

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.

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 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.

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 I

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

PAYMENT OF CO-CURRICULAR CONTRACTS (continued)

- Act 151 - 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

POSTPONING EVENTS (continued)

- 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 **major** 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. This is meant to clarify Board Policy 10450 as described on page 36.
- 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 (2½) 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.
- Sports' Seasons: See Appendix K
- 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)

Quitting (continued)

- 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.

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.

Out-of-Season Activities - Minimizing Liability Exposure to the WCSD

When a student of the Warren County School District participates in an out-of-season event coached by a member of our coaching staff, their parents must receive a copy of the "Sports Liability to Parents" document identifying the particular activity. A copy of a release, "parental" or "over 18", must be supplied and its return requested.

When a member of our coaching staff coaches a team in an out-of-season league or event, they must submit a signed copy of an "Out-of-Season Release." If the activity is a Competitive Cheer event, the appropriate release shall be submitted.

When participating in an out-of-season event coaches are hereby informed that they have no protection under the Political Subdivisions Tort Claims Act. (Page 54 of the 2009 Handbook) Coaches are to avoid transporting students under these circumstances.

PROHIBITION OF ANABOLIC STEROIDS

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.

A student found to be in violation of steroid use shall not 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.

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. First violation - suspension from school athletics and co-curricular activities for the remainder of the season.
2. Second violation - suspension from school athletics and co-curricular activities for the remainder of the season and for the following season.
3. 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
Warren WNAE Radio

814-723-8200
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 s/he wishes her/his 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:

SEXUAL HARASSMENT (continued)

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.

SEXUAL HARASSMENT (continued)

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

Minimum participation levels required to support athletic teams and marching bands sponsored by schools of the Warren County School District are provided in the table below. Staffs of athletic teams and marching bands sponsored by schools of the Warren County School District shall not be funded in excess of the sum of the contract values of the positions indicated as prescribed by student participation in that activity. If the Board exercises its prerogative to offer more than the minimum salary based upon an employee's qualifications or experience, that excess shall be added to the sum of the contract values. Provisions of Policy 10465 shall be administered as per the approved procedure to the Policy.

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

| | | | | |
|---------------|-----------------------|-----|------------|----------------------------------|
| | | 30 | | 2 assistants |
| | Middle School/Jr High | 15 | | 1 assistant/1 interschool |
| | | 30 | | 2 assistants (drop interschool) |
| | | 45 | | 3 assistants |
| | | +15 | | 1 additional coach for each |
| Volleyball | Varsity | 12 | 1 Head | 1 interschool coach |
| | Junior Varsity | 14 | | 1 assistant (drop interschool) |
| | | +12 | | 1 additional coach for each |
| Wrestling | Varsity | *10 | 1 Head | 1 interschool coach |
| | Junior Varsity | 15 | | 1 assistant (drop interschool) |
| | Combined Varsity & JV | 22 | | 2 assistants |
| | Grades 7, 8, 9 | 10 | | 1 assistant/1 interschool |
| | | +10 | | 1 additional coach for each |
| Marching Band | | 15 | 1 Director | 1 instructor |
| | | 24 | | 1 assistant |
| | | 33 | | 1 assistant – 1 instructor |
| | | +15 | | 1 additional instructor for each |

* different weight classes

Policy 10465 Revised and approved by the Board of Directors on June 8, 2009

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.

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.

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| Adoption Date: 9/13/99 |
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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.

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:

TRANSPORTATION SERVICES (continued)

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, an individual, 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 field 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.

Please make note that when transporting students to out-of season activities, the Political Subdivision Tort Claims Act, 42 PA. C.S.A., Section 8541, et seq. is not in effect. The WCSD cannot provide any liability protection to coaches outside of their PIAA recognized season. Indeed, it is the position of the WCSD that coaches should not transport students to out-of season activities.

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 seven 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. However, when transporting students for athletic activities, the District will purchase minimum levels of accident insurance from the rental agency when available. 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.

Office use only:

Tort Claims Act Form Received _____
 Verification of Insurance _____
 Limits of Insurance: Individual:..... \$ _____
 Total: \$ _____

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 while engaged in athletic and other co-curricular activities.

