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## **ADMINISTRATIVE POLICIES DELEGATED TO SUPERINTENDENT AND HIS/HER STAFF**

The Board of School Directors shall delegate to the Superintendent the administration of all policies. As the chief administrative officer, the Superintendent shall be responsible for the proper interpretation of such policies and in turn he/she shall delegate to his/her assistants, the staff, and others responsible to him/her, such portion of the policies that pertain to the various activities of the school program. The proper functioning of a school system can be achieved most advantageously when all persons concerned, under the leadership of the Superintendent, understand the policies that have been adopted by the Board of School Directors.

The Board of School Directors represents the people of the community. In order to do this, the Board has authorized and appointed a staff, subordinate to the Superintendent, to work toward the implementation of the Board policies.

## **EDUCATIONAL PHILOSOPHY/MISSION**

### **Mission Statement**

The mission of the Warren County School District, where today's student is our future, is to equip all students with the educational skills necessary to achieve their unique personal potential.

### **Belief Statement**

The quality of public education – exhibited through the character and performance of our students – is essential to the strength, productivity, and ambition of our nation. Our community takes seriously its obligation to create and maintain an educational environment that fosters the potential of each of our students.

The foundation of public education is the mastery of basic learning skills: reading, writing, and mathematics. To build upon this foundation requires the involvement of technology resources, extracurricular and athletic activities, and public support, as well as the development of communication and analytical skills and self-esteem.

- The integration of technological resources into our educational system is paramount in preparing our students for success in today's Information Age.
- A solid program of co-curricular activities teaches students the value of teamwork as well as the importance of peer interaction and personal interest groups.
- The trust and confidence of the public is important in the support and growth of our educational policies and practices.
- The development of communication and analytical skills is essential for students to succeed in the educational, personal, and professional areas of their lives.
- The development of students' pride and self-esteem, which stems from their accomplishments and abilities, is crucial for personal growth and achievement.

## **EDUCATIONAL PHILOSOPHY AND MISSION (continued)**

Ultimate learning is realized through the self-discipline, hard work, and accountability of individual students. A student's family is the first link in the learning process; the support and encouragement of family is unrivaled in a student's drive for and the ability to achieve success. We believe that teachers are a critical element in the educational process; therefore, we are committed to continuous and advanced professional development opportunities. The educational structure is most stable with the active involvement of these three important groups: students, families, and educators.

We believe that learning is a lifelong process and that, with the union of these essential elements and the assistance of all responsible parties, excellence is attainable and expected for all students, families, and educators.

## **PHILOSOPHY OF ATHLETIC/CO-CURRICULAR ~~MUSIC~~ PROGRAMS**

The athletic program should be an integral part of the educational process of the Warren County School District. The program is designed to promote greater desire in our student body and community to take an active part in our sports program either as participants or spectators.

Our aim is to develop highly competitive athletics but not to lose sight of educational values such as sportsmanship, health, scholastic attainment, etc. The program is to occupy a position in the curriculum comparable to that of other subjects or activities and to aid in promoting fine school morale.

The co-curricular music program should follow the principles set forth in the mission statement of the Warren County School District. Education in the Arts is fundamental to achieving educational and personal excellence.

## **GENERAL ADMINISTRATIVE PROCEDURES AND RESPONSIBILITIES**

It is fundamental that the staff, including head, assistant, and interschool coaches; advisors; and marching band directors, assistant directors, and instructors, is completely responsible for the behavior, safety, and welfare of the members of his/her squad during practices and games.

Should a student request dual participation during an athletic season, the principal or his/her designee shall facilitate an arrangement between the student and each of the staff. The student will designate a primary activity, one which takes precedence when conflicting events are scheduled. The staff will arrange a practice schedule which ensures proper preparation and conditioning for the student and such dual participation shall be permitted.

**The district is required to ensure all students with disabilities an "equal opportunity" to participate in all non-academic and extra-curricular services and activities, including sports programs. No student may be denied an opportunity to participate on the basis of his/her disability.** (Office of the Superintendent of the Warren County School District Memorandum regarding Civil Rights Compliance Requirements dated 9/27/93)

The following suggestions are made to staff in the handling of the members of their squads. This booklet refers to both boys' and girls' athletics and co-curricular activities.

- The student should attend all practices and should be punctual unless s/he has a reasonable excuse.

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## **GENERAL ADMINISTRATION PROCEDURES AND RESPONSIBILITIES (continued)**

- The student must maintain clean locker room habits, keeping his/her body as well as his/her equipment clean.
- Measures must be taken to prohibit the use of profane language.
- "Horse Play" shall not be tolerated.
- Good sportsmanship should be encouraged both in victory and defeat.
- There must be respect for constituted authority both on and off the field of play.
- Encourage the members of your squad to get at least eight (8) hours of sleep each night.
- Encourage your student to develop good study habits and to work to his/her maximum scholastically.
- Remind your student that s/he is a student leader and as such must assume his/her responsibilities at home, in school, and in the community.
- The coach should know the health status of his/her players at all times.
- Be sure that all injuries are given proper attention. (See: Injured Player)
- Students must be supervised at all times when under the staff's jurisdiction. This includes in the locker room and on the bus, as well as on the field of play.



**CO-CURRICULAR POLICY (Drugs, Alcohol and Tobacco)****10495****Introduction**

Student activities are an important part of the total school curriculum. Student activities provide opportunities for students to explore areas of interest and skill as well as opportunities to learn teamwork, sportsmanship, discipline, leadership, pride, and fairness. For the purpose of this policy, "co-curricular activities" are sponsored or approved by the Board but generally are not offered for credit toward graduation. The Board acknowledges that in certain limited circumstances activities that would otherwise be regarded as co-curricular are sometimes offered for credit, such as the awarding of a physical education credit for participation in a sports or marching band activity. For the purposes of the policy such activity shall still be regarded as a co-curricular activity even though an academic credit may be awarded for participation in it.

Participation in co-curricular activities is a privilege offered to students that carries with it the responsibility of good behavior. Students have no absolute rights or property interest in participation in co-curricular activities. This policy is intended to provide a general outline and code for the manner in which discipline and eligibility will be handled. The student is reminded that this co-curricular policy does not stand alone. Other District policy sections also relate to student conduct such as the Student Search Policy, the Discipline Policy, and the Transportation Policy.

**Scope of this Policy**

This policy will govern behavior, eligibility, and circumstances for events that occur during school or school related activity, off school grounds at a school activity function or event, on school provided transportation, and during hours a co-curricular activity is taking place including overnight trips. Additionally, this policy may apply outside of school property or school related activities if there is misconduct that has a direct and immediate tendency to influence the conduct of other people while involved in co-curricular activities, to set naught the proper discipline of the school, or to impair the authority of the District's employees.

**Specific Rules**

The following separate and distinct co-curricular rules and regulations are promulgated by the Board as follows:

1. The use and/or possession of illegal drugs or alcoholic beverages by a student shall result in the exclusion from all co-curricular activities until the receipt of the official Hearing Officer's Adjudication Report is approved by the Board.
2. The use and/or possession of tobacco by a student shall result in the exclusion from all co-curricular activities for a minimum of ten (10) calendar days.
3. The distribution or sale of alcoholic beverages/drugs or substances intended to mimic any substance or the possession of any mechanical device (such as pot pipe, syringe, or needle) capable of utilization for taking by a student of any substance regarded as controlled or illegal shall result in exclusion from all co-curricular activities until the official Hearing Officer's Adjudication Report is approved by the Board.
4. Any student involved in the stealing of school property or the property of others will result in an exclusion of all co-curricular activities for a minimum of ten (10) calendar days.

5. A student who has been absent from school during a semester for a total of twenty (20) or more school days shall not be eligible to participate in any co-curricular activity until the student has been in attendance for a total of sixty (60) school days following his or her twentieth (20) day of absence, excepting absences certified by a physician as due to illness, injury, or quarantine.
6. Students who participate in co-curricular activities must meet minimum academic requirements to maintain their eligibility. Students must maintain passing grades in four (4) full time classes or the equivalency for the nine (9) week grading period to be eligible. Students not meeting academic standards will be ineligible to participate in co-curricular activities for fifteen (15) days. At the end of the student's 15-day exclusion, the student's work will be re-evaluated to determine if he/she is maintaining passing grades in four (4) full-time classes or their equivalents. If not, the student's exclusion from co-curricular activities will be extended an additional 15 days. At that time, the work will be re-evaluated again. At the end of the school year, a student's final credits in his/her subjects, rather than his/her eligibility for the last grading period, shall be used to determine his/her eligibility for the next grading period. The building administrator will notify the parent and the student of his/her ineligibility.
7. Any student who engages in unacceptable behavior such as, but not restricted to, inappropriate language/gestures, insubordination, misbehavior, hazing, etc., will result in an exclusion from all co-curricular activities a minimum of ten (10) calendar days.
8. Any student who is determined to bring a weapon into any school property, any school sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity shall be excluded from all co-curricular activities until the official Hearing Officer's Hearing Adjudication Report is approved by the Board.  
 "Weapons" are defined but not limited to, any knife, cutting instrument, cutting tool, nunchaka, firearm, rifle, or any other tool, instrument, or implement capable of inflicting bodily injury.
9. The club/team/organization, sponsors and/or coaches and/or advisors, with the approval of the building administrator, may establish rules that are more stringent than the adopted rules of the co-curricular policies. Participants and their parents/guardians shall be notified in writing of these rules.
10. Permanent removal from an activity shall result in the forfeiture of awards for recognition in that particular activity.
11. When participation in a co-curricular activity requires that students pay fees for that activity, with such fees including but not necessarily being limited to ski lift tickets and entrance fees, the policy of the District shall be to structure the activity so that to the greatest extent possible all participating students pay the same fee. As the sponsor of all co-curricular activities, the District is to be considered the chaperone, sponsor, or similar party for such activities. Accordingly, any incentives or perks that are bestowed upon a chaperone, sponsor, etc. for participation in a co-curricular activity shall be understood to be the property of the District and shall not, for example, be used by a parent as a means to pay for his or her own child's participation in a co-curricular activity. The District, at its sole discretion, will determine how such incentives and perks will be utilized in order to benefit all of the participants in the co-curricular activity.

The discipline set forth in the above specific rules is intended to establish only a minimum discipline. Greater discipline may be imposed depending upon the circumstances of the infraction.



**School Suspension or Expulsion**

Any student suspended, in-school or out-of-school, or expelled from school shall also be automatically suspended or excluded from participating in all school or co-curricular activities for the duration of the school suspension or expulsion. Students enrolled in the alternative education program are not permitted to participate in co-curricular activities.

**Administration**

The Superintendent or his/her designee shall be responsible for the administration of the co-curricular policy. The building administrator shall be responsible for the implementation and enforcement of the rules and regulations. All schools, through the building administrator, sponsor, coach, and advisor, shall be responsible for informing student participants and parents/guardians of the rules and regulations.

Each school shall notify parents/guardians and students in the following manner:

1. One parent newsletter per year shall include reference to the rules and regulations.
2. Each sponsor/coach/advisor of a co-curricular activity shall inform the student participants at the start of each activity/season of the rules and regulations. Also, a copy of the rules and regulations shall be sent home with the student participants.

<b>Adoption Date: 9/13/99</b> <b>Revision Date: 6/12/06</b>
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## **CODE OF CONDUCT FOR STUDENTS PARTICIPATING IN CO-CURRICULAR ACTIVITIES**

Value in athletics: "Athletics, when utilized properly, serve as potential education media through which optimum growth - physical, mental, emotional, social, and moral - of the participants may be fostered. During the many arduous practice sessions and in the variety of situations that arise during the heat of the contests, the players must repeatedly react to their own capabilities and limitations, and to the behavior of others. These repeated reactions, and the psychological conditioning that accompanies them, inevitably results in changes, mental as well as physical, in the players. Because each contest is usually surrounded by an emotionally charged atmosphere the players are more pliable, and hence, more subject to change than in most educational endeavors." AAHPER, (Athletics in Education).

Value in the Arts: "The arts have a unique ability to communicate the ideas and emotions of the human spirit. Connecting us to our history, our traditions, and our heritage, the arts have a beauty and power unique in our culture. At the same time, a growing body of research indicates that education in the arts provides significant cognitive benefits and bolsters academic achievement...MENC (The Value and Quality of Arts Education)

### **Significant Facts**

- The administration recognizes that cheerleaders are athletes who participate in a District sponsored activity. Therefore, they are included into the Code of Conduct for athletics as well as the Co-Curricular Policy. (As of the date of this handbook, P.I.A.A. does not recognize cheerleading as a sport)
- Athletics and co-curricular activities are an integral and vital part of the school program.
- Athletics and co-curricular activities are available to any student willing to abide by the established rules and standards.
- Athletics and co-curricular activities have a three-fold value: for the participants, for the student body, and for the community.
- Athletics and co-curricular activities are organized in a manner most consistent with needs, interest, maturity, and abilities of the students.
- Constant control and external effort on the part of staff and administrators is necessary in order to assure maximum education benefits from interscholastic athletics.
- Many athletic and co-curricular activities have no inherent value as an educational activity without professional leadership, established education objectives, and acceptable standards of behavior.
- Staff exerts a substantial influence on youngsters and can assist youngsters to set high achievement goals in other endeavors.
- Athletics and co-curricular activities provide an opportunity for the loyalty of parents, patrons, and friends of the school to be constantly renewed, strengthened, and united.

### **Objectives of Interscholastic Athletics and Co-curricular Activities**

- Provide the opportunity to develop skill and to experience the satisfaction of performing effectively in emotionally charged situations.

## CODE OF CONDUCT FOR STUDENTS PARTICIPATING IN CO-CURRICULAR ACTIVITIES

- Contribute to the development of a health and fitness attitude that will provide a carry-over interest, which will function during leisure time.
- Contribute to the development of a wholesome appreciation for a well-developed and properly conditioned body.
- Contribute to the development of desirable social and citizenship qualities such as responsibility, respect for authority, leadership, fellowship abilities, respect for the rights and properties of others, harmonious and cooperative group action, and respect for individual differences.
- Contribute to the relief of emotional strains and stresses.
- Contribute to the satisfaction of certain psychological needs as self-understanding, self-expression, understanding of others, challenge, acceptance, recognition, and approval.
- Contribute to the development of desirable character traits including persistence, determination, unselfishness, will-to-win, alertness, maximum effort, resourcefulness, and tenacity.

As a member of any Warren County School District athletic team, you are expected to understand that **THE REAL ATHLETE:**

- Understands that drinking and illegal use of drugs and tobacco are harmful to the body and hinder maximum effort and performance.
- Does not use profanity.
- Realizes that officials do not lose a game but are there for the purpose of insuring that both teams receive a fair deal. For this they deserve courteous respect.
- Plans his/her time so that s/he devotes sufficient energy to his/her studies to insure grades that represent his/her true abilities.
- Has a good attendance record and should never be truant from classes or school.
- Works for the betterment of the school and for what is right and good for his/her fellow students.
- Obeys the specific training and practice rules of the coach.
- Directly represents the community, school, and coaches and should conduct himself/herself properly when traveling.
- Cares for all equipment as though it were his/her own personal property.
- Does not employ illegal tactics to gain an undeserved advantage.
- Is neat and well groomed at all times.
- Does not let employment interfere with practice or games.

