

# **BUTLER AREA SCHOOL DISTRICT**



## **BUTLER ATHLETICS**

### **STUDENT HANDBOOK**

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## FORWARD

This material is being presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics, and you have expressed your willingness to permit him/her to compete. Your family interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal adjustments.

We are concerned with the educational development of boys and girls through athletics and feel that a properly controlled, well-organized sports program meets the student's need for self-expression, mental alertness, and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct may mean exclusion from the team. This concept of self-discipline and self-denial is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. We do not want uniformity or blind conformity as a means for achieving team responsibility and discipline. However, there is no place in high school athletics for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence and do not want our athletes to compromise with mediocrity.

When your son/daughter entered in one of our sports programs, he/she committed our staff to certain responsibilities and obligations that include, among others:

- (1) to provide adequate equipment and facilities
- (2) to provide well-trained coaches
- (3) to provide equalized contests with skilled officials
- (4) to provide adequately supervised transportation

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. We are taking this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics. These rules need a broad basis of community support, which is achieved only through communication with the parents. We hope to accomplish this objective through this handbook for the student athletes and their parents.

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## **GOAL**

**OUR GOAL** – The student athlete shall become a more effective citizen in a democratic society.

## **OBJECTIVES**

**THE STUDENT ATHLETE SHALL LEARN TEAMWORK** – To work with others in a democratic society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The student athlete must place the team and its objectives higher than personal desires.

1. **TO BE SUCCESSFUL** – Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
2. **SPORTSMANSHIP** – Accept success and defeat like a true sportsman, knowing we have done our best. We must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
3. **TO IMPROVE** – Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and you must constantly strive to reach that goal. Try to better yourself in the skills involved and in those characteristics set forth as being desirable.
4. **TO DEVELOP DESIRABLE PERSONAL HEALTH HABITS** – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits and to develop a desire to maintain this level of physical fitness after formal competition has been completed.



## RESPONSIBILITIES OF A BUTLER AREA SCHOOL DISTRICT ATHLETE

Being a member of a Butler athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes hard work by many people over many years. As a member of an interscholastic team of Butler High School, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. Our desire is to win, but only with honor to our athletes, our school, and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our teams have achieved more than their share of league and tournament championships. Many individuals have set records and won All-State, All-Conference, and All-American honors.

It will not be easy to contribute to such a great athletic tradition. When you wear the colors of your school, we assure that you not only understand our traditions, but are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

***RESPONSIBILITIES TO YOURSELF*** – The most important of these responsibilities is to broaden your experiences and develop strength of character. You owe it to yourself to get the greatest possible good from your high school experiences. Your studies, your participation in other extracurricular activities, as well as in sports, prepare you for your life as an adult.

***RESPONSIBILITIES TO YOUR SCHOOL*** – Another responsibility you assume as a team member is to your school. Butler cannot maintain its reputation as an outstanding school unless you do your best in whatever activity you wish to participate. You must always put forth your best effort to contribute to this reputation.

You assume a leadership role when you are on an athletic team. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community, and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Be a positive asset to your school and your community.

***RESPONSIBILITIES TO OTHERS*** – As a team member, you bear a heavy responsibility to your family, your friends and classmates, and to the community in general. Your behavior should never cause embarrassment. Always remember, as an athlete, your actions may be imitated by your peers and many of the younger members of our community. Try not to do anything that will set a poor example for these students.

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## **REQUIREMENTS FOR PARTICIPATION**

Remember that as an athlete you are not eligible to participate in any sport until the following items have been completed.

1. Application for permission to participate on file.
2. Physical examination completed and on file in the Athletic Office.
3. Insurance and medical history on file.
4. All eligibility requirements have been satisfied.

## **CONDUCT OF AN ATHLETE**

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas:

**ON THE FIELD** – In the areas of athletic competition, a real athlete does not use profanity or illegal tactics and quickly learns that losing is part of the game and you should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.

**IN THE CLASSROOM** – In the academic area, a good athlete becomes a good student. A person cannot be lazy in the classroom and think he/she can be an outstanding athlete. If you are lazy in class, you will be lazy on the practice field or floor and will never reach your full potential. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to ensure acceptable grades.

In addition to maintaining good grades, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times. Horseplay and unnecessary boisterousness are not approved habits of behavior.

A healthy athlete should have a good attendance record. Never cut classes or school.

**ON THE CAMPUS** – The way we act and look on campus is of great importance. Athletes should be leaders, and fellow students should respect and follow them.

## GROOMING AND DRESS

A member of an athletic team is expected to be well groomed. Appearance, expression, and actions always influence people's opinion of athletes, the team, and the school. Once you have volunteered to be a member of a team, you have made a choice to uphold certain standards expected of athletes in this community.

While there shall be no regulations which attempt to define the length of any hair styles or types of garments, it is expected that all participants shall be reasonably groomed and avoid exaggerated style of dress.

