

**Pleasant Valley School District**  
Brodheadsville, PA 18322

# **ATHLETICS & ACTIVITIES HANDBOOK**



Excellence in Education: A Community Commitment

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## ORGANIZATION

### School Board

Superintendent of Schools: Ms. Carole Geary

Assistant to the Superintendent: Mr. Chris Fisher

High School Principal: Mr. John Gress

Middle School Principal: Mr. Rocco Seiler

Intermediate School Principal: Mr. Todd Van Nortwick

PV Elementary School Principal: Ms. Erica Greer

Director of Athletics & Activities: Mr. James Percy

Office: 570-402-1000, Ext. 4101

Cell: 570-657-6125

Assistant Director of Athletics & Activities – PV High School: Mr. Greg Bowman

570-402-1000, Ext. 4414

Assistant Director of Athletics & Activities – PV Middle School: Ms. Kris Meckes

570-402-1000, Ext. 2065

Secretary for the Office of Athletics & Activities: Mrs. Lorrie Anderson

570-402-1000, Ext. 4100

### EQUAL RIGHTS AND OPPORTUNITIES POLICY

The Pleasant Valley School District is an equal rights and opportunities education institution and does not discriminate on the basis of race, color, national origin/ethnicity, gender, age, disability, sexual orientation, union membership, religion, or any other legally protected classification in its admissions, educational programs, activities, or employment policies. Publication of this policy is in accordance with state and federal laws including the Americans with Disabilities Act, Title VI, Title IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973 and the Amendments of 1974 State laws and PA Department of Education regulations concerning equal rights and opportunities. The Pleasant Valley School District's commitment to non-discrimination extends to students, employees, prospective employees, and the community. For information regarding civil rights or grievance procedures, services, activities and facilities that are accessible to and usable by persons with disabilities, in addition to all other inquiries, please contact the Assistant Superintendent for Personnel and General Administration and Title IX and Section 504 Coordinator, who is located in the Pleasant Valley School District Administration Building, 2233 Route 115, Suite 100, Brodheadsville, PA 18322, (570)402-1000 Ext. 1209.

## DEFINITION OF PROGRAMS

The Pleasant Valley School District offers athletics and activities programs that are sponsored or approved by the School Board. The program of interscholastic athletics includes all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this school district or outside this school district. The program of extracurricular activities is conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students enrolled in school district schools or entitled to participate under applicable law and/or School Board policy and who voluntarily elect to participate.

It is the policy of the school district to offer opportunities for participation in programs of athletics and activities to male and female students on as equal a basis as is practicable and in accordance with laws and regulations.

## PHILOSOPHY AND GOALS

The school district's program of athletics and activities is an important part of the educational process. Our students are encouraged to take part in athletics and activities as either a participant or a spectator. Our community is encouraged to support our programs through such things as attending events and/or joining the PV All-Sports Club and other supporting organizations. Our aim is to develop high quality student-athletes and student-performers, with an emphasis on educational values such as sportsmanship, citizenship, a healthy lifestyle and scholastic attainment. Our athletics and activities programs should also help enhance school morale and provide a means for helping to build self-esteem for our students.

### Philosophy

1. Athletics and activities are first and foremost educational.
2. Athletics and activities should promote pride in one's school, one's community and oneself.
3. All visiting schools should be treated hospitably as guests.
4. School policies are to be consistently applied so as not to provide student-participants with special privileges.
5. Citizenship, sportsmanship, fair play, and a respect for the activity in which the student is participating should be goals of all student-participants and their coaches/directors/advisors.
6. Every effort should be made to provide the best coaching/direction/advisement, facilities and equipment possible within the economic constraints of the school district's budget.

### Goals for Coaches/Directors/Advisors

The goals for our school district coaches/directors/advisors include instructing student-participants in the fundamental skills, strategies, and training necessary for them to realize a degree of individual and team/group success and ensuring that student-participants receive instruction that will lead to the formation of positive values, sportsmanship and citizenship, pride of accomplishment, acceptable behavior, self-discipline, self-confidence and competitive spirit, while serving as role models within the school and community.

### Goals of Participation

1. Student-participants should develop character-building attributes such as, but not limited to:
  - a. Teamwork
  - b. A respect for others
  - c. Sportsmanship
  - d. Citizenship
  - e. A strong work ethic
  - f. Academic performance and integrity
2. Student-participants should pursue and enjoy the activity to the point that they:
  - a. Feel they have made a positive contribution to the program.
  - b. Learn and develop fundamental skills in their chosen activity.
  - c. Wish to participate again in successive years.

### Relationship with the Community

1. School athletics and activities should furnish a recreational opportunity for the general public.
2. It is important that the community understands that the program of athletics and activities is conducted for the benefit of students.
3. The community should judge the success of an activity on the number of student-participants, new skills acquired through participation, the importance of participation in the development of the student, and the teaching of good citizenship and sportsmanship.
4. The community should constantly keep in mind that competitions and performances are part of the school program and therefore are governed by the school's mission, philosophies, policies, rules and regulations.
5. The community is reminded that the responsibility for and oversight of school athletics and activities rests entirely with school officials.



### RULES AT SCHOOL-SPONSORED EVENTS

The Pleasant Valley School District is firmly committed to the belief that student competition and/or performance is a vital part of our educational program.

In athletics, the Mountain Valley Conference expects its member schools to exhibit only the highest standards of sportsmanship. Additionally, the Pennsylvania Interscholastic Athletic Association (PIAA) and District XI impose upon the school the responsibility for the control of spectators and the protection of all in attendance at events, regardless of whether those events are held at “home” or “away”. The PIAA can impose various penalties on schools that fail to control spectators and/or protect those in attendance at events. Similar expectations are held for those attending performances or other competitions. To this end, the school district has set forth specific rules for conduct at all school-sponsored events, held “home” or “away”, whether they be athletic or other types of performance or competition, which are as follows:

1. The possession, distribution and/or use of alcoholic beverages or controlled substances on school property is strictly prohibited. All violators will be prosecuted and banned from school premises.
2. Anyone believed to be intoxicated and/or under the influence of a controlled substance and/or exhibiting behavior unbecoming a spectator will be ejected from the premises and, if uncooperative and/or abusive, can be subject to prosecution.

3. The possession, distribution and/or use of tobacco on school property is strictly prohibited.
4. Acts of physical aggression of any type will not be tolerated and can lead to ejection and possible prosecution.
5. Players, participants, coaches, directors, advisors and spectators must refrain from the use of foul, abusive and/or abrasive language. Profanity of any type can be cause for immediate removal from school property. This includes group cheers that are, in the estimation of school officials, offensive, obnoxious and/or demeaning towards students and/or other persons.
6. Insults directed at players, participants, coaches, directors, advisors or officials can lead to ejection from the school premises.
7. The unauthorized throwing of objects is strictly prohibited and can lead to ejection.
8. Home and visiting spectators are to remain in designated areas.
9. All spectators must remain off the playing/performance area at all times.

## GENERAL GUIDELINES

### After-School Guidelines

#### High School

Students who are involved in clubs, organizations, authorized tutoring sessions, and afterschool activities like sports, band, and chorus, may remain after school only during times when their activity is meeting. Other students may need to remain after school to fulfill an assigned detention obligation. Students who are not participating in the aforementioned activities are not permitted to remain at school after hours unless they have obtained permission from the principal or designee and have provided written, signed parental permission and/or acceptable parental permission has been obtained by the principal or designee.

The following rules are designed to maintain a safe and orderly environment during afterschool hours:

- Only those students authorized to participate in an afterschool activity, and are doing so, may remain on school property after regular school hours.
- All other students will be required to either take their assigned school-sponsored transportation home, be picked up by their parent/guardian after school in accordance with parent pick-up procedures, or vacate school premises via other appropriate means.
- Students wishing to attend an event after school must first leave the school premises either via their assigned school-sponsored transportation, parent pick-up or other appropriate means. They may then return for the event.
- Students staying after school to participate in on-site activity must report directly to that activity at the conclusion of school. Failure to do so can result in disciplinary consequences, which could include removal from the team, club or activity.
- Students staying after school to participate in extracurricular activities must have a properly completed permission form on file with the school for that activity. Submittal of the permission form indicates that the parent accepts responsibility for ensuring their child leaves the school premises by appropriate means promptly upon the conclusion of the activity.
- Any student spectator who is still on site for more than one-half (1/2) hour after an activity or event has concluded and/or any student who arrives to participate in or attend an event or activity an inordinate amount of time prior to the start of the event or activity, may be excluded from further participation or attendance at afterschool events or activities and is subject to disciplinary consequences. Violation of any of the above rules can result in disciplinary consequences, up to and including suspension or expulsion, depending upon severity.

## Middle School

Students who are involved in clubs, organizations, authorized tutoring sessions, and afterschool activities like sports, band, and chorus, may remain after school only during times when their activity is meeting. Students who are not participating in the aforementioned activities are not permitted to remain at school after hours unless they have obtained permission from the principal or designee and have provided written, signed parental permission and/or acceptable parental permission has been obtained by the principal or designee.