## CODE OF CONDUCT FOR STUDENTS PARTICIPATING IN CO-CURRICULAR ACTIVITIES

- Appreciates that coaches and administrators have the best interests of the participants in mind as they plan and conduct the athletic program.
- Appreciates the importance of proper rest, diet, and exercise.
- Practices healthful habits of cleanliness and personal hygiene in all his/her daily activities.
- Complies with the standards of this code or is subject to dismissal from the squad or other disciplinary action as may be determined by the coach.

## **CODE OF ETHICS**

### **Code of Ethics - Warren County School District**

A code of ethics is a set of ethical principles and standards designed to guide a group of people in taking acceptable and approved action. The following code of ethics is hereby set forth for Warren County School District employees:

- Understand that the purpose of interscholastic athletics is to promote the physical, mental, moral, and social well-being of the students.
- Set an example of conduct for his/her squad members, students, and general public.
- Act in a sportsmanlike manner at all times.
- The use of tobacco, alcohol, or profane language while supervising a student group on any school premises or in any District educational or co-curricular environment is prohibited.
- Maintain complete control of his/her squad members at all practices and games.
- Respect the decisions of officials and remain undemonstrative in accepting these decisions.
- Be courteous to visiting teams and officials.
- Strive for a good working relationship with the opposing coaches and schools.
- Achieve a thorough knowledge and understanding of the rules (and a spirit of the rules) of the game.

### **Code of Ethics - P.I.A.A.**

The code of ethics pertaining to high school athletics is to be regarded not only as recommendations but as rules governing the conduct of schools, coaches, officials, athletic coordinators, and the public.

#### **Section I - The School Will:**

- A. Conduct itself in a sportsmanlike manner.

### **Code of Ethics - Warren County School District (continued)**

## Section II - The Coach Will:

- A. Have a fair, non-prejudicial relationship to the players.
- B. Teach athletes to win through legitimate means only; striving to win "at any cost" is unethical.
- C. Give opponents full credit when they win.
- D. Control his/her temper at all times.
- E. Discourage profanity and obscene language at all times.
- F. Recommend the use of competent officials and support their decisions. S/he should not criticize the actions or decisions of officials before the players or spectators.
- G. Counteract unfounded rumors of questionable practices by opponents. To establish the truth or falsity of these rumors, s/he should refer them directly to the authorities of the school concerned.
- H. Not solicit players from other schools.

## Section III - The Athletic Coordinator Will:

- A. Arrange only schedules that are educationally and physically sound for the athlete.
- B. Have a definite and mutual understanding with other athletic coordinators regarding officials.
- C. Treat visiting teams and officials as guests.
- D. Along with the principal and the community, cooperate in developing a wholesome athletic program.

## Section IV - The Principal Will:

- A. Be honest in certification of players, refusing certification of any player where a lack of thoroughly reliable information makes possible his/her ineligibility.
- B. Endeavor to foresee possible misunderstandings with other schools, and, as far as possible, settle them before they materialize.
- C. Pass on to another school's officials any seemingly authentic information that calls in question the eligibility of any of their players.
- D. Encourage the school's support of teams but never at the expense of friendly relations.

## **DONATIONS PROCEDURE FOR POLICY 11501**

### Procedure for Donations by Booster Organizations and Parent Organizations

The Board of Education recognizes that extracurricular support groups (e.g., band boosters, parent/teacher organizations, athletic booster organizations) provide important financial support to the District's schools and can be valuable means of stimulating community interest in the aims and activities of the District's schools. Booster organizations foster community support to raise funds for a specific extra-curricular activity (e.g., athletics, co-curricular programs).

### **DONATIONS FOR POLICY 11501 (continued)**

Booster and parent/teacher organizations are entities separate from the District and its schools, and it would not be appropriate for them to represent the District or its schools in contractual arrangements with students, parents, or other organizations.

Only the Board of Education has the authority to enter into contractual agreements on behalf of the school district. Therefore, it is not appropriate for any booster and/or parent/teacher organization to offer a contribution that would appear to circumvent the authority of the Board of Education.

Individuals and/or organized groups who wish to make contributions to the district schools will be directed to adhere to the following procedures and rules.

- The coach/advisor who is requesting or considering the acceptance of a donation offer from band boosters, parent/teacher organizations, or athletic booster organizations should discuss the reasons with the building principal and have written/signed documentation of the proposed donation.
- The principal will notify the Superintendent or his/her designee in writing of the proposed donation/contribution.
- The principal will keep accurate and complete records of any accepted donations/contributions.
- All monies and/or equipment/supplies donated to the school become the property of the Warren County School District.
- The donation must have a purpose consistent with established District and school goals.
- The donation shall not require the endorsement of a particular business product.
- The donation shall not conflict with policies or actions of the Board or laws of any kind.
- The donation shall not require continuing District maintenance or financial commitment.
- Offers of donations of technology and software must first be reviewed by the District's Technology Department to assure that such donations are compatible with the District's Technology Plan.

Exceptions to these procedures and rules may be considered only by Board action.

Record of Gifts/Donations Form – See Appendix F

## **DUTIES AND JOB DESCRIPTION FOR ATHLETIC COORDINATORS**

Qualifications required:

1. Full-time teaching position in assigned school of Warren County School District
2. At least five (5) years of successful varsity head coaching experience or a combination of ten (10) years of varsity assistant coaching experience
3. Possession of working knowledge of all aspects of athletic administration
4. Membership in a professional coaching or athletic administrative organization
5. Such alternatives to the above qualifications as the principal may find appropriate and acceptable

## **DUTIES AND JOB DESCRIPTION FOR ATHLETIC COORDINATORS (continued)**

Duties assigned to this position:

1. To supervise the athletic and intramural programs in consultation with the principal and/or the Supervisor of District-Wide Athletics and Co-Curricular Activities
2. To recommend coaching and intramural personnel and to evaluate their performances
3. To act as a consultant to the administration and coaching personnel on matters pertaining to the athletic program
4. To hold meetings with coaches whenever necessary to keep them informed of all matters pertaining to the athletic program
5. To supervise all athletic facilities, schedule practice use, and to recommend maintenance and repairs
6. To supervise and coordinate the budget and requisitions for all sports
7. To schedule all athletic events for his/her school
8. To represent his/her school in all athletic business at League and District meetings
9. To enforce and interpret all athletic rules and regulations within the frameworks of Warren County School District Handbook, P.I.A.A. Handbook, National Federation rules, and League rules in which membership is maintained
10. To prepare bus transportation schedules for all athletic trips
11. To act as game manager for all athletic contests and events for his/her school to obtain adequate personnel to insure smooth operation
12. To make all arrangements for all non-school facilities needed in the athletic program – swimming, golf, cross country, etc.
13. To hold special meetings for all new coaches and instruct them of their District responsibilities
14. To secure Insurance Liability Certificates for all properties where athletic events are held that are not owned by the District

Special requirements:

1. Release of publicity to press and radio: Publicity of events in which his/her school will participate
2. Pre-game and half-time programs: To coordinate the starting and stopping time schedules for bands, pre-game ceremonies, and half-time program
3. Principal notification: To make recommendations to the principal regarding the conduct of each athletic activity
4. Faculty help: To determine the need and to establish a schedule of assignments and reporting times for all personnel involved with an activity or event

**DUTIES AND JOB DESCRIPTION FOR ATHLETIC COORDINATORS** (continued)



5. Game program: To obtain from visiting teams the information to be included in the game programs, paper releases, and radio programs
  6. Liaison: To inform visiting teams and officials of the details of their participation, time schedule, dressing facilities, etc.
  7. Scheduling: To reschedule all postponed athletic events, schedule gymnasium time, and schedule cheerleading practices
  8. Preparation: To prepare time sheets for timer, ticket takers, game managers, and security
  9. Security: To arrange security for all home events
  10. Local agencies: To work closely with local fire department and police agencies
  11. Booster organizations: To assist in organization, coordinate meetings, aid with finances, and assist with organization and operation of concessions
  12. Budget: To balance building athletic budget monthly and do budget transfers through the Supervisor's office
  13. Purchasing equipment: To follow proper procedures when purchasing equipment or supplies
  14. Physicals: To arrange physicals annually
  15. Inventory: To inventory all equipment and supplies
  16. Supervisor of press box: To supervise all arrangements in the press box for the official personnel having duties during football games, baseball games, and track meets
  17. Athletic Trainer: To work with the athletic trainer regarding all sports injuries at his/her school
  18. Printed schedules: To develop schedule posters and pocket schedules as needed for use in publicizing all athletic programs
  19. Certify player eligibility: To prepare and check eligibility sheets (attendance and academic) each week, obtain faculty input, and notify parents and student-athletes of ineligibility
  20. Practices: To attend practices
  21. Awards programs: To schedule and coordinate awards
  22. Meetings: To meet with Building Administrator
  23. Parents: To meet with parents and make telephone calls to parents
  24. End-of-season reports: To acquire reports from coaches, tabulate, and file
  25. Interviews: To participate in all coaching position interviews and hire personnel
  26. Summer: Miscellaneous duties throughout the summer
- DUTIES AND JOB DESCRIPTION FOR ATHLETIC COORDINATORS (continued)**

Time involvement: As deemed necessary to make the program successful

Supervisor(s) by title:

1. Principal
2. Supervisor of District-Wide Athletics/Co-Curricular Activities
3. Executive Director of Support Services

Evaluator(s) by title:

1. Principal
2. Supervisor of District-Wide Athletics/Co-Curricular Activities
3. Executive Director of Support Services

Safety precautions required:

1. Understand basic sports medicine techniques and practices
2. Basic First Aid preparation
3. Awareness of best training and injury procedures
4. Periodic clinic updating
5. Coordination of ImPACT baseline and follow-up testing
6. Coordination of NWCA weight control program

## **DUTIES/CODE OF CONDUCT FOR ALL STAFF-Employee/Non-Employee**

### **Safe Coaching Practices**

All coaches are reminded of the importance of following safe coaching practices throughout the athletic season. Only safe and approved techniques are to be taught. Under no circumstances should a coach teach a skill or technique which seeks to gain an advantage by placing an athlete or his/her opponent in jeopardy. All equipment should be inspected regularly to ensure that it provides all participants the safeguards for which it was intended.

All staff members must be aware of environmental issues. Heat, fatigue and hydration are just a few of the factors which affect the health and safety of students participating in our athletic and co-curricular activities. Our students' well being must always be of paramount concern.

### **Traumatic Brain Injury (TBI) - Concussion in High School Sports Guide for Coaches**

WCSD secondary schools are each ImPACT member schools. As such we have available to us highly efficient and up-to-date TBI recognition procedures and rehabilitation referral services. WCSD Building Athletic Coordinators have limited information on TBI including a "Coaches Wallet Card". Complete information regarding TBI is available from our Certified Athletic Trainer or at the link below.

[http://www.cdc.gov/ncipc/tbi/CGToolKit/Coaches\\_Guide.htm#Facts](http://www.cdc.gov/ncipc/tbi/CGToolKit/Coaches_Guide.htm#Facts)

Further information is available from our trainer or the PIAA at (<http://www.piaa.org/>). The building athletic coordinator can also help you find information on safe coaching principals.

### **Organization and Administration**

- Is required to have a parent meeting before the start of the season. At the meeting, parents should be informed of **safety precautions**, squad rules, and other pertinent information of the program.
- Will cooperate with and assist the head staff members. Be loyal to the head staff members.
- Will have a detailed plan for each practice.
- Will be aware of problems in equipment and facilities and make them known to the principal.
- Will administer game details for home and away contests.
- Will treat opponents as guests at home contests.
- Will be aware of legal responsibilities and take precautions against any negligence.

### **Methods of Coaching and Practice**

- Use professionally sound teaching methods.
- Carefully explain and demonstrate fundamentals.

**DUTIES/CODE OF CONDUCT FOR ALL STAFF-Employee/Non-Employee (continued)**

- Teach at a level students are able to understand and be able to explain the reason for doing certain things.
- Be straightforward and truthful in talks with students.
- Consider individual differences in ability to learn and to perform.
- Be well acquainted with physical, social, mental, and psychological make-up of students.
- Inform athletic players of the rules and tradition of the sport, enabling them to fully enjoy athletic competition.
- Strive for patience in all teaching details.
- Strive to keep injuries at a minimum without the sacrifice of players' aggressiveness.

**Team Morale**

- Play as many athletes as possible in each game.
- Keep those not associated with the squad off the field or out of the locker room.
- Create a feeling of team loyalty.
- Maintain discipline and treat disciplinary cases in accordance with the infraction and the individual.
- Offer encouragement and constructive criticism when the team is losing and accept responsibility for the team.
- Be fair in the treatment of all students.
- Give credit to players when the team wins.
- Back up the team at all times, making criticism of them only in their presence.
- Prohibit unsociable acts. (i.e.: swearing, stealing, lying, gambling, etc.)
- Talk frequently to young and inexperienced students to prevent discouragement and to bolster morale.
- Provide a pleasant atmosphere and efficient supervision in the dressing room.

**Regulations**

Any staff member in charge of students at any level and in any co-curricular activity will be expected to maintain a high degree of integrity for carrying out concomitant duties and responsibilities. Enumerated below are those most often encountered.

**DUTIES/CODE OF CONDUCT FOR ALL STAFF-Employee/Non-Employee (continued)**

#### A. Staff Duties:

1. New co-curricular staff is required to attend a mandatory meeting before their season. The meeting defines the special needs of the athlete, band member, or cheerleader. All head staff members are required to review the I.E.P. and/or the Chapter 15 Service Agreement for all applicable students in their program, grades 7–12, with the high school principal or athletic coordinator and the Supervisor of Special Education to work with students with exceptionalities.
2. Assign managers and the duties each is expected to perform.
3. Be the first to arrive and make sure that you are the last to leave. Check to be sure that showers, lights, and doors are secure.
4. Be certain that each athlete has a medical examination before s/he practices.
5. Check all players for insurance.
6. Make sure that each player has a parental permission slip on file.
7. Check all students for eligibility, both academic and attendance.
8. Prepare a complete roster of players and necessary information so that certified lists of eligibility may be sent to competing schools.
9. Have first-aid equipment available at all times.
10. Assign one manager on the field and one in the equipment room at all times.
11. Demonstrate the manner in which equipment is to be worn, how to take care of it, and how it is to be hung.

#### B. Coaches' Dress:

Coaches should be dressed in appropriate workout gear during practices. Students, parents, and faculty have the right to be concerned about a coach who teaches a sport in school clothes as they would a classroom teacher who comes to school in gym clothes. Coaches should dress appropriately for all contests and trips.

