, parents/guardians, bus drivers, custodians, maintenance personnel, and representatives of the Recreation Department. In particular, coaches shall strive to be positive role models for students and parents. Immediate suspension and/or dismissal may result from incidents involving swearing or using other forms of inappropriate language, degrading comments, inappropriate physical contact, hazing, etc.

Coaches/sponsors shall strive to cultivate good rapport with non-coaching members of the faculty and encourage a high regard for student's regular attendance and academic excellence. Student participants are not to be dismissed from class unnecessarily or afforded special treatment.

2. Cooperation

Coaches/sponsors will cooperate with individuals associated in any way with the activity they are responsible for. This cooperation shall be extended to all individuals and groups listed in the previous section.

3. **Leadership**

Coaches/sponsors will provide leadership consistent with the expectations described in this handbook. Personal appearance, dress, and conduct shall be important factors that contribute to exemplary leadership qualities.

4. **Discipline**

Maintaining discipline consistent with the activity philosophy and the guidelines described in this handbook and the PTHS Student-Parent Handbook shall be the responsibility of the Head Coach/Sponsor. Team rules and expectations are required and shall be pre-approved by the administration. These rules and expectations shall be distributed in written form to participants and reviewed at the start of each activity. Any time a coach/sponsor suspends a participant or administers a severe disciplinary consequence, the administration is to be notified immediately.

5. **Improvement**

Coaches/sponsors shall constantly take advantage of opportunities for self-improvement. Attendance at meetings, rules clinics, special workshops and seminars specific to their activity is highly encouraged. Coaches are also expected to keep their first aid training up-to-date. Membership in professional organizations and utilizing enrichment materials are recommended and viewed as a means of keeping abreast with accepted practices. Coaches/sponsors shall follow adopted procedures to obtain approval to attend seminars and submit receipts according to the guidelines for reimbursement of expenses.

6. **Appearance While Representing PTHS**

Coaches/sponsors shall require student participants to dress according to the guidelines presented in the Student-Parent Handbook. In general, clothing, personal items etc. that depict drugs, alcohol, sex, violence or gang-related items or items that promote an offensive political statement or position are prohibited. Any form of appearance on the part of participants that disrupts or detracts from the team focus or team concept is prohibited. This includes body art, body piercing, jewelry, etc. that the coach deems inappropriate. Coaches/sponsors and other team representatives shall dress in accordance with the highest standards deemed appropriate by the administration for their activity. See the Peters Township High School Student/Parent Handbook for further details.

SECTION 37 - FACULTY MANAGER RESPONSIBILITIES

Faculty Managers are approved annually. They report to the Athletic Director and communicate with head coaches, assistant coaches, event staff and security personal at events. The faculty manager represents the school district and is responsible for the supervision of participants and spectators at events along with other duties delegated by the Athletic Director.

SECTION 38 - FORMS

The following forms are on file in the athletic office. Coaches shall adhere to the due dates as indicated by each request.

Field Trip Request Form (also on "N" drive)

Fundraising Application

Inventory Forms

Permit to Use School Equipment

PIAA Physical Forms (PIAA Sections 5 & 6) (also on school district website)

Week in Review Forms (submission of weekly athletic results due no later than each Thursday morning during your season.)

SECTION 39 - FUNDRAISING

The Principal (activities) and Athletic Director (athletics) must approve all fundraising proposals. The fundraising application (see form) should be completed and submitted to the Athletic Office. Under no circumstances should an individual place an order in his/her name, the name of the organization or the name of the school before the fund-raiser has been pre-approved. Any commitment of funds or resources of the district, club or organization are the responsibility of the individual initiating the charge if pre-approval from the Principal has not occurred. A written approval will be submitted to the coach when the fund-raiser has been approved.

If the School District does not approve funding for a particular student trip, the club or organization may fundraise with approval to pay for the event. The School District, however, must still approve student participation in the trip.

SECTION 40 - GUEST SPEAKERS

Requests to invite guest speakers to address students during the school day must be made in writing to the Athletic Director. The requests shall be submitted at least one week in advance. No guest speakers are permitted to meet with students without prior approval. Coaches and sponsors are required to be present when guest speakers address student participants.

SECTION 41 - HAZING (School Board Policy #247)

Hazing activities of any type are inconsistent with the educational goals of the Peters Township School District and are prohibited at all times. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student, or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Administrators, faculty, staff, coaches, sponsors, volunteers or other district employee, and students shall not encourage, permit, condone, or tolerate any form of hazing. Reporting such activity to the High School Principal, in writing or orally, is mandatory by any of the above listed persons witnessing such activity. Students who have been subject to hazing or feel they have been subjected to hazing are to promptly report such incidents to the person in charge of the activity, their school counselor, the Athletic Director, their Grade Level Assistant Principal, the High School Principal, or any employee with whom they are comfortable. Please refer to the Student Code of Conduct in the Student-Parent Handbook for more information on hazing.

This section constitutes the annual dissemination of this policy as required by the Board of School Directors.

SECTION 42 - HOME SCHOOLING

The Peters Township School District recognizes that families have a right to educate their children at home. Policy #137.1 addresses the participation of students involved in home education programs in the School District's curricular, extracurricular and interscholastic athletic programs.

1. Participation

Home-schooled students may participate in the district's curricular, extracurricular and/or interscholastic athletic programs providing the student meets all of the eligibility requirements and follows all the relevant rules and regulations in accordance with the Peters Township School District Board Policy #137.1 for home-schooled students. Transportation of the home-schooled student to and from the school will be the sole responsibility of the parent/guardian.

2. Extracurricular Activities

Activities, which are sponsored or approved by the Board of School Directors, but are not offered for credit toward graduation. Such activities shall ordinarily be marked by student participation in the process of initiation, planning, organization and execution, and available to all students who voluntarily elect to participate, except where eligibility requirements are necessary or desirable. Such activities shall ordinarily include, but not be limited to, intramural sports, bands, and clubs.

3. Interscholastic Athletics

Athletic programs and activities relating to competitive sports, contests, games, or events or sport exhibitions involving individual students or teams of students of the Peters Township School District, when such events occur between the Peters Township School District and any other public or private school, as scheduled by the Pennsylvania Interscholastic Athletic Association (PIAA) / Western Pennsylvania Interscholastic Athletic League (WPIAL).