The following rules are designed to maintain a safe and orderly environment during afterschool hours:

- Only those students authorized to participate in an afterschool activity, and are doing so, may remain on school property after regular school hours.
- All other students will be required to either take their assigned school-sponsored transportation home or be picked up by their parent/guardian after school in accordance with parent pick-up procedures.
  - Middle school students will be picked up only on middle school property by a parent/guardian or another acceptable person designated by the parent/guardian.
  - All other students will board their assigned school-sponsored transportation vehicle to go home or to an approved child care.
- Students wishing to attend an event after school must first leave the school premises either via their assigned school-sponsored transportation or parent pick-up. They may return to school premises to attend the event no earlier than ten (10) minutes prior to the beginning of the event.
- Students are no longer permitted to walk to the high school.
- Students staying after school to participate in on-site activity must report directly to that activity at the conclusion of school. Failure to do so can result in disciplinary consequences, which could include removal from the team, club or activity.
- Students staying after school to participate in extracurricular activities must have a properly completed permission form on file with the school for that activity. Submittal of the permission form indicates that the parent accepts responsibility for picking up their child promptly upon the conclusion of the activity.
- Any student spectator who is still on site for more than one-half (1/2) hour after an activity or event has concluded and/or any student who arrives to participate in or attend an event or activity an inordinate amount of time prior to the start of the event or activity, may be excluded from further participation or attendance at afterschool events or activities and is subject to disciplinary consequences. Violation of any of the above rules can result in disciplinary consequences, up to and including suspension or expulsion, depending upon severity.

## Consequences for Noncompliance Regarding After-school Guidelines

Any student found on school property after school, who is not authorized to be involved in an afterschool activity or received permission as required above and/or is acting in violation of any of the above rules and/or school rules, will be escorted to the school office to call their parent/guardian for immediate pick-up. Disciplinary consequences will apply as follows:

- First Offense: Written warning
- Second Offense: One day of ISS and a ban from attending afterschool activities for at least forty-five (45) school days unless authorized by the principal or designee.
- Subsequent Offenses: OSS in progressive steps and a ban from attending all afterschool activities for the remainder of the school year unless authorized by the principal or designee.
- In cases whereby the student commits any additional disciplinary infraction while on school property after school hours, that student may receive disciplinary consequences as per the school code of conduct, which could include expulsion.

## Banquets and Similar Functions

All banquets and/or similar functions related to school district athletics and activities are to be scheduled by the coach/director/advisor and be held on campus, must receive all applicable approvals, and must be scheduled in accordance with all school policies, rules and regulations. Such events are to be conducted in accordance with the

school's mission, philosophies, policies and regulations. Comments made with regard to student-participants are to be brief and of a positive, constructive nature.

#### Charter School Students

As per School Board Policy No. 140.1, charter and cyber charter school students shall be given an equal opportunity to compete for positions in extracurricular activities and interscholastic athletic programs. In order to be eligible to participate, the charter school student must meet the same eligibility criteria required of students enrolled in school district schools. Charter school students interested in participation should be referred to the Director of Athletics and Activities.

#### Closing of School and the Cancellation of Events or Practices/Rehearsals

When school is dismissed early due to inclement weather, all scheduled events and practices/rehearsals will be canceled and rescheduled at a later date. If weather and traveling conditions improve sufficiently on a day when school has been closed due to inclement weather, a varsity athletic coach or high school director/advisor may consider holding an elective practice only after securing permission from the Director of Athletics and Activities. If a practice/rehearsal is approved, practice will be optional. A student-participant is not to be penalized for failing to appear for such a practice/rehearsal. Obviously, the utmost discretion must be used in deciding to hold such a practice, and student-participants must be made clearly aware that their participation is voluntary. Safety of the student-participants and staff must be the prime concern. A decision to held an event (e.g., game or performance) will be made by the Superintendent

In cases whereby a student-competitor, student-athlete and/or full team/activity/club/organization sponsored by the school district qualifies for PIAA, PMEA, or other appropriate organization's district-level and/or regional-level and/or state-level competition to be held on (a) day(s) when school is not in session or has been dismissed early due to inclement weather or recognized emergency, the Superintendent or designee shall determine whether that student competitor, student-athlete and/or full team/activity/club/organization will be transported to said competition by the school district.

In cases whereby the Superintendent or designee has deemed it unsafe to transport a student competitor, student-athlete and/or full team/activity/club/organization representing the school district to said competition, a student's parent/guardian may transport their student to the competition, but such a decision is entirely that of the parent/guardian and the School Board assumes no responsibility for such an arrangement. Transportation to such competitions provided by faculty and/or volunteer parents/guardians in their private vehicles will not be considered. No student shall be permitted to transport him/herself and/or any other student to or from the site of such a competition.

Practice is permitted on in-service days once the coach/director/advisor has fulfilled his/her professional responsibilities.

#### Concussions

The school may hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process. In addition to the student-athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists. Each school year, prior to participation in an athletic activity, every student-athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the *Concussion and Traumatic Brain Injury Information Sheet*.

School Board Policy Nos. 122, 123 and 123.1 and accompanying regulations are to be followed.

A. Removal from Play

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

B. Return to Play

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

C. Training

All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School associations or another provider approved by the PA Department of Health.

D. Penalties

A coach found in violation of the provision of this policy related to removal from play and return to play shall be subject to the following penalties:

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

Cuts

The following guidelines must be observed:

1. Cuts can only be made after a minimum of three (3) days of practice/rehearsal.
2. Each coach/director/advisor must, on an annual basis, notify the Director of Athletics and Activities and/or the Assistant Director of Athletics and Activities of his/her intent to cut student-participants during the pre-season practice/rehearsal no later than the end of the first day of practice/rehearsal.
3. Coaches/Directors/Advisors must use specific written criteria and a skills checklist/rubric, which must be approved by the Director of Athletic and Activities.
4. If a student-participant is cut from a program, the opportunity for a face-to-face individual conference between the student-participant and the coach/director/advisor must be provided and shall include constructive feedback as to the student-participant's performance, offering suggestions on how to improve areas of weakness.
5. Coaches/Directors/Advisors should keep the maximum number of student-participants possible on their rosters and the number decided upon must be approved in advance by the Director of Athletics and Activities.
6. The minimum number of student-participants to be kept on a roster shall be enough for such purposes as scrimmaging and having an adequate number of auxiliary participants available.

Disclosure of Interscholastic Athletic Opportunities

Beginning on October 15, 2013 and annually thereafter by October 15<sup>th</sup>, each school entity is required to submit to the PA Department of Education (PDE) the athletic opportunity and treatment data for male and female secondary students through a disclosure form established by the PDE. The form will be available on PDE's website. The school entity is required to make a copy of the completed disclosure form available for public inspection during regular business hours and on the school entity's website.

In addition, School Board Policy No. 123. Interscholastic Athletics has been updated with the requirements for disclosure of interscholastic athletic opportunities.

### Dual Sport Participation by Student-Athletes

Student-athletes may be allowed to participate in two (2) in-season sports during the same PIAA defined season. Upon request, coaches will notify the student-athlete of the dual sport participation process. It is then the responsibility of the student-athlete to secure an application from the Director of Athletics and Activities; to ensure the proper completion of all necessary paperwork; and to meet the necessary criteria. Only student-athletes who have properly completed the application process and obtained appropriate approval are eligible to participate in dual sports tryouts. This includes satisfying all stipulations set forth below as per No. 123-AR.

#### A. General Guidelines

1. Upon request, coaches will notify the student-athlete of the dual sport participation process.
2. It is the responsibility of the student-athlete to secure an application from the Director of Athletics and Activities, to ensure the proper completion of all necessary paperwork and to meet the necessary criteria.
3. Coaches will comply with established dual sport participation guidelines.

#### B. Application Process for Dual Sport Participation

The following criteria must be met for a student-athlete to apply for dual sport participation:

1. The *PIAA Comprehensive Initial Pre-Participation Physical Evaluation* Sections 1 through 4 must be completed and signed for both sports, which will indicate dual sport participation.
2. A *Dual Sport Participation Application* must be properly completed and signed and must indicate the primary sport.
3. The student-athlete must possess and maintain a GPA of 85% to qualify for dual sport participation.
4. The application is good for only one (1) sports season (fall, winter or spring) during only one (1) school year. A new application must be completed for any subsequent season or school year.

#### C. Tryout Procedure for Dual Sport Participation

Only student-athletes who have properly completed the above application process will be eligible to participate in the dual sport tryout process.

1. Tryouts will be held at the discretion of the coach of the primary sport.
2. Only student-athletes in grades 9–12 will be eligible for dual sport participation tryouts.
3. Only two (2) student-athletes from a primary sport team are allowed to dual participate on the same secondary sport team. If the secondary sport coach would like to add more dual sport participants from the same primary sport to his/her team, a written request must be made to the primary sport coach and all appropriate paperwork must be properly completed.
4. The secondary sport coach will notify the primary sport coach of any student-athlete(s) selected to participate on the secondary sport coach's team and will initiate the process of developing participation guidelines.

#### D. Coaching Guidelines for Dual Sport Participation

1. Only student-athletes who have properly completed the application process with all required documentation and participate in tryouts will be eligible for possible selection to be a dual sport participant.
2. Student-athletes must attend all games of their primary sport. This includes times when weather-related postponements cause a conflict.
3. The coach of the primary sport must agree with the scheduling of any practice time for the student-athlete to participate in a secondary sport.
4. The coach of the primary sport will determine those events in which a dual participant will compete. (e.g., running, throwing, pitching, etc.).
5. In the event of an evening contest, transportation must be provided by the student-athlete's parent(s)/guardian(s) when he/she cannot be released from their primary sport in time to ride on the team bus. Return transportation back to Pleasant Valley will be provided on the team bus.
6. Student-athletes disqualified for participation in any sport due to discipline by a coach, PIAA official, or administration cannot participate in any other sport.