#### C. Staff Responsibilities on Trips:

1. Hold a group meeting before each departure to firm up general directions. Have each student check his/her equipment and assume responsibility for it throughout the trip.
2. Prepare ahead a checklist of needed equipment so that nothing is forgotten by the managers.
3. When students arrive back at school, the staff must be sure that each individual has a way home. Any injured player must be personally turned over to the doctor or to parents.
4. Make provision for safekeeping of all valuables.
7. The staff should check dressing rooms and bus as soon as the students have left the facility. This will help prevent the loss of clothing and equipment and give the staff information as to the condition of the property.
6. Impress upon the students that rowdy behavior and the use of obscene language will not be tolerated. Set the standards of behavior and hold to them.

#### **DUTIES/CODE OF CONDUCT FOR ALL STAFF-Employee/Non-Employee (continued)**

7. Check out the type of clothing that the students wear.
8. Bus Conduct:

- a. Students must see that the bus is clean at the end of the trip.
  - b. Do not tolerate horseplay, loud talking, and students shouting out of windows.
9. Use of Opponents' Dressing Facilities: Coaches should discuss with team members the appropriate conduct when using the dressing facilities of the opponents. Note the general condition of the dressing room both upon arrival and departure to forestall vandalism. It may be necessary at times to hold a bag inspection after returning from a trip to check for souvenirs taken by the players. Coaches should ask to have their dressing room locked during their team's absence. Carrying out these procedures may save the school and the district some unfavorable publicity.
  10. A bus roster must be completed in its entirety and is to be turned in to the school office for every away trip. Overnight trip bus rosters should be completed and faxed to the office of the Supervisor of District-Wide Athletics and Co-Curricular Activities at 723-0830.

#### D. Attendance at Rules Meetings:

1. When rule interpretation meetings are held for a specific sport, head coaches in that sport are **required** to attend the meetings. The head coach should encourage his/her assistants to attend.
2. Head coaches will be responsible for financial obligations resulting from not attending such meetings.

#### E. Practices - Days and Times:

1. Start on time and end on time. A program is not improved by jeopardizing relationships with parents and administrators because of holding late practices. The less the family dinner hour is disrupted with practices, the more apt parents are to have a favorable reaction to the program.
2. All practices are to be supervised by staff at all times. If a staff member is unable to be present, his/her practice should not be held. Practices should not exceed 2 ½ hours.
3. Practice during the more extended vacations should be scheduled at the discretion of the head staff member with the approval of the administration.

#### F. Posting Game Rosters:

1. All coaches are requested to post their team rosters by the last practice prior to an interscholastic contest. This posting enables the team member to inform parents concerning making an athletic trip or suiting up for a home game.
2. A coach should always make clear to a team member any change in status and the reasons for such change, especially if the individual has been used to suiting up for games. Both good public relations and maintenance of team morale are involved.

### Cheerleading Requirements

Only properly certified cheerleading coaches may supervise squads that perform lifts, stunts, builds, or tosses. Squads coached by staff that do not hold such certification may not perform any of the above mentioned routines. All cheerleaders of squads coached by uncertified staff must

**DUTIES/CODE OF CONDUCT FOR ALL STAFF-Employee/Non-Employee (continued)**

remain in contact with the ground or floor except when leaps or maneuvers are performed unaided. No lifts, stunts, builds, or tosses are permitted by cheerleaders participating on squads not coached by certified staff.

Complete information including certification, cheerleading terms and guidelines are available at <http://www.aacca.org/>

### **DUTIES OF A HEAD STAFF MEMBER-Employee/Non-Employee**

The primary responsibility of all staff in the Warren County School District is to see that the health and safety of the boys and girls must come first. Under no circumstances will the head coach play an injured athlete unless permission is granted by the school physician.

- The head staff member is to work with and through the principal in all matters pertaining to students in his/her activity.
- The head staff member should see that his/her assistants follow good rapport in co-curricular policies and procedures. The chain of command is through the principal.
- The head staff member may make suggestions to the principal in preparing schedules.
- The head coach may make suggestions pertaining to the selections of officials to the principal.
- The head staff member is to prepare a list of equipment and supplies needed for his/her activity.
- The head staff member may recommend the type of equipment and supplies purchased for his/her activity.
- The head staff member is responsible and accountable for all equipment and supplies.
- Inventories of all equipment and supplies will be maintained and all equipment and supplies must be accounted for at all times.
- The head coach is to be knowledgeable of the league in which his/her team is participating and the rules of that league. S/he must also be knowledgeable of the district and the P.I.A.A. rules in his/her sport, and s/he must abide by these rules at all times.
- The head staff member is to prepare and submit rosters of persons traveling on away trips to the principal. For overnight trips, a District bus roster is to be completed in its entirety and faxed to the office of the Supervisor of District-Wide Athletics and Co-Curricular Activities at 723-0830.
- The head staff member is to prepare a roster of his/her team on the first day of practice and submit it to the principal.
- The head staff member is responsible for his/her students to and from all away events. S/he cannot delegate this responsibility except in the case of illness or unpreventable circumstances.

### **DUTIES OF A HEAD STAFF MEMBER-Employee/Non-Employee (continued)**

- The head staff member is responsible for the conduct of his/her students during practice sessions and events, away or at home.

- In the absence of the Principal and Athletic Coordinator, the head staff member shall act as the principal's authorized representative at an event.
- The head coach must maintain control of the bench and the athletes during athletic contests.
- The use of profane language is not and will not be tolerated by student or staff either at practice sessions or events. The use of profane language by either student or staff demands an immediate reprimand.
- The head coach must maintain a good relationship with officials and opposing teams at all times during an athletic contest.
- The head coach and his/her assistants are not permitted to carry on arguments with crowds or officials during an athletic contest. If a point of clarification is needed, the head coach should contact the head official or scoring table.
- The head coach is to use good judgment in the best interest of the total athletic program in all press releases.
- The head staff member has the right to appeal to the Supervisor of District-Wide Athletics and Co-Curricular Activities if s/he is not satisfied with decisions made by the principal.
- The head staff member is to submit all accident reports to the school nurse daily. If a serious injury occurs, the head staff member is to notify the principal as soon as possible.
- The head staff member or his/her designated assistant must be the last person out of his/her area of the school and is responsible for securing the building.
- The head coach or his/her designated assistant coach is responsible for checking the locker room of the host school prior to and after the contest. Report any and all discrepancies to the host school. Be sure that the principal or his/her designee is immediately aware of problems you have in this area.
- After every activity, home or away, the staff must see that all students have transportation home before they depart.
- The head staff member is required to review the I.E.P. of a student with the high school principal or athletic coordinator and the Supervisor of Special Education to work with students' exceptionalities.
- The head staff member is required to review the Chapter 15 Service Agreement with the high school principal or athletic coordinator and the Supervisor of Special Education to work with students' exceptionalities.
- The head coach is required to be present at all coaching interviews for assistants for his/her sport.

#### **DUTIES OF A HEAD STAFF MEMBER-Employee/Non-Employee (continued)**

The general duties of a head staff member follow:

Teaching Methods and Techniques



- Use professionally sound teaching methods.
- Keep assistants informed of the importance of physical conditioning and the welfare of the players.
- Set the pattern for high morale among your staff and team.
- Give credit to staff for commendable work.
- Personal characteristics, education, and training.
- Set a good example for your assistants to follow.
- Be highly competent in the activity you head (*i.e.*: rules, techniques, strategies, and skills).
- Constantly study, analyze, and improve competency in your activity and promote the same among assistants.
- Motivate your staff and students toward desired goals.
- Cooperate with institutes of higher learning. It is the responsibility of the head staff member to assist all students in their pursuit of scholastic assistance because of their co-curricular accomplishments. This means writing letters of recommendation, communication with recruiters, sharing of game or practice tapes, and any other way to assist the student.

## **PROGRESSIVE DISCIPLINE**

No employee shall be disciplined or discharged without just cause.

Disciplinary measures shall include the following:

1. A letter indicating unsatisfactory performance
2. A letter indicating continued unsatisfactory performance and normally suspension with or without pay
3. A letter indicating continued unsatisfactory performance and possible termination

All letters must include the corrective actions expected by the principal/supervisor.

Two warning letters of unsatisfactory performance will normally be grounds for recommendation to the Superintendent and Board of Education for personnel action.

Serious cases (covered in the School Code) of employee poor performance, lack of performance, unsatisfactory performance or unsatisfactory conduct will normally result in immediate dismissal.

It is the intention of this District to avoid situations which cause unnecessary embarrassment to the employee on disciplinary matters. Every effort will be made to keep matters as confidential as possible.

## **PROGRESSIVE DISCIPLINE (continued)**

The employee is encouraged by the administration to take this matter seriously and seek council from the respective labor association where appropriate.

Supporting documents such as observations, evaluations, letters, memorandums, or related material will be considered part of the discipline or discharge portfolio.

The following progression reflects the commitment that disciplinary measures are viewed as **corrective**, not punitive. Efforts are to be made to resolve these matters informally when appropriate. For most offenses, the administration is expected to adhere to the system of progressive discipline outlined below. However, the administration is not bound by the progressive system in cases of serious offenses. Employees are presumed to know that serious offenses will lead to discharge.

In the event of employee disciplinary measures, the following progression will normally apply:

1. Oral Reprimand with Notation – The principal/supervisor issues an oral reprimand to the employee. A written statement to that effect is placed in the employee's personnel file.
2. Written Reprimand – The principal/supervisor informs the employee in writing of the employee's misbehavior or area of concern, what alternate behavior is expected, \*and what the consequences of continued misbehavior will be. One copy of the written reprimand is given to the employee and one is placed in the employee's personnel folder.
3. Suspension with/without Pay (determined by the principal, supervisor, director of Human Resources, and superintendent) – The employee is suspended with/without pay for misbehavior. S/he is given notice of the nature of the offense, what must be done to correct it, \*and what the consequences of similar future actions will be. A copy of a statement to that effect is placed in the employee's personnel file. The employee has the right to attach a rebuttal to the statement.
4. Dismissal – Action taken by this school district to terminate the contract of an employee for the employee's failure to observe and act in accordance with rules and orders.

The District reserves the right to deviate from or modify this procedure at any time.

\*It is in this section that the administrator includes what program, processes, or individual help s/he and/or the district will provide in helping the employee improve.

## **EQUIPMENT SUPPLIES AND REQUISITIONS**

### **Requisitions**

All athletic requisitions for the coming year are due to the Supervisor of District-Wide Athletics and Co-Curricular Activities four weeks after the last contest.

The head staff members of each activity are responsible for preparing all requisition forms for his/her activity (i.e.: the head football coach will order for the varsity and junior varsity squads). It is suggested that the head staff member confer with his/her assistants when preparing the order.

The principal will provide the head staff members with the necessary requisition forms. On this form the head staff member will make his/her requests indicating the quantity, sizes, color, approximate price, manufacturer, and number with complete descriptions. These requisitions will be reviewed by the principal and then returned to the Supervisor of District-Wide Athletics and Co-Curricular Activities for approval.

## **EQUIPMENT SUPPLIES AND REQUISITIONS (continued)**

The Athletics and Co-Curricular Activities Committee and the Full Board approved on June 14, 2004, that the District will standardize the ordering of athletic equipment and supplies.

### **Issuing Equipment**

No athletic equipment issued to squad members may be worn in gym class or outside of practice or game situations. Coaches must instruct their squad members of this regulation.

All equipment issued to students shall be recorded on the "Equipment Issue" form and signed by the student. It is the staff's responsibility to see that all equipment is returned in good condition. If the equipment issued is lost or has had abnormal usage, the student will be charged accordingly. Check with the principal for the price of the equipment and the amount to be charged.

**The athlete must return all equipment before the end of the school year or the athlete's report card and/or diploma (if the athlete is a senior) will be withheld until either the equipment is returned or restitution is made.**

All pertinent keys issued at the start of the season must be returned to the building principal or his/her designee within two weeks after the close of the season.

At the beginning and end of each season, the staff will check the equipment in and out with the principal. The principal will be responsible for sending the equipment to the conditioner and having it returned.

### **Inventory of Equipment and Supplies**

At the end of each activity season, the head staff member is responsible to take the inventory.

No equipment is to be sold to students.

### **EXPECTATIONS OF ATHLETIC COORDINATOR FOR COACHES-Employee/Non-Employee**

In these days of larger numbers of well-trained applicants and of stronger emphasis on credibility and accountability, the need for precise job description specifications has become obvious. At the same time, there is also a need for precise criteria against which accomplishment can be measured. Thus it becomes expedient to consider just exactly what an athletic coordinator does expect of his/her coaches. Several performance categories come to mind.

#### **A. PROFESSIONAL AND PERSONAL RELATIONSHIPS**

First, there is the area of professional and personal relationships – the person-to-person oriented activities. These might well be considered as four basic concepts: rapport, cooperation, leadership, and improvement.

##### **1. RAPPORT**

A coach must early on develop a good rapport with any number of individuals and groups: with team personnel, with the student body, with the members of the professional staffs involved, with the community as a whole and particularly with the spectator and support constituents, with the media representatives, and with the corresponding coaches of the league and district of which the school is a part. Under no circumstances does this become a mere popularity contest, but there is no denying the value of good public relations where winning and losing and success and failure are concerned. Image is a matter of importance. Good rapport is invaluable.

### **EXPECTATIONS OF ATHLETIC COORDINATOR FOR COACHES-Employee/Non-Employee**

##### **2. COOPERATION**

As regards cooperation, the coordinator expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with the coordinator, the principal, and other members of the staff. Limited budgets, expanded activity program schedules, and heavy demands

on over-taxed facilities make “cooperation” the magic word. Ability to “stay loose” and a good sense of humor are important attributes. Being able to “share it out” does much to lighten the problem load.

### 3. LEADERSHIP

Under the heading of “leadership” is any number of specific items: A coach must stand tall, be diligent, enthusiastic, and enjoy coaching - all are part of professional pride that should be exhibited by any coach. Personal appearance, dress, and physical condition should all be exemplary.

A coach should be in control at all times. Language, actions, and emotional displays come under close scrutiny, both in practice and in scheduled contests. Integrity, graciousness, dignity, and respect are to be cultivated - for players, officials, opponents, colleagues, and the game itself, whether winning, losing, or just working out.

A coach is also responsible for every facet of discipline. Individually the coach becomes a model of all that the program represents - observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season at home and away, even to a degree for the conduct of the crowd, especially where the student body is concerned. “Desire” to do well, to win well, and to lose well should be emphasized. Staff, players, and spectators should be motivated toward established goals. A coach is expected to give unstintingly of his time, energy, and spirit as the season demands. The quality of leadership provided very often makes all the difference.

### 4. IMPROVEMENT

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops in specific fields, and similar in-service training is advantageous. Membership should be maintained in professional organizations, coaches’ associations, and similar groups whose programs are geared toward greater achievement and fuller performance, and coaches should participate in their activities. Keeping abreast of current literature in professional journals, newspapers, and magazines, and utilizing enrichment material available in other media forms is also to be expected. There can be no resting on one’s laurels; the changes must always be made in order to keep up and to move ahead.

## B. COACHING AND TECHNIQUES

A second performance category also must be taken into consideration. This is the area of expectation concerned with coaching and techniques in the assignment itself. Included are the following specific criteria:

1. Use sound and acceptable teaching practices; run well-organized practice sessions.
2. Complete pre-season planning well in advance of starting practice dates; there is no place for the haphazard.

