

# Corry Area School District

2022 - 2023



## Athletic Department Handbook

Last Revised 7/29/2022

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### **Notice of Non-Discrimination**

The Corry Area School District is an equal opportunity education institution and does not discriminate in employment, educational programs or activities based on race, color, religion, ethnicity, national origin, sex, gender, gender identity and expression, sexual orientation, age or disability, because a person is a disabled veteran or veteran of the Vietnam Era or any other legally protected class, or for engaging in any other protected activities. The District does not discriminate on the basis of sex in the education programs or activities that it operates, as required by Title IX, including in admission and employment practices. Additionally, the District provides equal access to Boy Scouts and other designated youth groups. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act, Title II of the Americans with Disabilities Act and the Boy Scouts of America Equal Access Act.

Inquiries pertaining to discrimination on the basis of disability or alleged violations of Section 504 may be made by contacting the District's Section 504 Compliance Officer, Mrs. Amy Helsley, Director of Special Education, 540 East Pleasant Street, Corry PA, 16407, ahelsley@corrmysd.net, (814) 664-4677.

All other inquiries implicating the other protected classes and laws listed above should be directed to the District's Title IX Coordinator, Mr. Bill West, Director of Secondary Education, 540 East Pleasant Street, Corry, PA 16407, bwest@corrmysd.net, (814) 664-4677. Complaints of discrimination may also be referred to the Assistant Secretary of the U.S. Department of Education.

The grievance procedure for reporting incidents is outlined specifically in District Board Policies 103 "Discrimination/Title IX Sexual/Harassment Affecting Students" and 104 "Discrimination/Title IX Sexual Harassment Affecting Staff," copies of which are available on the District Website.

## **ADMINISTRATION**

### Corry Area School District Board of Directors

#### Superintendent

Mrs. Sheri Yetzer

#### Secondary Administration

Mr. Bill West, Director of Secondary Education

Mr. Andrew Passinger, High School Principal

Mr. Lee Swartzfager, Middle School Principal

Mrs. Susan Bogert , Supervisor of Vocational Education

Dr. Michele Miller, Middle-High School Assistant Principal

Ms. Susan Brown, Middle-High School Assistant Principal

## **ATHLETIC PHILOSOPHY**

The Corry Area School District's mission is to prepare students to be life-long learners and responsible citizens in a competitive global society. As an extension of the educational programs offered at the Corry Area School District, the Athletic Department provides opportunities for students to achieve these missions outside of the regular classroom setting. The athletic programs are designed to instill educational values, sportsmanship, self-esteem, self-discipline, and promote involvement, engagement, and school pride.

## **VALUES**

1. Student-athletes are our highest priority.
2. Academic achievement and attendance are priorities to participate in athletics.
3. Student-athletes gain opportunities to observe and exemplify good sportsmanship, competition, and teamwork.
4. Student-athletes acquire an understanding of life-long health and training methods.
5. Athletics should be fun and rewarding and provide student-athletes with a positive experience.
6. Respect is present for all participants, coaches, officials, parents, and spectators.
7. Open communication between all stakeholders is fundamental.
8. Positive feelings of school pride are shared by all stakeholders and the community.

## ACADEMIC ELIGIBILITY

Student-athletes' eligibility will be monitored on a weekly basis. The student-athletes' grades will be checked every Friday. The weekly eligibility period begins on Monday and ends on Sunday. All student-athletes are encouraged to attend tutoring when they are having difficulty in any of their classes. Student-athletes on **Athletic/Academic Suspension** are not permitted to be excused early from school to attend away competitions.

1. If a student-athlete is failing one class, he or she will be placed on **Athletic/Academic Probation**. Students will have one week to improve their grade to a level of proficiency and will be eligible to participate in all practices and competitions.
2. If the student-athlete's grade does not improve by the following week, he or she will be placed on **Athletic/Academic Suspension**. During suspension, the student-athlete may, at the discretion of the coach, participate in practices but not in competitions. The student-athlete will remain on Athletic/Academic Suspension until the grade improves to the level of proficiency. Final approval to participate in competitions will be made by the principal or designee with notification to the head coach.
3. If a student-athlete is failing grades in two or more classes at one time, he or she is immediately placed on **Athletic/Academic Suspension** and is encouraged to attend tutoring. During suspension, the student-athlete may, at the discretion of the coach, participate in practices but not in competitions. However, after two weeks of suspension, if the grades have not reached proficiency, the student-athlete will no longer participate in practices. The student-athlete will remain on Athletic/Academic Suspension until both grades improve to the level of proficiency.

## ACCEPTABLE MUSIC GUIDELINES

The acceptable music guidelines apply to music being played before, during, or after practice, during warm-ups, cheerleading routines, etc. Coaches will review the guidelines with their student-athletes and also preview any warm-up tapes to ensure they comply with the guidelines. At no time will the music or presentation include songs that make reference, directly or indirectly, to promotion of drinking or the use of drugs, sexual explicitness, profanity, promotion of violence, or promotion of suicide.

## ACCIDENT REPORTING PROCEDURES

All sports-related injuries/accidents need to be reported to the trainer, who will keep a log of all injuries/accidents throughout the school year. Any injury/accident that requires a doctor's care will be reported to the business manager by the trainer. The trainer will fill out the sports-related injury/accident form, sign the form, and give it to the parents. The parents are responsible for completing the rest of the form and mailing to the address on the form. In addition, for any student-athlete who sustains an injury that limits participation, the trainer will complete the participation plan for that student-athlete's return to action. The participation plan will outline the student-athlete's rehabilitation, treatment, and return to full participation.

## **APPROPRIATE DRESS GUIDELINE**

All student-athletes must wear a shirt in public areas at all times, including, but not limited to: the school hallways, the trainer's room, outside practice facilities, classrooms, or any practice involving co-ed interaction and/or sharing of a practice area (field or gym).

## **ASSUMPTION OF RISK**

Liability for failure to warn is one of the most prevalent allegations in sports injury litigation. School districts, athletic administrators, coaches, physical education instructors, intramural sport program supervisors, cheerleading sponsors, and other athletic personnel have repeatedly been negligent for failing to warn athletic participants of both the general nature of risks involved in an athletic activity and the specific risks involved in using improper or dangerous techniques while participating in the activity.

Assumption of risk is a common defense used in sports injury lawsuits and it is closely related to the duty to provide warnings. The assumption of risk defense is typically asserted by a coach who argues that the player was voluntarily participating in a risky activity where injury was a real possibility. However, courts have consistently held that the only risks a student-athlete may assume are those risks which are fully comprehended by the player and which are inherent in the particular sport.

By the very nature of athletic activity, participants are at risk of physical injury. No matter how careful the athlete and the coach are, and no matter how many precautions are taken, the risk cannot be eliminated. It can be reduced but never eliminated. The risk of injury includes minor injuries, such as broken bones, dislocations and muscle strains. The risk also includes catastrophic injuries, such as permanent paralysis or even death. It is important everyone understands these risks, and that athletes follow all safety directions from their coaches because they are established to reduce the risk of injury.

All coaches are required to make sure that each of their student-athletes and their parent/guardian reads and signs the "Acknowledgment of Warning by Student-Athlete and Parents" form in the extra-curricular code of conduct manual. When each form is signed, return the signed forms to the athletic director, who will keep them on file. Each coach is responsible for making sure the forms are signed and returned by each student-athlete. If a student-athlete and his or her parent/guardian refuses to sign the acknowledgement, this will be noted accordingly on the form and filed with the athletic director.

## **ATTENDANCE**

A full day of attendance is required for any student-athlete to practice or participate in any competition. Student-athletes must be in class at the start of first period. After three tardies to first period without a valid doctor, dentist, etc., excuse, the student-athlete is not eligible to practice or compete that day. Parent/guardian excuses are not valid excuses for purposes of athletic eligibility. The final decision for the participation of a student-athlete is made by the principal.