7. For football, the only position a dual sport student-athlete can participate in is the kicker position, which includes field goals, extra points, kicking off and punting.
8. Once a student-athlete has been selected for dual participation, the coaches involved must complete the *Dual Sport Participation Individual Student Athlete Guidelines* form, committing to writing such things as, but not limited to, practice requirements, game/meet requirements, the effects of postponement of events, and any other pertinent stipulations. The completed form must be submitted to the Director of Athletics/Activities and building principal for approval prior to student-athlete participation.
9. Conflicts not resolved by the coaches will be addressed by the Director of Athletics and Activities and the building principal.
10. Once a primary and secondary sport is declared, that decision cannot be changed without the proper completion of a new *Dual Sport Participation Application* (all signatures required). If the coaches, the building principal, and the Director of Athletics/Activities do not all agree to the changes, the original form remains in effect.

### Duties and Responsibilities

#### School Board

The School Board sets policy with regard to the conducting of the school district's athletics and activities programs. The School Board offers opportunities for participation in programs to male and female students on an equal basis as is practicable and in accordance with laws and regulations. The School Board requires that all facilities utilized in its programs, whether or not the property of the School Board, properly safeguard both players/performers and spectators and are kept free from hazardous conditions. The School Board also determines the standards of eligibility to be met by all students participating in its athletics and activities programs. Such standards shall require that each student, before participating in any interscholastic athletic activity, be covered by student accident insurance; be free of injury; and undergo a physical examination by a licensed physician.

#### Assistant to the Superintendent

The Assistant to the Superintendent oversees all phases of the athletics and activities program. He/She delegates his/her authority for the day-to-day administration of these programs through the high school principal to the Director of Athletics and Activities.

#### Principal

The principal is the leader responsible for all athletics and activities offered by the school. He/She oversees those programs in a manner that allows all eligible students the opportunity to enjoy a positive educational experience through participation.

The principal of each school, in all manners pertaining to his/her school's interscholastic athletic and/or activities programs, is responsible to the School Board, PIAA, District XI, league, and other applicable governing bodies. Although the principal may delegate some of these duties, such delegation does not relieve him/her of responsibility for any infraction by the school involving the policies, regulations, constitution and/or by-laws of the School Board, PIAA, District XI, league, or other applicable governing bodies.

The principal or designee, in conjunction with the school district's Director of Athletics and Activities when applicable, shall review and determine the length of athletic/activity sessions, number per week, and other limitations deemed reasonably necessary.

#### Director of Athletics and Activities

The Director of Athletics and Activities oversees the efficient operation of the school district's athletic and activity programs and the coordination of the school district's facilities usage. The Director of Athletics and Activities is responsible for the implementation of the policies, regulations, constitution and/or by-laws of the school district, league, PIAA, District XI, and other applicable organizations and serves as the school district's

representative for league, District XI, PIAA, and other applicable organizational concerns, as is appropriate in conjunction with the school principal.

#### Assistant Director of Athletics and Activities

The Assistant Director of Athletics and Activities assists in the organization and promotion of the school district's athletic and activity programs and, as is applicable, is responsible for the implementation of the policies, regulations, constitution and/or by-laws of the school district, league, PIAA, District XI, and other applicable organizations and serves as the school district's representative for league, District XI, PIAA, and other applicable organizational concerns in the absence of the Director of Athletics and Activities. He/She also assists in the coordination of the school district's facilities usage.

#### Head Coach/Director/Advisor

The following responsibilities apply to all head coaches/directors/advisors:

1. Assumes responsibility for the program, grades seven through 12, as it pertains to his/her sport or activity, keeping abreast of the status of all program levels.
2. Espouses/Employs coaching/directing/advising techniques suitable to the sport or activity.
3. Plans, organizes, and supervises all practices/rehearsals.
4. Acts as an appropriate role model for student-participants.
5. Is the spokesperson for the team or activity, dealing with inquiries relating to the team or activity.
6. Is aware of all injuries as notified by the trainer and works cooperatively with the trainer in the student-participant's best interest.
7. Demonstrates the proper use of equipment and supervises equipment maintenance.
8. Communicates appropriately and effectively with student-participants, staff, the public (internal and external), media and administration.
9. Is responsible for the security of applicable facilities.
10. Maintains accurate and up-to-date records including, but not limited to, PIAA required forms, medical forms, team/activity rules, parental permission/consent forms, transportation forms, and any other pertinent forms or documentation regarding his/her team or activity and its members.
11. Assigns and supervises, assistant coaches/directors/advisors, volunteers, student-participants, student managers and student volunteers.
12. Prepares a complete list (roster) of his/her team or activity in an appropriate manner (e.g., including but not limited to such things as alphabetical or numerical order, height, weight, grade, position, and/or number). Since the Office of Athletics and Activities is required to provide rosters for any opposing school requesting them, rosters must be submitted to the Office of Athletics and Activities prior to the team's or activity's first contest.
13. Prepares an accurate list of emergency contact information regarding student-participants, including managers and student volunteers, which must be submitted to the Director of Athletics and Activities prior to the first team/group organized activity/practice/rehearsal/business-type meeting, including band camp, and which must be updated as necessary and taken along to all off-site events/activities.
14. Notifies all student-participants and their parents/guardians of all rules of conduct.
15. Develop a skills checklist/rubric for making final team or activity roster selections and maintain such documentation, making all student-participants aware of the criteria before participating in tryouts.
16. Interviews and recommends the employment or termination of assistant coaches/directors/advisors.
17. Assigns duties to assistants and conducts training sessions with staff to ensure consistency within the program.
18. Assigns scouting responsibilities as is applicable.
19. Prepares the budget following all requirements, rules, regulations, policies and guidelines.
20. Schedules practices/rehearsals in accordance with school district rules and policies, as well as any rules of the PIAA or other applicable governing body.
21. Schedules pre-season scrimmages with the approval of the Director of Athletics and Activities.
22. Keeps everyone all appropriate parties "up-to-date" regarding rules and regulations.
23. Reports all problems or dangerous situations to the Director of Athletics and Activities.

24. Speaks to the media when necessary and ensures that results of games/competitions are reported to league-approved media sources and other media outlets deemed appropriate by the Director of Athletics and Activities and provides a game report to the Office of Athletics and Activities by the next school day for every game or competitive event.
25. Responsible for all players and managers until they leave school district premises after the conclusion of a scheduled event or practice/rehearsal.
26. Notifies student-participants that hazing, as per School Board Policy No. 247, will not be tolerated, and operates the program within said policy.
27. Is a positive representative of the school district through displaying conduct appropriate for an educator whenever acting in the role of a coach/director/advisor.
28. Plans, organizes, and implements a program consistent with the educational philosophy of the school district.
29. Advocates student participation in other sports or activities and does not discourage such participation.
30. Has substantial knowledge of the technical aspects of the sport or activity involved and continues to examine and explore new theories and procedures pertinent to that sport or activity.
31. Acts in accordance with all applicable School Board policies and accompanying regulations, including but not limited to Policy Nos. 122, 123 123.1, 247, 248, 249 and items listed in the *PVSD K-12 Student-Parent Handbook* and informs student-participants that such misconduct as hazing, bullying and harassment are strictly prohibited and will be addressed in the strongest manner.

#### Assistant Coach/Director/Advisor

1. Cooperates with and takes direction from the head coach/director/advisor.
2. Aids in the development of practice/rehearsal plans.
3. Communicates all problems to the head coach/ director/advisor.
4. Assists in the administration of the program.
5. Acts as an appropriate role model for student-participants.
6. Is aware of all injuries as notified by the trainer and works cooperatively with the trainer in the student-participant's best interest.
7. Demonstrates proper use of equipment.
8. Communicates appropriately and effectively with student-participants, staff, the public (internal and external), media (when duly authorized) and administration.
9. Notifies student-participants that hazing, as per School Board Policy No. 247, will not be tolerated and operates in accordance with said policy.
10. Is a positive representative of the school district through displaying conduct appropriate for an educator whenever acting in the role of a coach/director/advisor.
11. Performs duties inherent to the position as per the direction of the head coach/director/advisor.
12. Acts in accordance with all applicable School Board policies and accompanying regulations, including but not limited to Policy Nos. 122, 123 123.1, 247, 248, 249 and items listed in the *PVSD K-12 Student-Parent Handbook* and informs student-participants that such misconduct as hazing, bullying and harassment are strictly prohibited and will be addressed in the strongest manner.

#### Event Manager

The event manager functions as the school district's representative at school-sponsored events – including tournament, invitational and special events – as assigned by the Director of Athletics and Activities and helps to organize/coordinate the event, assisting with such things as handling accommodations for the visiting team and event officials, transportation issues, and, in cooperation with police/security, the conduct of all participants and spectators to help ensure a safe and respectful atmosphere. He/She also verifies workers and others needed for the assigned event and, when applicable, oversees the gate and gate receipts and ensures that the needs of game officials or others serving in an official capacity are properly met.

#### Student-Participants and their Head Coach/ Director/Advisor

All participants in all school district athletics shall be required to sign *No. 123-AR-2. PVSD Student-Athlete Agreement* prior to being allowed to try out, practice or compete/participate. It is the responsibility of the Head

Coach to assure that no PVSD student-athlete tries out, practices or participates who has not read and signed that document. Likewise, all participants in school district marching band and/or other music-related or performing arts co-curricular/extracurricular activities shall be required to sign *No. 122-AR-1. PVSD Student-Musician/Student-Performer Agreement* prior to being allowed to try out, practice/rehearse or compete/perform/participate. It is the responsibility of the director/advisor to ensure that no PVSD student-musician/student-performer tries out, practices or participates that has not read and signed that document.

All candidates for interscholastic sports must have met pre-participation physical examination requirements prior to participating in any sport. The school district provides the opportunity for free examinations in school. In addition to the examination, Pleasant Valley requires an athlete's code (see previous paragraph), a health survey and a PIAA card, all of which must be completed by the parent/guardian and candidate prior to the physical examination.