## TRAINING RULES AND REGULATIONS

It is the overwhelming opinion of health educators and coaches that athletes perform best when they follow intelligent training rules that include elimination of tobacco, alcohol, and drugs. Medical research clearly substantiates the fact that use of tobacco, alcohol, and any type of mood-altering substances produce harmful effects on the human body. Students have to decide if they want to be athletes. If you wish to be an athlete, "you have to pay the price" in order to be a competitor. A big part of this price is following a simple set of training rules developed through the Athletic Department.

The coaches in the Butler Area School District, concerned with the health habits of the student athletes of this community, are convinced that athletics and the use of these substances are not compatible. It is, also, a fact that when students have a strong interest in athletics, their desire to use these substances is greatly reduced. The use of tobacco, alcohol, and the abuse of drugs are injurious to the development of human growth.

*USE OF TOBACCO* – Research emphasizes that use of tobacco is physically harmful to young adults. The harm done is not only a health problem, but the community follows the progress of young athletes and any deviation from accepted training rules marks one as unwilling to "pay the price". If one team member breaks the rules, the whole team is branded as non-trainers. This rule means no use of tobacco all year, in or out of season.

*NO ALCOHOLIC BEVERAGES* – There is no way to justify athletes using alcoholic beverages, even though social pressure may be hard to resist. The people who would like to draw the athlete into their drinking sessions will be the first to criticize an athlete if he/she not "come through" in a game. Again, this rule means no drinking all year, not just during the season.

*DRUGS* – Simply stated, drug use/abuse is the consumption of any chemical substance or the smoking of certain plant derivatives for the purpose of mood modification. The use or misuse of drugs is a social problem. Students with a strong sense of purpose have no need for mood modifiers. The rule against substance use/abuse is in effect all year.

*SCHOOL CITIZENSHIP* – An athlete must work to his/her academic potential in his/her academic subjects. He/she must also display good school citizenship at all times. Disciplinary action taken by the principal's office may be supplemented by additional disciplinary action by the Athletic Department. Coaches may develop additional guidelines for their respective sports.

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## VIOLATIONS

The importance of enforcement of all regulations in this book should be apparent. A firm, but fair, policy of enforcement is necessary to prevent a travesty being made of regulations. The community, school administrators, and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound athletic program. It is our intent to preserve reasonable rules that pertain to the health and safety of the athlete and to the orderly conduct of sports. We do not wish to establish arbitrary personal preference to insure absolute uniformity. The welfare of the student is our major consideration. What happens to them is of primary importance. Their welfare transcends any other consideration.

In the event an athlete fails to comply with these standards, it will be interpreted by the Athletic Department as an indication that the athlete does not desire to participate in the interscholastic athletic program. Therefore, the athlete will be denied the privilege of participating until such time as he/she can show their desire to return and follow our rules.

*IN-SEASON VIOLATIONS* – If an athlete willfully violates training rules and regulations by using tobacco, alcohol, or drugs during the season, the athlete may be barred from participation for a part of or the entire current season upon recommendation of the athlete's coach, head varsity coach for that sport, athletic director, and building principal.

*OUT-OF-SEASON VIOLATIONS* – If an athlete willfully violates training rules and regulations by using tobacco, alcohol, or drugs out of season, appropriate discipline will be determined by the head varsity coach, athletic director, and building principal.

## ATHLETIC DEPARTMENT POLICIES

**EQUIPMENT** – School equipment issued to the student athlete is his/her responsibility. He/she is expected to keep it clean and in good condition. **Loss of any equipment is the athlete's financial obligation.**

**MISSING PRACTICE** – An athlete should always consult his/her coach before missing practice. Missing practice or a game without good reason is unacceptable.

**TRAVEL** – All athletes must travel to and from out-of-town athletic contests in transportation provided by the athletic department. Athletes will remain with their team and under the supervision of the coach when attending away contests. **Parents must personally request the coach's permission for athletes to return from away contests with said parents or their designee. A written note must accompany their request.** All regular school bus rules will be followed, including food, noise, remaining in seats, and care and respect for equipment. Dress appropriately and in good taste.

**COLLEGE RECRUITMENT POLICY** – In the event an athlete is contacted personally by a college recruiter, he/she has an obligation to work through his/her coach and the athletic department. Inform your coach of such a contact as soon as possible.

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## ELIGIBILITY RULES

**ENROLLMENT** – A student must be enrolled in a secondary school and in full-time attendance thereafter. A student who is absent from school during a semester for a total of 20 or more days will lose eligibility until said student has been in attendance for a total of 45 school days following his/her 20<sup>th</sup> day of absence.

**AGE** – A student must be under nineteen years of age at the time of the contest, unless the nineteenth birthday occurs on or after July 1 of the current school year. In this case, the student is eligible for the balance of the school year in all sports.

**PHYSICAL EXAMINATION** – A student must have passed a physical examination for the current season. The exam must be on file in the Athletic Director's office.