## **BOOSTER CLUBS**

The head coach will serve as the school district representative to his or her respective booster club. At the beginning of the school year, the booster club is required to submit a list of officers, their phone numbers, and email addresses to the athletic director. Annually, each booster club will submit a treasurer's report to the business manager by June 30th. Each club must maintain minutes for every meeting, which will reflect prior approval of purchases or expenditures.

## **BOOSTER TOURNAMENTS**

Any tournament in which admission and/or an entry fee is being taken by a booster club is considered a booster tournament. When a tournament is being run by the booster club, the booster club is responsible for all costs associated with the event, including cost of officials, clock operators, ticket sellers, ticket takers, security, announcers, scorekeepers, game managers, etc. All of these positions, except for the officials and the game manager who will be assigned by the athletic director, can be filled by volunteers from the booster club. In addition, the booster club must complete the proper paperwork in order to host a tournament. The paperwork includes the building request to reserve the facility and also the PIAA tournament approval form. No tournament will be allowed without the PIAA tournament approval form being completed.

## **BUDGETS**

Each head coach will prepare a budget for his or her entire program, including sub-varsity teams during the fall. The budget will cover the costs of officials, transportation, tournament entry fees, and equipment directly related to competition. Equipment purchases will be limited to game necessary items only.

## **BUS DEPARTURE SCHEDULE**

The athletic director will prepare a tentative bus departure schedule to be reviewed by the coach. The coach will be able to suggest adjustments to the departure schedule and submit the adjustments to the athletic director for approval. Students will be released from their classes fifteen minutes before the bus departure time. Coaches will submit a roster and the bus departure schedule to the appropriate office so the secretary can document the early dismissal on the daily attendance.

## **COACHING CERTIFICATION PROGRAM**

All coaches or a representative of that sport will attend a pre-season meeting. All coaches have two years to complete two PIAA-required courses: Coaches Principles and First Aid and Safety through Safe Schools or submit for approval from PIAA for college-related courses. All coaches will develop a "Coaches Profile" on the PIAA website and upload the two certificates once the courses are completed. All coaches will also be submitting two certificates to the athletic director after June 1 and before the start of his/her season for the following courses below.

As required by law and outlined in Corry Area School District Board Policy 123.1, Concussion Management, all coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.

**ConcussionWise:** <https://nfhslearn.com/courses/61064/concussion-in-sports>

As required by law and outlined in Corry Area School District Board Policy 123.2, Sudden Cardiac Arrest, all coaches shall annually, prior to coaching an athletic activity, complete the sudden cardiac arrest training course offered by a provider approved by the PA Department of Health.

**CardiacWise:** <https://nfhslearn.com/courses/61032/sudden-cardiac-arrest>

## COACHING EVALUATION

Each varsity head coach will be evaluated by the administrative team and athletic director every year. The evaluation is used as a teaching tool to help the coach improve in necessary areas.

## CONCUSSION MANAGEMENT PROCEDURE

1. When coaches notice a student-athlete demonstrating the signs and/or symptoms of a concussion, they will immediately remove that student-athlete from practice or competition and notify the athletic trainer.
2. If the coach removes the student-athlete or when an official removes a student-athlete from competition for demonstrating the signs and symptoms of a concussion, the student-athlete must be evaluated by the athletic trainer or a doctor before the athlete is to return for participation.
3. If the athletic trainer determines that the student-athlete **does not** have a concussion, the student-athlete may return to participation.
4. However, if the athletic trainer determines that the student-athlete **does** have a concussion, he or she is not to return to competition or practice until he or she receives in writing a doctor's clearance.
5. If the student-athlete is removed from competition or practice by the coach or an official and an athletic trainer is not available to evaluate the student-athlete, he or she **DOES NOT RETURN** until he or she is evaluated.
6. The student-athlete will follow the "Return to School Protocol" to assist him or her returning to academics.
7. As needed, the District's school psychologist will collaborate with IU5 regarding the student-athlete who is suffering from traumatic brain injury.

## CUTTING GUIDELINES

Cutting for any sport is optional. At the beginning of the first practice, the coach must inform the team if there will be cuts. The coach will clearly define the criteria that will be used to evaluate each student-athlete trying out for the team and provide a time frame for the team tryouts. Tryouts must be a minimum of at least 3 practices. Coaches who cut athletes from the team must meet with the athlete, notify the parent/guardian, and also submit the cut form to the athletic director. Coaches must have documentation to support their decision.

The following is a list of the required minimum, meaning if the team is below this number of student-athletes, there will not be cuts. If the team is above this number, the coach may decide to cut the roster down to this number of student-athletes.

Junior Varsity/Varsity Football	60
Ninth Grade Football	35
Middle School Football	65
Junior Varsity/Varsity Golf	20
Junior Varsity/Varsity Volleyball	20
Middle School Volleyball	20
Junior Varsity/Varsity Boys' Cross-Country	20
Junior Varsity/Varsity Girls' Cross-Country	20
Middle School Boys' Cross-Country	20
Middle School Girls' Cross-Country	20



Junior Varsity/Varsity Girls' Soccer	30
Junior Varsity/Varsity Boys' Soccer	30
Varsity Football Cheerleading	16
Junior Varsity Football Cheerleading	16
Middle School Cheerleading	16
Junior Varsity/Varsity Girls' Basketball	18
Middle School Girls' Basketball	24
Junior Varsity/Varsity Boys' Basketball	18
Ninth Grade Boys' Basketball	12
Middle School Boys' Basketball	24
Junior Varsity/Varsity Wrestling	35
Middle School Wrestling	35
Boys' Swimming	30
Girls' Swimming	30
Varsity Boys' Basketball Cheerleading	16
Varsity Girls' Wrestling Cheerleading	16
Junior Varsity Winter Cheerleading	16
Junior Varsity/Varsity Softball	20
Junior Varsity/Varsity Baseball	24
Boys' Track and Field	65
Girls' Track and Field	65
Middle School Boys' Track and Field	65
Middle School Girls' Track and Field	65

## **DISCIPLINE**

Participation in athletic and recreation programs is a privilege. All student-athletes are responsible for representing the Corry Area School District at all times. Any student-athlete who violates the student code of conduct may be subject to a review by the principal, athletic director, and the coach to determine the appropriate discipline. Once the review is complete, the student-athlete and his or her parents/guardians shall be given an opportunity to participate in an informal hearing. The student-athlete has the following due process rights in regard to the informal hearing:

1. Notification of the reasons for the discipline in writing.
2. Sufficient notice of the time and place of the informal hearing shall be given.
3. A student-athlete has the right to question any witnesses present at the hearing.
4. A student-athlete has the right to speak and produce witnesses on his or her own behalf.
5. The Corry Area School District will offer to hold the informal hearing prior to the completion of the discipline.

## **DRUG/ALCOHOL POLICY**

The use and/or possession of tobacco, vaping devices, alcoholic beverages, or unprescribed drugs are absolutely prohibited. Student-athletes who are caught using or found in possession of the aforementioned items on school property or during school-sponsored events will be subject to school disciplinary measures up to and including expulsion.

## **DUAL SPORT PARTICIPATION - SAME SEASON**

Student-athletes who decide to participate in two sports during the same season will determine their priority sport prior to the first competition. The student-athlete will attend all competitions in his or her primary selection and will attend the competitions for the secondary sport when available.

Student-athletes will be excused from practice in their primary sport to attend competition in their secondary sport. Practices in the secondary sport are optional.