PLEASE COMPLETE ENTIRE FORM

WARREN COUNTY SCHOOL DISTRICT
Athletic/Co-Curricular Bus Roster
2009-2010

DATE: _____
SCHOOL: _____
EVENT: _____

| | | | |
|-------------------|-------|----------|-------|
| Principal: | _____ | Coach: | _____ |
| home: | _____ | cell: | _____ |
| cell: | _____ | Advisor: | _____ |
| Bus Contractor: | _____ | cell: | _____ |
| phone: | _____ | | |
| Athl Coordinator: | _____ | | |
| home: | _____ | | |
| cell: | _____ | | |

Mr. Jeff Flickner
home: 726-1443
cell: 730-4351

Mr. Kimio Nelson
cell: 730-8207

Appendix A

| Lodging: | Name | Address | Telephone: | |
|---------------|------|--------------------|-------------------------|--------------------|
| Student Name: | | Home Phone Number: | Advisor/Chaperone Name: | Home Phone Number: |
| | | | | |
| | | | | |
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| | | | | |

NOTE: Overnight trip - fax roster to Jeff Flickner at Central Office (723-0830).

Student Name:

Home Phone Number:

Student Name:

Home Phone Number:

Appendix B

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.

Appendix C

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 D

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 E

**Warren County School District
Coach Evaluation Form**

School: _____ Coach: _____

Sport: _____ Date: _____

Number of years coaching in this assignment: _____ Number of years coaching in district: _____

| Performance Criteria | Performance Standard Score | | | | | |
|---|----------------------------|---|---|---|---|------------|
| A Skills, Knowledge, Performance Standards | | | | | | |
| 1. Possesses knowledge of sport that he/she coaches | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 2. Understands the fundamentals of the sport | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 3. Understands the legal duties of coaching | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 4. Demonstrates sound sport strategies for competition | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 5. Knows the strengths and opportunities of each player | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 6. Implements an appropriate conditioning program to promote specific fitness | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 7. Sets challenging performance standards for the team | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 8. Encourages each player to achieve their goals | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 9. Requires players to work hard & hustle during practice | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 10. Teaches positive sportsmanship and to be proud but humble in victory | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 11. Understands basic principles of sport psychology and applies where and when appropriate | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 12. Teaches persistence in the face of adversity | 5 | 4 | 3 | 2 | 1 | NA = _____ |

Subtotal _____

B Self and Team Management

| | | | | | | |
|---|---|---|---|---|---|------------|
| 1. Maintains self and team discipline | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 2. Conducts well planned and organized practices | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 3. Develops and implements effective game plans | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 4. Keeps team focused during practices and games | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 5. Encourages the team to work together | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 6. Emphasizes the team approach - Together Everyone Achieves More! | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 7. Creates a positive learning environment for players to learn from their mistakes | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 8. Manages conflict in a positive manner | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 9. Enforces rules and regulations for the team | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 10. Evaluates team personnel and gives constructive feedback | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 11. Develops a positive attitude with team | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 12. Manages time spent with family, sport and profession | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 13. Delegates authority with responsibility but remains responsible | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 14. Commands respect by example | 5 | 4 | 3 | 2 | 1 | NA = _____ |

Subtotal _____

B Self and Team Management

- | | | | | | | |
|---|---|---|---|---|---|------------|
| 15. Maintains self and team discipline | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 16. Conducts well planned and organized practices | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 17. Develops and implements effective game plans | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 18. Keeps team focused during practices and games | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 19. Encourages the team to work together | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 20. Emphasizes the team approach - Together Everyone Achieves More! | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 21. Creates a positive learning environment for players to learn from their mistakes | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 22. Manages conflict in a positive manner | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 23. Enforces rules and regulations for the team | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 24. Evaluates team personnel and gives constructive feedback | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 25. Develops a positive attitude with team | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 26. Manages time spent with family, sport and profession | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 27. Delegates authority with responsibility but remains responsible | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 28. Commands respect by example | 5 | 4 | 3 | 2 | 1 | NA = _____ |