*See also the previous section titled RULES AT SCHOOL-SPONSORED EVENTS for additional information and guidelines.*

#### Student Spectators

Students' conduct as spectators helps determine the quality of sportsmanship of our school, which reflects upon the reputation of Pleasant Valley. Therefore, it is expected that they:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate and respond enthusiastically and appropriately to cheerleaders.
3. Help to control the unruly behavior of fellow students.
4. Respect the property of the school and the authority of school officials.
5. Show respect for an injured player when they are removed from the contest.
6. Never criticize coaches or players for the loss of a game.
7. Respect the judgment of game officials or referees.
8. Refrain from using offensive, obscene or vulgar language or gestures.
9. Respect the efforts of all participants (home or visitor).
10. Conduct themselves with proper respect during public address announcements and the playing of the National Anthem.

The school district has the right to restrict students from attending or participating in any athletic activities.

*See also the previous section titled RULES AT SCHOOL-SPONSORED EVENTS for additional information and guidelines.*

#### Cheerleaders

1. Cheerleaders as representatives of the school are expected to be a credit to Pleasant Valley. Thus, they are required to:
  - a. Be courteous and friendly to the other teams.
  - b. Be pleasant and respectful.
  - c. Never use offensive, obscene or profane language or gestures.
  - d. Be neat in appearance having a clean, properly cared-for uniform and appropriate grooming.
  - e. Never smoke or use drugs or alcohol.
  - f. Never act in an inappropriate manner.
2. Cheerleaders should never lead cheers that promote hostility or are degrading to the opponent or their fans. In all cases, good sportsmanship must be observed.
3. Proper game decorum should be modeled by cheerleaders. Applauding politely while an injured player leaves the playing area, remaining silent while the opponents cheerleaders cheer and leaving the area of play promptly after time-outs all help to create a positive atmosphere at any contest. Other than the players, the cheerleaders are the most visible representatives of a school.

4. Cheerleaders are governed by PIAA academic eligibility requirements and rules and regulations pertaining to the safety and proper behavior of cheerleaders at PIAA sponsored contests.

*See also the previous section titled RULES AT SCHOOL-SPONSORED EVENTS for additional information and guidelines.*

#### Custodians and Maintenance Personnel

Custodians and maintenance personnel perform a vital service to athletics and activities. Well-maintained facilities don't happen by accident. These staff members deserve our gratitude and respect. Work cooperatively with them at all times and try to accommodate their needs as much as possible.

#### Early Class Dismissal

Early class dismissal is to be kept at a minimum and approved by the school principal or designee. It is the responsibility of the Director of Athletics and Activities to prepare a transportation schedule for each activity which lists departure times. That schedule will be shared with each coach/director/advisor for necessary changes prior to sending it to transportation. Coaches/Directors/Advisors are not to make changes, except in cases of emergency. These times may not be altered without the permission of the Director of Athletics and Activities.

#### Eligibility

All student-participants are required to abide by all policies, guidelines, regulations and rules established by the school district, the coach/director/advisor, and appropriate governing bodies (e.g., PIAA). A copy of all such policies, guidelines, regulations and rules can be obtained from the Office of Athletics and Activities.

While we believe athletics and activities to be an integral part of the school experience, a student's first responsibility is to his/her academic work. Therefore, we have established requirements for purposes of eligibility. Participation in activities and/or interscholastic athletics is dependent upon the student's maintaining an appropriate academic standing in his/her class work. Any student not passing the required credits will be declared ineligible for further participation until passing averages have been re-attained. Academic eligibility will be monitored on a weekly basis. Any student who has been deemed academically ineligible may be at practice/rehearsal only for the purpose of maintaining proper conditioning or the like. He/she may not participate in any practice/rehearsal, in skill work, in performances, or in competition during the period of ineligibility. Said ineligibility period will last for one (1) full week (Monday through the following Monday morning).

It must be emphasized that students involved in activities and/or interscholastic athletics carry a great responsibility in representing the school, wherever they are. The manner in which they carry themselves determines, in good measure, the reputation of our programs. All student conduct shall be in accordance with all applicable school rules, regulations, procedures and/or policies.

All student-athletes and/or student-musicians must complete either the *PVSD Student-Athlete Agreement* (No. 123-AR-2) and/or the *PVSD Student-Musician/Student-Performer Agreement* (No. 122-AR-1) prior to being allowed to try out, practice/rehearse, or compete/perform/participate.

Charter, cyber charter and home education students are also required to follow Policy Nos. 140.1 and 137.

#### Academic and Curricular Requirements

##### High School

1. The student must pursue a curriculum defined and approved by his/her principal as a full-time curriculum.
2. The student must be passing at least four (4) full-credit subjects or the equivalent, as of each Friday during the grading period. If the student fails to meet this requirement, he/she will lose his/her eligibility from the following Sunday through the Saturday immediately following the next Friday as of which he/she meets this requirement.

3. The student must have passed at least four (4) full-credit subjects per semester or the equivalent during the previous grading period, except that eligibility for the first grading period is based on the student's final grades for the preceding school year. If he/she fails to meet this requirement, he/she will lose his/her eligibility for at least fifteen (15) school days of the next grading period, beginning on the first day report cards are issued.

#### Grades 7 & 8

1. Students failing two (2) or more classes, including both core area and special area classes, on a weekly basis will be ineligible to participate from the following Sunday through the Saturday immediately following the next Friday as of which he/she meets this requirement.
3. If students are failing two (2) or more classes at the distribution of report cards, they will be ineligible for twenty (20) school days.
4. Students' eligibility will be checked every Friday. Students who are ineligible will begin their exclusion from the sport or activity at the start of the next school week.

#### NCAA

The most demanding academic eligibility requirements are found in the NCAA (National Collegiate Athletic Association) which encompasses over 1,200 institutions. These requirements help prepare student-athletes for the rigorous academic schedule they will encounter in college. The best preparation is a solid foundation at the high school level. Remember, the odds of a high school athlete making it to the professional level are astronomical! What really matters in the long run is receiving a good college education. Each NCAA member institution has its own admission requirements and meeting the NCAA minimum academic requirements does NOT guarantee admission into a particular college.

#### After-school Athletic/Activity Participation Eligibility

In order to be eligible to participate in interscholastic athletics and/or other after-school activities, including practices and/or rehearsals, students must be in school on the day of the activity and must be signed in to school no later than 9:00 AM at the PV High School, 9:25 AM at the PV Middle School, or 10:30 AM at the PV Intermediate School, and must complete at least the equivalent of one-half ( $\frac{1}{2}$ ) day of attendance. The principal or designee may take into account extenuating circumstances with regard to this rule. Detentions are not considered after-school activities with regard to these rules and students are expected to attend all detentions on the day scheduled. No student on any type of suspension or expulsion may attend or participate in any school-sponsored activity or be on school property, including school-sponsored conveyances, during the period of the suspension or expulsion.

#### Requirements for Student-Participants

No student may participate in interscholastic athletics that has not:

1. Undergone a physical examination, as is required, in accordance with PIAA requirements each season prior to any athletic participation.
2. Met the requirements for academic eligibility.
3. Had the *Student-Athlete Agreement* or the *Student-Musician/Student-Performer Agreement*, the *PVSD Student-Participation Emergency Card*, and the *PVSD Accident Insurance Policy* (as is applicable) properly completed, signed and submitted.
4. Maintained a record of academic proficiency sufficient to ensure that participation in athletics/activities will not interfere with academic achievement.
5. Adhered to all attendance requirements.
6. Complied with the requirements of the *Athletic and Activities Handbook*, *K-12 Student-Parent Handbook*, and all applicable School Board policies and administrative regulations.
7. Returned all school equipment previously used.
8. Adhered to all applicable discipline standards.

## Athletics

No student-athlete shall be permitted to participate in a second sport after having withdrawn from a sport which takes place during the same sports season, except in the following cases:

1. When such withdrawal takes place at least one (1) week prior to the first publicly scheduled event for the sport from which the student is withdrawing.
2. When the student is asked to withdraw from the sport for a reason other than a disciplinary reason.
3. When the student requests permission to withdraw with the coach's approval.
4. When a student is "cut" from a sport.

In sports such as football, field hockey, basketball and wrestling, where league, district and state tournament activities may cause the season to intrude upon the beginning of the following sports season, student-athletes shall be permitted to join the new sport after the completion of the tournament, or before the completion of the tournament if they are not a member of a varsity team participating in a district or state tournament.

No student wishing to take part in another sport shall be held back from participation in that sport by a coach wishing to extend the season of his/her sport under the technicality of tournament play extending said season; though, under certain circumstances, a minimum number of varsity players may be retained, or a minimum number of junior varsity players may be moved up to varsity status, for the purpose of providing competition in preparation for tournament play. However, the building principal or designee reserves the right to make the final decision in any disputed cases wherein abuse of this policy has been claimed by a coach or student.

## PIAA Attendance Regulations

A student who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20<sup>th</sup>) day of absence.

The following absences may be waived by the District XI Committee:

- A. Days when the student was required to serve as the primary caregiver to a member of the student's immediate family or a near relative or a death in that student's immediate family or of a near relative, both as defined in Section 1154 of the Public School Code of 1949, as amended;
- B. Days when the student was absent due to the student's compliance with a court subpoena;
- C. Days when the student was confined by quarantine;
- D. Days when the student attended a religious activity/function which the church requires its members to attend;
- E. Days when the student has an excused absence of five (5) or more school days due to the same confining illness or injury.

If the establishment of any requirement necessary for the District XI Committee to exercise its discretion to grant a waiver of five (5) or more excused absences results from illegal conduct on the part of the student, other than absences during which the student, without there having been a criminal conviction or an adjudication of delinquency, is admitted to a substance abuse treatment facility, the District XI Committee shall not grant the waiver. Attendance at summer school does not count toward the forty-five (45) school days required. Absence from school for an entire semester, or for several semesters, shall disqualify a student for the same period as stated in this Section.