## **ELIGIBILITY LIST**

A team roster will be submitted to the athletic director by the coach within the first week of the season. If there are any additions/deletions from the original roster, the coach will update this roster and re-submit to the athletic director. An eligibility list will be prepared by the athletic director and submitted to PIAA before the second week of the season. It is important that the information is accurate, as the PIAA eligibility list determines that the student-athletes must meet the age, semester, and season rules for eligibility.

## **EQUIPMENT**

When distributing equipment and uniforms to teams, the coach must maintain a list of items that have been distributed to each student-athlete. Athletic equipment and uniforms issued by Corry Area School District are not to be worn in gym class or during outside practices or games. If a student-athlete abuses or loses the equipment provided, he or she will be responsible for the cost of the equipment. Following the season, coaches will collect and store all equipment. A written inventory of the equipment will be provided to the athletic director, along with a list of lost or damaged equipment and the name of the student-athlete who is responsible for that equipment.

## **FACILITY USE PRIORITY**

The following priority will be used for athletic facilities:

1. In-season PIAA varsity/junior varsity sports
2. In-season PIAA 9<sup>th</sup> grade and middle school sports
3. In-season Corry Area School District recreational sports
4. As reserved on SchoolDude, out-of-season PIAA varsity/junior varsity sports, out-of-season PIAA 9<sup>th</sup> grade and middle school sports, out-of-season Corry Area School District recreational sports, and outside organizations.

## **FUNDRAISING**

Any event that is organized through a boosters club/school club in order to raise funds for a club or sport must complete and return a fundraiser form to the school (may be dropped off or emailed specifically to Susan Brown at [sbrown@corrysd.net](mailto:sbrown@corrysd.net)). This must be approved thirty (30) days prior to the activity.

Please specify dates being used (not “Fall of 2020” or “January-February”).

The following are guidelines to which a boosters program or club must adhere:

- According to School Board Wellness Policy #246, food fundraisers will not be permitted to be sold during the day. Students may sell only before and after school. Anything considered food items, including orders for subs, pizzas, fruit, etc., are not to be sold during the day.
- Major fundraising events that are similar may not be scheduled within three (3) months of each other. Clubs and sports boosters should try to communicate with each other to plan accordingly.

- Organizations not affiliated with the school are not allowed to sell fundraisers in the school.
- Advisors are in charge of monies raised and appropriate paperwork. Cash should never be left in the room and must be either with the School Treasurer or in the high school safe by the close of school each day.
- A fundraiser may not exceed 30 days of sales time. If the design of the fundraiser requires more time, advisers must approve it through the Administrator in charge of fundraising.
- Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall be encouraged to meet or exceed the standards established by the district. CASD Policy 246

### **HALL OF FAME - Currently Inactive**

The Corry Sports Hall of Fame will consist of an executive panel of 5 members, which will include the High School Principal, the Athletic Director, a school board member, a coach, and one community member. The Corry Sports Hall of Fame will induct a maximum of 10 people with only one of the inductees being deceased. The induction ceremony will be held every five years. The Corry Sports Hall of Fame executive panel will receive nominations from the community. The Corry Sports Hall of Fame executive panel will each vote for 10 of the nominees. The top ten vote recipients will be placed on a ballot to be voted on by the members of the executive panel. The top ten vote recipients will be the new members of the Corry Sports Hall of Fame.

A nomination should be made based on the following criteria:

1. The nominee was a truly great athlete in his or her sport in Corry.
2. The nominee was an outstanding coach at Corry and is not an active coach in Corry.
3. The nominee must be out of high school for 10 years.
4. The nominee made significant contributions to the youth of Corry.
5. The nominee excelled in collegiate or professional sports.
6. The nominee is a fan or friend who has rendered his or her services to Corry sports.

The new inductees to the Corry Sports Hall of Fame will be introduced at halftime of a sporting event. The announcer will introduce the inductee, the inductee's family, and read the list of accomplishments.

The high school Principal and the Athletic Director will present the inductee with two 10" by 12" plaques in his or her honor, one of which will hang in the lobby of the East Gym and the other will be a personal keepsake.

### **HAZING**

As outlined in Corry Area School District Board Policy 247, Hazing, the definition of hazing is when a person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting, or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

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

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

Hazing in connection with any student activity or organization, regardless of whether the conduct occurs on or off-school property or outside of school hours, is prohibited.

## **INJURIES**

All injuries are to be reported to the athletic trainer. If a student-athlete goes to a physician or the emergency room for an injury, he or she will need a written note from the doctor for the coach or athletic trainer in order to return to participation. A doctor's note clearing the athlete to return is recognized as the release to begin a transition back to full participation. The athletic trainer in coordination with the doctor will develop a plan for the student-athlete to return to full participation. In addition, for any student-athlete who sustains an injury that limits participation, the trainer will complete the participation plan for that student-athlete. The participation plan will outline the student-athlete's rehabilitation, treatment, and return to full participation.

## **LEGAL DUTIES OF A COACH**

1. Properly plan the activity
2. Provide proper instruction
3. Provide safe physical environment
4. Provide adequate and proper equipment
5. Match your athletes with similar abilities
6. Evaluate athletes for injury or incapacity
7. Supervise the activity closely
8. Warn of inherent risks
9. Provide appropriate emergency assistance

## **LETTERING REQUIREMENTS**

Following the season, the coach will provide a list of letter winners, including statisticians and managers, that meet the defined criteria for that sport to the athletic director. The coach will also denote the team captains. The athletic director will return a copy of the list, along with the appropriate number of letters and pins, to the coach to distribute to the student-athletes.

Football: Student-athlete must have played during 16 quarters.

Volleyball: Student-athlete must have played in ½ of the volleyball matches.

Boys'/Girls' Soccer: Student-athlete must have played in 20 halves.

Boys'/Girls' Cross-Country: Student-athlete must run a minimum time. The minimum time for a boy runner is 20.30 and for a girl runner is 24.00.

Golf: Student-athlete must have played in ½ of the golf matches.

Cheerleading: Student-athlete must promote good sportsmanship, participate in all practices, cheer for a varsity team for 4 total years on JV and/or varsity and participate in 90% of the games.

Boys'/Girls' Basketball: Student-athlete must have played in 24 quarters.

Wrestling: Student-athlete must score 15 team points in dual and tournament competition.

Boys'/Girls' Swimming: Student-athlete must accumulate a set amount of meet points determined by the coaches.

Boys'/Girls' Track And Field: Student-athlete will accumulate 14 points throughout the season.

Baseball: Student-athlete must have played in ½ of the baseball games.

Softball: Student-athlete must have played in ½ of the softball games.

Coaches may award letters to student-athletes who are injured for part of the season or any senior student-athlete. In addition to meeting the minimum participation requirements, all student-athletes will be evaluated by their coach in regards to attitude, attendance, and overall contribution to the team. If a foreign exchange student participated on a team(s) but did not letter for the season, they will be awarded an honorary letter at the end of the school year. If a student-athlete quits or is removed from the team prior to the conclusion of the postseason, the student-athlete is not eligible for a letter, even if he or she meets the minimum participation requirements.

### **LIGHTNING SAFETY**

Severe storms are common to the area. Thunder and lightning usually accompany these severe storms. Lightning can strike as far as ten miles from the area where it is raining, which is usually the distance at which a person can hear thunder. In the event of a severe storm during an outside activity, coaches are required to stop the activity and relocate coaches and student-athletes indoors at the first sound of thunder. The activity may resume 30 minutes after the last sound of thunder or bolt of lightning.

### **MEAL MONEY & TRANSPORTATION FOR PLAYOFFS**

During the district championships and state playoffs, student-athletes and coaches will be provided meal money from the Corry Area School District. The meal money will be figured by the athletic director according to the date and time of departure and the date and time of return. The amount allotted per meal is as follows: Breakfast - \$8.00, Lunch - \$9.00, and Dinner - \$10.00. No meal money will be provided during the regular season. A charter bus will be provided if the event is outside of District 10 AND over 120 miles away.