## EXPECTATIONS OF ATHLETIC COORDINATOR FOR COACHES-Employee/Non-Employee

3. Injuries do occur; follow a prescribed routine and maintain good communications with patient, trainer, doctor, and parents.
4. Construct a well-organized game plan so that “hitches” are at a minimum and the “unanticipated” is anticipated.

5. Develop a sound system for equipment accountability, including seasonal inventory, repair, and reconditioning and replacement. All purchasing should be accomplished within the bounds of the regular school purchasing procedures and staying within the allocated budget.
6. Keep assistant coaches, student managers, and statisticians well informed as to what is expected; cooperate with maintenance staff, transportation people, and others similarly involved in the over-all program.

One final word: All coaches, head and assistant, male and female, are expected to respond in the same degree. We are referring to what an athletic coordinator expects of a “good coach” without excuses or special concessions.

### **C. PRINCIPLES OF PROFESSIONAL RELATIONSHIPS**

To implement smooth and forthright working relationships within the athletic department, the following procedural guidelines have been drawn up.

1. The head coach should have in writing definite assignment instructions and outlines of general responsibilities for assistants to follow. Minor details and other instructions may then be covered verbally as needed.
2. Head coaches should immediately discuss misunderstandings or infractions of instructions with the assistant.
3. Head coaches should inform the athletic coordinator about unsatisfactory services of an assistant or his/her failure to carry out assignments. An informal conference will be held between the athletic coordinator, the head coach, and the assistant to air the problem. An assistant may also request a conference with the athletic coordinator regarding problems that he/she is having in his/her coaching assignment.
4. Head coaches desiring to recommend changes among assistants should notify the athletic coordinator no later than two weeks following the close of the sport season. Before any decision is made regarding any assistant, a conference will be held between the athletic coordinator, head coach, and assistant involved to discuss the manner in which assigned responsibilities have been carried out.
5. Assistant coaches will be notified if their services are to be terminated. Notification will be given as soon as the head coach makes his/her recommendation to the athletic coordinator.
6. Similar principles will be followed if the athletic coordinator feels that a head coach's services have not been satisfactory. The school principal will be included in the conference with the head coach and athletic coordinator.
7. Coaches desiring to terminate their services in any sport should immediately notify the athletic coordinator in writing within two weeks after the termination of their season.

**FIELD TRIPS (Athletics, Classes, and Clubs)**

Warren County School District athletic and co-curricular groups that plan overnight trips should make sure that there is a strong educational component. There is to be one chaperone for every 15 students. If both genders are traveling, it is preferable that chaperones be of both genders. The District bus roster must be complete in its entirety and must be faxed to the office of the Supervisor of District-Wide Athletics and Co-Curricular Activities at 723-0830.

Such trips should be approved before fundraising and travel arrangements are made. Review and approval must be from the principal, the district athletic supervisor, and the assistant superintendent.

Field Trip Information Form and Procedure – See Appendix J

Request for Field Trip – See Appendix K

Bus Roster – See Appendix A

**FUNDRAISING ACTIVITIES – Athletic/Non-Athletic**

The Board prefers that the District support student activities, but it may be necessary for students to raise funds to support these activities. Fundraising must be approved and supervised by the principal; funds raised will be used solely to reimburse the District for costs advanced by the District for that activity. If a student helps in raising funds to support his/her activity, this does not guarantee a position or preferential treatment as a member of that group. If a student does not participate in raising funds to support the activity, s/he will not be denied a position in the group or receive non-preferential treatment as a member of the group.

**HAZING AND HARASSMENT**

The staff is not to permit hazing or other types of harassment activities by upperclassmen on younger students at any time during the season.

The staff is to be especially on the alert near the end or last few days of practice to see that no students are harassed.

The staff is responsible for seeing that no student, at any time during the season, is physically or mentally hazed or harassed.



**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)****MEMORANDUM**

**TO:** Athletics Participants and Parents

**FROM:** High School Principals/Warren County School District

**SUBJECT:** Authorization to Use and Disclose Information

A federal law, the Health Insurance Portability and Accountability Act ("HIPAA"), is changing the way we deliver health services. That Act establishes privacy rights concerning an individual's health information. Under that Act, the athletic trainer cannot communicate medical information to School District staff without written authorization from the student's parent/guardian.

As you probably know, the School District and Warren General Hospital have been working together to provide an athletic trainer to help with student safety in athletics. The athletic trainer attends various practices and events and works with students and coaches to give training and safety advice and to help assess injuries and fitness for participation as described by the attending physician. Up until now, the athletic trainer, coach, and School District were able to get the necessary injury information on a student athlete from the physician and Warren General.

The HIPAA form gives the parent/guardian two options from which to choose. While you are not required to choose either option, your student will not be able to participate in the District athletic program if the form is not signed.

Checking Option A on the form by the parent/guardian will allow medical information to be shared between the athletic trainer and/or physician and coaching staff, athletic coordinator, building principal, and the school nurse as we presently do.

Checking Option B on the form will not allow authorization to disclose the student athlete's health information. It is understood that, if the student athlete is under a physician's care and cannot practice, the student athlete cannot return to practice without a written statement from the physician and the parent/guardian to release the student athlete to return to practice.

The student athlete cannot participate in athletics until the form is returned with the physical card.

Questions: Contact person(s):

High School Principals  
Mark Eberl, Executive Director of Support Services, WCSD Compliance Officer/723-6900  
Alice Pedersen, Director of Compliance, Warren General Hospital/723-4973 Ext. 1507  
John Werner, Supervisor of Athletics and Co-Curricular Activities, WCSD/723-6900

Authorization and Revocation form – Appendix M





## INFORMATION - GENERAL

### A. Employment Eligibility Verification (I-9)

The Immigration and Naturalization Service requires that employers, such as the Warren County School District, verify the citizenship status of all their employees before they can begin work. In the Warren County School District, this can be done at the Office of Athletics and Co-Curricular Activities of the Warren County School District Central Office by contacting the secretary to the Supervisor of District-Wide Athletics and Co-Curricular Activities. Perspective employees must present documentation in person. It cannot be done over the phone. The list of the acceptable documents is **found on the form**. One document from List A or one document from List B and one from List C must be presented.

### B. Contracts

Each person approved by the Board of Education to receive a supplemental contract will be issued one from the Athletics and Co-Curricular Activities Office. Once completed by the employee, it must be returned to the building principal or his/her designee. The perspective employee will not receive any payment until the contract has been returned.

A copy of a contract is contained in Appendix D.

### C. Supervision and Evaluation of Employees

It is the responsibility of the building principal to supervise and evaluate all staff. The principal will solicit information to assist him/her with the evaluation of employees from the assistant principal, athletic coordinator, head staff member, and the Supervisor of District-Wide Athletics and Co-Curricular Activities. A copy of the evaluation form is enclosed in Appendix I. A copy of the end-of-the-year evaluation is kept in the personnel file for the employee.

### D. Personnel Records

Personnel records are maintained at the individual building where the coach is employed and at Warren County School District Central Office. The employee has a right to review these records according to guidelines established in the Negotiations Agreement between the Warren County Board of School Directors and the Warren County Education Association.

### E. Screening of Applicants and Interviewing Candidates

Any person who is applying for a coaching vacancy within the Warren County School District must submit a letter stating the position for which s/he is applying to the athletic coordinator of the school.

Those persons who submit completed and competitive forms and who are considered outstanding candidates for a position will be offered an interview for the job. The interview will be conducted by a team under the guidelines established by the building principal and the Supervisor of District-Wide Athletics and Co-Curricular Activities.

### F. Participation in Religious or Important Family Activities

A student has the right to participate in religious activities without undue pressure or disciplinary action imposed on him/her because of his/her participation. Whenever possible, Wednesday evenings have been established for religious instruction beginning at 6:00 p.m. The administration of the school district encourages this participation.

## **INFORMATION - GENERAL (continued)**

Although athletics and co-curricular activities are important, the scheduling of important family activities should not be considered a subordinate activity. Staff must be sensitive to these issues, and students are encouraged to discuss their concerns openly with their supervisors. Staff should use the principal's office to resolve issues before they escalate into conflicts. During the 1995-96 school year, the PIAA adopted a resolution supporting the concept.

### **G. N.C.A.A. Recruitment Rules**

All varsity coaches must become familiar with the N.C.A.A. recruitment rules so that his/her actions or the athlete's actions do not jeopardize the athlete's eligibility for financial aid.

### **H. Before You Start to Teach**

It is important that "new" employees complete all paperwork necessary to enable them to begin the season. The paperwork includes:

1. Completed I-9 information with copy of social security card and driver's license
2. Act 34 - Returned form
3. Act 33 - Returned form or completed affidavit before beginning an assignment
4. Act 114 - Returned form or completed requirements before beginning an assignment
5. Act 29
6. New Hire Form
7. W-4 Form
8. Attend a session entitled "Legal Issues in Extra-Curricular Activities" and complete the necessary paperwork

If the above forms are not returned and presented to the Office of Athletics and Co-Curricular Activities within thirty (30) days, the staff member will be relieved of his/her duties.

The principal or his/her designee will determine when "new" employees are permitted to begin their assignment.

## **INJURED PLAYERS**

The coach has the initial responsibility for the welfare and safety of students participating in interscholastic athletics. It is inevitable that some accidents will occur resulting in various types of injuries.

The following immediate steps should be taken in caring for an injured student:

- See that the person is breathing properly.
- Take appropriate steps to control excessive bleeding.
- Movement of injured should kept to a minimum.
- Keep the injured warm and as comfortable as possible.
- Notify parent or other appropriate responsible person.

In the event of a serious injury, the head coach (or one of his adult assistants) will accompany the athlete home to discharge the athlete to his/her parents for further care, at the same time making sure that his/her parents understand both the nature and circumstances relative to the athlete's injury.

## INJURED PLAYERS (continued)

In the event of any injury to an athlete, it is the responsibility of the coach to complete the proper accident report within 24 hours of the injury and submit the original to the school nurse and a copy to the building athletic coordinator.

In the event of any injury to a coach or a volunteer coach, the coach must complete an accident report within 24 hours of the accident and submit it to the principal or his/her designee. It is the responsibility of the head coach to see that this report is completed.

### Take no Chances - Call the Doctor and/or Ambulance.

#### Care of injured players

In the event of an athletic injury, the injury action plan should be implemented. This plan will be reviewed by coaches prior to the beginning of each sport season. The plan is as follows:

- The injured athlete will be evaluated by the ATC
- Certified Athletic Trainer determines treatment
- RICE (Rest, Ice, Compression, Elevation)
- The coach will contact the ATC within 24 hrs if not on site at time of incident
- The ATC may recommend referral to a physician
- The ATC will inform the Parent who will inform the coach for HIPPA Option B athletes
- The ATC will inform the Coach who will inform the Parent for HIPPA Option A athletes

#### EMERGENCY TREATMENT

Call Ambulance

Stay with athlete (use basic first aid and CPR)

#### NON-EMERGENCY TREATMENT

Off-field transport

Re-evaluation by ATC on sideline

Athlete must have re-evaluation and pass functional testing prior to returning to sport participation

If a certified athletic trainer is not present at the time of injury, it is the responsibility of the head coach to oversee the care of the athletic injury. The coach will complete the Coach's Athletic Injury Report Form (available from ATC) and is then responsible for contacting the certified athletic trainer. The proper WCSD accident form must also be completed within 24 hours of the injury and be submitted to the principal or his/her designee. Once an athlete has sustained an injury that requires stoppage of activity, s/he may not return to sport until s/he is evaluated by the certified athletic trainer. A physician may return an athlete to sport.

When an athletic injury requires referral to a physician or renders the athlete unable to participate, the parents/guardians will be notified promptly by the certified athletic trainer. Each athlete will also be given a Home Care Sheet with an explanation of the injury and a Physician Referral Form if necessary. In the event that a certified athletic trainer is not present at the time of injury that requires referral or inability to participate, it is the responsibility of the coach to notify parents/guardians.

If at any time a referral to a physician is necessary, the athlete may not return to sport without written orders from that physician. If ordered by the athlete's physician, the certified athletic trainer may oversee the rehabilitation as prescribed. The head coach will be notified of the athlete's progress via the weekly coach's report that will be emailed to him/her by the certified athletic trainer. In the event that the rehabilitation required goes beyond the capabilities of the school's facilities, the athlete is responsible for communicating progress to the certified athletic trainer weekly so that coaches may be informed via the weekly progress form.

**INJURED PLAYERS (continued)**

The head coach will notify the certified athletic trainer of team practices and game scheduling. The certified athletic trainer will provide the head coach with a schedule of coverage. If coverage will change, coaches will be informed by the certified athletic trainer.

**INTERSCHOLASTIC ATHLETICS****10450**

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience to all students of the District and to the community.

An interscholastic activity will be regarded as District sponsored only upon the approval of the Board.

It shall be the policy of the Board to offer opportunities for participation in interscholastic programs to male and female students on an equal basis as is practical and in accordance with State regulations. The Board shall determine the standards of eligibility of all students participating in the interscholastic program. Such standards shall require that each student be covered by student accident medical insurance or its equivalent, be in good physical condition, be free of injury, and shall have fully recovered from illness as determined by a physician before participation in any interscholastic athletic events.

The Board further adopts those eligibility standards set by the constitution of the Pennsylvania Interscholastic Athletic Association.

The Superintendent is designated by the Board to have authority over the entire athletic program.

The Board authorizes the Superintendent or his/her designee to develop procedures on an as needed basis to address needs.

In preparing these procedures, the Superintendent is directed to issue procedures that are consistent with the mission of the District as enunciated in the Policy Manual or other directives of the Board. The procedures implemented by the Superintendent shall remain in effect until supplanted by the Board. The Superintendent or his/her designee is directed to update annually the Athletic Handbook. The handbook shall contain procedures to support this athletic policy including but not limited to rules, responsibilities, and duties of all coaches and volunteers and other staff involved in the athletic program.

Furthermore, the building administrator shall be in charge of the athletic program in his/her school.

**Specific Rules**

1. Principals and their designees, coaches, and students shall conform to the requirements of the P.I.A.A. Constitution, By-laws, and Rules and Regulations of the P.I.A.A., and District Policies and Procedures.
2. The Board prefers that the District support student activities, but it may be necessary for students to raise funds to support these activities. Fundraising must be approved and supervised by the principal: funds raised will be used solely to reimburse the District for costs advanced by the District for that activity. If a student helps in raising funds to support their activity, this does not guarantee a position or preferential treatment as a member of that team. If a student does not participate in raising funds to support the activity, he/she will not be denied a position on the team or receive non-preferential treatment as a member of the team.

**INTERSCHOLASTIC ATHLETICS (continued)****10450**

3. The building administrator or his/her designee will be in attendance at all athletic home contests.
4. There shall be no athletic practices on major holidays. Athletic practices may be conducted during other school vacation periods. Only practices may be held on Thanksgiving and New Year's Day by special permission of the principal.