**SEASONS OF COMPETITION** – A student may not play more than four seasons beyond the eighth grade in any interscholastic sport.

**SEMESTER OF ENROLLMENT** – A student will lose his/her eligibility when he/she has been in attendance more than eight semesters beyond the eighth grade. If a grade is repeated after eighth grade, the student will be ineligible as a senior.

**PREVIOUS SEMESTER RECORD** – A student must have passed four subjects, or the equivalent during the previous grading period. In cases where a student's work in any preceding grading period does not meet the standards provided in this section, said student shall be ineligible to participate in interscholastic athletics for the first fifteen (15) school days of the next grading period.

**CURRENT SEMESTER RECORD** – A student must be passing at least four full-credit subjects or the equivalent. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. They are encouraged to carry sufficient courses so that their eligibility is maintained should they fail a course.

At the end of the school year, the student's final credits in the student's subjects rather than the student's credits for the last grading period shall be used to determine the student's eligibility for the next grading period. Four total credits must be passed or the student is not eligible the first 15 days of school the next school year. In cases where a student is not passing four subjects on any Friday, said student shall be ineligible to participate in any interscholastic contest from Sunday through the following Saturday.

## AMATEUR STATUS AND AWARDS

To be eligible to participate in a sport, you must be an amateur in the sport. You will lose your amateur status in a sport for a least a year if:

1. You, or your school, or an organization which you represent, or your parent or guardian, receives merchandise, memberships, privileges, services, money or property for or related to your athletic ability, performance, participation, or services.
2. You accept compensation for teaching, training, or coaching in a sport. You may receive normal and customary compensation for acting as an instructor in or officiating recreational activities, or for serving as a lifeguard at swimming areas.

You may receive awards only from your school, the sponsor of an athletic event, the news media, or a non-profit service organization approved by your school principal. Permissible awards are a sweater, jacket, blazer, blanket, shirt, shorts, jersey, cap, watch, ring, scroll, photograph, medal, plaque, or similar trophy, which must bear appropriate organizational insignia or comparable identification.

## VARSITY LETTER REQUIREMENTS

The following requirements have been established as those necessary to earn athletic letters in the indicated varsity sports. One requirement, the same for all sports, is that the athlete shall be a member of the team in good standing at the end of the season. Any senior, boy or girl, who has participated in a sport in 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade and has not otherwise met the criteria for a varsity letter is eligible for a senior participation letter.

BASEBALL – A player must have participated in at least one-half of the innings played. Pitcher's letters are awarded at the discretion of the coaches.

BASKETBALL (Boys & Girls) – A player must have played in one-half of the regularly scheduled games.

BOWLING (Boys & Girls) – A bowler must have played 2/3 or more of the regularly scheduled matches.

CROSS COUNTRY (Boys & Girls) – A runner must finish among the top ten (10) Butler runners in at least half of the scheduled dual meets.

FOOTBALL – A player must have taken part in at least one-half of the quarters of the regularly scheduled games.

GOLF (Boys & Girls) – A golfer must have played one-half or more of the regularly scheduled matches.

INDOOR TRACK (Boys & Girls) - An athlete must score an average of one point per meet. Points can be earned by placing 1<sup>st</sup>-8<sup>th</sup>. One-half point can be earned by placing in the top 1/3 of total

participants in any event. \*Single event meets do not count as well as any meet that is not considered full event competition.

LACROSSE (Boys & Girls) - A player must have played in one-half of the regularly scheduled games.

OUTDOOR TRACK and FIELD (Boys & Girls) – One of the following conditions must be fulfilled:

1. Earn an average of one point per regular season dual meet.
2. Place in the WPIAL individual finals.
3. The members of the relay team will automatically win a letter if they place first in any meet where five or more schools participate. In all other dual meets, the members of the relay team will divide the points earned as follow: 1 ½ points for first place for a dual meet; an invitational will take the number of points for that earned place and divide by four for individual point total.

RIFLE (Boys & Girls) – A shooter must have been among the first five shooters in one-half of the matches or equal to another shooter counted in the team score.

SOCCER (Boys & Girls) – A player must have taken part in at least one-half of the regularly scheduled games.

SOFTBALL – A player must have participated in at least one-half of the innings played. Pitcher's letters are awarded at the discretion of the coaches.

SWIMMING and DIVING (Boys & Girls) – A swimmer/diver must have fulfilled any one of the following conditions:

1. Place individually in the WPIAL championship finals.
2. A swimmer must earn 32 points in a season. Relay team member in dual meets will receive two points for first place, one point for second, and one-half point for third.
3. Divers must earn 15 points in any season or meet the WPIAL qualifying standards.
4. If there is a combination of swimming and diving, the athlete must earn a combined total of 21 points.

TENNIS (Boys & Girls) – A player must have played one-half or more of the regularly scheduled matches.

VOLLEYBALL (Boys & Girls) – A player must have played one-half of the total games.

WRESTLING – A wrestler must have wrestled in one-half of the regularly scheduled matches.