### **MEDIA**

It is the responsibility of all coaches at all levels to contact the Corry Journal following any home or away contest and to provide the Sports Editor with all pertinent information from the contest. In addition, it is the responsibility of all varsity coaches to make sure the results and statistics from any home contests are reported to the Erie Times. Results will also be uploaded to the website for the Corry Athletic Department.

When being interviewed by the print or news media, it is important for a coach to represent his or her program, the school district, and the community in an appropriate manner. The coach should always remain positive and professional. Student-athletes should never address the media without a coach being in the proximity of the student-athlete.

## **NCAA CLEARINGHOUSE**

It is the responsibility of the student-athlete who plans on participating in NCAA Division I or Division II Athletics to secure and complete the NCAA Clearinghouse through the Guidance Office. It is also the responsibility of the student-athlete, in collaboration with his or her school counselor, to ensure he or she is completing the appropriate courses to be eligible in the NCAA Division I or NCAA Division II.

## **OFF-SEASON ACTIVITIES**

All off-season activities will be optional for any student-athlete. Open gyms are limited to two hours per day and three days per calendar week outside the defined sport season during the school year. Any student-athlete involved in any off-season conditioning, open gym, competition, skill development programs, etc., must have the off-season waiver on file with his or her coach.

Within 10 days prior to the start of each sports season, no student enrolled at a PIAA-member school may participate in any competition on a team on which other players are also enrolled at that student's school.

## **OVERNIGHT TRIP GUIDELINES**

Athletic events that involve overnight trips can be a positive team-building experience. These trips also include additional expectations of the coach and student-athletes attending. The team is a representation of not only the athletic department but also the Corry Area School District. The following guidelines must be strictly followed while on an overnight trip.

Prior to Departure:

1. Provide a roster of student-athletes, coaches, and other chaperones who are attending the trip.
2. Provide a trip itinerary that includes date and time of departure, type of transportation, an outline of trip activities, date and time of return, etc.
3. Provide name, address, and phone number of lodging accommodation(s), along with a rooming list.
4. Provide name, address, and phone number of location(s) where sporting events will take place.
5. If the trip is a PIAA district, regional, or state competition, the coach must obtain meal money, gas money, and hotel money from the athletic director.
6. Have all student-athletes complete the field trip permission slip form. The permission slip form will include the day and dates of the trip, location, and how student-athletes will be transported. The form will also include emergency contact information and phone numbers and insurance information. Any student-athlete who does not have the permission slip submitted is not allowed to attend the trip.

While on the Overnight Trip:

1. Review trip expectations and rules with the student-athletes, including lights out time.
2. Check each room prior to occupancy for damage and check each room every morning of the stay for damage.
3. Set-up procedures for supervising rooms, including bed checks, curfews, light-outs, etc., throughout the entire stay.
4. Coaches and chaperones must be visible and accessible for student-athletes at all times. Make sure the student-athletes know in which room(s) coaches and chaperones are located.

5. The coach will be the last person to check each room prior to departure to ensure the rooms were left in acceptable conditions and then will check with hotel management at check-out to make sure there were not any problems with student-athletes during the stay.
6. If the trip is a PIAA district, regional, or state competition, the coach will distribute meal money to student-athletes and have student-athletes sign meal money forms verifying their receipt of the money, have the hotel sign a check receipt, and obtain receipts from hotel at check-out, and collect receipts for gas money, as necessary.

## **PARENT MEETING**

All varsity coaches will hold a parent meeting prior to the first competition. This meeting can take place during a booster meeting or at a separate time. In this meeting, the coach should provide the parents with appropriate schedules, team rules/guidelines, individual philosophies, and expectations for the upcoming season.

## **PARENT/COACH COMMUNICATION**

Both parenting and coaching can be extremely challenging. By establishing open communication and an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

## **COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH**

1. Philosophy of the coach
2. Expectations the coach has for your child as well as all the players on the team
3. Locations and times of all practices and contests
4. Team requirements, i.e. special equipment, off-season conditioning
5. Procedures should your child be injured during participation
6. Discipline that results in the denial of your child's participation

## **COMMUNICATION COACHES EXPECT FROM PARENTS**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's expectations following the initial meeting.

As your children become involved in the athletic programs at Corry Area Middle-High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

## **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

1. The mental and physical treatment of your child.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

Coaches are professionals. They make decisions based on what they believe to be best for all students involved and the team. As you have seen from the list above, certain aspects can be and should be discussed with your child's coach. Other concepts, such as those listed next, must be left to the discretion of the coach.

#### ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing time
2. Team strategy
3. Play-calling
4. Other student-athletes

The first step in resolving a conflict is the promotion of open communication. Through this communication many issues can be resolved by the parties most directly involved with the conflict. All coaches should demonstrate proper and effective communication when dealing with their student-athletes and provide an environment for the student-athletes to address concerns with their coaches. However, there are situations that may require a conference between the coach and the parent/guardian. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

#### General Complaint Procedure - Corry Area School District Board Policy 906

It is the intent of the Board that complaints, concerns and suggestions be addressed and/or resolved at the lowest appropriate level.

#### PROCEDURE TO FOLLOW SHOULD YOU HAVE A CONCERN TO DISCUSS WITH A COACH

1. Call to set up an appointment with the coach.
2. If the coach cannot be reached, call the athletic director. They will coordinate the meeting for you.
3. Please do not attempt to confront a coach before, during, or after a contest or practice. The coach has a duty to supervise the team. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution and potentially may escalate the issue.

When an informal discussion fails to resolve the complaint, the following procedure shall be used.

1. First Level - If a satisfactory resolution is not achieved by discussion with the coach, the complainant shall submit a written complaint to the building principal and athletic director and a conference shall be scheduled with the complainant. The written complaint shall include the contact information of the person or group filing the complaint, the specific nature of the complaint, a brief statement of relevant facts, how the complainant has been affected adversely, and the action requested. The building principal or designee shall provide a written response to the complainant.
  - a. All conflicts involving playing time, play-calling, team strategy, or other student-athletes will not be addressed any further.
2. Second Level - If a satisfactory resolution is not achieved through a conference with the building principal or designee, the complaint shall be referred to the superintendent or designee. The superintendent or designee shall review the complaint and may schedule a conference with the complainant. The superintendent or designee shall provide a written response to the complainant.



3. Third Level - If a satisfactory resolution is not achieved through referral to the Superintendent or designee or if resolution of the complaint is beyond his or her authority and requires Board action, the Superintendent or designee shall refer the complaint to the Board.

### **PIAA ELIGIBILITY REQUIREMENTS**

#### **AGE**

A student-athlete may not have reached their 19<sup>th</sup> birthday by June 30<sup>th</sup> immediately preceding the school year and 15<sup>th</sup> birthday for 7<sup>th</sup>/8<sup>th</sup> competition and 16<sup>th</sup> birthday for 9<sup>th</sup> grade competition.

#### **AMATEUR STATUS/AWARDS**

A student-athlete may lose amateur status by receiving money or property related to athletic performance.

#### **ATTENDANCE**

Student-athletes must be a regularly enrolled student. 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 (20th) day of absence.

#### **PARENT/GUARDIAN CONSENT**

A student-athlete's parents/guardians must consent to participation in the particular sport.

#### **PRE-PARTICIPATION PHYSICAL EVALUATION**

A student-athlete must have a physical evaluation performed by a licensed physician.

#### **PERIOD OF PARTICIPATION**

A student-athlete is only eligible for four consecutive years and eight consecutive semesters following 8<sup>th</sup> grade. A student-athlete may participate in only six sport seasons for each sport during grades 7 through 12.