SECTION 43 - INVENTORIES

Each Head Coach/Sponsor is responsible for keeping written inventories of all materials and equipment each year. This information must be considered and presented as budget requests are made each year. All inventories are due at the end of the season of that particular sport and will be verified by the Equipment Manager.

SECTION 44 - LIABILITY

To minimize liability concerns, coaches/sponsors are encouraged to take precautions relative to the nature of their activity. Some examples of precautionary measures are listed below.

1. Place only qualified persons such as assistant coaches in charge of duties related to supervision at meetings.
2. Place only qualified persons such as assistant coaches in charge of keys. At no time should keys be given to students or parents.
3. Arrive at meetings/games/practice sessions prior to the participants and remain at the conclusion of events / meetings until all participants have departed.
4. Check equipment for proper fit when distributed and on an on-going basis.
5. Routinely inspect all supplies, materials, equipment and facilities used for the activity.
6. Encourage participants to routinely inspect equipment.
7. Teach proper skills and techniques where applicable to promote safe participation.
8. Be aware of emergency procedures relating to the nature of the activity.
9. Be informed of proper emergency procedures including proper first aid techniques.
10. Match participants of similar size and skill levels when applicable for physical competition.
11. Obtain and follow the recommendation of the trainer or a doctor when the physical condition of a participant is in question.
12. Include rest periods and opportunities for fluid replacement during practices when appropriate.
13. Post pertinent information concerning the activity in meeting areas.
14. Follow procedures regarding parental permission forms, insurance forms, medical examination, doctor's release forms and other required documentation related to the activity.
15. Keep accurate records of all meetings and document accidents for future reference.
16. Submit accident/injury report forms within twenty-four hours of an incident.
17. In case of emergency at a home or away event, monitor the situation, seek out assistance, remain with the participant (when applicable), and inform the administration immediately.
18. Obtain proper approval for all activities, meetings, events, and coaches in advance.

SECTION 45 - LIGHTNING SAFETY

Coaches and activity sponsors must recognize the hazard posed by lightning and know what to do to minimize the risk of serious injury or death during outdoor activities. The "flash-to-bang" method is recommended for measuring lightning distance. As lightning approaches, the time in seconds from seeing the stroke to hearing the thunder decreases. For each 5-second count, lightning is one mile away. At a count of 15 seconds (3 miles) there is imminent danger. Seek shelter immediately. It is strongly recommended that you seek shelter at a count of 30 seconds (6 miles).

Go to a safe location in a completely enclosed area, staying away from doors and windows. Turn off and stay away from electrical appliances. Except in emergency situations, avoid using a landline telephone. A wireless phone is safe if the person and the antenna are located within a safe location and if all other precautions are followed.

A car or bus can serve as a safe location as long as all windows are closed and you remain away from the windows. If no safe structure or location is within a reasonable distance, find a thick grove of small trees or a dry ditch. Assume a crouched position on the ground. With only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. **Do not lie on the ground.** Wait a minimum of 30 minutes from the last lightning strike/visual/sound. Any subsequent lightning following the 30-minute count should reset the clock and the above process repeated.

SECTION 46 - MAILBOXES

Mailboxes are provided in the Athletic office for all head coaches. Please be advised that the mailboxes are the property of the school district. The district reserves the right to inspect, clean out, or make other necessary changes to ensure the orderly operation of the mail process. Mailboxes for sponsors who are not members of the PTHS staff are located in the main office.

Coaches/sponsors are not permitted in the mailroom to distribute school business information to faculty or other coaches. School business includes, but is not limited to, grades, building forms, etc. Items prohibited would be those of a political, religious, or inappropriate nature, surveys not approved by the Principal, personal bills, personal catalogs or other information which creates or may cause a climate which could impede the administration's ability to perform management functions.

If a large item is delivered to a school sponsor, an extra mail card will be placed in your mailbox. These parcels should be picked up as soon as the card is received.

Boxes are placed in the administrative offices for Principals' mail. Items to be mailed to other buildings should be placed in the basket on the counter in the front of the main office. No anonymous mail should be placed in the mailboxes. All material shall be signed.

SECTION 47 – MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES (School Board Policy #824)

Coaches and Sponsors are expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. Coaches and sponsors are reminded of the inherent risk of texting and using social media to communicate with students. Professionalism shall prevail when communicating with students.

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications shall be copied to the parent. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the parent.

Adults shall not follow nor accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Superintendent, principal or other administrator.

SECTION 48 - MEDICATION POLICY (School Board Policy #210)

All students shall follow the district medication policy. A licensed medical professional will not be available for after school activities to administer medication as these activities are considered voluntary activities and not mandated by the school. Students or parents/guardians will be notified that a licensed medical professional will not be on-site. Parents/Guardians are responsible to make arrangements for their student's medication needs after school hours.

SECTION 49 - MILEAGE REIMBURSEMENT

Coaches/sponsors may be reimbursed for mileage accrued while carrying out school business at the current IRS rate. Requests for reimbursement must be made prior to the carrying out of school business. No reimbursement for mileage expenses will be granted unless the proper procedures are followed,

paperwork completed, and original receipts presented. A district mileage form must be complete (see forms) when traveling between buildings in the district.

SECTION 50 - NCAA INITIAL-ELIGIBILITY CLEARINGHOUSE (ATHLETICS)

Student athletes planning to participate in athletics, and possibly receive athletically based financial aid, must register with the NCAA Eligibility Center. Students must also meet all eligibility standards.

Members of the coaching staff have the responsibility to inform the members of their team that if they plan to participate in college athletics then they must complete the required application and send the appropriate fee to the NCAA Clearinghouse.

The Athletic Director and a member of the PTHS School Counseling Department regularly attend a meeting to review NCAA regulations. The purpose of the meeting is to review the current information concerning NCAA Academic Eligibility, the NCAA Eligibility Center, and College recruiting. The information is available in the Counseling office, and can be found at "Eligibilitycenter.org."

Head coaches should review the information with all members of the team. Juniors and seniors will be reminded to register with the NCAA Eligibility Center. Head Coaches should also distribute this important information to parents at the beginning of the season meeting and/or at a Booster meeting.