Note: Safety and Well-Being of Student Athletes

When contest scheduling decisions made outside of the control of Warren County School District generate:

1. a Sunday contest, varsity teams may compete;
2. a Monday contest, varsity teams may practice on Sunday;
3. Maximum of two (2) hours of practice
4. Practice will be (2:00 p.m. to 4:00 p.m.)

with prior permission of the Superintendent or designee.

No other Sunday contests or practices are to be considered for approval.

<b>Adoption Date: 5/9/05</b>
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## Physicals

On Monday, June 16, 2003, the Warren County School Board of Directors passed the 2003 – 2004 budget. One cut in the budget is that the “Warren County School District will no longer pay for athletic physicals or re-certification”.

The parents/students are now responsible for paying the physician for their physicals/re-certifications. The schools will not handle any money.

Beginning on June 1, 2007, the WCSD will encourage the use of the PIAA CIPPE pre-participation physical examination form. On June 1, 2008, that form will be the only form accepted as a pre-participation physical exam. Information is available at:

<http://www.wcsdpa.org/district.cfm?subpage=179>

## LETTER REQUIREMENTS AND AWARDS

### Letter Requirements

Requirements for earning a letter have been established by each school.

Students should be informed of these requirements prior to the season. This will add more meaning and significance to earning a letter.

## **LETTER REQUIREMENTS AND AWARDS (continued)**

### **Awards**

Award Recommendations - The staff shall recommend an award for the members of his/her squad who have met the requirements as listed. These recommendations are to be approved by the principal. If any problems arise due to extenuating circumstances, a committee composed of the principal, District Athletic Supervisor, and staff involved shall make the final decisions.

Students are to be informed of the criteria to attain awards at the start of the season.

## **OBJECTIVES OF THE ATHLETIC AND CO-CURRICULAR MUSIC PROGRAMS**

### **Specific Objectives**

Singing, alone and with others, a varied repertoire of music.

Performing on instruments, alone and with others, a varied repertoire of music.

Improvising melodies, variations, and accompaniments.

Composing and arranging music within specified guidelines.

Reading and notating music.

Listening to, analyzing, and describing music.

Evaluating music and music performances.

Understanding relationships between music, the other arts, and disciplines outside the arts.

Understanding music in relation to history and culture.

An opportunity to learn games and improve playing skills.

The development of physical vigor and desirable habits in health, sanitation, and safety.

An opportunity to make real friendships with squad members and widen his/her circle of friends by acquaintance with members of host and guest squads.

A chance to observe and exemplify good sportsmanship.

The realization that athletic and co-curricular participation is a privilege that carries definite responsibilities with it.

A chance to enjoy one of the greatest heritages of youth - the opportunity to play.

A chance to learn that violation of a rule of the game brings a penalty, and that this sequence follows in the game of life.

### **Objectives for School and Student Body**

Participation in athletics and co-curricular activities should occupy a position in the curriculum comparable to that of other subjects or activities.

Athletics and co-curricular activities should be made educational.

## **OBJECTIVES OF THE ATHLETIC AND CO-CURRICULAR MUSIC PROGRAMS (continued)**

Athletics and co-curricular activities should be used to promote fine school morale.

Proper student interest should be created.

All visiting schools should be treated as guests.

Athletic and co-curricular activity programs should be organized so that they are an aid to school administration rather than a source of trouble.

Athletic and co-curricular activity programs should be broad rather than narrow in their scope. They should include as many activities as possible in order to interest and be of benefit to more students.

The school policy should be definite so that athletic and co-curricular activity will not expect special privileges.

Sportsmanship, fair play, and good school citizenship should be objectives of all athletics.

### **Objectives for the Community**

The community should realize that control of and responsibility for school athletics and co-curricular activities rests entirely with school authorities.

School athletics and co-curricular activities should furnish a recreational opportunity for the general public insofar as a community is willing to see that the program is conducted solely for benefit of student participation and student spectators.

The community should judge success of the season on the number of participants and spectators, new skills acquired, and the good citizenship and sportsmanship taught rather than on the number of competitions won or lost.

The community should keep in mind constantly the fact that, primarily, an athletic or co-curricular activity event is a part of a school program.

### **OFFICIALS**

District assignors will assign all varsity officials. Each individual chapter and/or the athletic coordinator will assign the officials for the junior varsity level and below. The coach may make recommendations (both positive and negative). In all cases, officials will be hired from the approved P.I.A.A. and Conference lists.

Official Fees (reflects only District 10) – See Appendix O



## PAYMENT OF CO-CURRICULAR CONTRACTS

A. The following items must be completed and on file in the Athletics and Co-Curricular Activities office of the Warren County School District before a co-curricular contract can be paid:

- I-9 Form - Proof of U.S. Citizenship or eligibility to work in the United States
- Act 34 - State Police background check
- Act 33 - PA Child Abuse History Clearance
- Act 114 – FBI Federal Criminal History
- Act 29
- New Hire Form
- W-4 Form
- Signed contract

B. Contract payments will be made on the following schedule:

<u>Season</u>	<u>First Pay Period in</u>
Fall	November
Winter	March
Spring	May

C. Extended Season - Playoff Pay

- Football                      \$37/per day Head Coach (five day week)  
   \$27/per day Assistants (maximum of four assistants)
- All other sports              \$37/per day Head Coach (five day week)  
   \$27/per day Assistants (maximum of two assistants)

NOTE: Will pay a maximum of 5 days/week only.

Playoff payments will be made on the following schedule:

<u>Extended Season</u>	<u>Pay Period</u>
Fall	December (1st pay period)
Winter	April (1st pay period)
Spring	June (2nd pay period)

## **POSTPONING EVENTS**

The principal and/or Superintendent can postpone any event due to weather or any other factor not conducive to good game/event conditions. The following factors will be considered when making a decision.

- Playing condition of field
- Safe travel for opponents
- Safe travel for officials
- Safe travel for game workers
- Safe travel for the student fans
- Damage to the playing surface
- Damage to equipment
- Safety to the spectators in or on the school grounds, gym, or field
- Consideration of band members and uniforms
- Cheerleaders

## **PRACTICE PROCEDURE, FIRST PRACTICE SESSION, AND STARTING DATES**

- When schools are closed by the Superintendent for any weather-related reason, all co-curricular practices shall be canceled during the daytime when school is normally in session. However, all scheduled games and performances may occur upon the approval of the Superintendent or his/her designee. (Policy 9640)
- There shall be no athletic practices on special holidays such as Christmas, Easter, or Good Friday. Athletic practices may be conducted during other school vacation periods. Practices may be held on Thanksgiving and New Year's Day by special permission of the principal. Energy conservation should be practiced during these sessions.
- There is to be no athletic practice following a regularly scheduled contest, home or away. When the scheduled contest is finished, the athlete is to go home as soon as possible.
- No athletic practice during the school day is to be more than two and one-half (2 1/2) hours.
- A meeting should be held for all students trying out for a sport in accordance with P.I.A.A. regulations. At this time the coach should explain what is expected and required of the athlete who plans to participate. Parents' permission forms should be distributed.
- A mandatory meeting in every sport is to be held for parents to explain the program's objectives and rules.
- Insurance forms: Before the first practice, a completed insurance form must be signed by the parents along with the parents' permission form and the physician's form.
- If any additional athletes join the squad after the roster has been submitted, a supplemental list must be forwarded to the principal.
- First practice will be in accordance with P.I.A.A. rules.

## **PRACTICE PROCEDURE, FIRST PRACTICE SESSION, AND STARTING DATES** (continued)

- Sports' Seasons: See Appendix Q
- The following scrimmage guideline is to be in effect where the school district is to pay for the transportation: When possible, scrimmages should be within a seventy-five (75) mile radius of the traveling school.

### **Quitting**

- If a student desires to quit a sport, s/he should have written permission from parents stating the reason. (Parents give permission to play and should give permission to quit)
- Upon quitting, an athlete should notify the coach in charge and should be given not more than two days to get his/her equipment in.
- A student that quits a sport or marching band does not receive a Physical Education Waiver. That student must be counseled in this regard before his/her decision is accepted. It is the head staff member's obligation to notify the athletic coordinator or principal who in turn will notify the Guidance Office and the appropriate PE instructor.
- Upon quitting, an athlete must be given an "exit interview". That interview will be conducted by the athletic administration, most likely the building athletic coordinator, and should reveal the athlete's reason for leaving the squad.

### **End of Season**

Coaches will submit to the principal a written summary of his/her activities at the close of his/her sport season. This should be submitted at least two weeks after the close of the season.

The report should include the following:

1. Number of players starting season: total turn out by grade
2. Number of players ending the season, by grade
3. Number of players receiving awards. Use standard printed forms
4. Captains and co-captains
5. Discipline problems:
  - a. Name of player
  - b. Act of misconduct
  - c. Disciplinary measures taken
6. Evaluation of assistant coaches
7. End of year changes proposed by coaching staff
8. Comment
9. Scores for each contest (win-loss record)

Within two (2) weeks at the end of the season, the coaches shall return all keys and school owned equipment to the athletic coordinator or the principal or his/her designee. It is the principal's discretion whether or not to issue keys and equipment.

**End of Season** (continued)

All evaluations of head coaches and assistant coaches are to be forwarded to the Supervisor of District-Wide Athletics and Co-Curricular Activities within a two (2)-week time frame.

All athletic requisitions for the coming year are due to the Supervisor of District-Wide Athletics and Co-Curricular Activities four weeks after the last contest.

**PROHIBITION OF ANABOLIC STEROIDS**

Eligibility for participation in school athletics and co-curricular activities shall be limited. No student shall be eligible to resume participation in school athletics and co-curricular activities unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing, or other programs as a condition of reinstatement into a school athletic and co-curricular program.

The use of steroids by students involved in athletics and co-curricular activities is prohibited. In addition to the prohibition of use, the Board directs the administration to develop educational plans regarding the use of anabolic steroids.

**Guidelines**

The Superintendent shall prescribe, implement, and enforce rules and regulations to prohibit the use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics and co-curricular activities. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of the law.

Education regarding the dangers of anabolic steroids shall be provided in other district drug and alcohol programs.

The following minimum penalties are prescribed for any student found in violation of the rules and regulations required above. Violation of rules and regulations include:

1. For a first violation, suspension from school athletics and co-curricular activities for the remainder of the season.
2. For a second violation, suspension from school athletics and co-curricular activities for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics and co-curricular activities.

Students should be made aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchasing, or selling could subject them to suspension, expulsion, and/or criminal prosecution.

**PUBLIC RELATIONS**

At the conclusion of each away athletic event, the head coach or his/her representative is to contact the various news media and report the results of the event. Call collect.

Warren Times Observer	814-723-8200
Warren WNAE Radio	814-723-1310

When talking to the newspaper or radio, coaches are to refrain from singling out blame on student athletes, assistant coaches, and/or officials.

Coaches are to refrain from using profanity when talking to the newspaper or radio.

## **PUBLIC RELATIONS (continued)**

Set the pattern for wholesome public relations within your school, community, and other schools involved.

Interpret your program to the community as part of the complete educational program.

Treat opponents as guests at home contests.

Be available for and willing to accept engagements that will bring credit to your activity and school.

Any of the other duties assigned by the principal.

## **HIPAA and the Media**

Please be aware of the confidential nature of the health and injury status of the student-athletes. Please do not refer to a player's injury status or health when releasing or discussing information about student-athletes. It would be a serious breach of confidentiality should information of that type appear in any media form.

Should you find yourself discussing a player's absence from your line-up or availability for a contest, you must avoid any reference to a player's injury status or health. Discipline issues are equally inappropriate references in media reports. In essence, if a player is unavailable for a contest or may be returning to competition soon, no comment may be made as to the reason for their absence from your line-up.

## **RELEASE FROM CLASS**

It is the basic policy of the Warren County School District to keep to the very minimum the number of times a student is given permission to leave class for co-curricular activities. The time that students are to be dismissed for athletic activities will be decided by the principal.

Students must sign-in and attend school for **half of the available class time** on the day of participation in an activity.

The names of the students to be released early should be submitted to the principal by the staff two (2) days before he/she wishes his/her students to be dismissed early.

It is the responsibility of the principal of a school to inform principals of other buildings when staff members are required to be on duty to accompany groups leaving early from school. It is recommended that this be done early each season.

## **SCHEDULES**

The athletic coordinator of Beaty-Warren Middle School and each high school will coordinate all interscholastic athletic contests. Any schedule changes requested by the coach will be given every consideration. No coach is to reschedule any athletic contest without prior approval of the principal and athletic coordinator.

## **SEXUAL HARASSMENT**

#### A. Definition of Sexual Harassment

Unwelcome or unwanted sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature, occurring on school property or at a school-sponsored event, when:

1. Submission to that conduct is explicitly or implicitly made a condition of the individual's employment or education; or
2. Such conduct has the purpose or effect of substantially and unreasonably interfering with the individual's employment or education by creating an intimidating, hostile, or offensive environment.

#### B. Quid Pro Quo

For sexual harassment to be classified as "quid pro quo," a power structure must exist between the harasser and the victim. "Power" means the ability of the harasser to grant or withhold advancement or opportunity from the victim if his or her sexual demands are not met. Power can be real or perceived. This is why "quid pro quo" is translated "this for that".

#### C. The following conduct is probably or certainly sexual harassment:

1. Any type of coerced sexual contact.
2. A coerced sexual or romantic relationship.
3. Insistent, repeated sexual advances, sexual comments, jokes, or questions.
4. Telling dirty jokes, making suggestive comments, or using double entendres in the presence of students or the opposite sex.

#### D. The following conduct may be sexual harassment, depending on the circumstances as a whole:

1. Touching an employee or student's legs, hips, buttocks, abdomen, or chest.
2. Looking down an employee or student's blouse or sweater, or up her skirt.
3. Rubbing or brushing against an employee or student's body.
4. Touching an employee or student's jewelry or scarf if it is worn around the neck or chest.
5. Staring at a female employee or student's chest.
6. Patting an employee or student on the behind.
7. Putting your arm around an employee or student's waist.
8. Whispering in an employee or student's ear without a good reason.
9. Standing very close to an employee or student.
10. Asking questions or making comments about dating or sexual practices or experiences.
11. Telling dirty jokes, making suggestive comments, or using double entendres in the presence of employees of the opposite sex.
12. Displaying sexually suggestive pictures, cartoons, or calendars.
13. Appearing to favor a teacher with whom the administrator has an unusually close relationship.
14. Making comments about the shape or size of woman or girl's body, even if not in the presence of women or girls.

15. Making comments about clothing or hairstyle beyond "I like your dress" or "You look nice today".
16. Pointing out unsuitable clothing on female teachers or students.

**E. Important Points to Remember**

1. Be aware that sexual harassment and/or sexual discrimination can take the form of coach to student, coach to coach, student to coach, or student to student.
2. Immediately report any incident that may lead to charges of sexual discrimination/harassment to the principal or his/her designee.
3. Write down all information received or witnessed immediately.
4. Keep the incident confidential.