### **POSTPONEMENTS**

The athletic director will make the decision to postpone any events due to weather or any unforeseen circumstances. All region events take priority and will be made up on the next available play date, including Saturdays. In addition, any independent contests will be postponed if a region game needs to be played on that date.

### **PRACTICE REQUIREMENTS**

As required by the PIAA, all student-athletes must complete five practices before the student-athlete is eligible to participate in a competition.

### **PRACTICE SCHEDULE**

Coaches are required to prepare a practice schedule for their sport seasons. The practice schedule will be given to all student-athletes on their team and also submitted to the athletic director, maintenance department, and the facility manager. Student-athletes can only participate in practice or competition for six days during any calendar week. Sunday practices are limited and must follow the respective guidelines outlined in this handbook. Practices are prohibited on all major holidays.

## **PREPARTICIPATION PHYSICAL EVALUATION**

All student-athletes must pass a pre-participation evaluation and have a completed **physical booklet** on file with the athletic director before participating in any practices or competitions. The athletic director and athletic trainer will set up a date for physicals the first week of June and notify the coaches. Coaches are responsible for notifying prospective student-athletes of the pre-participation evaluation date and times. Student-athletes, at their own cost, may be evaluated by their personal physicians. The student-athlete will also complete a **PIAA Emergency Form** and sign the **Student-Athlete Code of Conduct** prior to competing. The PIAA Emergency Form will be carried by the coach at all times.

## **PRESS CONFERENCE GUIDELINES FOR COLLEGE-BOUND STUDENT-ATHLETES**

The Athletic Department will schedule one day in the spring when all students who are signing a letter of intent to continue their athletic career in college will be recognized. Local media will be invited to the event.

## **ROSTERS**

Coaches are required to submit a roster of the athletes on their team to the athletic director by the end of the second week of practice. The roster should include all pertinent information (name, grade, number, position, etc.). In addition, throughout the season, coaches will keep the athletic director updated on any changes in the roster.

## **RULES INTERPRETATION MEETINGS**

Prior to the start of the sports season, head coaches in the following sports: Football, Boys' Soccer, Girls' Soccer, Volleyball, Cross-Country, Boys' Basketball, Girls' Basketball, Swimming, Wrestling, Softball, Baseball, Boys' Track and Field, and Girls' Track and Field are required to attend the mandatory rules interpretation meeting to understand any rules changes or new rules for their sport. Coaches should check the PIAA website for their meeting date, place, and time. The meeting is mandatory and missing the meeting will result in fines from the PIAA, which are not covered by the school district, and suspension from the playoff participation.

## **SCHEDULING ATHLETIC EVENTS**

The athletic director, with final approval from the building principal, schedules all athletic contests and scrimmages. Coaches are able to make scheduling suggestions that will be considered. Following the completion of the season, coaches may submit a list of opponents or tournaments they would like considered to be scheduled.

## **SCHOOL CLOSING**

When school is closed for weather-related reasons, all games, competitions and practices will be postponed or canceled.

## **SEASON SUMMARY**

Following the completion of the season, the coach will submit a season summary, including the season results, list of letter winners, and verification of all school-issued equipment has been returned and stored properly.

## **SENIOR NIGHT ACTIVITIES**

Coaches will notify the athletic director of the date/competition of planned senior night activities. Flowers for student-athletes to give to their parent/guardian will be provided by the athletic department.

## **SPORTSMANSHIP**

The PIAA and its member schools are strongly emphasizing the importance of good sportsmanship.

### **GAIN AN UNDERSTANDING AND APPRECIATION FOR THE RULES OF THE CONTEST.**

The necessity to be well-informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on officials, coaches, or administrative decisions. The spirit of good sportsmanship depends on conformance to a rule's intent, as well as to the letter of a given rule.

### **EXERCISE REPRESENTATIVE BEHAVIOR AT ALL TIMES.**

A prerequisite to good sportsmanship requires one to understand his or her own prejudices that may become a factor in his or her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior that is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others, whether you are aware of it or not.

### **RECOGNIZE AND APPRECIATE SKILLED PERFORMANCES REGARDLESS OF AFFILIATION.**

Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents good sportsmanship but also reflects a true awareness of the contest by recognizing and acknowledging quality.

### **EXHIBIT RESPECT FOR THE OFFICIALS.**

The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of the contest. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of good sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

### **DISPLAY OPENLY A RESPECT FOR THE OPPONENT AT ALL TIMES.**

Opponents are guests and should be treated cordially, provided with the best accommodations, and afforded tolerance at all times. Be a positive representative for your school, team, or family. This fundamental is the Golden Rule in action.

### **DISPLAY PRIDE IN YOUR ACTIONS AT EVERY OPPORTUNITY.**

Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, athlete, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

## **SPORTSMANSHIP PIAA GUIDELINES FOR THE COACH**

- \* Exemplify the highest moral character, behavior, and leadership; adhere to strong ethical and integrity standards. Practicing good sportsmanship is practicing good citizenship!
- \* Respect the integrity and personality of the individual athlete.
- \* Abide by and teach the rules of the contest in letter and in spirit.
- \* Set a good example for players and spectators to follow: please refrain from arguments in front of

players and spectators; no gestures which indicate contest officials or opposing coaches do not know what they are doing or talking about; no throwing of any object in disgust. Shake hands with contest officials and opposing coaches before and after the contest in full view of the public.

- \* Respect the integrity and judgment of contest officials. The officials are doing their best to help promote athletics and the student/athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of all people at the event.
- \* Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media.
- \* Please confine your remarks to Contest statistics and to the performance of your team.
- \* Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
- \* Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
- \* Be no party to the use of profanity or obscene language or improper actions. Do not permit student-athletes to use profanity during practice sessions.

## **SUNDAY PRACTICE GUIDELINES**

On a rare occasion, coaches may elect to hold a practice on Sunday. If the coach chooses to practice on Sunday, the following guidelines must be adhered to:

1. Per PIAA rules, coaches must ensure that student-athletes have one day off in the calendar week (Sunday-Saturday).
2. Sunday practices are held for varsity only.
3. Sunday practices are only held when there is a Region contest or playoff game on Monday.
4. Sunday practices are optional.
5. Sunday practices will take place between 1:00 – 6:00 and will last for a maximum of 2 hours.

## **SUPERVISION**

Coaches are to provide proper supervision at all times. This includes before and after practices and competitions. It also includes all areas while practicing, such as the weight room and cardio room.

## **SUPPLEMENTAL PAY FORM**

Supplemental pay forms will be submitted to the athletic director once the season is over, including the postseason; all equipment has been properly stored; and all forms have been submitted.

## **SUSPENSION FROM PARTICIPATION/REMOVAL FROM TEAM**

Suspending or removing a student-athlete from the team should be a last resort. The coach should work to develop a positive relationship with each student-athlete on his or her team and promote open communication between the student-athlete, parents/guardians and the coach.

Before any student-athlete is suspended from participation or removed from the team, the coach will present the situation to the athletic director and/or principal. The coach should have documentation on the student-athlete's indiscretions and acts that were detrimental to the team. Also, during the process, the coach should have documentation of meetings, conferences, phone conversations with the student-athlete and the student-athlete's parents. These meetings will allow the coach to express concerns and an opportunity to learn the cause of the student-athlete's situation. The student-athlete will

have the right to present his or her case before the athletic director and principal before a final decision is determined.

Any student-athlete serving in-school or out-of-school suspension is not allowed to practice or participate. Any student-athlete receiving excessive detentions/suspensions may be removed from the team.

Any coach or student-athlete ejected from an athletic event will follow the PIAA rules regarding disqualification from the next contest. The coach or student-athlete will also meet with the athletic director and principal.