All letters are awarded upon the recommendation of the coaching staff, the Athletic Director, and the building principal. Any exceptions to the letter awarding criteria due to extenuating circumstances, must be approved by the Athletic Director or Principal.

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## SUMMARY OF ATHLETIC AWARDS

### VARSITY AWARDS:

- First Award --- Letter, Certificate, and Gold Pin
- Second Award --- Chenille Patch, Certificate, and Gold Bar Pin
- Third Award --- 3 year Plaque, Certificate, and Gold Bar Pin
- Fourth Award --- 4 year Plaque, Certificate, and Gold Bar Pin

VARSITY JACKETS – There is one standard award jacket that students may purchase. Students may purchase this jacket as soon as they become a member of a sport where a varsity letter is awarded. The Athletic Department will keep records on athletes who are eligible to purchase award jackets. These lists will be provided to local vendors where jackets can be purchased.

TRI-ATHLETE AWARD – Any student who earns varsity letters through the criteria listed for three different sports during a school year shall receive a tri-athlete award. This does not include participation letters, manager's letters, statistician, or athletic trainer letters.

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## **Title IX Section 504 Statement**

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Butler Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, or handicap in athletics and activities or programs.

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## RULES FOR USE OF ATHLETIC DEPARTMENT GOLF CART

1. Operator of Athletic Department Golf Cart **must** have a valid driver's license. Learner's permit is not acceptable.
2. Only the driver and one passenger are permitted to ride on the cart.  
No one is permitted to ride in the back of the cart unless it is an injured player who is accompanied on the cart by an athletic trainer or other medical personnel.
3. When not used for an injured player, only athletic equipment may be hauled in the back of the cart. The cart is not to be overloaded so objects can fall out during transit.
4. The cart is not to be used for the convenience of team managers; it is to be used in the transport of equipment **only**.
5. Any unsafe operation of the golf cart or violation of these rules will result in the immediate loss of privileges.

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# **INTERSCHOLASTIC ATHLETICS FOR GIRLS IN THE BUTLER AREA SCHOOL DISTRICT**

## **FALL**

### **CHEERLEADING**

- Varsity
- Varsity Competition
- Junior Varsity
- 8<sup>th</sup> Grade
- 7<sup>th</sup> Grade

### **CROSS COUNTRY**

- Varsity
- Junior High (Gr 7-8)

### **GOLF**

- Varsity

### **SOCCER**

- Varsity
- Junior Varsity
- Junior High (Gr 7-8)

### **TENNIS**

- Varsity
- Junior Varsity

### **VOLLEYBALL**

- Varsity
- Junior Varsity
- Junior High (Gr 7-8)

## **WINTER**

### **BASKETBALL**

- Varsity
- Junior Varsity
- Junior High (Gr 7-8)

### **BOWLING**

- Varsity
- Junior Varsity

### **RIFLE**

- Varsity (Co-ed)

### **SWIMMING/DIVING**

- Varsity (Co-ed)

### **TRACK (Indoor)**

- Varsity

### **WRESTLING**

- Varsity
- Junior Varsity
- Junior High (Gr 7-9)

## **SPRING**

### **SOFTBALL**

- Varsity
- Junior Varsity
- Junior High (Gr 7-8)

### **LACROSSE**

- Varsity
- Junior Varsity

### **TRACK**

- Varsity
- Junior High (Gr 7-8)

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# **INTERSCHOLASTIC ATHLETICS FOR BOYS IN THE BUTLER AREA SCHOOL DISTRICT**

## **FALL**

### **CROSS COUNTRY**

- Varsity
- Junior High (Gr 7-8)

### **FOOTBALL**

- Varsity
- Junior Varsity
- Freshman
- Junior High (Gr 7-8)

### **GOLF**

- Varsity
- Junior Varsity

### **SOCCER**

- Varsity
- Junior Varsity
- Junior High (Gr 7-8)

### **CHEERLEADING**

- Varsity
- Varsity Competition
- Junior Varsity
- 8<sup>th</sup> Grade
- 7<sup>th</sup> Grade

## **WINTER**

### **BASKETBALL**

- Varsity
- Junior Varsity
- 9<sup>th</sup> Grade
- 8<sup>th</sup> Grade (Gold)
- 8<sup>th</sup> Grade (White)
- 7<sup>th</sup> Grade (Gold)
- 7<sup>th</sup> Grade (White)

### **BOWLING**

- Varsity
- Junior Varsity

### **RIFLE**

- Varsity (Co-ed)

### **SWIMMING/DIVING**

- Varsity (Co-ed)

### **TRACK (Indoor)**

- Varsity

### **WRESTLING**

- Varsity
- Junior Varsity
- Junior High (Gr 7-9)

## **SPRING**

### **BASEBALL**

- Varsity
- Junior Varsity
- Freshman

### **LACROSSE**

- Varsity
- Junior Varsity

### **TENNIS**

- Varsity

### **TRACK**

- Varsity
- Junior Varsity
- Junior High (Gr 7-8)