**SPECIAL EDUCATION AND ATHLETICS**

**DIRECTIVE:**

1. Principals, working with special education supervisors, will identify all students in their building who have been but are no longer in a WCSD or another district's special education program. These students' names will be listed and shared confidentially with appropriate teachers and counselors.
2. When a non-exceptional student has been judged by the principal to be impeding his/her or other student's educational progress, the principal will form a committee of school professionals, parents, and the student to develop an intervention plan for improvement of the student's behavior.
3. After the intervention plan has been in place for a reasonable time, an assessment of the student's behavior will be completed. If the student's behavior has not improved, the intervention plan will be reviewed and modified. Further reviews and modifications may be required before the principal determines that the student's behavior has improved sufficiently or has not improved sufficiently. When the principal has determined that the student's behavior has not improved sufficiently, he will initiate a screening process using the "Confidential Referral for Special Services" packet.
4. When a non-exceptional student has two consecutive mid-term Academic Progress Reports and/or nine-week Grade Reports with three or more failing grades, the principal will schedule a parent-teacher conference. If grades do not improve by the following mid-term Academic Progress Report or nine-week Grade Report, the principal will determine if a screening process using the "Confidential Referral for Special Services" packet is appropriate.
5. Prior to the end of each nine-week grading period, principals will give written notice to their professional staff that all WCSD administrators, teachers, and counselors are responsible for identifying students who may have academic or behavioral special needs. It is the responsibility of the principal to initiate inquiries, interventions, or screenings for identified students. Items #2 and #4 above should not be interpreted to mean that these standards are the only criteria indicating a student may need special intervention. Professional staff should be constantly alert to students' needs and act on any indication of special needs.

This directive is in effect beginning December 13, 2000, until further notice.

**STUDENT PARTICIPATION AND COACHES NEEDED**

Sport	Minimum Athletes	Coaches	Assistant Coaches
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Baseball		12	1 Head	1 interschool coach
		18		1 assistant (drop interschool)
		24		2 assistants
Basketball	Varsity	10	1 Head	1 interschool coach
	Junior Varsity	13		1 assistant (drop interschool)
	Grade 9	10		1 assistant/1 interschool
	Grade 8	10		1 assistant
	Grade 7	10		1 assistants
	Grades 9 & 8/8 & 7	18		2 assistants
Cheerleading (Three squads for entire year) Winter/Varsity	Fall/Varsity	10	1 Head	Football
		5	2 Head	Basketball, Wrestling
	Junior High BWMS/WAHS EMHS/SAMHS/YHS YEMS	8	1 Head	all junior high sports Maximum 7 contracts combined Maximum 5 contracts combined Maximum 2 contracts combined
Cross Country Boys/Girls		10	1 Head	1 interschool coach
	Grades 7-12	20+		1 assistant (drop interschool)
Football	Varsity	22	1 Head	1 assistant
	Junior Varsity	26		2 assistants
	Combined Varsity & JV	40+		3 assistants
	Grade 9	18		2 assistants
	Grade 8	18		2 assistants
	Grade 7	18		2 assistants
	Grades 9 & 8/8 & 7	18		2 assistants
Golf		10	1 Head	1 interschool coach
		12		1 assistant (drop interschool)
Soccer	Varsity	15+	1 Head	1 interschool coach
	Junior Varsity	18		1 assistant (drop interschool)
Softball		12	1 Head	1 interschool coach
		18		1 assistant (drop interschool)
		24		2 assistants
Swimming Boys/Girls		30	1 Head	1 assistant
		40		2 assistants
Tennis		10	1 Head	1 interschool coach
		18		1 assistant
Track		15	1 Head	1 interschool coach
		20		1 assistant (drop interschool)
		30		2 assistants
	Middle School/Jr High	15		1 assistant/1 interschool
		30		2 assistants (drop interschool)
		45		3 assistants
Volleyball	Varsity	12	1 Head	1 interschool coach
	Junior Varsity	14		1 assistant (drop interschool)
Wrestling	Varsity	10	1 Head	1 interschool coach
	Junior Varsity	15		1 assistant (drop interschool)
	Combined Varsity & JV	27+		2 assistants
	Grades 7, 8, 9	10		1 assistant/1 interschool
		18		2 assistants



## **PROCEDURE FOR DROPPING A SPORT**

Warren County School District Sports Programs that Fall below Minimum Participation

- I. Third-day and ten-day totals are sent to the Supervisor of District-Wide Athletics and Co-Curricular Activities
- II. If the ten-day or season-end totals fall below the Board approved minimum number of participation (Policy 10465), the following will occur:
  - A. The supervisor will notify the Superintendent, principal, athletic coordinator, and coach that the particular sport will be on probation for present season or the Superintendent will determine the feasibility of continuing the sport for that particular sport's season
    1. Parents/students and league officials will be notified by the principal that the sport is in jeopardy of being dropped for the present or the following school year
    2. The above mentioned persons and the Athletics and Extra-Curricular Activities Committee will be notified that a particular sport will be recommended to be immediately dropped for the present season
  - B. The head coach is to develop an action plan on how s/he will raise participation for the next season
    1. A copy of the action plan is to be given to the Supervisor of District-Wide Athletics and Co-Curricular Activities, the principal, and the athletic coordinator
  - C. If no progress has been made by the coach and school to promote the program that has been on probation for the past season or the ten-day totals fall below the minimum required numbers, the building principal will recommend to the Superintendent that the program be dropped for that particular sport and will notify the appropriate entities of the decision
  - D. Wherever possible, co-ops will be available for students whose sports programs were dropped

Approved by the Athletics and Extra-Curricular Activities Committee on March 9, 2004

## **TOBACCO FREE SCHOOLS**

The use of tobacco products in or on school district premises or property is contrary to the educational goals, interest, and image of the district, and to the maintenance of a healthy and safe school and work environment. Substantial medical research has established that the use of tobacco is a hazard to the health and welfare of the users and, secondarily, to the health and welfare of those exposed to the smoke.

For these reasons, all persons (students, employees, independent contractors, members of the general public, and any other individuals) are prohibited from using or carrying any tobacco products in or on school district premises or property.

Possession of tobacco products is discouraged for all persons and will result in confiscation of the tobacco product in the case of students.

Violators of this policy will be subject to disciplinary proceedings of the district.

**TOBACCO FREE SCHOOLS** (continued)

To achieve tobacco-free schools, the school district will work cooperatively with staff, students' families, and community health agencies, including both prevention and intervention programs.

Prevention efforts will focus on tobacco-related health education at grade levels and in guidance situations where appropriate.

Intervention efforts will include appropriate cessation programs for employees and students and informational materials for employees and students with reasonable time provided to eliminate smoking habits prior to the implementation date of this policy.

**Enforcement procedures****Employee**

1. All employees shall be informed verbally and by printed document of the district's smoke-free policy. Cessation assistance shall be made available if requested. New employees will be so informed at time of hire.
2. A violation of this policy by staff shall be referred to the principal or supervisor who will verbally remind the employee of the policy and provide written documentation of this event. The employee will be asked to abide by the policy in the future. A copy of the printed policy will be sent to the employee.
3. If a second violation occurs, a written non-compliance report directing the employee to abide by the policy will be issued by the principal or supervisor and a copy of this report will be retained in the personnel file. Cessation assistance shall again be offered.
4. If a third violation occurs, the employee will be referred by the principal or supervisor to the Superintendent for disciplinary action per district policy procedures concerning disciplinary action involving employees.

## **TRANSPORTATION SERVICES**

### **Carpooling Procedures for Athletic Coaches**

Due to the lack of substitute teachers in the Warren County School District, the following procedure is to be implemented in all district schools when teams are scheduled for away athletic events.

1. The head coach is to ride the bus for all away sporting events. S/he will leave at the pre-designated time necessary to get to the event site in plenty of time. If the head coach is unable to leave with the team at the designated time, the head coach may designate an assistant coach to ride in his/her place.
2. All assistant coaches working for the Warren County School District will not leave before the beginning of eighth period. Leaving eighth period will only be permitted if there is ample coverage for assistant coaches or if they have an eighth period prep period.
3. For home events, the head coach may leave at the appropriate time as determined by the principal. Assistant coaches will leave at the appropriate time as determined by the principal.
4. For practices, if the head coach has an eighth period prep, s/he may leave to prepare for practice eighth period. All assistants will leave at the appropriate time as determined by the principal.
5. If a district employee is an assistant at another district school, s/he should make arrangements with the principal for an agreeable time to attend athletic practices and events.
6. The assistant coaches will carpool to the away event site when deemed necessary. The driver of the carpool will receive mileage reimbursement.
7. If a bus is used and is carrying 55 or more students/athletes to an away event, the head coach may request that an assistant coach accompany him/her on the bus. The principal must be notified of this request.
7. Assistant coaches may accompany the team to district, regional, and state events, leaving when the team leaves the district school pending adequate coverage for the coach during his/her absence.
8. Principals are responsible for the implementation and maintenance of this procedure. The cooperation of all athletic coordinators and coaches will assure the success of this procedure.
9. Only authorized personnel (coaches, volunteer coaches, advisors) are to ride buses to athletic or co-curricular events.

### **Co-Curricular Transportation Services Policy**

**5420**

Because of the District's geographical size and the number of co-curricular activities occurring within the District, the District cannot provide transportation to co-curricular activities. Therefore, except as set forth below, it is the policy of the District that the District will not transport students to or from co-curricular activities. For the purpose of this policy, "co-curricular activities" are sponsored or approved by the Board but generally not offered for credit toward graduation. The Board acknowledges that in certain limited circumstances activities that would otherwise be regarded as co-curricular are sometimes offered for credit, such as the awarding of a physical education credit for participation in a sports activity. For the purpose of this policy, such activity shall still be regarded as a co-curricular activity even though an academic credit may be awarded for participation in it.

**TRANSPORTATION SERVICES** (continued)

Despite the provisions of the preceding paragraph the Board acknowledges that due to the number of students involved in a co-curricular activity, because of proximity of students to that activity, or because of other factors, it may be practical for the District to provide transportation to a particular co-curricular activity. The provision of transportation to and from a co-curricular activity is to be regarded as the exception and not the rule, and the Superintendent or his/her designee shall be responsible for determining when transportation is offered for a particular co-curricular activity.

When District offers transportation for a particular co-curricular activity the following guidelines will pertain:

1. District transportation will be provided only by independent contractors operating under written contract with the District or by District employees utilizing a District vehicle or the employees' own vehicles. Although District employees are specifically authorized to utilize their personal vehicles for transporting students to and from co-curricular activities when that transportation has been authorized, it is expected that the employee will adhere to all applicable laws and regulations including the Motor Vehicle Code.
2. In order to justify the cost of providing co-curricular transportation, it may be necessary that all students participating in a co-curricular activity utilize the transportation being offered. Therefore, when the District provides co-curricular transportation, the District employee in charge of the co-curricular event is specifically authorized to make the use of District-provided co-curricular transportation a requirement of that student's continued participation in that co-curricular activity. The Superintendent or his/her designee shall establish procedures and guidelines as needed.
3. The principal or athletic coordinator shall establish procedures for the ordering of bus transportation, the reimbursement of mileage to employees transporting students, and other details associated with co-curricular transportation.

<b>Adoption Date: 9/13/99</b>
-------------------------------

**Students Returning From an Event with Parent/Guardian**

A student may return home from an event with a parent/guardian under the following conditions:

- The student may only be released to his/her parent/guardian.
- The student is to submit to the principal a written request from his/her parent/guardian prior to the event. The principal will in turn sign the note and provide it to the staff.
- Under extenuating circumstances, staff may accept a written request from a parent/guardian for the release of his/her son/daughter at the site of an activity.
- The staff will observe the parent/guardian accept his/her son/daughter prior to their return home.

## **TRANSPORTATION SERVICES (continued)**

### **Insurance Protection**

It is important to insure that appropriate and adequate insurance protection is afforded our students and staff while transporting students to and from school-related events in vehicles other than those provided by the normal contracted carriers. Several points need to be addressed:

1. Is the event a school-sanctioned event?
2. Is a District-owned vehicle being used for transport?
3. Do students have permission slips to be transported?
4. Who is the driver of the vehicle? (very important)
5. Has the District's insurance carrier been informed of the trip and the vehicle(s) being used?
6. Is the vehicle rented or donated?

Central Office should coordinate with the Garrison-Simonsen Agency for a certificate of insurance to the appropriate provider of the vehicle used in transporting if requested by the provider. If a van and/or other vehicle are rented from a rental vendor, Garrison-Simonsen needs to be aware of the dates of travel, the event, the number of persons being transported, and the driver of the vehicle.

If a parent or a non-school district employee offers to drive his/her vehicle to transport student(s), that individual's vehicle becomes the primary source of insurance coverage, and the individual needs to be aware of that. In that case, the above points should also be considered.

In no instances should a student be permitted to drive.

### **Procedure for Staff**

A current Warren County School District Athletics/Co-Curricular Bus Roster form must be completed and submitted prior to all trips. It is the responsibility of the staff to give the bus roster to the bus driver and to give it to the building principal or his/her designee. The roster contains the names of all students and adults with the group and their home telephone numbers. A phone must accompany all buses. Each building athletic coordinator can provide a cellular phone if needed. It is the responsibility of the principal or his/her designee to arrange for the duplication of the rosters. It is the head staff member's responsibility to author the list.

If Warren County School District employees, drivers, or chaperones have reasonable cause to think that a violation of the law has occurred on a bus or other approved District student transport while the vehicle is outside of the District's law enforcement jurisdiction, the District employee in charge shall contact a local law enforcement agency such as the State Police or sheriff (call 911) within the jurisdiction that the vehicle is in at the time. Following this police notification, the District employee in charge should contact the home school principal to report the incident.

Example: On a filed trip to the Tom Ridge Center, a chaperone identifies a student aboard a school bus in possession of what appears to be a controlled substance. The bus is in Erie County, PA, on I-90. The District employee in charge should direct the driver to pull the bus to a safe stop and should call 911 to report the incident. The District employee in charge should call the home school principal and follow normal disciplinary processes and should follow the directions of the responding police officer.

### Staff Transporting Athletes

When teachers or coaches are transporting students for school related activities, they must have a signed copy of the transportation agreement entitling them to any and all coverage provided by the Political Subdivision Tort Claims Act, 42 PA. C.S.A., Section 8541, et seq., in their vehicle. The driver's insurance is still primary and the coverage must meet District specifications as per transportation policy. When claim limits exceed the individual's policy, then the District's insurance will cover the difference. Each school must have a copy of verification of insurance before the coach or teacher can transport.

### TRANSPORTATION SERVICES (continued)

#### Tort Claims Act Form

The Warren County School District does agree that the undersigned District Employee, in operating a motor vehicle for the purpose of:

\_\_\_\_\_

is acting within the scope of employment as defined by the Political Subdivision Tort Claims Act ("The Act"), 42 PA. C.S.A. Section 8541, et seq. It is further acknowledged that the undersigned District Employee is entitled to any and all coverage provided by the Act as said Act may be amended from time to time. The terms of this Agreement shall not establish any practice or precedent between the undersigned parties beyond the terms expressly set forth herein.