SECTION 51 - PARKING

Coaches/sponsors are permitted to park during the school day in areas designated for staff. This includes the main lot where spots are **NOT** numbered nor in the bus lanes. Parking permits may be obtained from the main office. Coaches/sponsors must complete the parking permit application and return it to the main office.

SECTION 52 - PENALTIES - TEAM AND SCHOOL (ATHLETICS)

In the event that a penalty or sanction is placed on an activity, the administration reserves the right to evaluate the situation and increase any such penalties.

It has been suggested by the WPIAL that all schools have a policy on a team leaving a playing area without the officials' consent because a coach felt the team had been taken advantage of by the opponents, officials, or spectators. Any such action by a coach could result in suspension by WPIAL.

Suspension Article XII Section 2 (from the PIAA handbook) states:

"Suspension may consist of suspension of a school from membership, or suspension of one or more of a school's teams from interscholastic athletic competition with PIAA member schools."

"A school may be suspended when the conduct of its administration, faculty, coaches, team, students, or team followers is unsportsmanlike and results in actions, which are detrimental to individual, school and public welfare and which are prejudicial to the purposes of this association."

PIAA Policy: Coaches shall recognize their responsibility to teach and shall require that all players must remain on the side lines and under his/her direction and control anytime an instance arises which might lead to an act of violence. A coach shall not, as a result of what is construed to be a poor judgment call by officials or because of intimidation from spectators, remove from a field of play his/her team without first getting permission to do so from the official in charge of the contest or event. If a coach feels the team has not been given due consideration from the official, an appeal should be made to the school official in charge of the event. An official protest can later be filed at the discretion of the Principal of the school whose team was considered to have been disadvantaged. If a violent act does occur, a coach should only approach his/her own players, and then only for their protection or to exercise control and direction over them. A coach should never approach an opponent player as a result of a violent act; this may be misconstrued as inflammatory or as revenge against an opponents'

team member. Coaches must remember they are representative of school and community and should conduct themselves as leaders of young athletes.

SECTION 53 - PEP ASSEMBLIES

Coaches are asked to assist with planning, organizing, conducting, supervising and evaluating pep assemblies involving activities. The School Administration shall coordinate these responsibilities through the head cheerleading coach.

SECTION 54 - PHYSICAL ANNUAL SPORTS EXAMINATIONS

A physical examination is required prior to participation in athletic practices or events. Physical forms (PIAA Sections 5 & 6) are available on line or in the athletic office. No pupil shall be eligible to represent his/her high school in any interscholastic athletic contest unless he or she has been examined by a licensed physician of medicine or osteopathic medicine, a certified school nurse practitioner, or a physician assistant. This shall occur before the first sports season of that academic year, and the physician, certified school nurse practitioner, or physician assistant has signed the PIAA. Physician's Certificate. It is highly recommended that a student athlete receive their annual sports physical examination during the summer months from June 1 to August 1 of the upcoming school year.

The examination for fall sports shall not be given earlier than June 1.

Registration for athletics must be done on-line through the FamilyID website. See link under *Athletics* on the school district website <http://www.ptsd.k12.pa.us/hsAthletics.aspx.aspx>. All students interested in participating in a sport must register before they are permitted to participate.

- **Section 7 of the PIAA Physical Forms: Recertification by Parent/Guardian:** The **re-certification** for all subsequent sports shall not be given earlier than six weeks prior to the beginning of practice for each applicable sport.
- **Section 8 of the PIAA Physical Forms: Recertification by Doctor:** This is only applicable for those who have incurred an injury or illness since their initial sports physical examination for the current year.

SECTION 55 - PHYSICAL PLANT

Each coach/sponsor is responsible for the following:

1. Keeping all facilities used for the activity in order and reporting problems or concerns to the Athletic Director. This includes home locker rooms after meetings.
2. Storing equipment neatly and using equipment properly.
3. Keeping storage areas locked.
4. Providing security in all areas used for the activity.
5. Locking facilities when meetings have concluded.
6. Assisting the Athletic Director with planning and helping the custodial staff with set up procedures of the facility for meetings and events.
7. Meeting with the Athletic Director prior to the start of the activity to schedule facilities and following time schedules set by the Athletic Director for use of facilities.
8. Providing adequate supervision when using facilities.
9. Using only the facilities for which prior approval has been obtained.

SECTION 56 - PROFESSIONAL MEETINGS

The administration may require coaches/sponsors to attend meetings to communicate or obtain information. Governing bodies may also schedule mandatory meetings in which coaches will be required to attend such as, the PIAA, WPIAL, conference and/or Annual Rules Interpretation. The coach will be responsible for paying the fine if he or she misses a mandatory pre-season Rules Interpretation meeting.

Teachers who serve as coaches or sponsors are expected to attend all faculty meetings during their activity season unless prior approval from the administration has been obtained. Failure to attend a mandatory meeting will result in disciplinary action according to established guidelines.

SECTION 57 - PUBLIC CONDUCT ON SCHOOL PROPERTY (School Board Policy #904)

The buildings and grounds of the school district are public property. They are to be used for lawful purposes and good order is to be maintained at all times. Violations of the following regulations shall be unlawful, provided that the person or persons involved shall be advised that they are in violation of the regulations, shall have been asked or directed by an official of the school district or by a Peters Township Police Officer or other contracted security personnel to leave the school premises and shall have refused or failed to promptly leave the premises. At minimum, violators will be considered "defiant trespassers" and will be subject to the laws that govern such. Each situation will be handled on a case-by-case basis.

No person or persons shall enter upon or assemble with others within, solicit or distribute information in or upon the buildings and grounds owned and occupied by the school district in such manner as to cause public danger, alarm, disorder, damage, or nuisance or with the purpose or knowledge that said actions are likely to create such public danger, alarm, disorder, damage, harassment or nuisance, including but not limited to actions that interfere with, or impede the use of the property by students, visitors, guests, permittee additionally and see policy #904 or employees of the school district.

The Board prohibits the possession, use or distribution of controlled substances, alcoholic beverages, weapons; and the smoking, use or distribution of tobacco and e-cigarettes; in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The restrictions apply to both indoor and outdoor areas.

SECTION 58 - PUBLICITY AND PROMOTION

Coaches/sponsors are expected to cooperate with the media within the school guidelines regarding the publicity and promotion of their activity. This includes assisting during Open House and other school sponsored functions such as awards assemblies when opportunities for promotion are available. The Athletic Director shall approve any publication or promotional material prior to distribution. This includes appearances by coaches or student participants on television and radio.