## Emergency Phone Number

Control Center (Ambulance/Police): 911

## Equipment

All students who are issued equipment for participation in athletics and/or activities must return this equipment to the head coach/director/advisor of the sport or activity at the conclusion of the season. All obligations for the

return of equipment must be met before being eligible to participate in any such activity in the future. Failure to fulfill such obligations may also prevent participation in other co-curricular activities and could preclude the student from participating in graduation exercises and/or other school-sponsored social events. In cases whereby the obligation has not been satisfied after repeated attempts to obtain such, the school district may file charges with the district magistrate.

#### Expectations for Student-Participants

All student-participants are expected to participate in scheduled rehearsals, practices, performances and competitions:

1. Student-participants shall take part in every rehearsal, practice, performance or competition unless disciplinary consequences, absence from school or absence from practice/rehearsal prohibit such participation.
2. As is applicable, participation shall consist of meaningful time, not equal playing time.

#### Foreign Exchange Students

A foreign exchange student who wishes to participate on an athletic team must complete the *PIAA. Foreign Exchange Student Eligibility Agreement* that is available in the Office of Athletics and Activities. That form will then be forwarded to the District XI Chairperson for approval.

#### Fundraising

Fundraising activities conducted within the school district by pupils using names related to the school district or any of its respective schools and by school-affiliated organizations shall be conducted in compliance with the parameters of the school district's mission, goals, regulations, procedures and policies. The appropriate permission for fundraiser form must be completed and approved by all appropriate parties as listed on the form. Fundraising shall have a specific purpose, which must fall within the parameters of the school district's mission, goals, regulations, procedures and policies and which must be stated on the appropriate permission for fundraiser form. Fundraising projects conducted on school property must follow School Board policy No. 707 regarding facilities usage.

Profits derived from any sale/drive/event conducted by a school group or SAO shall be used only to benefit the students directly or through school-affiliated organizations, or for worthy purposes designated by the students through their governmental structure and as approved by the building principal. Money spent by the SAO shall be agreed upon by the SAO and the coach/director/advisor, who shall ensure that such expenditure is within the mission and the policies, regulations, guidelines and procedures of the school and school district.

#### Hazing

The school district does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity and the School Board directs that no administrator, coach, director, advisor, sponsor, volunteer or school district employee shall permit, condone, overlook, ignore, or tolerate any form of hazing. Likewise, no student, coach, director, advisor, sponsor, volunteer or school district employee shall plan, direct, encourage, assist or engage in any hazing activity. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. In fact, willing participation in hazing activities is strictly prohibited and those students identified as willing participants may be subject to disciplinary consequences.

School Board Policy No. 247 defines hazing as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the School Board. The school district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

Students who have been subjected to hazing are urged to promptly report such incidents, orally or in writing, to the school principal or his/her designee, the Director of Athletics and Activities, or other appropriate school district staff. Then, appropriate school district administrators shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing and, if the investigation results in a substantiated finding of hazing, the school principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the school code of conduct. Additionally, the student may be subject to disciplinary action by the coach/director/advisor or sponsor, up to and including removal from the activity. If the investigation results in a substantiated finding that a coach/director/advisor or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately and such discipline could include dismissal from the position as coach/director/advisor or sponsor.

#### Home Education Students

As per School Board Policy No. 137, home education students have an equal opportunity to participate in extracurricular activities and interscholastic athletic programs and/or to compete for positions in such activities and programs as students enrolled in school district schools. In order to be eligible to participate, the home education students must meet the same eligibility criteria required of students enrolled in school district schools. Home education students interested in participation should be referred to the Director of Athletics and Activities.

#### Injuries

When participating in any activity or program, accidents can happen and injuries can occur. In fact, by its very nature, competitive athletics may put student-athletes in situations where serious, catastrophic and even fatal accidents may occur. In many cases, participation in athletics can result in violent physical contact among participants. The use of equipment may result in accident and/or injury. Strenuous physical exertion and other exposures may also result in injury to the student-athlete.

Likewise, under some circumstances, involvement in marching band and/or other music-related and/or performance-related co-curricular/extracurricular activity may put student-musicians/student-performers in situations where risk of injury is present and whereby serious, catastrophic and even fatal accidents may occur. The use of equipment may result in accident and/or injury and strenuous physical exertion and other exposures may also result in injury to the student-musician/ student-performer.

Necessary precautions are taken to help avoid injury. However, when injuries occur they must be handled properly and necessary precautions taken to help avoid reoccurrence.

Precautions:

- All student-participants must have signed parental permission forms on file before they participate.
- All student-athletes must have physical examinations before they are allowed to participate.
- Coaches should not play over-fatigued players.
- Care must be taken to match sizes and ages of participants when practicing/rehearsing.
- Student-participants must be advised to tell a coach/director/ advisor and/or trainer if they think they may be injured.

Whenever a student-participant is injured, common sense and good judgment should be the rule of thumb.

In addition, the following is recommended:

1. When a student-participant is injured at an athletic practice or home event, the trainer will be responsible for initial assessment of the injury and for providing first aid. Upon completion of this assessment, the trainer will determine if the student-participant may or may not return to practice, and the coach will be notified of this decision. The trainer is responsible for directing the emergency care of the student-

2. When there is an injury to a member of the visiting team at a home event, the trainer will assist only if requested by the coach/director/advisor of that team. If the trainer is not present, the PV coach is responsible for providing assistance to the visiting team if it is requested. (e.g., placing a call for emergency services).
3. When a student-participant is injured during an away event, the coach must check with the student-participant regarding the injury and, if our trainer is present, seek the advice of him/her. If our trainer is not present, the coach should seek the advice of the home team's trainer and, if necessary, consult with a doctor if one is present. If it is decided that the student-participant is to be taken to a hospital, the coach should ascertain whether or not the parent(s)/guardian(s) are present at the event. If a parent/guardian is present at the event, our coach should insist that the parent/guardian accompany the injured student-participant to the hospital and the coach should remain with his/her team. In the event that no parent/guardian is present at the away event and a trainer is present or more than one coach is present, the trainer or one of the coaches must accompany the injured student-participant to the hospital. Upon arrival at the hospital, the trainer or coach must try to contact the parent/guardian as soon as practicable. In the case where there is only one coach and our trainer is not present and available to travel with the student-participant, then the coach must stay with his/her team and rely on medical assistance from the host school. The coach should ask the host school trainer or ambulance attendant to take the injured student-participant to the hospital and try to contact the parent/guardian. In all cases, at the conclusion of the event the coach must contact the parent/guardian and must ensure that arrangements have been made for the supervision and/or safe return of the injured student-participant. He/She must also contact the Director of Athletics and Activities for any further instruction or assistance if needed. Under no circumstances should the student-participant be left at the hospital without assurance that proper arrangements have been made for the student-participant's supervision and/or safe return home.

#### Insurance

For the students who participate in interscholastic athletics, marching band, and cheerleading, the school district has purchased a Student Accident Insurance Policy. In some cases, medical expenses may need to be submitted to the parent's/guardian's private insurance carrier. After the private carrier has paid their portion, any unpaid balance may be submitted to the school district's insurance carrier for consideration of coverage. Coverage will apply on a usual and customary basis. It is important that both private and school insurance carriers are notified at the time of the accident because most companies have time limitations for submitting initial claims.

#### Length of Season

All PIAA sports have a defined season with a starting and ending date. If a team conducts a practice and/or plays a contest before or after the dates set by the PIAA for that sport, those participating may lose their eligibility for one (1) year in that sport and the school district is subject to sanctions.

#### Mandatory Rules Interpretation Meetings (PIAA) and League Meetings

Required attendance at league meetings and rules interpretation meetings are part of the duties of a coach. All PIAA mandatory rules interpretation meetings are posted on the PIAA website at [www.piaa.org](http://www.piaa.org).

#### Media Contact Information

Pocono Record:	(800) 756-4237	Times News:	(800) 443-0377
Blue Ridge Cable TV-13:	(800) 561-0096	Morning Call:	(800) 999-5625
Easton Express:	(800) 360-3601		

## NCAA Clearinghouse

Many college sports are regulated by the National Collegiate Athletic Association (NCAA), which has established rules on eligibility, recruiting, and financial aid. If a high school student-athlete is planning to enroll in college as a freshman upon graduating from high school and they wish to participate in Division I or Division II sports, the NCAA Initial-Eligibility Clearinghouse must certify them. The Clearinghouse will analyze the student-athlete's academic information and determine if they meet the NCAA's initial-eligibility requirements. The certification process for student-athletes planning to enroll as college freshmen begins August 1<sup>st</sup> of the academic high school year. Clearinghouse forms are available in the PVHS Guidance Office. Be aware of the following from the NCAA Eligibility Center:

### NCAA Freshman - Eligibility Standards Quick Reference Sheet



#### **KNOW THE RULES:**

##### Core Courses

- NCAA Division I requires 16 core courses as of August 1, 2008.** This rule applies to any student first entering any Division I college or university on or after August 1, 2008. See the chart below for the breakdown of this 16 core-course requirement.
- NCAA Division II requires 14 core courses.** See the breakdown of core-course requirements below. Please note, Division II will require 16 core courses beginning August 1, 2013.