\_\_\_\_\_  
District Employee

Warren County School District

By \_\_\_\_\_

### Vans

Passenger vans with a total capacity of nine or less may be rented to transport students to school sponsored events. Proof of insurance must be provided to the rental agency. Coaches/advisors who drive the vehicle must have a signed copy of the transportation agreement entitling them to any and all coverage provided by the political Subdivision Tort Claims Act, 42 PA. C.S.A., Section 8541, et seq., in their insurance. The driver's insurance is still primary, and the coverage must meet the District's specifications as per the transportation policy. When claim limits exceed the individual's policy, then the District's insurance will cover the difference. Each school must have a copy of verification of insurance before the coach/advisor/teacher can transport.

### VOLUNTEER STAFF

Volunteer staff is considered employees of the District during their season. Therefore, volunteer staff is to follow all the policies and procedures of the District.

Volunteer staff is required to obtain Act 33 (Pennsylvania Child Abuse History Clearance) and Act 34 (Criminal Record Check) clearances through the State Representative's office or online at <http://www.dpw.state.pa.us/child/childabuseneglect/003671038.htm> and at <http://www.psp.state.pa.us/psp/cwp/view.asp?A=4&Q=48275>. They will be reimbursed the costs incurred for obtaining the clearances.

Volunteer staff is not to be left alone with students/athletes.

#### Appendix A

### **Chapter 15/Section 504 Students ONLY:**

These rules and regulations address students who have substantial mental impairments that limit one or more of the student's major life activities. Handicapping conditions identified under these acts are:

- Communicable Diseases - HIV, Tuberculosis
- Medical Conditions - Asthma, Allergies, Diabetes, Heart Disease
- Attention Deficit Disorder (ADD, ADHA)
- Behavioral Difficulties
- Drug/Alcohol Addiction
- Other Conditions

Principals will notify coaches if any of their student athletes have a "504 accommodation" plan in place for them. Coaches who have questions about the program or individual students are to contact the school's athletic coordinator or a member of the administrative staff.







WARREN COUNTY SCHOOL DISTRICT  
MEMORANDUM

Office of the Superintendent—

TO: \_\_\_\_\_ All Administrators:  
 \_\_\_\_\_ Directors, Principals, Assistant Principals,  
 \_\_\_\_\_ Supervisors, Interns, Athletic Coordinators

FROM: \_\_\_\_\_ Dr. LeRoy E. Rieck

SUBJECT: \_\_\_\_\_ UNITED STATES OFFICE OF CIVIL RIGHTS:  
 \_\_\_\_\_ COMPLIANCE REQUIREMENTS

DATE: \_\_\_\_\_ September 27, 1993

On September 10, 1993, I signed an assurance agreement with the United States Office for Civil Rights as part of the compliance requirements for settlement of a complaint regarding a student with disabilities in the Warren County School District. The assurances require specific written notices to school district administrators and to parents of students with disabilities. The notices to parents are being distributed to individual buildings. Special education teachers will be required to address the envelopes for mailing by September 30, 1993. Please make sure that this is accomplished prior to that date.

This memorandum is your official notification of the assurances as required by the United States Office for Civil Rights. It is imperative that you familiarize yourself with these provisions and ascertain that they are being implemented to the fullest extent in your building. Questions should be directed to Dr. Chester Singer, Director of Student Services, or Ms. Jane Dunshie, District Supervisor of Special Education.

1. The Warren County School District policy: "Suspension and Expulsion of Special Education Student" defines a "disciplinary expulsion" of a student with disabilities as "a change in educational placement". The policy also limits suspensions of students with disabilities to ten cumulative days in any school year and requires the district to perform an educational reevaluation at that point to determine whether a student's behavior is related to his/her disability. If behavior is related to the student's disability, the evaluation team must then determine whether the student's current educational placement is appropriate. If not, the team must recommend an appropriate placement. Please note that disciplinary exclusions include all types of suspensions (i.e. in-school and out-of-school) as well as suspensions from transportation. A student with disabilities may be excluded from school only when the evaluation team has concluded that the student's behavior is not related to his/her disability. In all cases, parents shall be given written notice of their procedural safeguards and due process rights in compliance with Section 504 of the Rehabilitation Act of 1974. Parents shall be informed of their right to disagree with the evaluation team's determination regarding the relationship of the behavior to the disability or with the team's placement recommendation. Parents have the right to request a due process hearing to be conducted by a state-assigned hearing officer if they wish to contest the team's decision and/or recommendation. There are to be no exceptions to the requirements of this provision.
2. The district will be examining the records of all students with disabilities for the 1992-93 school year to identify those students who received more than ten cumulative days of

~~suspension. The district is required to offer said students compensatory education during the 1993-94 school year. Compensatory education will be above and beyond any provisions included in the student's 1993-94 Individualized Educational Plan. You will be receiving information regarding written notification to the parents of these students for mailing prior to October 30, 1993.~~

- ~~3. The district is required to ensure all students with disabilities an "equal opportunity" to participate in all non-academic and extra-curricular services and activities, including sports programs. No student may be denied an opportunity to participate on the basis of his/her disability. A letter is being distributed to all buildings for mailing to the parents of students with disabilities. It explains the requirement of "equal opportunity" and asks parents of students with handicaps to encourage their children to become involved in extra-curricular activities and sports. It is extremely important that you and your staff support this at the building level.~~

Cc: ~~file~~  
Administrator's Handbook

## Appendix D

## SUPPLEMENTAL CONTRACT

It is agreed by and between «name», Employee, and Warren County School Board, Warren County, Warren, Pennsylvania, that said Employee shall, under the authority of said Board and its successors and subject to the supervision and authority of the Superintendent, serve as an employee in accordance with the job description as

«school» - «position»

during the 2007-2008 school year and shall be paid compensation of

«amount»

for said services, If the season extends into approved playoffs, the contract will be extended as outlined in Appendix A of the Athletic Supplemental Contacts. The coach will receive confirmation of this extension from the Director of Personnel Services. The services will be payable upon the termination of the activity, the processing of the proper payroll form, and final report. Payment will be made less contributions for the Public School Employees' Retirement Fund and other proper deductions required by law.

It is expressly understood that I understand and agree to the terms of the job description and will fulfill each term to the best of my abilities. It is further understood and agreed that the number of hours and scheduling of hours of such supplemental services shall be at the sole discretion of Warren County School Board and, further, that this Contract shall not be subject to tenure or any contract of employment pertaining to tenure pursuant to the Public School Code of 1949 as amended. After June 30 of the present fiscal year, the terms of this contract are null and void.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

WARREN COUNTY SCHOOL DISTRICT

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

WITNESS:

\_\_\_\_\_

\_\_\_\_\_  
Employee

## Appendix E

Record of  
GIFTS/DONATIONS

Name of Donating Organization/Person: \_\_\_\_\_

WCSD School Receiving Donation: \_\_\_\_\_

Sport/Club Receiving Donation: \_\_\_\_\_

Purpose of Donation: \_\_\_\_\_

Amount/Value of Donation: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Principal has arranged recognition  
of gift/donation as described in  
Policy 11501

\_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

Signatures of Approval

## Approval

Building Principal: \_\_\_\_\_ ☐ yes ☐ no Date: \_\_\_\_\_Supervisor of Athletics/Co-Curricular: \_\_\_\_\_ ☐ yes ☐ no Date: \_\_\_\_\_Acceptance Authorized by WCSD  
Technology Department (if  
appropriate): \_\_\_\_\_ ☐ yes ☐ no Date: \_\_\_\_\_Superintendent/Director: \_\_\_\_\_ ☐ yes ☐ no Date: \_\_\_\_\_













## Appendix G

## LISTS OF ACCEPTABLE DOCUMENTS

## LIST A

**Documents that Establish Both Identity and Employment Eligibility**

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
5. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
6. Unexpired Temporary Resident Card (INS Form I-688)
7. Unexpired Employment Authorization Card (INS Form I-688A)
8. Unexpired Reentry Permit (INS Form I-327)
9. Unexpired Refugee Travel Document (INS Form I-571)
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)

## LIST B

**OR Documents that Establish Identity**

1. Driver's license or ID card issued by a state or outlying possession of the U.S. provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft card
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

**For persons under age 18 who are unable to present a document listed above:**

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

## LIST C

**AND Documents that Establish Employment Eligibility**

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-13350)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the U.S. bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (INS Form I-197)
6. ID Card for use of Resident Citizen in the United States (INS Form I-179)
7. Unexpired employment authorization document issued by the INS (other than those listed under List A)

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)**

## Appendix H

**END OF SEASON**

The season for each sport ends with the last regularly scheduled contest or five (5) days before the initial qualifier event, whichever is the later date.

Cheerleading Advisors will be paid at the Assistant Coach rate.

---

**ANY COACH THAT COACHES PAST THE REGULAR SEASON/PLAYOFFS**

FOOTBALL	\$37/per day Head Coach (five day week)
	\$27/per day Assistants (maximum of four assistants)
ALL OTHER SPORTS	\$37/per day Head Coach (five day week)
	\$27/per day Assistants (maximum of two assistants)

\*Note: The post-season coaching staff must be approved by the Supervisor of Athletic and Co-Curricular Activities

---

**MEAL MONEY ALLOTMENT FOR POST-SEASON PARTICIPANTS**

Breakfast:	\$ 5
Lunch:	\$ 6
Dinner:	\$10

## Appendix I

## COACH EVALUATION FORM

School \_\_\_\_\_ Sport \_\_\_\_\_

Name \_\_\_\_\_ Season \_\_\_\_\_

Note: S - Satisfactory SI - Needs Improvement U - Unsatisfactory NA - Not Applicable

PERFORMANCE EVALUATION	S	SI	U	NA
1. Instruction				
a. Has knowledge of the sport	( )	( )	( )	( )
b. Has ability to teach knowledge	( )	( )	( )	( )
c. Enthusiasm	( )	( )	( )	( )
d. Has self-control and poise	( )	( )	( )	( )
e. Control/Discipline of athletes	( )	( )	( )	( )
f. Other	( )	( )	( )	( )
2. Organization				
a. Well planned practices	( )	( )	( )	( )
b. Care and inventory of equipment	( )	( )	( )	( )
c. Demonstrates punctuality	( )	( )	( )	( )
d. Record keeping and reports	( )	( )	( )	( )
e. Other	( )	( )	( )	( )
3. Personal Relationships				
a. Rapport with athletes	( )	( )	( )	( )
b. Rapport with his/her staff	( )	( )	( )	( )
c. Rapport with other sport coaches	( )	( )	( )	( )
d. Rapport with officials	( )	( )	( )	( )
e. Rapport with parents of athletes	( )	( )	( )	( )
f. Rapport with Sports Boosters	( )	( )	( )	( )
g. Rapport with Administration	( )	( )	( )	( )
h. Rapport with media	( )	( )	( )	( )
i. Role model to athletes	( )	( )	( )	( )
j. Other	( )	( )	( )	( )
4. Administration				
a. Follows rules and policies	( )	( )	( )	( )
b. Concern for health and safety of students	( )	( )	( )	( )
c. Supervises students	( )	( )	( )	( )
d. Follows proper channels	( )	( )	( )	( )
e. Other	( )	( )	( )	( )

Additional Comments: \_\_\_\_\_  
 (Additional comments on the back)

Your services were rated as: Satisfactory ( ) Needs Improvement ( ) Unsatisfactory ( )

Signature of Coach \_\_\_\_\_ Date \_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_  
 (Principal or Designee)

IF SATISFACTORY: I will be available to serve next year. Yes ( ) No ( )

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix J

WARREN COUNTY SCHOOL DISTRICT  
Classes, Clubs, and Athletics  
Field Trip Information Form and Procedure  
Required Addendum for International/Overnight Trip

The following information should be included in the request and attached to Form WCSD-42:

1. Such trips should be approved before fundraising and travel arrangements are made. Review and approval must be from the principal, the Supervisor of District-Wide Athletics and Co-Curricular Activities, and the Assistant Superintendent before any talks with students, parents, boosters, or any other outside groups begin.
2. Mode of transportation: air, bus, train, private vehicle (Be specific)
  - Telephone number of place of lodging
  - Name and telephone number of contact person
  - Date of departure and return
  - (all of this information is to be included on the field trip request form for overnight trips)
3. Chaperones
  - How many?
  - Do they have clearances?
  - Number of District employees and community chaperones (note on field trip form)
4. If the field trip is an athletic trip
  - Is this trip necessary for a successful season?
  - Will actual competition be involved?
  - How many coaches will attend?
  - How many students will attend?
  - How many substitute teachers will be needed?
  - How will the coach handle the students who want to go but do not have the money?
  - Is the trip a requirement of team membership? Will students be penalized if they do not go?
  - How will serious student discipline problems be handled on site?
5. The information requested in numbers 2, 3, and 4 should be sent to the Assistant Superintendent and the Supervisor of District-Wide Athletics and Co-Curricular Activities after approved by the building principal.
6. Complete the Warren County School District "Request for Field Trip" Form WCSD-42 and attach the information requested on this form.

(over)

WARREN COUNTY SCHOOL DISTRICT  
Classes, Clubs, and Athletics  
Field Trip Information Form and Procedure  
Required Addendum for International/Overnight Trip

7. Educational Plan

- How many school days will the students be absent from their classes?
- What is the plan for students to make-up missed instruction and assignments in each of their classes?
- Have the field trip sponsors sought input from students' teachers regarding their absences from class?
- What educational activities are planned for students while on the trip (other than athletic events)? What Pennsylvania academic standards are associated with these events?
- Is the trip within a month of PSSA testing or other Warren County School District student assessments?
- Will students miss PSSA testing or other Warren County School District student assessments while on the trip?
- Has the building principal approved the Educational Plan?

## Appendix K

WARREN COUNTY SCHOOL DISTRICT  
Warren, Pennsylvania  
**REQUEST FOR FIELD TRIP**

Requested by: \_\_\_\_\_ School: \_\_\_\_\_

Grade Level/Group/Club/Planned Instruction: \_\_\_\_\_

Field Trip to: \_\_\_\_\_

City	State	Country
------	-------	---------

Date(s) of Field Trip: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Teacher/Adult Sponsor(s): \_\_\_\_\_

Number of Chaperones: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Will there be handicapped students or adults participating in this field trip who require special transportation or accommodations: **Yes** \_\_\_ **No** \_\_\_

If **Yes**, briefly describe the provisions which have been made and indicate the building contract person who can provide additional information: \_\_\_\_\_

***A parental consent form must be on file.***

Give a detailed explanation of the educational benefit of the trip including the PA Academic Standards affected (attach additional pages or use back of form).