The responsibility for reporting of news items and game results will rest with the head coach or sponsor and their staff. Coaches and sponsors are not at liberty to reveal personal information about student participants that may be in violation of confidentiality laws. Some examples of promotional events for which coaches are responsible are listed below:

1. Telephoning results immediately following contests to the local media.
2. Following up with additional materials and statistics in writing.
3. Submitting announcement requests to the office.
4. Sponsoring clinics for youth activities and coaches.
5. Submitting game/event results the next day prior to 7:00 a.m. for morning announcements.

SECTION 59 - PURCHASING (ATHLETICS)

The purchasing procedure to be followed by head coaches for budgeted items is outlined below. The Athletic Director will consider requests for uniforms according to the established uniform rotation. The approved school colors are red and white. These colors shall be predominant in all school uniforms. Black may only be used as an accent color. First consult with the Athletic Director before recommending equipment and uniform purchases through booster groups.

Contact the Athletic Director for verification.

1. Obtain a purchase order form and submit the completed P.O. to the Athletic Director with the following information:
 - A. Name and address of vendor
 - B. Manufacturer's information including product numbers

- C. Amount of the P.O. including shipping and handling
- D. Contact person
- E. Any additional information that may be helpful

SECTION 60 - RE-ADMISSION OF SUSPENDED STUDENTS

Students who have been suspended from school are not permitted to participate in activities and are not permitted in class or on school grounds until they are readmitted. An administrator will be informed immediately when a student who is suspended is observed in violation of this guideline.

Once informed by the Principal, the Athletic Director will notify the respective Head Coach of a suspension of a student athlete. The Athletic Director will also forward a suspended-student list to the Faculty Manager, who will instruct ticket-takers to prevent admission to those students.

SECTION 61 - RELEASING STUDENTS FROM SCHOOL SPONSORED ACTIVITIES

Students at a school-sponsored activity, as a participant, or who rode a school sponsored fan bus, shall be released to adult family members only. An adult family member is anyone, with identification, who is age 18 or older.

Prior to the event, a signed travel release form from the parent/guardian must be presented to the person in charge of the activity. This note should indicate the identity of the person picking up the student and phone number where the parent/guardian can be reached to confirm the release if there are questions or suspicions.

Releasing students to parents/guardians or other persons via telephone message will not be permitted unless a case of extreme emergency or circumstances exists, and only with the expressed consent of a Principal or the Athletic Director. In the absence of an administrator the person in charge must use their best judgment.

Should a student violate these procedures they will, at a minimum, forfeit any further participation in the activity involved and face other disciplinary action deemed appropriate by the High School Administration.

SECTION 62 - SAFETY IN YOUTH SPORTS

The "Safety in Youth Sports Act" (SB 200), deals directly with concussions or Traumatic Brain Injuries (TBI). Part of the new law stipulates that all coaches, whether paid or volunteer, MUST annually take an online concussion education course. Coaches are responsible to take an approved course annually prior to the start of your athletic season. Once the course is taken, please make sure a certificate is printed and forwarded to the athletic office for record keeping.

SECTION 63 - SCHEDULES, MEETINGS, AND EVENTS

All meetings and events must be coordinated through the Athletic Director.

Coaches and sponsors who are teachers will not be excused from professional duties during the school day to conduct meetings or practices, unless approval is reviewed from Athletic Director or Principal. Every effort will be made to schedule events after the school day. The administration will consider for approval any activity involving an early dismissal. When events are scheduled that require an early dismissal, sponsors and coaches shall obtain permission from the Athletic Director/Principal and request coverage through the Principal's office.

Board approval and the endorsement of the Athletic Director and the administration are necessary for overnight trips. Adequate supervision shall be provided according to established guidelines. A complete itinerary shall be submitted to the Athletic Director with the initial request, which shall include traveling, lodging, and eating arrangements. Students shall not stay with host families.

For activities, when tour guides or outside agencies are involved, representatives from the outside agency shall be scheduled to accompany the team at all times (day and night).

The Athletic Director will make every effort to schedule events so that conflicts with national holidays and established days of religious observance are avoided when possible. In general, it is expected that meetings and events be scheduled on days when school is in session. If, however, it is deemed advisable to hold a meeting on non-school days, such as Saturday mornings, evenings, or over holidays, special arrangements must be made with the Director of Buildings and Grounds through the Athletic Director. Where these arrangements have not been completed, entry into buildings or access to the grounds will not be authorized.

1. Meeting/Practice Sessions

A. Participant requirements prior to first practice include the following:

- (1). All eligibility requirements shall be satisfied.
- (2). Completed physical examination form shall be on file (where applicable).
- (3). Completed emergency medical cards shall be on file (where applicable).
- (4). Completed parent-athlete responsibility acknowledgment form shall be on file (where applicable).

B. Meeting/Practice policies

- (1). Meetings, events, etc. are to be scheduled Monday-Saturday only. Activities shall not meet on Sundays except with prior approval by the Principal/Athletic Director.
- (2). At the conclusion of try-outs, coaches shall submit an updated roster to the Athletic Director.
- (3). Practice sessions should be well planned, well structured, and shall not exceed 2-1/2 hours on school days, excluding time required for dressing and showering.
- (4). In the event it is necessary to schedule separate, back-to-back practices due to a lack of facilities, the last practice session must be concluded by 10:00pm.
- (5). All meetings will conclude by 11:00pm. or ½ hour prior to building closure if earlier than 11:00pm.
- (6). Coaches/sponsors shall be the first to arrive and the last to leave meetings. Supervision will be required at all meetings until the last athlete/student leaves with his/her approved ride.
- (7). All equipment used in meetings will be returned to its proper storage location at the end of each session. Meeting areas will be secured.
- (8). A student absent from school may not practice on that day unless prior permission is granted from the Athletic Director or Principal.
- (9). Upon completion of all afternoon classes, students are to take all needed items (coats, boots, books, etc.) to their meeting area in order to avoid entering hall areas after 4:00 p.m.
- (10). Squad members are to enter and exit the building through the outside doors near the locker rooms when possible.
- (11). Coaches/sponsors shall strive to maintain consistent practice times and avoid last minute deviations from advertised practice schedules. Any late changes to practice times need to be communicated by coach/sponsor to all students and parents. Coaches/sponsors are to come up with a system of communication, where any changes are properly and clearly announced to the team.