### **VOLLEYBALL**

- Varsity
- Junior Varsity
- Junior High (Gr 7-8)

# BUTLER AREA SCHOOL DISTRICT

## ATHLETIC DEPARTMENT COMMON RULES AND PROCEDURES FOR THE STUDENT ATHLETE

In accordance with Board Policy #123 Interscholastic Athletics, all athletes participating in interscholastic athletic programs in the Butler Area School District are subject to the following rules for athletic conduct. Board Policy #123 provides that particular “Off Campus” conduct could result in an exclusion from participating in athletics. Specifically, this policy applies to student conduct that occurs off school property and would violate the Code of Student Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student’s attendance at school or school-sponsored activities.
2. The student is a member of an extra-curriculum activity and has been notified that particular off campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially or substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

Generally, these rules apply to infractions that occur 24 hours a day, 7 days per week, in season, which commences with the first practice and concludes with the last competition. Depending on the circumstances, certain types of “out of season” conduct may also preclude a student from participating in interscholastic athletics. Please be advised students who are disciplined for violating district policies during school hours or other scholastic activities may be subject to additional disciplinary measures from the coach and athletic department. Below is a list of common rules and procedures for Butler Area School District athletes:

1. The Butler Area School District will NOT tolerate any form of HAZING of any student. There is a policy in your handbook regarding the serious nature of Hazing. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliating with any organization recognized by the Board. Any Hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.  
*See Policy #247 in your handbook*
2. The Butler Area School District will NOT tolerate any form of Harassment and Bullying. There is a policy in your handbook regarding the serious nature of Harassment and Bullying.  
*See Policy #218 in your handbook*
3. The Butler Area School District will NOT tolerate any form of Racial and Ethnic Intimidation. There is a policy in your handbook regarding the serious nature of Racial and Ethnic Intimidation.  
*See Policy #249 in your handbook*

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4. The Butler Area School District will NOT tolerate any form of Sexual Harassment. There is a policy in your handbook regarding the serious nature of Sexual Harassment.  
*See Policy #248 in your handbook*

5. Prohibition of Anabolic Steroids

Any pupil directly or indirectly involved in a school-related athletic program is prohibited from using anabolic steroids, except for a valid medical purpose. Bodybuilding, muscle enhancement, increasing muscle enhancement, increasing muscle bulk or strength or the enhancement of athletic ability is not a valid medical purpose.

This prohibition includes but will not be limited to varsity athletes, student trainers, and cheerleaders.

Violation of this policy concerning anabolic steroids will mean:

- a. For the first violation, as reported to and verified by the district's school physician, suspension from school athletics for the remainder of the season.
- b. For a second violation, as reported to and verified by the district's school physician, suspension from school athletics for the remainder of the season and for the following season.
- c. For a third violation, as reported to and verified by the district's school physician, permanent suspension from school athletics.

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

6. Tobacco Violations:

- a. First Violation: Student will receive one day suspension from all team activities, including practice and games.
- b. Second Violation: Student will receive three-day suspension from all team activities, including practice and games.
- c. Third Violation: Removal from the team for the remainder of that sport season.
- d. Habitual offenders may be excluded from participation in all athletic programs.

7. Alcohol/Drug use or possession:

- a. First Violation: Student will receive a ten-school day suspension from all team activities including practice and games (inclusive of weekends/holidays) and will follow the Option I stipulation of *Board Policy #227*
- b. Second Violation: Removal from the team for the remainder of that sport season.
- c. Habitual offenders may be excluded from participation in all athletic programs.

8. Alcohol/Drug selling or buying or distributing will result in being removed from all Butler Area School District Athletic Activities for a minimum of one calendar year.

9. Any form of Criminal Behavior outside of the defined drug/alcohol offenses will not be tolerated by the Butler Area School District in or out of season. Depending on the situation, the disciplinary action may range from suspension to permanent removal from all Butler Area School District Athletics.