##### Test Scores

- Division I** has a sliding scale for test score and grade-point average. The sliding scale for those requirements is shown on page two of this sheet.
- Division II** has a minimum SAT score requirement of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the four sections on the ACT: English, mathematics, reading and science.
- All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on transcripts will not be used. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the Eligibility Center.**

##### Grade-Point Average

- Only core courses are used in the calculation of the grade-point average.
- Be sure** to look at your high school's list of NCAA-approved core courses on the Eligibility Center's Web site to make certain that courses being taken have been approved as core courses. The Web site is [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).
- Division I** grade-point-average requirements are listed on page two of this sheet.
- The Division II** grade-point-average requirement is a minimum of 2.000.

**DIVISION I**  
**16 Core-Course Rule**

**16 Core Courses:**

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy).

**DIVISION II**  
**14 Core-Course Rule**

**14 Core Courses:**

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 2 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 3 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy).

**PLEASE NOTE:** Beginning August 1, 2013, students planning to attend an NCAA Division II institution will be required to complete 16 core courses.

Off-Campus Activities

School district policy applies to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of a school-sponsored activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity; for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the students' attendance at school or school-sponsored activities.

### Off-season: Intramurals, Summer Leagues and Other Off-season Participation

Coaches/Directors/Advisors wishing to enhance their team or activity through student participation in intramurals, camps and summer league play must follow PIAA regulations or other school district or governing body policies and regulations for out-of-season participation. The following school district guidelines must also be followed:

#### Intramurals

1. All appropriate paperwork, including that required as per School Board Policy No. 707 and accompanying regulations, must be properly completed and meet all deadlines, as must an *Application for Athletics/Activities Intramural Advisor*, which must be pre-approved by the building principal, Director of Athletics and Activities, and the Assistant to the Superintendent prior to any program being run.
2. Any advisor must have clearances and be approved by the School Board prior to operating an intramural program.
3. No student-participant can be required or led to believe they are required to participate in an activity, intramural, or training session outside the defined season.
4. All intramural programs must be made available to all applicable school district students, not just the student-participants from a specific team or activity.

#### Summer Leagues and Other Off-season Participation

1. The school district may not sponsor a team outside of the regular season. This means a team must be named something other than “Pleasant Valley”.
2. Student-participants are not allowed to use Pleasant Valley uniforms.
3. No student-participant can be required or led to believe they are required to participate in a sport, activity or training session outside the defined season.
4. The school district does not offer insurance coverage for any out-of-season injuries.

### Overnight Event Guidelines

Pursuant to School Board Policy No. 121 and its accompanying administrative regulations, teams/groups may be allowed to participate in overnight events. In all cases, the regular education program shall be given top priority. Therefore, whenever possible, overnight events should be attended when school is not in session. However, since it is not always possible to schedule overnight events during weekends or periods of vacation, the School Board, at its discretion, may approve such trips. Thus, the following must be adhered to:

1. In the event that a contest/competition is on the published schedule for a particular team/group/organization, the head coach/advisor/director is responsible for making a formal request to the Director of Athletics and Activities in order to make arrangements for overnight accommodations should it be determined that there is a need for such accommodations. With the approval of the building principal and the Director of Athletics and Activities (if the site of the event is deemed to be of a great enough distance to warrant an overnight stay), the request will be placed before the School Board for approval. The head coach/advisor/director will be responsible to see that all appropriate required paperwork is submitted by student-participants and their parent(s)/guardian(s). Copies of such paperwork are to be kept on file by the building principal and/or his/her designee and the Director of Athletics and Activities.
2. In the event that individual student-participants and/or full teams/clubs/organizations representing the school district qualify for PIAA, PMEA or other appropriate organization’s district-level and/or regional-level and/or state-level competition that may require overnight accommodations and if the site of the event is deemed to be of great enough distance to warrant an overnight stay, the Director of Athletics and Activities shall seek School Board approval on, at a minimum, a yearly basis for the authority to review and approve arrangements for such overnight accommodations. The head coach/advisor/director will be responsible to see that all appropriate required paperwork is submitted by students-participants and their parent(s)/guardian(s). Copies of such paperwork are to be kept on file by the principal and/or his/her designee and the Director of Athletics and Activities.
3. The principal and/or his/her designee shall recommend approval or disapproval of each proposed event taking into consideration the purpose, itinerary, and duration of each proposed trip. Each event is to be properly

planned, related to the curriculum or purpose of the sport or activity, and followed up by appropriate activities that enhance its usefulness. No prior commitments, promises or announcements are to be made relative to an event by the coach/advisor/director before necessary written approvals have been obtained.

4. Coaches/Directors/Advisors are to read School Board Policy No. 121 and its accompanying regulations to accurately determine those guidelines and procedures that may pertain to their particular sport or activity.

All chaperones for any overnight trips must provide an Act 34 Criminal History Report, an Act 151 Clearance Statement, and an FBI Federal Criminal History Record.

#### Pep Rallies

The purpose of a pep rally is to enable the school's student body to participate in and to observe actions that are in support of all school activities and to foster pride in one's school. During this time, spirit and pride in the school is fostered and it is expected that students behave in a mature and appropriate manner.

When a pep rally is held, students will be assigned specific areas and coaches/directors/advisors are encouraged to attend and participate, including the supervision of their team/activity. The Director of Athletics and Activities will oversee the planning for all pep rallies.

#### Physical Examinations

All student-athletes are required to have a physical examination each season prior to any athletic participation. The school district provides the opportunity for a physical examination for all student-athletes prior to each season. If a student-athlete does not avail himself/herself of this examination, it will be his/her responsibility to secure a physical examination at his/her own expense.

Each sports team will be assigned a specific date and time for their physical examinations and it is the responsibility of the coaching staff of that sport to supervise student-athletes and help ensure the proper completion of appropriate paperwork during those physical exams. Physical exams will not be given without a coach(es) of that sport being present.

Head coaches are responsible to see that no student-athlete participates without the properly signed physical exam and parental permission forms, as well as any other required paperwork.

#### "Playing Up" a Level

When and where applicable, student-athletes are "moved up" to the next program or level (i.e., from a freshman team to a JV or varsity team) when their skill level makes such participation a possibility (i.e., they shall only be moved when their skill level is significantly above the other student-participants in their respective grade level or program and such a move is projected to yield a positive outcome). Prior to moving a student-participant up a level, a meeting between the parent(s)/guardian(s) and the coach must be held and signed parental permission must be obtained.

#### Practices for Sports: The Six-Day Rule

PIAA guidelines provide that athletic contests and practices be limited to six (6) days per calendar week during the regular season. Each member school is free to determine which day of the week it will select as the day on which no interscholastic athletic competition or practice will be held. In general, at Pleasant Valley, that day will be on Sunday. If a coach would like to have a practice on Sunday, they must get approval by the Director of Athletics and Activities prior to the date of the practice. Also, the coach must provide for a day off during the next week before the following Sunday.

#### Pre-season Preparation

Coaching or running an activity is no longer a seasonal job. Dedicated coaches/directors/advisors put in much time and effort in the off-season. To be successful, a good coach/director/advisor uses this time to prepare for the next season. Below are some considerations for pre-season planning.

1. An organizational meeting with student-participants well before the season begins affords the coach/director/advisor an opportunity to make necessary announcements and to assess the degree of interest in the sport or activity. This meeting should serve to inform student-participants of what is expected of them in the upcoming season. Below are suggested agenda items for a pre-season meeting.
  - a. Date of first practice/rehearsal
  - b. Practice/Rehearsal schedule
  - c. Date and time of physical examinations for student-athletes
  - d. Instructions for completing all paperwork
  - e. Off-season conditioning/skill-building suggestions
2. Check on equipment, including new equipment coming in, the status of the schedule, the preparation of your facilities, and the academic eligibility of your student-participants.

#### Procedure for Reporting and Handling Student Conduct Violations

Student-participants are expected to follow all rules set forth in *No. 123-AR-2. PVSD Student-Athlete Agreement* or *No. 122-AR-1. PVSD Student-Musician/Student-Performer Agreement* prior to being allowed to try out, practice or compete/participate, as well as any rules set forth in the *PVSD K-12 Student-Parent Handbook*.

1. All actions taken regarding potential disciplinary violations must be conducted in a spirit of fundamental fairness.
2. If an infraction is indicated, the coach/director/advisor should notify the Director of Athletics and Activities and school principal or designee, who will investigate the alleged violation.
3. If the investigation indicates a violation has occurred, informal due process must be afforded the student-participant, who must be given the opportunity to respond to the charges. The student-participant's parent(s)/guardian(s) should also be informed of the violation and potential consequences. Decisions regarding disciplinary actions made must be communicated to the student-participant's parent(s)/guardian(s).
4. If, after the investigation, it is deemed necessary to suspend or dismiss the student-participant from participation, the suspension or dismissal should take place immediately, with the decision being communicated to the parent(s)/guardian(s). The coach/director/advisor shall provide the Director of Athletics and Activities and principal with written notice stating the reasons for the proposed action, prior to taking such action.

Any punitive action taken by a coach/director/advisor against a student who has received a School Board or administrative ruling in their favor will be regarded as a violation of school district policy by said coach/director/advisor. Punitive actions may be defined as, but not restricted to, the denial of:

1. Athletic letters.
2. Awards.
3. Trophies.
4. All-star play.
5. Recommendations.
6. Participation in the activity, as well as recognition ceremonies such as banquets, scholar-athlete events, etc.
7. The right to participate the following year in all sports of his/her choice.

Coaches may appeal to the building principal for rulings against students who have not abided by the dual sport participation policy. A student found in violation of the policy will be directed to comply with the policy. In addition, punitive action, as defined, may be taken against students by coaches as a means of enforcing this policy.

#### Public Relations

1. Having a meeting with the parents/guardians between the start of practice and the first scheduled event is an excellent way to establish communication. All head coaches/directors/advisors must hold a pre-season meeting for parents/guardians of student-participants at all levels of their program.