2. Restricted Practice Days

A. Weekend and Holiday Practices

All practices over weekends & holidays will be scheduled by the Athletic Director. No meetings or events are to be scheduled on Sundays unless approved by the Athletic Director or Principal. No events are to be scheduled before 12:00pm on Sundays.

B. Vacation Practices

Practices held on vacation days, such as over Thanksgiving, Christmas and spring break, should be scheduled early in the day if possible and are subject to the building schedule.

- C. Cancellation of activities and events when school is canceled will be determined collaboratively among the Athletic Director, Principal and Superintendent on a case-by-case basis. Decisions related to cancellations will be posted on the webpage.

SECTION 64 - SECURITY

Maintaining security is a high priority at all times. Listed below are some suggestions for consideration.

1. Lock all classroom doors when leaving the area and especially at the conclusion of the activity.
2. Protect the security of all keys.
3. Personal items or money should not be left in classrooms, meeting rooms, etc.
4. Inspect classrooms, meeting rooms, etc. each day to determine if there are any items missing from the previous day. Report any problems to the Athletic Director immediately.
5. Students must not be given keys or swipe cards and permitted to lock/unlock doors.
6. Immediately following the start of school, all exterior doors will be locked to prevent unauthorized entry from the outside. Entrance from the outside will only be possible via the main entrance. This entrance is located in the front of the building under the portico. Coaches/sponsors should report any unauthorized entries or contradictions to these specifications immediately upon such recognition. Coaches/sponsors may not prop open any door to allow entry if the custodians do not normally have that door unlocked.
7. Any suspicious activity should be reported immediately to the administrator or police, if applicable.

SECTION 65 - SELLING OF MERCHANDISE

No student, outside organization, staff or faculty member will be permitted to sell any merchandise in the high school complex without prior approval from a Principal or Athletic Director and the Board of Directors if students are involved.

SECTION 66 - SHARP: Student Help and Remediation Program

The Student Help and Remediation Program (SHARP) is designed to monitor the academic progress of students who participate in activities and to determine their eligibility to participate. SHARP identifies students who are experiencing academic difficulties and provides a program of support.

Sharp Procedures:

- Only core classes (math, English, science, and social studies) are considered throughout the whole process unless an athlete does not have a full course load. In those situations, an athlete must be passing at least 4 courses to remain eligible.
- Sharp only applies to athletics.
- Grades are pulled every Thursday at the end of the day by the Sharp Coordinator once the quarter has been in effect for at least 15 days.
- Athletes are notified on Friday or Monday if they are on Sharp.
- Coaches are notified on Thursday or Friday if their athletes are on Sharp.
- Parents are mailed home a letter on Friday or Monday if their son/daughter is on Sharp.
- Once on the list, athletes cannot come off until the following Thursday unless a teacher error occurred.

If an athlete is failing one subject:

The student is still eligible as long as it is not for four straight weeks.

The student is required to attend one of the two study sessions offered from 2:30-3:00 in room 214 on Tuesdays and Thursdays. If the student does not attend either session, then the student becomes immediately ineligible until all sessions are made up. In addition, if this failing grade persists for four straight weeks or is a final quarter grade, the student becomes ineligible.

An athlete must still attend the study session even if the grade becomes passing during the week.

If an athlete is failing two subjects:

This student is ineligible to practice or play effective Monday through Sunday. The student is required to attend two study sessions offered from 2:30-3:00 in room 214 on Tuesday and Thursday. If the student

does not attend either session, then the student remains ineligible until all sessions are made up. In addition, the student will not become eligible until the course grades are a “D” or higher in at least one subject.

An athlete must still attend the study sessions even if the grade(s) becomes passing during the week.

End of Quarter Procedures:

If an athlete is failing a core course at the end of a quarter, the athlete becomes ineligible effective Monday through Sunday. This is true even if the student was not failing the course at any point during the quarter.

SECTION 67 - STUDENT ABSENCES

In order for any participation in an athletic, extracurricular, or school sponsored event on a particular day, the student must attend school for at least one half of that day.

A doctor’s excuse is required for a student to be readmitted following an illness that lasts more than ten (10) consecutive school days.

SECTION 68 - STUDENT GUIDELINES FOR PARTICIPATION

Students who elect and are chosen to represent Peters Township High School in activities are held to a higher standard than members of the student body at large. Expectations relating to academic performance, attendance, behavior, and appearance are stricter for those students that represent the high school in activities and athletics. Participants are expected to be fully acquainted with the guidelines stated in the PTHS Student-Parent Handbook and comply with the provisions and conditions set forth in the Awareness Form. Students are also responsible for adhering to the guidelines established by their coach/sponsor. This includes an understanding that Peters Township High School activities take precedence over other activities including recreational sports, select teams, AAU etc.

Students who are excused from participation in physical education due to illness, injury, etc. shall not be permitted to participate in related activities.

Listed below are examples of guidelines described in the Student-Parent Handbook.

- | | |
|-------------------------|--------------------------|
| Academic Requirements | Appearance Guidelines |
| Attendance Requirements | Drug and Alcohol Policy |
| Tobacco Policy | Weapons Policy |
| Harassment Policy | Sexual Harassment Policy |

1. **PIAA and WPIAL Rules**

Our athletic program is governed by the policies adopted by the Peters Township Board of School Directors along with the rules, guidelines and procedures established by the High School Administration; the Athletic Director; the Pennsylvania Interscholastic Athletic Association (PIAA) and the Western Pennsylvania Interscholastic Athletic League (WPIAL).

2. **Language/Gestures (Applies to Students, Coaches and Sponsors)**

As a representative of the School District, the use of profanity, vulgar language, gestures, or any actions, which are not consistent with general community standards, are prohibited. For use of such language or gestures, the following disciplinary action may be taken:

- A. Suspension or Benching - immediate removal from the activity, meeting or event for the day or for a period not to exceed five (5) days.
- B. Removal - denial of further participation for the remainder of the activity season.