### **PIAA Constitution and By-Laws (District will follow any revisions adopted by the PIAA)**

#### **Section 8. Disqualification From Next Contest(s)**

##### **Preamble**

Sportsmanship is a core principle in interscholastic athletics. Actions which are unethical and/or intended to demean, embarrass, intimidate or injure opposing contestants, teams, spectators and/or officials are considered unsportsmanlike and will not be tolerated since they are contrary to the purposes of PIAA and convey lessons incompatible with the reasons why high school sports exist.

##### **A. Mandatory Disqualification. One Game Suspension**

Any coach and/or contestant who, while coaching or competing for a PIAA member school, is ejected from a contest by a state high school association recognized and/or registered official in that sport for unsportsmanlike conduct or flagrant misconduct is disqualified from coaching and/or participating for the remainder of the day and in all contests on the next contest day of the same level (varsity, junior varsity, or otherwise) of competition from which the coach and/or contestant was previously disqualified. For a coach, participation in the next contest includes any contact by the coach with members of the team, including other coaches, between the time that the team arrives at the contest site and the conclusion of the last contest of the day. The principal must direct the coach not to attend all of the contest(s).

##### **B. Supplemental Disqualification. Two Game Suspension**

Any coach, team personnel and/or contestant who is ejected from a contest by a state high school association recognized and/or registered official and a component of the ejection is confronting, contacting or addressing a coach, contestant or official using foul or vulgar language, ethnic or racially insensitive comments or physical contact will be disqualified from competition for the remainder of the day and for the next two (2) contests including all contests on the next two (2) contest days of the same level (varsity, junior varsity, or otherwise) of competition from which the coach and/or contestant was previously disqualified. For the purposes of this provision, the jurisdiction of the official(s) to apply and enforce this rule begins upon the official's arrival at the contest site and ends when the official (or the last of the team of officials) leaves the contest site. The contest site is defined as premises on which the competition surface is located and includes the entirety of the premises and parking areas. When the Supplemental Disqualification implicates a contestant, and in addition to the two (2) contests disqualification, the contestant may not return to competition representing the contestant's school until the contestant completes the NFHS Sportsmanship program at NFHSLearn (online) and provides a certification of completion of this program to the student's principal and the principal submits the certification to the PIAA District Sport Chairman. A coach and/or team personnel disqualified under this provision may not return to competition representing the coach's/team personnel's school until the Coach/Team personnel complete the NFHS Sportsmanship program and

Teaching and Modeling Behavior program at NFHSLearn (online) and provides a certification of completion of these two programs to the coach's/team personnel's principal and the principal submits the certification to the PIAA District Sport Chairman. A disqualification under B. above supersedes a disqualification under A. above. A PIAA District Committee may, at its discretion, convene a hearing to address any and all disqualifications and may provide additional penalties as warranted by the circumstances.

#### C. Discretionary Disqualification

Upon the finding by a PIAA-Appointed Tournament Director, Contest Manager, District Committee, Regional Panel, or, if the conduct occurred in an Inter-District Contest, by the Executive Director or Board of Directors, within their respective jurisdictions, that a student-athlete, coach, and/or team, while coaching or competing for a PIAA member school, engaged in flagrant misconduct or unsportsmanlike conduct/behavior before, during or after the contest including the medal/award ceremony and while on the premises where a contest is conducted, said student-athletes, coaches, and/or teams may be disqualified from participation in the next scheduled contest following said determination or any other penalties as determined under ARTICLE XIII.

#### D. Disqualification From Last Contest of a Season

Any coach and/or contestant ejected from the last contest(s) in that sport in a sport season is disqualified from coaching and/or participating in the first contest(s) in that sport in the subsequent sport season, at the same level (varsity, junior varsity, or otherwise) of competition, at any PIAA member school or, if the coach and/or student changes levels of competition, such as from junior varsity to varsity, the first contest(s) in that sport.

### **TEAM RULES/GUIDELINES**

The discipline of the team is the coach's responsibility. Each coach will create specific team rules that will include specific discipline/consequences which correspond directly to specific infractions. Coaches will provide a copy of team rules/guidelines to the Athletic Director and also review these rules/guidelines with their student-athletes and also the student-athletes' parents/guardians. Coaches will have the student-athlete and parents sign a form stating the rules have been explained to them. Any rules not covered by school policies, rules and procedures, and the athletic handbook (missed practice, missed practice before a game, dressing up the day of game, behavior at practice, etc.), may be established by the coach.

### **THEFT/VANDALISM**

Any athlete who willfully participates in stealing or vandalizing any school property, at Corry or at any visiting school, will be dismissed as a competitor for thirty (30) days. Second offense – the student-athlete will be dismissed for one (1) calendar year from all activities. However, that student-athlete will be allowed to practice and travel with the team while on suspension.

### **TICKET PRICES/PUBLIC BEHAVIOR AT SCHOOL EVENTS**

The Corry Area School District charges admission prices for the following sports: junior varsity/varsity football, junior varsity/varsity volleyball, junior varsity/varsity wrestling, junior varsity/varsity boys' basketball, junior varsity/varsity girls' basketball, and girls'/boys' swimming.

The following ticket prices for all sporting events except junior varsity football:

Adult Ticket - \$4.00

Adult Ten-Event Pass - \$30.00

Student Ticket - \$2.00

Student Ten-Event Pass - \$10.00

Senior Citizen Home - Free - Away \$2.00

Family Rate - \$5.00 (at least 1 parent + 1 child)

Reserve Football Ticket - \$6.00

Season Reserve Football Ticket - \$30.00

In addition, ticket prices for junior varsity football will be \$2.00 for an adult and \$1.00 for a student.

Parents will receive a season pass for the season their son/daughter is competing. Students that participate on the middle school or ninth grade teams will be allowed free admission to the junior varsity/varsity competitions.

### **Public Behavior at School Events**

The District expects mutual respect, civility, and orderly conduct by all individuals attending school events on district property.

Expected Behavior - Individuals attending school events on district property will not:

1. Injure, threaten, harass or intimidate a district employee, sports official, coach or any other person.
2. Act in an unsafe manner that could threaten the health or safety of others.
3. Use vulgar or obscene language or gestures.
4. Fight, strike, or injure another person.
5. Damage, deface, or threaten to damage district property.
6. Damage, deface, or threaten to damage another individual's property.
7. Engage in any activity that violates any federal or state law or regulation or any local policy, regulation or ordinance.
8. Violate any Board policy, district administrative regulation or health and safety rules.
9. Use any tobacco product or vaping product, including Juuls or other electronic cigarettes, as defined in Board Policy.
10. Consume, possess, distribute or be under the influence of alcoholic beverages or controlled substances prohibited by state or federal law.
11. Possess or use weapons or dangerous devices prohibited by the district.
12. Impede, delay, disrupt or interfere with any school activity or event, including using cellular telephones in a disruptive manner.
13. Enter upon any portion of district or school premises at any time for purposes other than those that are lawful and authorized by the Board.
14. Operate a motor vehicle in a risky manner, in excess of posted traffic signage, or in violation of any authorized district employee's directive.
15. Engage in any risky behavior, such as roller skating, rollerblading or skateboarding.
16. Fail to obey the directive of an authorized district employee, security office, school police officer, School Resource Officer (SRO), or local law enforcement official.

As circumstances warrant, the administrator in charge will take appropriate action, including warning the person in violation, requesting the person to immediately leave district property, contacting law enforcement officials, and seeking to deny future admission to school events.

Refusal to leave school grounds when requested to do so by district employee or event officials constitutes the criminal offense of defiant trespass and may result in arrest and prosecution.

Continuation or escalation of prohibited behavior after a warning will result in ejection from the event premises.

Behavior that is unlawful or in violation of Board policy or administrative regulations may result in immediate ejection of the person in violation from the event premises.

Disruptive behavior by a group when individual persons cannot be identified may result in the ejection of offending areas of spectator seating.