Subtotal _____

C Administration

- | | | | | | | |
|---|---|---|---|---|---|------------|
| 29. Enforces and complies with PIAA and school athletic policies, rules and regulations | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 30. Emphasizes academic success with players | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 31. Submits athletic award winners for season | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 32. Monitors student athlete academic performance | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 33. Counsels coaches, student athletes and parents about NCAA Eligibility Requirements | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 34. Supervises distribution, collection and inventory of all athletic supplies and equipment throughout season | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 35. Conducts pre-season meeting with coaches, student athletes and parents to communicate philosophy and seasonal expectations. | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 36. Submits athletic budget as requested | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 37. Submits written reports as requested | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 38. Informs coaches, student athletes and parents, of school district insurance policies and procedures | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 39. Attends and participates in coaching meetings, clinics and professional development programs | 5 | 4 | 3 | 2 | 1 | NA = _____ |
| 40. Attends PIAA mandatory rules interpretation meetings each year | 5 | 4 | 3 | 2 | 1 | NA = _____ |

Subtotal _____

D Leadership and Communication Skills

- | | | | | | | | | |
|--|---|---|---|---|---|----|---|-------|
| 1. Exhibits qualities of leadership | 5 | 4 | 3 | 2 | 1 | NA | = | _____ |
| 2. Establishes realistic, achievable goals for the team | 5 | 4 | 3 | 2 | 1 | NA | = | _____ |
| 3. Communicates the expectations for the team | 5 | 4 | 3 | 2 | 1 | NA | = | _____ |
| 4. Uses praise and encouragement to influence players behavior | 5 | 4 | 3 | 2 | 1 | NA | = | _____ |
| 5. Exhibits enthusiasm during practices and games | 5 | 4 | 3 | 2 | 1 | NA | = | _____ |
| 6. Conducts self in a professional manner with players, parents, officials, media and public | 5 | 4 | 3 | 2 | 1 | NA | = | _____ |
| 7. Exemplifies integrity throughout the program with all personnel | 5 | 4 | 3 | 2 | 1 | NA | = | _____ |
| 8. Keeps athletic coordinator informed | 5 | 4 | 3 | 2 | 1 | NA | = | _____ |
| 9. Communicates effectively with staff, faculty, administration, parents and media | 5 | 4 | 3 | 2 | 1 | NA | = | _____ |
| 10. Values the contributions of all players and game personnel | 5 | 4 | 3 | 2 | 1 | NA | = | _____ |
| 11. Cares about his/her players and believes in them | 5 | 4 | 3 | 2 | 1 | NA | = | _____ |
| 12. Motivates players in an ethical manner | 5 | 4 | 3 | 2 | 1 | NA | = | _____ |
| 13. Treats players, officials with respect and dignity | 5 | 4 | 3 | 2 | 1 | NA | = | _____ |
| 14. Promotes players for appropriate recognition during and after the season | 5 | 4 | 3 | 2 | 1 | NA | = | _____ |
| 15. Maintains effective rapport with parent/booster club | 5 | 4 | 3 | 2 | 1 | NA | = | _____ |

Subtotal _____

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

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

Signature of Coach _____ Date _____

Signature of Evaluator _____ Date _____
(Principal or Designee)

Appendix F

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 G

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 _____ Signature
(international and/or overnight)

Assistant Superintendent _____ Initials
Acknowledgement

Appendix H

Co-Curricular Admission Fees

| Event | ADULT | STUDENT (Elem./High School/College) | SENIOR CITIZEN (Age 62 or older) |
|----------------|--------|---|-------------------------------------|
| Concert/Play | \$3.00 | \$1.00 | \$1.00 |
| Play - Royalty | \$5.00 | \$2.00 | \$2.00 |

No admission fee may be charged for required curricular activities.

GATE FEES

| SPORT | ADULT | STUDENT (Elem./High School/College) | SENIOR CITIZEN (Age 62 or older) |
|------------|--------|---|-------------------------------------|
| Football | \$4.00 | \$1.00 | \$1.00 |
| Volleyball | \$3.00 | \$1.00 | \$1.00 |
| Basketball | \$3.00 | \$1.00 | \$1.00 |
| Wrestling | \$3.00 | \$1.00 | \$1.00 |
| Swimming | \$3.00 | \$1.00 | \$1.00 |

Sport and school specific parent passes will be made available as a buy one at the full price of attendance at all home contests and get one free promotion.