3. **Discipline (School Board Policy #218)**

Students who engage in misconduct shall be subject to revocation of their right to participate in extracurricular activities, both athletic and non-athletic, as follows:

- A. While participating in a school sponsored event or activity, a student violates the School District’s Drug and Alcohol Policy or its Weapons Policy, the student shall from that date forward and continuously throughout his or her high school career as a student in the School District, be

prohibited from further participation in the event or activity in which he or she was involved when the violation occurred.

- B. If a student, while wearing a Peters Township School District uniform or other article of clothing evidencing his or her participation as a member of a Peters Township School District athletic team, club or activity, engages in any misconduct in violation of any of the policies of the School District related to student conduct, such student may lose his/her right to further participate as a member of such team, club or activity. This prohibition shall apply regardless of whether the student, while so dressed, is participating in a Peters Township School District event or function. The Administration shall determine the length of time that the student shall lose his/her privilege to participate in the team, club or activity.
- C. Any student who conspires, solicits, and/or induces another student to violate school board policy; the rules, guidelines or procedures of this handbook, or the law, shall be subjected to the same consequences as identified above. This would be the minimum consequence.
- D. Out-of-School Policies:

School Board Policy #227 -- Out-of-school offenses can occur anytime or anyplace and can be either school-related, or nonschool-related. Offenses involving situations where a student is under the influence or suspected to be under the influence of alcohol, drugs or mood-altering substances shall be subjected to disciplinary action. In addition, a student, who in the aforementioned circumstances, possesses, uses, dispenses, sells, transports or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in the Board Policies. Nonschool-related information regarding a student's arrest, citation and/or conviction (regarding Drug & Alcohol) shall come from the following sources: local/regional police, magistrate, or probation officer. Nonschool-related reports from official sources shall result in discipline that includes provisions outlined in Board policy and may include suspension from participating in extracurricular, co-curricular, and school-sponsored/sanctioned activities.

SECTION 69 - STUDENT PUBLICATIONS

Student publications are for students' use only. It is not acceptable for coaches/sponsors to utilize this forum to air political, personal, or other "adult" themes. Guidelines related to publications are outlined in the Student-Parent Handbook.

SECTION 70 - STUDENT TRIPS (School Board Policy #121)

Registration/Entrance Fees:

Students, parents, or sponsoring organizations (e.g. PTSA) will be responsible for the registration/entry/transportation fees for field trips. The district will generally assume the registration/entry fees for academic competitions, except that the sponsors of such activities may determine that students are required to pay the registration fee or they may assess dues, which will be applied toward registration fees. Participants who fail to attend the event will be responsible for reimbursing the school district for any registration fees.

The School District will pay for Regular Season Varsity Tournament Fees up to \$250/tournament not to exceed 2 Varsity tournaments/sport/season. The district will not pay registration or entry fees for athletic events that are not included in the regular season schedule.

Meals:

Meals will be the responsibility of the individual participant, his/her family, or the sponsoring organization. Meals (no alcoholic beverages) for coaches will be reimbursed up to the allowable rate per meal with submission of proper paperwork and original receipts.

Transportation:

In most cases, the district will provide transportation via a school bus or van to the athletic/band/cheerleading activity/event. Ideally, all travel should be limited to trips of distances less than 50 miles one-way from the Peters Township School District, or within the WPIAL.

Same day trips will generally be defined as trips of distances less than 75 miles one-way from the Peters Township School District. In order for a trip to be approved as an overnight trip, the following conditions must apply:

1. Approval from the Board of School Directors is required before any arrangements are made.
2. The distance to the event from the Peters Township School District must exceed 75 miles, one way, and participants are required to be present on 2 or more consecutive days or
3. The distance to a one-day event, from the Peters Township School District, must exceed 100 miles and participants are required to be present at the event prior to 9:00 AM.

An athletic team/band/cheerleaders decides to lease a chartered bus, the district will reimburse the organization a portion of the cost, not to exceed the cost of a district operated vehicle, which will be determined by the Transportation Director and the Athletic Director.

Lodging:

Lodging will only be approved for overnight trips that meet the aforementioned criteria. For approved overnight trips, the district will contribute \$50/night on week nights/\$60 per night on weekends (Friday/Saturday night)/student toward the cost of lodging following board approval and submission of all receipts.

SECTION 71 - SUDDEN CARDIAC ARREST PREVENTION

The "Sudden Cardiac Arrest Act" (HB1610) serves to better educate individuals about the symptoms and warning signs of Sudden Cardiac Arrest in youth sports. Part of the law stipulates that all coaches, whether paid or volunteer, MUST annually take an online sudden cardiac arrest education course. Coaches are responsible to take an approved course annually prior to the start of your athletic season. Once the course is taken, please make sure a certificate is printed and forwarded to the athletic office for record keeping.

SECTION 72 - SUPPLIES AND EQUIPMENT

Coaches/sponsors shall develop a system for supplies and equipment accountability, including pre-activity and post-activity inventory, repair, reconditioning and replacement requests.

Coaches/sponsors are responsible for collecting all equipment, which is issued during the activity season. This procedure shall be initiated immediately at the end of the activity season, preferably at the last meeting or event.

1. The head coach shall supervise the collection, inventory and storage of all the equipment issued for the activity.
2. As each participant turns in equipment, it should be checked off the equipment card noting the condition.
3. If any equipment is lost or has abnormal usage, the participant shall be charged replacement costs.
 - A. The coach shall inform each participant that awards will be withheld until obligations are met.
 - B. Players still delinquent at the end of the school year will be denied access to their grades until this obligation is fulfilled.
4. Within two weeks after the season's end, all equipment is to be collected, cleaned, inventoried and stored in the designated central storage area.
 - A. No equipment is to be discarded without the approval of the Athletic Director, who will follow Board policy #706.1 for the disposal of equipment. (School Board Policy #706.1)
 - B. Equipment to be repaired / reconditioned shall be marked appropriately and stored in the central storage area.
 - C. All clothing equipment shall either be laundered or repaired before being stored.
5. The head coach shall turn in equipment inventory with any outstanding player obligations within one week after the end of the athletic season.
 - A. In the inventory, the number of items and the condition of the equipment should be listed (For condition; a. excellent, b. good, c. fair, d. poor, e. discarded.)