2. Parents/Guardians are to be encouraged to contact the head coach/director/advisor with any questions or concerns. Keep in mind that although the coach/director/advisor is the designated expert in his/her particular sport or activity, parents/guardians are the experts in what makes their child “tick”. A great deal can be learned about how to communicate with a student-participant from his/her parent(s)/guardian(s).
3. Regarding topics which are unique to a sport or activity or are inherently within the scope of the authority of a coach/director/advisor (e.g., strategy, fundamentals, “Xs and Os”, etc.), it is important to determine how in-depth a conversation regarding such items should be since a choice to discuss such items with one parent/guardian opens the door for similar expectations from other parents/guardians. It is usually the best practice to respectfully decline engaging in such conversations. Also, due to the subjective nature of coaching/directing/advising athletics and activities, there will be occasions in which the explanations of coaches/directors/advisors will not be perceived as being satisfactory.
4. In cases whereby there is a disagreement which cannot be resolved, encourage the person to contact the Director of Athletics and Activities to arrange a meeting at a mutually agreeable time.
5. Treating all student-participants and their parents/guardians with courtesy, dignity, and respect sends the appropriate message to them and the community and creates an appropriate environment within which all have an opportunity to achieve.
6. Should a parent/guardian or another member of the public become rude or volatile, they should be politely informed that no positive outcome could be achieved by continuing to act in such a fashion. If such behavior persists, security should be contacted.
7. Whenever addressing the public or media, the coach/director/advisor is to represent the school district in an appropriate, professional manner and is to refrain from making overly negative or personal comments regarding his/her team/activity or student-participants, as well as the opponent or officials. Student-participants are to be similarly advised.
8. All parents/guardians of student-athletes are to be given a copy of the *PVSD Parent-Coach Communication Guide*.

#### Purchase of Equipment and Supplies

It shall be the responsibility of the Director of Athletics and Activities to receive bids and authorize the purchase of all athletic equipment and supplies. It shall be the responsibility of the Director of Athletics and Activities to receive bids and authorize the purchase of all equipment and supplies for activities. Each head coach/director/advisor shall submit a request for equipment at a time specified by the Director of Athletics and Activities. This request must be completed with such things as numbers, names, insignias, descriptions and sizes for bidding purposes. No other purchases, including those by teams or SAOs, may be made without the approval of the Director of Athletics and Activities. Failure to comply with this procedure may result in refusal by the school district to pay the obligation.

Athletic uniforms are the responsibility of the school district. SAOs may not supplant the school district's responsibility by purchasing athletic uniforms (except footwear or other activity-related items, which must be approved by the coach/director/advisor and the Director of Athletics and Activities). Instrumental band uniforms are the responsibility of the school district as well. Any exception to this guideline must be first cleared by the administration.

Any equipment bought by the SAOs for student use becomes school district property.

#### Salaries

Salaries are listed in the *Pleasant Valley Supplemental Contract*. Coaches/Directors/Advisors will not be paid until all paperwork has been completed at the end of the season as per the *PVSD End-of-Season Packet*.

#### Scheduling

The Director of Athletics and Activities schedules all interscholastic athletic contests in accordance with Pennsylvania Interscholastic Athletic Association (PIAA) rules and regulations. Also, as a member of the

Mountain Valley Conference, our school district is obligated to schedule all games/events that are required involving conference/league teams/activities. Coaches/Directors/Advisors are permitted to make contacts for scheduling events, including scrimmages), but all final arrangements and contracts for those events and scrimmages are the responsibility of the Director of Athletics and Activities.

#### School-Affiliated Organizations

A School-Affiliated Organization (SAO) is defined as an organization that utilizes the name of the school district or any of its schools or programs, and directly affects curricular or extracurricular programs operated by the schools. SAOs help provide assistance to athletics and activities programs and work diligently on behalf of out student-participants.

The primary role of SAOs is to provide support for school district programs in accordance with needs expressed by the advisor(s)/director(s)/coach(es), which shall be in keeping with the goals for their particular program(s) and within the parameters of the school district's mission, goals, regulations, procedures and policies. SAOs that support PIAA sports or activities shall operate within PIAA regulations and guidelines.

A School Board-approved advisor/director/coach is to act as the liaison between the SAO and the school activity. The advisor/director/coach will involve the building principal/director of athletics and activities in decisions where indicated in policy and whenever appropriate. The School Board may, upon request of an advisor/director/coach, authorize the formation of a SAO after a committee comprised of the Director of Athletics and Activities, building principal (if appropriate), or other school official (as deemed appropriate) review necessary information and recommends approval or disapproval of a SAO to the School Board.

SAOs and their members shall operate within the guidelines and policies set forth by the school district. SAO issues and concerns need to be communicated through the officers of the organization to the advisor/director/coach. The decision of the advisor/director/coach is final. In matters of school district policy and operating regulations and procedures, the School Board will retain final authority. This authority must be recognized and respected by all SAOs.

Any equipment bought by the SAOs for student use or use in school facilities becomes school district property unless otherwise authorized by the Superintendent or designee.

Parental participation in SAOs or fundraisers is not mandatory. No student will be denied the ability to participate in an activity due to lack of personal funds or parental participation. In order to help ensure that fundraising activities are properly conducted, and finances are properly received, accounted for, and dispersed, the following all guidelines set forth in School Board Policy No. 915 must be adhered to by each SAO.

Fund-raisers conducted by the SAO's, or coaches must be approved as per school district policy.

All SAOs must follow School Board Policy No. 915. School-Affiliated Organizations.

All SAOs must be approved by the School Board as per policy.

#### Scrimmages

The Director of Athletics and Activities must approve all scrimmages prior to their being scheduled. No scrimmage may be held on any legal holiday. The number of and legal dates for scrimmages are set by the PIAA.

#### Security/Access to Facilities

In conjunction with the philosophy of "safe schools", it is important that doors remain properly secured at all times. All coaches/directors/advisors and student-participants are required to aid in this effort to keep our schools safe. At no time is a door to be "propped open" and doors that require locking must be locked at all times that

such is required. In addition, coaches/directors/advisors are to be aware of facility and playing field security prior to and after use, and must also ensure that all lights and/or equipment are turned on or off accordingly.

Coaches/Directors/Advisors should be last to leave the facility after a practice/rehearsal or event/performance/competition. Coaches/Directors/Advisors should instruct student-participants not to enter facilities before a coach/director/advisor has arrived.

Coaches/Directors/Advisors are responsible for taking all necessary precautions possible to help ensure their keys or access devices are not lost or stolen. At no time should coaches/directors/advisors copy keys or access devices, lend keys or access devices to unauthorized individuals, or give keys or access devices to students to use for any reason. Should a key or access device be lost or stolen, it is to be reported to the Director of Athletics and Activities immediately. Upon resignation or departure, all keys or access devices must be turned over to the Director of Athletics and Activities.

While the school district is not responsible for the loss of personal property of students, the best defense against theft is educating student-participants in this regard and offering opportunities and suggestions for properly securing their personal possessions which may include, but not be limited to:

1. Encouraging student-participants not to carry large sums of money or wear expensive jewelry to practice/rehearsals or events.
2. Whenever possible, providing a secure place for valuables to be held until the practice/rehearsal or event is over.

#### Student Managers and Student Volunteers

Student managers and student volunteers can be an important part of a team or activity and their hard work contributes to the smooth functioning of practices/rehearsals sessions and events. For these reasons, these students should be shown the same respect and consideration as any member of a team or activity.

It is important that coaches/directors/advisors realize that these students not assistant coaches/directors/advisors and are not to serve in any supervisory capacity. The amount of responsibility given to these students must be weighed carefully. Under no circumstances should these students be given responsibility of securing buildings or acting the absence of a coach/director/advisor.

#### Sudden Cardiac Arrest Prevention Act

The Sudden Cardiac Arrest Prevention Act establishes standards for preventing sudden cardiac arrest and death in student-athletes. The law sets requirements for removing a student from an athletic activity and specifies conditions as to when the student can return to participation in the athletic activity. The law also establishes minimum penalties for any coach found to be in violation of either the removal from play or return to participation requirements. All coaches are required to complete a sudden cardiac arrest training course offered by a provider approved by the Pennsylvania Department of Health prior to coaching any athletic activity. The Pennsylvania Department of Health has developed a brief training document on sudden cardiac arrest prevention. This document can be accessed at:

[http://www.portal.health.state.pa.us/portal/server.pt/community/schools/14130/sudden\\_cardiac\\_arrest/556695](http://www.portal.health.state.pa.us/portal/server.pt/community/schools/14130/sudden_cardiac_arrest/556695) (Under Approved Curricula, click on Approved SCA Training). This is the approved training that coaches must review to comply with the requirements of Act 59. A more comprehensive training course will be available at a later date.

Prior to participation in an athletic activity, each student and his/her parent or guardian are required to sign and return to the school acknowledgment of receipt and review of a *Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet*. The requirements of the Sudden Cardiac Arrest Prevention Act apply not only to interscholastic athletics, but also any other athletic practice, contest or competition that is sponsored or associated with the school. School Board Policy Nos. 122. Extracurricular Activities and 123. Interscholastic Athletics were revised to include a statement regarding the student and parental responsibility for signing and returning the

acknowledgement of receipt and review of the *Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet*.

School Board Policy Nos. 122, 123 and 123.2 are to be followed.

Additionally, the school may hold an informational meeting prior to the start of each athletic season for all competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to the student-athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, pediatric cardiologists, and athletic trainers. Each school year, prior to participation in an athletic activity, every student-athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the *Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet*.

#### Removal from Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designed by the school district, exhibits signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.

Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities.

#### Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner or cardiologist. The School Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.