**Total Cost of Trip**

Student/parent expenses including "pocket money": \_\_\_\_\_

Transportation costs paid by student/parent: \_\_\_\_\_

Substitute teacher expenses: \_\_\_\_\_

Transportation costs paid by WCSD: \_\_\_\_\_

Subtotal of student/parent cost: \_\_\_\_\_

Subtotal of WCSD cost: \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

Form WCSD-42A attached if this is a club, athletic, international, or overnight trip (over)



WARREN COUNTY SCHOOL DISTRICT  
Warren, Pennsylvania  
**REQUEST FOR FIELD TRIP**

Educational Benefits  
(include PA Academic Standards addressed)

---

Approval

- ☐ Principal \_\_\_\_\_  
Signature
- ☐ Supvr of Athletics/Co-Curricular Activities \_\_\_\_\_  
Signature
- ☐ Assistant Superintendent \_\_\_\_\_  
(international and/or overnight) Signature
- ☐ Assistant Superintendent \_\_\_\_\_  
Acknowledgement Initials

## Appendix L

**GATE FEES**

<b>SPORT</b>	<b>ADULT</b>	<b>STUDENT</b> (Elem./High School/College)	<b>SENIOR CITIZEN</b> (Age 62 or older)
<b>Football</b>	<b>\$3.50</b>	<b>\$1.00</b>	<b>\$1.00</b>
<b>Volleyball</b>	<b>\$3.00</b>	<b>\$1.00</b>	<b>\$1.00</b>
<b>Basketball</b>	<b>\$3.00</b>	<b>\$1.00</b>	<b>\$1.00</b>
<b>Wrestling</b>	<b>\$3.00</b>	<b>\$1.00</b>	<b>\$1.00</b>
<b>Swimming</b>	<b>\$3.00</b>	<b>\$1.00</b>	<b>\$1.00</b>

**GATE FEES**  
**WARREN MEMORIAL FIELD**

<b>SPORT</b>	<b>ADULT</b>	<b>STUDENT</b> (Elem./High School/College)	<b>SENIOR CITIZEN</b> (Age 62 or older)
<b>Football/Varsity</b>	<b>\$4.00</b>	<b>\$2.00</b>	<b>\$2.00</b>
<b>Football/Night</b> <b>(JV, Grade 9, 8, 7)</b>	<b>\$4.00</b>	<b>\$2.00</b>	<b>\$2.00</b>
<b>Football/Day</b> <b>(JV, Grade 9)</b>	<b>\$3.00</b>	<b>\$1.00</b>	<b>\$1.00</b>
<b>Football/Day</b> <b>(Middle School)</b>	<b>\$3.00</b>	<b>\$1.00</b>	<b>\$1.00</b>
<b>Football/Day</b> <b>(Grade 7 &amp; 8)</b>	<b>\$2.00</b>	<b>\$1.00</b>	<b>\$1.00</b>
<b>Soccer</b>	<b>\$4.00</b>	<b>\$2.00</b>	<b>\$2.00</b>
<b>Track &amp; Field</b>	<b>\$2.00</b>	<b>\$1.00</b>	<b>\$1.00</b>
<b>Track &amp; Field</b> <b>(Middle School)</b>	<b>\$2.00</b>	<b>\$1.00</b>	<b>\$1.00</b>
<b>All-County Track</b>	<b>\$2.00</b>	<b>\$1.00</b>	<b>\$1.00</b>



## Appendix M

**Authorization for the Use or Disclosure of Protected Health Information  
Warren General Hospital-Warren County School District Athletics Program  
2 Crescent Park P.O. Box 68, Warren, PA 16365**

**AUTHORIZATION FORM**

For the purpose of determination of playing/participation status for the duration of the current school year

Name (Student Athlete): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

- Oral communication concerning condition and ability to participate
  - Emergency room report
  - Reports of diagnostic tests
  - Physical therapy and other rehabilitation reports
  - All other medical information related to student's ability to participate in sports
- I understand that information disclosed pursuant to this authorization may be re-disclosed to additional parties and will no longer be protected.
  - I understand that I may revoke this authorization at any time by signing the revocation section of my copy of this form and returning it to the Privacy Officer, Warren General Hospital, 2 Crescent Park P.O. Box 68, Warren, PA 16365. I further understand that any such a revocation does not apply to the extent that persons authorized to use or disclose my health information have already acted in reliance on this authorization.
  - I understand that this authorization will automatically expire: at the end of the current school year.
  - I understand that I have a right to inspect and to obtain a copy of any information disclosed pursuant to this authorization.

**OPTION A:** Your signature indicates that you authorize the athletic trainer and/or physician the use and disclosure of the following protected health information described herein for the student athlete and authorize the coaching staff, athletic coordinator, building principal, and the school nurse to receive these disclosures as we presently do:

	Signature (Student Athlete)		Date
	Signature (Parent/Guardian)		Relationship to Patient
			Date

**OPTION B:** Your signature indicates you do NOT authorize the athletic trainer or physician to disclose the student athlete's health information to the coaching staff. It is understood that if the student athlete is under a physician's care and cannot practice, the student athlete cannot return to practice without a written statement from the physician and the parent/guardian to release the student athlete to return to practice.

	Signature (Student Athlete)		Date
	Signature (Parent/Guardian)		Relationship to Patient
			Date

**If you choose to revoke your selection of Option A or Option B, please contact the principal for a new form.**



## Appendix N

PARTICIPATION OF HOME-SCHOOLED/CYBER-SCHOOLED AND CHARTER SCHOOL  
STUDENTS  
IN ATHLETIC AND CO-CURRICULAR ACTIVITIES

Home-schooled/cyber-schooled children residing within the Warren County School District shall be eligible to participate in athletics and co-curricular activities at the district school within their regular attendance area. Students attending a charter school are eligible only at said school in those interscholastic sports sponsored by that school. Charter school students attending a charter school that does not offer a particular interscholastic sport are eligible to participate in that sport at the school, which they would otherwise attend, in the school district of their residences (PIAA By-Laws Section 6). The student shall be required to follow the rules of the school, the policies of the Warren County School District, and P.I.A.A. rules and regulations.

Transportation to and from scheduled practices and events is the responsibility of the parents of the home-schooled/charter school student except where team transportation is required.

The Superintendent of Schools is responsible for preparing procedures to implement this policy.

#### Procedures

Parents of home-schooled/cyber-schooled students who wish to have their children participate in athletic and/or extra-curricular activities within the school district must register their children at least one (1) week in advance to the start of the activity or when they wish to have their child participate in the activity. Parents must verify the following for their home-schooled/cyber-schooled student:

- The student was enrolled in and passed a minimum of four (4) full-year subjects during the last school year. This is equivalent to four (4) credits and is determined by principal evaluation.
- The student is enrolled in four (4) full-year, four (4)-credit equivalent courses during the current school year.
- The student was not absent from instruction more than twenty days during the previous semester unless eligible for exemption as stated in Article III, Section 2 of the P.I.A.A. By-laws.
- In addition to the above the parents must verify to the building principal the immunizations that the child has received.
- For participation in athletics, the student and his/her parent have completed the P.I.A.A. physical eligibility requirements and registration form required to be a member of an athletic team.
- The building principal will notify the parent of the home-schooled student in writing the date the student may begin participating in the activity or activities.

Charter/Cyber School students must meet all the attendance and academic requirements listed above and follow all P.I.A.A. by-laws. The host school will verify this information with the charter school.

## Appendix O

**PIAA DISTRICT 10**      Assigning and Game Official Information**Assignor Fees: Cost per school****FALL SPORTS**

FOOTBALL	\$50.00	
SOCCER	\$50.00	\$50.00
VOLLEYBALL	\$25.00	

**WINTER SPORTS**

BASKETBALL	\$50.00	\$50.00
WRESTLING	\$25.00	
SWIMMING	\$25.00	

**SPRING SPORTS**

BASEBALL	\$50.00	
VOLLEYBALL	\$25.00	
SOFTBALL	\$50.00	
TRACK	\$25.00	
\$425.00 Maximum cost per school		

**Suggested Officials Fees by Sport**      2007-2008

FALL SPORTS	Mandated Crews	VARSITY	JV	JR HIGH	BLEND 7 & 8	BLEND VAR/JV
FOOTBALL	5 person crew	\$56	\$41	\$36		
SOCCER	2 person crew	\$56	\$41	\$36		
VOLLEYBALL	2 person crew	\$56	\$41	\$36		\$80

WINTER SPORTS		VARSITY	JV	JR HIGH	BLEND 7/8/JH	BLEND VAR/JV
BASKETBALL	3 person crew	\$56	\$41	\$36	7+8/JH-\$54	
WRESTLING	1 person crew	\$56	\$41	\$36	8+9-\$56 JH&JV-\$66	JV/V-\$80 JH,JV,V-\$111
SWIMMING	2 person crew	\$51				
With diving	3 person crew	\$56				

SPRING SPORTS		VARSITY	JV	JR HIGH	BLEND 7 & 8	BLEND VAR/JV
BASEBALL*	2 person crew	\$56	\$41			
SOFTBALL*	2 person crew	\$56	\$41			
TRACK	1 person crew DUAL	\$56				
	1 person crew TRI	\$71				
	1 person crew QUAD	\$81				

\*If a game begins but is not completed, the payment rate is \$15 for 1<sup>st</sup> inning plus \$5 for 2<sup>nd</sup>-6<sup>th</sup> innings when dealing with rainouts. Not to exceed normal fee price. \$10 for reporting to site and game cancelled prior to start of game.

## Appendix P

## WARREN COUNTY SCHOOL DISTRICT

**PROCEDURE REGARDING THE PRESENCE OF BLOOD  
DURING ATHLETIC CONTESTS**

The successful management of body fluid spills requires a cooperative effort among players, coaches, officials, and parents. Because the potential for blood spills during athletic events is high, procedures must be practiced and well understood in advance. The Warren County School District expects that athletic coordinators and others associated with sports will enthusiastically adopt and carry out recommended procedures. It should be emphasized that the procedures are necessary for the health and safety of all who participate in sporting events.

The procedures for dealing with blood spills during athletic events can generally be carried out within the injury or time-out rules inherent to each sport. For those sports not having a specific injury rule, the official shall allow sideline personnel to attend to the bleeding athlete. An athlete shall not continue competition unless the bleeding is controlled and the wound is covered. Any athlete who has left the contest due to bleeding shall not re-enter the contest until the bleeding has been controlled and the wound covered. The following general rules shall apply:

1. Before competing, cover any open wounds.
2. When a contest official observes an athlete bleeding during competition, the competition shall be stopped on completion of the play or action in progress. Injuries creating visible bleeding shall be treated as any other injury in that the injured athlete shall be removed from the contest for the length of time specified by that sport's injury rule and given proper attention. Specific injury rules for common sports are as follows:
  - a. Football: A time-out occurs when an injured or apparently injured player is discovered by the official. The player shall be replaced for at least one down unless halftime, overtime, or other time-out occurs.
  - b. Basketball: A player who is injured to the extent that the coach or any other bench personnel is beckoned or comes onto the court shall leave the game and may not return prior to the first opportunity for such player to return.
  - c. Soccer: A team must substitute when an injured player is attended to on the field. In such a case, the injured player must be replaced until the next legal opportunity for substitution.
  - d. Wrestling: When a contest official observes a wrestler bleeding during a wrestling match, the match shall be stopped to allow first-aid to be administered to the injured wrestler. The bleeding shall be controlled and the wound covered before the wrestler will be allowed to return to participation. Any blood appearing on a wrestler's body shall be wiped from the body. Any blood appearing on a wrestler's uniform shall be wiped from the uniform. If this is not possible, the item of clothing shall be replaced with an unsoiled garment. Surfaces (i.e., wrestling mat) contaminated with blood shall be properly cleaned with an approved disinfectant solution before competition resumes.



## **PROCEDURE REGARDING THE PRESENCE OF BLOOD DURING ATHLETIC CONTESTS**

3. When a contest official observes an excessive amount of blood on a participant or on their uniform, that participant shall leave the contest for the length of time specified by the sport's injury rule and the blood shall be wiped from the participant and/or their uniform. If this is not possible, the item of clothing shall be replaced with an unsoiled garment. For those sports not having a specific injury rule, the official shall allow sideline personnel to wipe the blood off the athlete and play shall be resumed. An excessive amount of blood is that amount which could be easily transferred from one athlete to another.
4. When a contest is stopped due to blood being present, any washable surfaces (i.e. wrestling mat, gym floor, pool deck) contaminated with blood shall be properly cleaned with an approved disinfectant solution before competition resumes.
5. First-aid should be administered by sideline personnel,, not by contest officials.

## **PROCEDURES FOR CLEANING SOILED WASHABLE MATERIALS**

During a game or practice, if uniforms and other clothing become contaminated with blood or other body fluids containing visible blood to the extent that the blood could be transferred from one person to another by touch, the clothing should be wiped off with an approved disinfectant solution using either cloth/paper towels or antiseptic towelettes. Protective gloves should be worn any time another person's blood is involved. Cloth towels should be used only once before laundering and disposable towels/towelettes and gloves should be discarded in a plastic container, sealed, and disposed of daily. If enough blood is present that it could be transmitted to another person, upon removal of the clothing, the item(s) should be placed in a plastic bag and sealed until laundering. Clearly mark the plastic bag so those handling it know that it contains items soiled with blood. Items soiled with blood or body fluids containing visible blood should be handled as little as possible. The most important factor in laundering clothing contaminated in the school setting is the elimination of potentially infectious agents by a disinfectant soap and warm water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. If the material is bleachable, add ½ cup of household bleach to the wash cycle. If material is not colorfast, add ½ cup non-chlorine bleach to the wash cycle.

## **MOUTH-TO-MOUTH RESUSCITATION PROCEDURES**

Although saliva itself has not been shown to transmit blood borne pathogens, it is recommended that mouthpieces that prevent direct mouth-to-mouth contact or other resuscitation devices be made available to minimize the need for direct mouth-to-mouth resuscitation. Individuals who may find it necessary to use such devices should be trained as to the proper use.

- \* Approved cleaning solutions may change from time to time.

## Appendix Q

## SPORTS SEASONS

TABLE OF LABOR DAY OCCURRENCES

<u>LABOR DAY OCCURRENCES</u>	<u>FIRST PRACTICE FALL SEASON</u>	<u>FIRST PRACTICE WINTER SEASON</u>	<u>FIRST PRACTICE SPRING SEASON (SEE NOTES 1 &amp; 2)</u>
Monday, September 1	Monday, August 11	Monday, November 10	Monday, March 2
Monday, September 2	Monday, August 12	Monday, November 11	Monday, March 3
Monday, September 3	Monday, August 13	Monday, November 12	Monday, March 4
Monday, September 4	Monday, August 14	Monday, November 13	Monday, March 5
Monday, September 5	Monday, August 15	Monday, November 14	Monday, March 6
Monday, September 6	Monday, August 16	Monday, November 15	Monday, March 7
Monday, September 7	Monday, August 17	Monday, November 16	Monday, March 8

## NOTES:

1. In calendar years in which February has 29 days ("Leap Year"), the first practice date of spring sports' season will be one (1) day earlier, except in 2032, 2060, and every twenty-eight (28) years thereafter, when the first practice date of spring sports' season will be Monday, March 8, 2032, 2060, and every twenty-eight (28) years thereafter.
2. February has 29 days in the following calendar "leap" years: 2008, 2012, 2016, 2020, 2024, 2028, 2032, 2036, 2040, 2044, 2048, 2052, 2056, 2060, and so on.