- Number of items to be discarded must also be listed.
- B. Equipment is to be clean, repaired and in one control area when not in use.
 - C. All purchasing shall be accomplished through the allocated budget and purchasing process.
 - D. Coaches shall recommend supplies and equipment that meet established guidelines for quality, color and design. No coach or organizational support group may approve the purchase uniforms to be worn during an event without the approval of the Athletic Director.
 - E. Coaches shall teach participants to respect supplies and equipment.
 - F. Participants are permitted to wear school issued equipment during meetings and events only. Coaches may permit participants to wear game jerseys to school on the day of an event.

SECTION 73 - TEAM RESPONSIBILITIES (ATHLETICS)

Activities are provided to help furnish opportunities for students to develop their respective capabilities to the fullest extent. Establishing positive attitudes is an important means of accomplishing this goal. Below are some recommended practices that will help coaches develop a positive program:

1. Coaches shall inform student participants who are chosen to represent Peters Township High School in activities that they are held to a higher standard than members of the student body at large. Expectations relating to academic performance, attendance, behavior and appearance are stricter for those students that represent the high school in activities.
2. Coaches shall recognize team and individual achievements when appropriate.
3. Coaches shall promote and teach good sportsmanship and be positive role models.
4. Coaches shall be fair and consistent with participants while considering their individual differences and confidentiality concerns.
5. Coaches and/or Athletic Trainers shall provide a first aid kit, water, and ice at all meetings (when applicable) and shall insure the safety and welfare of the team.
6. Coaches shall distribute and review the activity guidelines for their team prior to the start of the activity.
7. Coaches may select and train student volunteers when appropriate.
8. Coaches shall submit a completed Activity Summary Form at their annual evaluation meeting. This form includes information related to statistics and records if applicable along with team accomplishments, comments, and the names of participants who have earned awards.
9. Coaches must report students who have discontinued participating, have been suspended, or dismissed from the team to the Athletic Director.
10. Coaches shall assist team members with postgraduate plans. This includes, but not limited to, helping provide highlight videos and talking to college coaches.
11. Coaches who are involved in other activities shall complete all obligations with one activity prior to assuming duties in a second activity.
12. Coaches shall encourage excellence in academics, adhere to the guidelines for eligibility, and require student participation in S.H.A.R.P.
13. Coaches shall screen all awards to insure they are appropriate and are consistent with the Activity Philosophy.
14. If applicable, coaches shall conduct elections to official activity related positions, such as officers or captains, and submit the results to the Athletic Director.
15. Coaches are permitted to schedule a banquet according to adopted guidelines. Additional banquets for a portion of the activity participants are not permitted.
16. Coaches shall be the liaison between the school district and their booster group and use good communication skills.
17. Coaches shall communicate any schedule changes to student athletes and parents.

SECTION 74 - TEAM SELECTION PHILOSOPHY

In accordance with our philosophy of athletics and the Peters Township School District's desire to see as many students as possible participate in our athletic programs while at Peters Township High School, we encourage coaches to keep as many student athletes in a respective sport without unbalancing the integrity of the sport.

Coach's choice (based on skill and ability), time, space, facilities, equipment, and other factors will place limitations on the most effective squad size for any particular sport. Once a student becomes a member of a team/squad any equipment, rights, responsibilities, or privileges that go with making the team will be afforded to that individual.

1.) Responsibility

- a. Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.
- b. Non-varsity coaches shall take into consideration the procedures established by the head coach in that particular program when selecting final team rosters.
- c. At the pre-registration meeting or the initial team practice, the coach shall provide the following information to all candidates for the team:
 - i. Extent of try-out period
 - ii. Criteria used to select the team
 - iii. Estimated number to be selected
 - iv. Practice commitment if they make the team
 - v. Game commitments

2.) Procedure

- a. When a squad cut becomes a necessity, the process will include three important elements.
 - i. Each candidate shall have competed in a minimum of four try-out sessions or three days of try-outs.
 - ii. Have performed in at least one intra-squad scrimmage.
 - ii. Be personally informed of the cut by the coach and the reason for the action.
- b. Cut lists are not to be posted by name.
- c. Coaches will discuss alternative possibilities for participation in the sport, or other areas of the activities program.
- d. If a coach anticipates difficulties arising as a result of squad selection, he/she should discuss the situation with the Athletic Director.
- e. Practice squads shall not be permitted unless previously approved by the Athletic Director/Principal.
- f. For individuals who previously made the team but are being cut, advanced notice from the head coach should occur prior to announcing members who made the team. The process of courtesy by the head coach should be directly proportionate to the participant's years of service to the high school program.
- g. Head and assistant coaches and sponsors of Peters Township High School are responsible for conducting tryouts for their respective activities. Any other "outside" involvement must have the approval of the Athletic Director/Principal. This includes the band, cheerleaders, etc.

SECTION 75 - TELEVISION PROGRAMMING

Coaches/sponsors must complete a Request for Televised Announcement/Program Form each time a production is proposed. All requests must be submitted to the administration at least one week prior to the development of the production. The written approval of the Principal will designate approval of the topic only and not for the contents of the production.

SECTION 76 - VISITS AND VISITORS TO THE SCHOOLS (School Board Policy #907)

School District administrative personnel or their designated representatives are empowered to deny admittance of unauthorized persons to school buildings and properties, and to require such persons to leave the premises. They are also empowered to call upon the appropriate authorities anyone interfering with the functions of the School District.

SECTION 77 - VOLUNTEER COACHES (School Board Policy #916)

Volunteer coaches are permitted and a volunteer coach is one who voluntarily offers a service to the school district without compensation. Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services. The volunteer position is not a right, but rather a privilege which is conferred by the Board and administration. Volunteers are subject to the safe and orderly running of the building or district and violation

of such may result in loss of the privilege of volunteer service.

To obtain approval for volunteer coaches, a coaching application can be requested through the Athletic Office.

When the required forms are submitted to the Athletic Director, an interview will be scheduled and the recommendation will be placed on the board agenda. Volunteer coaches are not permitted to work in any capacity until the Board approves them and all of their compliance documents, including clearances are on file in the office. Volunteer coaches assist the head and assistant coaches and should not coach a team on their own. Approval shall be required annually, in order to continue in this capacity.

SECTION 78 - WEIGHT ROOM SUPERVISION (FITNESS CENTER)

Proper supervision is required at all times in the Weight Room. Proper behavior is also required to prevent injuries.