A district employee may request identification from any individual on district grounds and in district buildings. Refusal to provide such information may result in a request to leave district property.

### **TRACK/TURF FIELD USE GUIDELINES**

All parents, athletes, coaches, and officials using the athletic facilities at the Corry Area School District should treat the facilities with great care and respect. To this end, the following rules should be strictly adhered to at all times:

1. Track and turf fields are only open for use from dawn to dusk. No one is in the facility after sunset except for an organized school competition or activity.
2. Spectators are required to sit in the bleachers. Only players, coaches, and officials are allowed onto the fields or the track.
3. No jumping of fences; everyone must use the appropriate gate.
4. Players, coaches, game personnel, officials entering the turf field must walk on the carpet or mat when crossing the track.
5. Only turf shoes, sneakers, or rubber cleats are allowed on the turf field.
6. The following are not allowed on the track at any time:
  - a. Bikes, roller blades, skateboards, any wheeled apparatus, etc.
  - b. Shoes with spikes (pyramid or pin) longer than 1/8 inch.
  - c. Chairs, tables, canopies, or other potentially damaging objects.
7. Runners, joggers, and walkers please use three outside lanes.
8. Pets are not permitted in the facility.
9. No smoking or use of tobacco is permitted on property.
10. No food or drink other than water is allowed on the track or turf field. In particular, no chewing gum is allowed.
11. Unauthorized use of the facilities is strictly prohibited. Any organization using the facilities must complete the appropriate building use form and process.

The Corry Area School District has made a tremendous investment into its athletic facilities. The District wants the public to continue to enjoy the facilities well into the future. It is the responsibility of all coaches, student-athletes, game workers, and support staff to assist with the enforcement of these guidelines.



## **TRAINING ROOM**

1. Due to the number of athletes requiring care, a priority system is in effect.
  - A. Student-athletes in need of emergency treatment
  - B. Student-athletes who have an away contest and need taping/care
  - C. Student-athletes who have a home game and are in need of taping
  - D. Student-athletes requiring treatment and are practicing
  - E. Student-athletes unable to practice
  - F. Please be patient
2. No modality shall be unlocked and used unless the Athletic Trainer is present.
3. Student-athletes are only to be in the training room for a specific purpose or injury.
4. No food or drink in the training room. Pick up any mess made by athletes.
5. Student-athletes should be on time for their treatment or assistance.
6. Coaches will be assigned a first-aid kit. It is the coach's responsibility to have the kit with him or her and to return the kit promptly following the season.
7. The athletic trainer will restock the kit but it is the coach's responsibility to bring the kit to the training room at a mutually agreed upon time.
8. No student-athletes will be on the computer.
9. Have a designated player to pick up and fill any coolers.
10. Coaches should check up on the progress of any student-athlete on their team by meeting with the Athletic Trainer. The athletic trainer's recommendation will always be followed until the student-athlete gets clearance from a doctor or specialist.

## **TRANSPORTING STUDENT-ATHLETES**

As outlined in Corry Area School District Policy 340, Responsibility for Student Welfare, employees may not transport students in a personal vehicle, except when specifically authorized by the building principal.

## **TRANSPORTATION TO AND FROM AWAY EVENTS**

All student-athletes will ride to and from all away events on school-approved transportation unless the coach receives the travel release form from the student-athlete's parents/guardians in a face-to-face meeting. No student-athlete will be released to anyone except his or her parent/guardian. Coaches can not prohibit a student-athlete from being released to his or her parent/guardian.

## **USE OF BUILDINGS/GROUNDS**

Coaches/booster clubs must request the use of the buildings/grounds through the appropriate procedure, which includes submitting the Use of Building form. The request must be made for the following activities: team meetings, booster club activities, tournaments, open gyms, conditioning, summer camps, etc. If the activity requires District staff to stay after normal work hours, the activity may incur fees for which the group would be responsible. The coach/club is responsible for securing the facility when the activity is complete, including locking appropriate doors, cleaning and locking up the locker rooms, storing all equipment in proper locations, and making sure lights are off.

## **VOLUNTEER ASSISTANT COACHES - Corry Area School District Board Policy 916**

### **\*All volunteers for athletic programs will be Position Volunteers**

#### Process for Category 1 Volunteers for Athletics

1. Coach provides names of potential volunteers for his or her sport to the Athletic Director.
2. The Athletic Director requests a volunteer packet(s) from the Business Assistant/Receptionist.
3. The Athletic Director meets with potential volunteer(s), provides the packet to them, and outlines a timeline for submission.
4. The Athletic Director reviews the expectation that all paperwork must be submitted and the volunteer must receive final approval prior to any involvement with the team.
5. Business Assistant/Receptionist communicates, as needed, with potential volunteer(s) to assist with requirements.
6. Volunteers complete all required paperwork and submit it to the Business Assistant/Receptionist.
7. Once all paperwork is submitted, the Business Assistant/Receptionist schedules a TB test and submits the application for approval to the Superintendent.
8. When the Superintendent approves the application, the application is returned to the Business Assistant/Receptionist and the name of the volunteer forwarded to the Secretary of the Superintendent to be placed on the agenda for School Board approval.
9. If all paperwork is complete and submitted and the Superintendent has approved the volunteer application to be forwarded to the Board agenda, the volunteer can begin working with the program.
10. Once the volunteer has been approved by the Superintendent, the Business Assistant/Receptionist will email the Athletic Director with the volunteer's name and athletic program with which they have been approved to work. The Athletic Director will then notify the coach of that program that the volunteer has been approved to work with our student-athletes.

Volunteer coaches shall be, at all times, under the supervision of an authorized salaried coach. Volunteer coaches will not perform any of the following duties: direct any activities not approved by the salaried coach, evaluate a student-athlete's growth or development with anyone other than the salaried coach, report on any student-athlete or salaried coach to parents/guardians or administrators, or discipline any student-athlete.

# Appendix

## **Corry Area School District Board Policy 123 - Interscholastic Athletics**

### **Purpose**

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.

The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.

### **Definition**

For purposes of this policy, the program of interscholastic athletics shall include 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 district or outside this district.

### **Authority**

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations.

The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be free of injury; and undergo a physical examination by a licensed physician.

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

The Board directs that no student may participate in interscholastic athletics who has not:

1. Met the requirements for academic eligibility.
2. Attended school regularly.
3. Been in attendance on the day of the athletic event or practice for the hours required.
4. Returned all school athletic equipment previously used.

### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

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.

The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.

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.

The conduct has a direct connection 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.

The conduct involves the theft or vandalism of school property.

There is otherwise a connection between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

### Delegation of Responsibility

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.

S/He shall inform the Board of changes in that schedule as they occur.

The Superintendent or designee shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school district.

The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.

The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.

**Guidelines**

**Male/Female Athletic Opportunities Report**

By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.

The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.

## **Corry Area School District Board Policy 123.1 - Concussion Management**

### **Purpose**

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

### **Definitions**

**Appropriate medical professional** shall mean all of the following:

1. A licensed physician who is trained in the evaluation and management of concussions.
2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.
3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.

**Athletic activity** shall mean all of the following:

1. Interscholastic athletics.
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
3. Noncompetitive cheerleading that is sponsored by or associated with the school.
4. Practices, interschool practices and scrimmages for all athletic activities.

### **Delegation of Responsibility**

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

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

## Guidelines

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.

## Removal from Play

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

## Return to Play

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

## Training

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

## Penalties

A coach found in violation of the provisions 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.



## **Corry Area School District Board Policy 123.2 - Sudden Cardiac Arrest**

### **Authority**

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes.

### **Definition**

**Athletic activity** shall mean all of the following:

1. Interscholastic athletics.
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
3. Noncompetitive cheerleading that is sponsored by or associated with the school.
4. Practices, interschool practices and scrimmages for all athletic activities.