10. Sportsmanship rules must be followed. Actions meant to demean opposing/own players, team, coaches, spectators and OFFICIALS are not in the highest ideals of interscholastic education and will NOT be tolerated. Depending on the action, there will be the possibility of dismissal from interscholastic sports. Any conduct deemed detrimental to the school or the team will result in immediate removal of the team.
11. While participating in and traveling to/from practices and activities, the student participant is subject to the student disciplinary policies of the Butler Area School District and the common rules and procedures for all sports. Conduct in violation of school policies and the common rules and procedures will be promptly reported by coaches to the building principal and athletic director for disciplinary action.
12. You are to read the Athletic Student Handbook and adhere to its contents. If you have any questions regarding the handbook, please check with the coach. Included: NCAA Eligibility, MRCA Information
13. You MUST be in school before 10:45 a.m. to be eligible to practice/compete/try out that given day. Exceptions can only be made by the building principal or his designee and prior notice must be given whenever possible.
14. If you are suspended from school, in or out, you are NOT eligible to practice or complete until the suspension is concluded: the duration of the suspension will include weekends and vacation days (example: if you are suspended Friday and including the following Monday, you are not eligible to compete/practice that Saturday or Sunday during that weekend).
15. You MUST be passing at least four full-credit subjects or the equivalent as of each Friday during the grading period or the previous grading period. If you fail to meet this requirement, you will lose your eligibility from the following Sunday through the Saturday. You will remain ineligible until you meet this requirement. If it is from the preceding grading period, you will be ineligible for a period of 15 days.
16. If you are absent from school during the semester for a total of 20 or more school days, you will lose your eligibility until you are in attendance for a total of 45 school days following your 20<sup>th</sup> day of absence. This carries over to the next semester, even after summer. Regardless of the reason, when you are not present in school, this absence counts towards the 20 days. You may not scrimmage/compete until your eligibility is determined.
17. If you do not live in the Butler Area School District or do not attend one of the Butler Area School District schools on a daily basis, you must contact the Athletic Office to determine if you are eligible. You may not scrimmage/compete until eligibility is determined.
18. Starting with 8<sup>th</sup> grade if you did not attend the Butler Area School District the previous school year, you must contact the Athletic Office to determine eligibility. You may not scrimmage/complete until eligibility is determined.

19. You cannot practice, try out, or compete without a current physical. The physical must be completed after June 1<sup>st</sup> for the upcoming school year. This physical will be good until the following May 31<sup>st</sup> (except for certain restrictions). At that time a new comprehensive physical will need to be performed.
20. You cannot practice, try out, or compete without a parent or guardian completing a consent form consenting to your participation in the particular sport involved.
21. All athletes must be given one day off from practice/competition per week. Voluntary practice is still a practice and does not count as a day off. The week is defined as Sunday through Saturday, which means the student athlete must be given off any “one” day during that defined week.
22. If you repeat a grade (you must contact the athletic office), you will be ineligible for one of your competitive seasons, meaning you are only eligible for 4 seasons of competition of that particular sport. If you turn 19 on or before June 30, you will be ineligible to compete in interscholastic athletics.
23. Written permission must be turned in to the coach and trainer from the physician authorizing participation after emergency care (such as a trip to the emergency room from a practice/contest, etc.) or rehabilitation after injury (such as a surgery, etc.). If the injury was a non-emergency situation, you must have clearance from the trainer to return to practice or participation.
24. Keep all valuables secured at all times. Please do not bring valuables to practice as a precaution.
25. All student athletes are required to return all school issued equipment at the conclusion of the season. If equipment/uniform etc. is not returned, an obligation will be submitted to the principal’s office. You will not be permitted to participate in athletics until your obligation is satisfied and you will not receive a diploma if you have outstanding obligations at the end of your senior year.
26. You may NOT at any time be in the weight room/training room without a coach’s supervision.
27. Qualifications for students to earn a varsity letter are defined in the Student Handbook that is distributed by the athletic department.
28. All student athletes must ride to and from a contest on transportation that is provided by the school district. If a student must go home with his or her parent or guardian, they must complete a release form that is provided to the coach (parent/guardian must see coach at contest site).
29. Please be advised that there is an inherent risk and danger in all sports including yours.

30. Please view on our website the specific measures for reducing the risk of staphylococcal skin infection among sports participants as well as the information in the Student Handbook. You may also ask your coach or athletic trainer for this information. ([goldentornado.org](http://goldentornado.org))  
\*Please use this website for all athletic information including email or a message on your cell phone for notifications of game changes, postponements, or cancellations. You will need to set up an account that is available on the athletic website.
31. At the end of the school year, the student's final credits in the student's subjects rather than the student's credits for the last grading period shall be used to determine the student's eligibility for the next grading period. Four total credits must be passed or the student is not eligible the first 15 days of school the next school year.
32. Subject to the Butler Area School District policies and procedures, school regulations, and state and federal law, the coach has the responsibility to make decisions with regard to the following items:
- Selection, placement and play of student athletes
  - Practice times, dates, and procedures
  - Establishment and enforcement of all guidelines and training rules to an activity
  - Contest strategies
  - Varsity letter awards.



## **BUTLER AREA SCHOOL DISTRICT** **PARENT / COACH COMMUNICATION GUIDE**

Both parenting and coaching are extremely difficult jobs. By establishing and understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to children. As parents when your children become involved in our program, you have the 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**

Philosophy of the coach; Expectations the coach has for your child; Locations and times of all practices and contests, Team requirements; special equipment; Procedures should your child be injured during participation; Discipline that results in the denial of your child's participation.

### **Communication Coaches Expect From Parents**

Concerns expressed directly to the coach; Notifications of any schedule conflicts well in advance; As your child becomes involved in the programs at Butler Area High School, they will experience some of the most rewarding moments of their lives. It is important to understand there also may be times when things do not go the way you or your child wishes. At these times discussions with the coach are encouraged by both athlete and parent.