The following safety procedures are advised:

1. Coaches shall be physically present when the Weight Room is in use. If a coach or teacher opens the weight room, he/she is responsible for total supervision.
2. The Weight Room is to be locked after use.
3. When students are using the Olympic bar, collars must be securely fastened. Power rack pins must be securely in place.
4. The bench on the squat rack is to be adjusted properly before using.
5. Weights should be set down easily-not dropped.
6. Students should use spotters to reduce the risk of injury when using free weights.
7. Standards for appropriate dress as described in the Student-Parent Handbook are in effect in the Weight Room. Street clothes are not permitted when using the equipment. Appropriate shoes must be worn at all times.
8. Progressive training and strength development are vitally important. Exercises should be done with lightweight until proper techniques are mastered.
9. The equipment shall be re-organized at the end of each workout session. Loose weights should be returned to the proper rack. Keep the area neat and clean. This room is used for physical education classes daily.

SECTION 79 - WORK ORDERS

Custodial work order requests must be completed online through the Help Desk via the Athletic Office to have work completed by the custodial or maintenance staff.



Preventing MRSA

What Every Parent Should Know

WHAT IS MRSA?

Methicillin-resistant staphylococcus aureus (MRSA) infection is caused by staphylococcus aureus bacteria — often called “staph.” Staph bacteria are generally harmless unless they enter the body through a cut or other wound, and even then they often cause only minor skin problems in healthy people. In the 1990s, a type of MRSA began showing up in the wider community. Today, that form of staph, known as community-associated MRSA, or CA-MRSA, is responsible for many serious skin and soft tissue infections and for a serious form of pneumonia.

WHAT ARE THE SYMPTOMS OF MRSA?

In the community, most MRSA infections are minor skin infections that may appear as sores or boils that are often red, swollen, painful, or have pus or other drainage. These skin infections commonly occur either at sites of breaks in the skin such as cuts and abrasions, and areas of the body covered by hair (for example, the back of the neck, groin, buttock, armpit, or beard area of men).

MRSA and other staph skin infections begin with classic signs of infection: a red, swollen, and painful area on the skin that is often warm to the touch. As the infection becomes more serious, symptoms can include: a skin abscess, drainage of pus or other fluids from the site, fever, chills, rash, fatigue, muscle aches, and headache.

HOW IS MRSA SPREAD?

Like other causes of skin infections, MRSA is usually spread from person to person through direct skin contact or contact with shared items or surfaces (i.e. towels, used bandages, or weight training equipment surfaces) that have touched a person's infection.

SIMPLE MEASURES TO PREVENT OR MINIMIZE THE RISK OF MRSA

- Wash hands frequently and thoroughly throughout the day with soap and warm water or use an alcohol-based hand sanitizer
- Wash hands before leaving the restroom
- Shower after all athletic competition
- Use liquid soap, not bar soap
- Refrain from cosmetic (whole body) shaving
- Avoid sharing items such as towels, razors, equipment, soap, etc.
- Shower before using whirlpools or cold tubs
- If you have any open wounds, sore, scratches, or scrapes avoid whirlpools, hydrotherapy pools, cold tubs, swimming pools and other common tubs
- Clean and properly cover open wounds, abrasions, lacerations, etc. at all times
- Do not ignore skin infections, pimples, pustules, abscesses, etc. Report these to a school nurse, sports medicine staff member and/or physician immediately
- Have all suspicious lesions evaluated before practice or competition
- Wash all work-out gear after practice or competition
- Do not share water bottles



How do I treat a MRSA infection?

As with any bacterial infection:

- Consult your doctor
- Tell your doctor if you are an athlete
- Take all antibiotics as prescribed by your doctor, even if the infection seems to have healed
- Inform your doctor, trainer and parent if the wound is not improving
- Keep the wound covered at all times until completely healed
- Bring a doctor's note to the trainer indicating your diagnosis and treatment plan

MRSA in Athletics

Skin infections occasionally become a problem in all sports, with participation in some activities more prone for exposure to infections than others. Peters Township School District follows a detailed cleaning schedule and uses the recommended guidelines from the National Federation of State High School Associations to: (1) help identify an outbreak, (2) means to minimize its spread and (3) preventative measures to reduce its occurrence.

If a case of MRSA is identified in a Peters Township athlete, there are ways to help reduce its spread:

- When you or someone you know has any of the signs of MRSA, immediately report it to your coaches, trainers, and parents or guardians. The athlete will then be held out of all practices and competitions until a medical diagnosis and clearance is obtained.
- If an athlete with a suspect skin condition is cleared for participation, they must cover the affected area(s) with a water resistant dressing, or gauze pad with water resistant covering on at least one side, until the lesion(s) is completely gone.
- If the lesion(s) is on an athlete's face or neck, they should launder their pillow case on a daily basis.
- Athletes with any signs of a communicable skin condition should wash their hands frequently to avoid contaminating themselves, or others. Athletes with communicable skin conditions must be made aware that contact they have with others during the school day, outside of their sport's practices or competitions, may spread the condition to others.

What has PTSD done to protect my child from MRSA?

The Peters Township School District takes a proactive approach to protect students throughout the District. This informational brochure is made available to the staff, students, and parents in all nurses' offices, the athletic office, and in the main office of each building. In addition, MRSA prevention and instructions on what to do if a case is suspected are supplied in the student handbook for each building. Throughout the District, regular cleaning schedules have been outlined and procedures are reviewed regularly with the custodial and buildings and grounds staff.

Any skin irritation should be reported to the school nurse to evaluate the irritation and document the findings. Parents/Guardians will be notified and a course of further action will be identified.

The Peters Township School District reminds parents and students to:

- Keep your hands clean by washing thoroughly with soap and water or using an alcohol-based hand sanitizer.
- Keep cuts and scrapes clean and covered with a bandage until healed.
- Avoid contact with other people's wounds or bandages.
- Avoid sharing personal items such as towels, razors, sports equipment or soap.

References

Allegheny County Health Department; Cancer Research UK; Center for Disease Control (CDC); National Federation of State High School Associations (NFHS); Pennsylvania State Interscholastic Athletic Association (PIAA); Western Pennsylvania Interscholastic Athletic League (WPIAL)