GATE FEES
WARREN MEMORIAL FIELD

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

Appendix I

PIAA DISTRICT 10 Assigning and Game Official Information

Assignor Fees: Cost per school

| | | | |
|---------------|---------|---------|---------|
| FALL SPORTS | Varsity | JV | JH |
| FOOTBALL | \$60.00 | \$47.00 | \$40.00 |
| SOCCER | \$60.00 | \$47.00 | |
| VOLLEYBALL | \$60.00 | | |
| | | | |
| WINTER SPORTS | | | |
| BASKETBALL | \$60.00 | \$47.00 | \$40.00 |
| WRESTLING | \$60.00 | | |
| SWIMMING | \$60.00 | | |
| | | | |
| SPRING SPORTS | | | |
| BASEBALL | \$60.00 | \$47.00 | |
| VOLLEYBALL | | | |
| SOFTBALL | \$60.00 | \$47.00 | |
| TRACK | \$60.00 | | |

Suggested Officials Fees by Sport 2009-2010

| FALL SPORTS | Mandated Crews | VARSITY | JV | JR HIGH | BLEND 7 & 8 | BLEND VAR/JV |
|-------------|----------------|---------|------|---------|-------------|--------------|
| FOOTBALL | 5 person crew | \$65 | \$47 | \$42 | | |
| SOCCER | 2 person crew | \$65 | \$47 | \$42 | | \$101 |
| VOLLEYBALL | 2 person crew | \$65 | \$47 | \$42 | \$71 | \$101 |

| WINTER SPORTS | | VARSITY | JV | JR HIGH | BLEND 7/8/JH | BLEND VAR/JV |
|---------------|---------------|---------|------|---------|--------------|-----------------------------|
| BASKETBALL | 3 person crew | \$65 | \$47 | \$42 | 7+8/JH-\$71 | |
| WRESTLING | 1 person crew | \$65 | \$47 | \$42 | JH&JV-\$82 | JV/V-\$101 JH,JV,V-\$127 |
| SWIMMING | 2 person crew | \$60 | | | | |
| With diving | 3 person crew | \$65 | | | | |

| SPRING SPORTS | | VARSITY | JV | JR HIGH | BLEND 7 & 8 | BLEND VAR/JV |
|---------------|--------------------|---------|------|---------|-------------|--------------|
| BASEBALL* | 2 person crew | \$65 | \$47 | | | \$101 |
| SOFTBALL* | 2 person crew | \$65 | \$47 | | | \$101 |
| TRACK | 1 person crew DUAL | \$65 | | | | |
| | 1 person crew TRI | \$80 | | | | |
| | 1 person crew QUAD | \$90 | | | | |

*If any contest is cancelled or postponed after officials arrive and before the contest begins, a \$15 traveling allowance will be paid. If a contest is cancelled or postponed after it has begun, a one-half (1/2) rate fee will be paid. Blended fees will be voided in such circumstances.

Scrimmage fees - \$20.

Revised and Approved 08/08 by P.I.A.A. District 10

Appendix J

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. The bleeding shall be controlled and the wound covered before the wrestler. The bleeding shall be controlled and the wound covered before the wrestler. 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 $\frac{1}{2}$ cup of household bleach to the wash cycle. If material is not colorfast, add $\frac{1}{2}$ 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 K

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 & 2)</u> |
|----------------------------------|---------------------------------------|---|---|
| Monday, September 1 | Monday, August 11 | Monday, November 17 | Monday, March 2 |
| Monday, September 2 | Monday, August 12 | Monday, November 18 | Monday, March 3 |
| Monday, September 3 | Monday, August 13 | Monday, November 19 | Monday, March 4 |
| Monday, September 4 | Monday, August 14 | Monday, November 20 | Monday, March 5 |
| Monday, September 5 | Monday, August 15 | Monday, November 21 | Monday, March 6 |
| Monday, September 6 | Monday, August 16 | Monday, November 22 | Monday, March 7 |
| Monday, September 7 | Monday, August 17 | Friday, November 20 | 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.