## **PROCEDURE FOR REVIEW OF CONCERNS FROM PARENT(S) OR GUARDIAN(S)/STUDENT ATHLETES**

- Step 1      The parent(s) or guardian(s)/student athlete(s) should review specific concerns with the coach as soon as they arise. Parent(s) or guardian(s)/student athlete(s) or the coach may request that the athletic director participate in the discussion with the coach.
- Step 2      If the action in Step 1 above fails to resolve the concerns, the parent(s) or guardian(s)/student athlete(s) will review specific concerns with the athletic director and the high school principal in a timely manner. The coach may be included in this discussion.
- Step 3      If the action in Step 2 above fails to resolve the concern(s), the athletic director and/or high school principal will review specific concerns with the coach and respond to the parent(s) or guardian(s)/student athlete(s) within ten (10) school days.
- Step 4      If the action in Step 3 above fails to resolve the concern(s), the parent(s) or guardian(s)/student athlete(s) will review specific concerns with the superintendent and/or the assistant superintendent. A response will be given to the parent(s)/guardian(s)/student athlete(s) within ten (10) school days.
- Step 5      If the action in Step 4 above fails to resolve the concerns, the parent(s) or guardian(s)/student athlete(s) will review specific concerns with the athletic committee of the board of school directors. A final response will be made by the board of school directors through the athletic committee within ten (10) school days.

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Book  
Policy Manual

Section  
200 Pupils

Title  
Student Discipline

Number  
218

Status  
Active

Adopted  
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June 15, 2015



### **Purpose**

Proper student behavior is represented by each student developing the desire and ability to live as a responsible citizen in a free society. It is the byproduct of teaching and growth which results in an individual's feeling that s/he does right because it is his/her habit to do right. The most effective positive behavior procedure is the development of self-discipline in each student. Therefore, discipline will always seek to foster self-discipline.

### **Authority**

Every teacher, assistant principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents/guardians or persons in parental relation to such students may exercise over them. Teachers and administrators shall have the same authority and responsibility over the students attending school-sponsored activities on or off school properties.[\[15\]](#)

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin, or handicap/disability.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.[\[2\]](#)[\[6\]](#)

### **Delegation of Responsibility**

The Superintendent shall designate sanctions for the infractions of rules which shall:

1. Relate in kind and degree to the infraction.
2. Help the student learn to accept responsibility for his/her actions.
3. Be directed, where possible, to ameliorating any harm which may have been caused by the student's misconduct.
4. Hold parents/guardians accountable for the actions of their sons, daughters or wards.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: (1) to quell a disturbance, (2) to obtain possession of weapons or other dangerous objects, (3) for the purpose of self-defense, (4) for the protection of persons or property, and (5) to protect the restrainee.[\[7\]](#)

The Superintendent shall publish and provide to all students and their parents/guardians the rules of this District regarding the Code of Student Conduct and the sanctions which may be imposed for breach of those rules. The Code of Conduct shall be adopted by the Board. A copy of such shall be made available in each school through the student handbook. The Code of Conduct is predicated upon Chapter 12 Student and Student Services, and Policy 235 Student Rights/Responsibilities.[\[3\]](#)[\[6\]](#)

## **Guidelines**

### **Discipline**

#### 1. Detention Hall (Secondary) –

Detention hall is held in an assigned room on designated days. Every student who is assigned detention should report to the assigned room the following day and for as many days as determined by the administrator. The requirements for detention are promptness, silence, and constructive writing or studying. Transportation home from detention hall is the responsibility of the student and parent/guardian.

#### Detention Hall (Elementary) –

Detention is assigned by the principal. Detention is held in an assigned area on designated days. Every student who is assigned detention should report to the assigned area on the day determined by the administrator. The requirements for detention are promptness, silence, constructive writing, studying, or reading. Transportation home from detention is the responsibility of the student and parent/guardian.

#### 2. In-school Suspension, Suspension, Expulsion –

Refer to Board Policy 233.[\[8\]](#)

#### 3. Informal Hearing –

Refer to Board Policy 233.[\[8\]](#)

#### 4. Formal Hearing –

Refer to Board Policy 233.[\[8\]](#)

### **Behavior Codes**

#### *Failure to Attend Detention Hall –*

All students are expected to fulfill their detention or make-up obligations immediately. Violation of this regulation will result in the following:

1. First Offense – An additional make-up will be assigned.
2. Second Offense – One (1) day in-school suspension.
3. Third Offense – Two (2) days of in-school suspension.
4. Fourth Offense and all following offenses – Three (3) days of in-school suspension.

#### *Gambling –*

Games of chance are prohibited in the schools. Students who violate this policy will receive appropriate disciplinary action and may be reported to law enforcement officials.

#### *Leaving Campus Without Permission –*

The student may receive loss of privileges, temporary suspension, or detention.

#### *False Identification Presented –*

Any student who gives a false name or refuses to identify himself/herself to a member of the staff is subject to a suspension.