### **Delegation of Responsibility**

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

### **Guidelines**

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.

### **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 designated by the 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.

### Training

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

### Penalties

A coach found in violation of the provisions 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.

## **Corry Area School District Board Policy 247 - Hazing**

### **Purpose**

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

### **Definitions**

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

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

**Aggravated hazing** occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

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

**Organizational hazing** occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

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

**Student activity or organization** means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

### **Authority**

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

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

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

### **Title IX Sexual Harassment and Other Discrimination**

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

### **Delegation of Responsibility**

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

## **Guidelines**

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

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

## **Complaint Procedure**

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

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

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

## **Interim Measures/Police**

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

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

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

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

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

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

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

Confidentiality

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

Retaliation

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

## Consequences for Violations

### *Safe Harbor –*

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

### *Students –*

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

When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to one hundred fifty dollars (\$150) on each student determined to have engaged in hazing in violation of this policy.

When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine.

### *Nonstudent Violators/Organizational Hazing -*

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

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

### *Criminal Prosecution –*

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.

## **Corry Area School District Board Policy 904 - Public Attendance at School Events**

### **Purpose**

The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities and health and safety during such events. This policy establishes conditions, restrictions and procedures to regulate public attendance and conduct at school and school-sponsored activities.

### **Definition**

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including the product marketed as Juul and other electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of this policy and in accordance with law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
  1. Tobacco, whether in its natural or synthetic form; or
  2. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary



licensed in compliance with the Medical Marijuana Act. *Federal law requires the district to maintain a drug-free environment, at which marijuana of any kind is prohibited.*

### **Authority**

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Superintendent or designee and building principal may limit attendance to designated areas or may limit the number of attendees to school events when necessary to protect the health and safety of students, staff and the public, in accordance with Board-approved health and safety plans and guidance from state and local officials.

The Board prohibits gambling and the possession and use of controlled substances prohibited by state or federal law, alcoholic beverages and weapons on school premises.

Attendees shall be informed of the district's health and safety rules through announcements and posting of appropriate signage. Health and safety rules must be followed prior to entry and while attendees are in school buildings and on school property, in accordance with Board policy, district procedures, the Board-approved health and safety plans and guidance from state and local officials.

### **Tobacco and Vaping Products**

The Board prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by any persons at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; or on property owned, leased or controlled by the school district.

This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by members of the public of legal age at school or school-sponsored activities.

The Board deems it to be a violation of this policy for an individual in attendance at school or a school-sponsored activity to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a minor.

### **Delegation of Responsibility**

A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and adopted by the Board.

The Superintendent shall ensure that this policy is posted on the district's publicly accessible website.

## Reports

### *Office for Safe Schools Report –*

The Superintendent shall annually, by July 31, report all incidents of prohibited possession, use or sale of tobacco and vaping products, including Juuls and other e-cigarettes, by any person on school property to the Office for Safe Schools on the required form.

### *Law Enforcement Incident Report –*

In accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies, the Superintendent or designee may report to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, the use or sale of tobacco or vaping products, including Juuls and other e-cigarettes, by any person in a school building; on a school bus or other vehicles that are owned, leased or controlled by the school district; or on any property owned leased or controlled by the school district.

## **Guidelines**

### Free Admittance

Senior citizens who are district residents and are sixty-five (65) years of age or older shall be admitted without charge to all school events.

District personnel will be admitted to all school events at no charge.

Free passes to school events will be available to each Board member and a guest.

The Board will honor athletic passes from all districts that are members of conferences in which teams of this district compete and honor the passes of this district.

### Service Animals

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.

## **PUBLIC BEHAVIOR AT SCHOOL EVENTS**

The district expects mutual respect, civility, and orderly conduct by all individuals attending school events on district property.

### Expected Behavior

Individuals attending school events on district property will not:

1. Injure, threaten, harass or intimidate a district employee, sports official or coach or any other person.
2. Act in an unsafe manner that could threaten the health or safety of others.
3. Use vulgar or obscene language or gestures.
4. Fight, strike or injure another person.
5. Damage, deface or threaten to damage district property.
6. Damage, deface or threaten to damage another individual's property.
7. Engage in any activity that violates any federal or state law or regulation or any local policy, regulation or ordinance.
8. Violate any Board policy, district administrative regulation or health and safety rules.
9. Use any tobacco product or vaping product, including Juuls or other electronic cigarettes, as defined in Board policy.
10. Consume, possess, distribute or be under the influence of alcoholic beverages or controlled substances prohibited by state or federal law.
11. Possess or use weapons or dangerous devices prohibited by the district.
12. Impede, delay, disrupt or interfere with any school activity or event, including using cellular telephones in a disruptive manner.
13. Enter upon any portion of district or school premises at any time for purposes other than those that are lawful and authorized by the Board.
14. Operate a motor vehicle in a risky manner, in excess of posted traffic signage, or in violation of an authorized district employee's directive.
15. Engage in any risky behavior, such as roller skating, roller blading or skateboarding.
16. Fail to obey the directive of an authorized district employee, security officer, school police officer, School Resource Officer (SRO) or local law enforcement official.

As circumstances warrant, the administrator in charge will take appropriate action, including warning the person in violation, requesting the person to immediately leave district property, contacting law enforcement officials, and seeking to deny future admission to school events.

Refusal to leave school grounds when requested to do so by district employees or event officials constitutes the criminal offense of defiant trespass and may result in arrest and prosecution.

Continuation or escalation of prohibited behavior after a warning will result in ejection from the event premises.

Behavior that is unlawful or in violation of Board policy or administrative regulations may result in immediate ejection of the person in violation from the event premises.

Disruptive behavior by a group when individual persons cannot be identified may result in the ejection of offending areas of spectator seating.

A district employee may request identification from any individual on district grounds and in district buildings. Refusal to provide such information may result in a request to leave district property.

An employee involved in an incident with an attendee at a school event will complete an incident report and submit it to the building principal or immediate supervisor, who will report the incident to the Superintendent.

### Crowd Control

A designated administrator will be assigned responsibility for monitoring and supervising the orderly conduct of students and spectators attending school events on district property. Crowd control procedures may include the following:

1. The administrator will ensure that enough authorized district personnel are assigned to provide adequate supervision.
2. The administrator may request law enforcement officials to be present if the administrator anticipates the crowd may pose a behavior or safety problem, and may direct the placement of the officers.
3. The admissions gate and/or entrances will be regulated, and admission will be limited to eligible students, spectators and other authorized attendees. No one under the influence of alcohol or controlled substances prohibited by state or federal law will be admitted.
4. If a disturbance occurs, the administrator will determine if the event needs to be concluded, and the administrator may close the event and direct those in attendance to immediately leave school grounds.

## **Corry Area School District Board Policy 916 - Volunteers**

### **Purpose**

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, co-curricular, and extracurricular programs of the district.

### **Authority**

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.

The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, handicap/disability, age, sex, sexual orientation or national origin in the school environment and all district programs for volunteers.

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.

### **Definitions**

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

**Adult** - an individual eighteen (18) years of age or older.

**Certifications** - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.

**Direct volunteer contact** - the care, supervision, guidance or control of children and routine interaction with children.

**Person responsible for the child's welfare** - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.

**Routine interaction** - regular and repeated contact that is integral to a person's volunteer responsibilities.

**Visitor** - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.

**Volunteer** – an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. **Guest Volunteer** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

### **Guidelines**

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Board.

The names of all guest volunteers shall be submitted for approval by the building principal or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

### Certifications

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.
3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:

1. Federal Criminal History Report - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.

### Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.

### Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.

### Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.

### Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

### Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.

### Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill their responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about confidentiality of student information, the volunteer should consult with the building principal.