#### Training

All coaches shall annually, prior to coaching an athletic activity, complete sudden cardiac arrest training course offered by a provider approved by the PA Department of Health.

#### Penalties

After July 29, 2014, a coach found in violation of the provision of this policy related to removal from play and return to play shall be subject to the following penalties:

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

#### Supervision

Student-participants must be properly supervised at all times. This includes as practice/rehearsal and competition areas, locker room, band room and other facilities, as well as student pick-up and other designated areas where student-participants wait for rides. All coaches/directors/advisors are responsible for supervision. Coaches/Directors/Advisors should make themselves visible in all areas as much as possible. Coaches/Directors/Advisors should be last to leave the facility after a practice/rehearsal or event/performance/competition. At no time should coaches/directors/advisors give building keys to students to use for any reason.

#### Tournaments

Any sport or activity wishing to participate in and/or host a tournament must follow all school district policies and regulations and must obtain all necessary approvals prior to committing to any such endeavor. Any sport wishing to host an in-season tournament must complete a *PIAA Application for Approval of Tournament* form and pay a

fee of \$50.00 to the PIAA twenty (20) working days prior to the date of the tournament. If the tournament includes out-of-state teams, an additional form must be filed with the PIAA for approval.

#### Transportation

Transportation for all off-campus events, scrimmages and practices/rehearsals (when needed) will be arranged by the Director of Athletics and Activities. The head coach/director/advisor must provide all required information to the Office of the Director of Athletics and Activities to schedule means for transporting student-participants. It is imperative that all applicable deadlines be met when requesting transportation.

Bus conduct must be closely supervised at all times. Infractions of proper bus conduct should be reported to the school principal or designee for appropriate disciplinary action.

1. Student-participants are expected to use whatever transportation is provided to them by the school district, both to and from competitions, scrimmages, or events.
2. All school rules and regulations are in effect anytime a student-participant is being transported by school-sponsored transportation. Infractions of school rules will be dealt with in the same manner as the administration deals with school-time violations.
3. Student-participants and coaches/directors/advisors should dress appropriately for travel, acting as representatives of the school district. The head coach/director/advisor will decide on a proper dress code for his/her student-participants and include it in his/her rules and regulations to be signed by the student-participant and parent(s)/guardian(s) prior to the start of the season.
4. A coach/director advisor should always be present on a school-sponsored conveyance when one of his/her teams or activities is being transported. It is preferred that the head coach/director/advisor accompany the conveyances being used at all times. If the head coach/director/advisor cannot do so, for some valid reason, the Director of Athletics and Activities must be made aware of the situation in advance.
5. It is recognized that there will be times when extenuating circumstances may make it necessary for a student-participant to travel to or from an event separately from the team/group. In the event that a student-participant needs to travel separately from the team/group, a permission note from his/her parent/guardian must be presented to the school principal or designee in advance. The school principal or designee must sign the note if approved, and the note will be filed in the school office for future reference. A copy will be provided to the coach/director/advisor.
6. Coaches/Directors/Advisors are permitted to allow student-participants to travel separately from the team/group only if they have in their possession a permission note that has been signed by a school administrator. However, student-participants will only be permitted to ride with their own parent/guardian and it is the responsibility of the coach/director/advisor to make visual contact with the parent/guardian of the student-participant to ensure that is who the student-participant is leaving with. The coach/director/advisor may use his/her discretion in case of an emergency. However, the coach/director/advisor should still get a permission note signed by the parent/guardian and make visual identification of the individual before permitting the student-participant to depart separately from the team/group. The coach/director/advisor should also inform the Director of Athletics and Activities as soon as possible that an emergency exception was made for an individual. The Director of Athletics and Activities shall inform the school principal of the exception.

#### Volunteer Coaches/Directors/Advisors

The purpose of volunteers in the schools is to augment the educational and support resources available to students through the use of the diverse talents and skills of community members. The School Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the School Board, subject to legal requirements and administrative procedures. Under no circumstances shall a volunteer be considered an employee of the school district. A volunteer shall receive no wages or other consideration which has a monetary value for the performance of volunteer services. The volunteer position is not a right, but rather a privilege, which is conferred by the School Board and the administration. As such, any volunteer position may be eliminated and/or the services of any volunteer may be terminated at any time at the sole discretion of the responsible school district administrator(s).

The school principal and/or Athletic Director shall assume general authority and responsibility over all volunteers serving at that school or site. Volunteers, who are not employed as such, shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance, which is supportive, under the direction of a staff member. Volunteers shall not assume responsibility for complete direction and/or control of the students.

It is the responsibility of the building-level administrator and/or applicable director of athletics/activities overseeing the sport(s)/activity/activities in which a volunteer is involved to track the time(s) and date(s) in which a short-term volunteer is performing volunteer work.

Volunteers who are subject to completing PDE-6004, will submit no less than annually, a completed, signed and dated form to the principal, Director of Athletics and Activities or designee(s). All volunteers who become the subject of an arrest or conviction are to report same to the building principal, athletics/activities director or designee(s).

All required clearances are to be on file in the school district office and at the school building office in which the person is volunteering.

When, at the written request of the head coach/director/advisor, and in the opinion of the school principal and the Director of Athletics and Activities, the addition of a volunteer coach/director/ advisor will enhance the support and training which the regular coaching or advisory staff is providing to students participating in the activity, a volunteer coach/director/advisor may be utilized and the School Board hereby sets forth the terms and conditions by which a volunteer coach/director/advisor may be utilized during a competitive extracurricular activity and any training and practices/rehearsals thereof:

1. All volunteer coaches and advisors must make formal application through the completion of the *Volunteer Application*.
2. As is applicable in accordance with Board Policy No. 916, volunteer coaches and advisors, prior to their assumption of the position and/or duties as a volunteer coach, unless they are a current school employee with clearances already on file, must submit to the school district an Act 34 State Police Background Check, an Act 151 Child Abuse History Clearance, the results of a tuberculin test, and the FBI Federal Criminal History Record. As long as there is no break in service, the previously submitted clearances will continue to be good. However, if there is a break in service (not a change in position), then the volunteer will be required to get new clearances.
3. A person may not assume the position of volunteer coach or advisor, render any services, or assume any responsibility of a volunteer coach or advisor until and unless the terms of this policy have been accomplished.
4. Permission to utilize a volunteer coach or advisor may be revoked at any time by the school principal and/or the Athletic Director.
5. The head coach, director or advisor will assume responsibility for the actions and training of a volunteer coach or advisor.
6. A volunteer coach or advisor, with the exception of a volunteer who is a school district employee, may not solely direct or supervise a group of students, or an individual student belonging to a team. A head coach, director or advisor and/or assistant coach/director/advisor and/or volunteer who is a school district employee shall be present during all training sessions, practices and/or competitions.
7. The head coach/director/advisor must forward to the school principal and the Director of Athletics and Activities a request for permission to use a volunteer coach or advisor. This request must include the name of the volunteer, name of the extracurricular activity, a rational statement, and a statement of need.
8. The school principal and the Director of Athletics and Activities will jointly make a decision to recommend or deny the request. The approved recommendation will then be sent to the Assistant to the Superintendent for approval by the School Board.

9. Approval to serve as a volunteer, when granted, is for that period of time that spans from when approval is officially granted by the School Board until such time that the majority of recommendations for paid assistant coaches/advisors for that particular sport/activity are submitted to the School Board for approval.
10. Upon authorization by the Director of Athletics and Activities and the applicable school principal or designee, and at the request of the coach(es)/director(s)/advisor(s) involved, an approved volunteer may provide voluntary assistance in an activity similar to the one for which he/she has been approved.

## AWARDS AND RECOGNITION

### Athletics

There will be only one (1) chenille "PV" letter awarded to a student for the entire year and only one of its type to be awarded to the student throughout a high school career. The student who participates in a second or third year of competition on the same level and earns his/her varsity letter will be awarded a certificate indicating his/her accomplishments. All seniors who have been awarded a varsity letter in their senior year will be presented a plaque indicating their service to the athletic program. Certificates of athletic achievement will be awarded to participants in sports at the junior varsity and freshman levels.

The following are the specifications for the letter awarded to the student on each participating level. Coaches may not award letters to student-athletes who have not fulfilled the following criteria, unless an exception is petitioned to and approved by the Director of Athletics and Activities and the building principal. Each case of unique and extenuating circumstances will be evaluated on its own merit.

- Football, Basketball, Field Hockey and Soccer: The student-athlete must play one quarter over half of the total number of quarters of season of play.
- Baseball and Softball: The student-athlete must complete one (1) inning over one-half (1/2) the total innings of the season except pitchers and designated hitters, who are judged by their value to the team.
- Golf: The student-athlete must have played in over one-half (1/2) of the matches.
- Cross-Country: The student-athlete must place in at least one-half (1/2) of the league meets.
- Wrestling: The student-athlete must earn eighteen (18) points in competition or wrestle in one-half (1/2) of the matches.
- Tennis: The student-athlete must participate in at least one-half (1/2) of the matches in the season.
- Track and Field: The student-athlete must earn an average of twelve (12) points per meet or have participated in 75% of the meets.
- Volleyball: The student-athlete must play in one game over one-half (1/2) of the total number of matches in the season.

### Marching Band

- First-year Participants: Those who participate for the entire season receive a PV letter.
- Second-year Participants: Those who participate for the entire season receive a gold pin that spells out the word "BAND".
- Third-year Participants: Those who participate for the entire season receive a gold pin that is in the shape of a lyre.
- Fourth-year Participants: Those who participate for the entire season receive a large gold bar.

### Other Activities

Awards for other activities are determined by the directors/advisors of those activities in conjunction with the school principal, Director of Athletics and Activities, and the Superintendent and/or designee.