#### *Failure to Report to the Principal's Office –*

Any student who fails to report to the office will be subject to a suspension when requested to report to the office by an administrator, teacher, or other staff member.

#### *Hall Passes –*

During the time that classes are in session, students are not permitted to be in the halls unless they have a pass. Hall passes may be issued by any teacher. It entitles the student to be in the halls for a reasonable period of time until his/her errand is performed.

#### *Foot Traffic –*

The rules for movement of foot traffic throughout the building are very simple and reflect chiefly common courtesy. When proceeding through the building, students shall keep to the right so that traffic moving in the opposite direction proceeds smoothly. Any undue noise or rowdyism in the corridors or on the outside walks cannot be justified and therefore will not be tolerated. All students are to be discouraged from loitering in the corridors or visiting students in other rooms. The cooperation of all students in promoting individual conveniences for the good of the entire student body is the goal we seek.

#### *Falsifying Any School Form (Hall Pass, Library Slips, Make-Up Slips, Etc.) –*

Any alteration of a pass is considered a distortion of the authority or will of the person whose signature appears on the pass. Students may receive loss of privileges, detention, or temporary suspension for falsification of any school form.

#### *Fighting (Secondary) –*

Students are not permitted to fight. Depending on the severity of the incident, violation of this policy will result in the following:

1. Suspension.
2. The suspension shall range from either a temporary suspension, one (1) to three (3) days, to a full suspension, up to ten (10) days.
3. All students involved in a fight are subject to suspension.

If proof can be obtained concerning the blame or cause for the fight, the student who provoked the fight may receive a longer suspension.

Students who instigate fights between others, but do not actually participate, may also be suspended. This includes students who push one student into another or who verbally incite other students into fighting.

The local police may be involved in certain types of fights and disorderly conduct charges may be filed against all students involved in fighting. The local magistrate may levy a fine if disorderly conduct charges are filed.

The student may also be referred to the Board of School Directors for a hearing and possible expulsion from school.

### *Fighting (Elementary) –*

Students are not permitted to fight in school, on school property, on the bus, or during school-sponsored activities. Fighting situations will be dealt with by the classroom teacher and/or the principal. All students involved in a fight are subject to punishment. Parents/Guardians will be notified about the incident and the actions taken.

Depending on the severity of the incident and/or the frequency, the student(s) will receive the following punishment:

1. Loss of a privilege or time-out with appropriate conflict resolution interventions.
2. After-school detention.
3. One (1) to ten (10) days in-school or out-of-school suspension.

If proof can be obtained concerning the blame or cause of the fight, the student who provoked the fight may receive a time-out, detention, or suspension of longer duration.

Students who instigate fights between others, but do not actually participate, may also receive a time-out, detention, or suspension. This includes students who push one student into another or who verbally incite other students into fighting.

The local police may be involved in certain types of fights, and disorderly conduct charges may be filed against all students involved in fighting. The local magistrate may levy a fine if disorderly conduct charges are filed.

The student may also be referred to the Board of School Directors for a hearing and possible expulsion from school.

### *Cafeteria (Secondary) –*

A student who misbehaves during lunchtime (leaving tray, throwing food, etc.) may be assigned to a specific table, detention, cleaning responsibilities or suspension.

### *Cafeteria (Elementary) –*

The thirty (30) minute lunch period is that part of the school day during which time students have an opportunity to eat their lunch in the school lunchroom. During this period, students will be supervised by cafeteria monitors. Students are expected to cooperate with the monitors, to demonstrate etiquette and socially acceptable behaviors, and to adhere to established lunchroom rules and regulations specific to the setting. Depending upon the infraction, disciplinary action can range from a simple verbal warning to a suspension from school.

### *Destruction of School Property (Secondary) –*

The student or parent/guardian will be required to pay for the damage. Also, the student, depending upon the severity of the case, may receive a penalty ranging from temporary in-school/out-of-school suspension to expulsion.

### *Destruction of School Property (Elementary) –*

**Vandalism** is the malicious destruction of School District or private property. Depending on the seriousness of the offense, vandalism will be punishable by the loss of a privilege, and/or the assignment to detention, and/or suspension. In some cases, the child will be expected to clean or remove the vandalism from the damaged surfaces. If the property is destroyed, the student(s) or parent(s)/guardian(s) will be required to pay for the damage. The incident will be forwarded to the school solicitor's office should payment not be received.

### *Recommendations for Expulsion Hearings –*

In many instances of incorrigibility, principals may recommend a hearing before the Board for possible expulsion.[8]

### *Disrespect (Secondary) –*

**Disrespect** is defined as the lack of respect, rudeness, or offensive behavior in word or action to any professional and support staff.

Depending upon the severity of the case, the penalty for this violation could range from one (1) day of in-school suspension to a recommendation to the Board for expulsion from school.

It is the policy of the Board to support all teachers and staff in the prudent enforcement of all Board disciplinary policies and teachers are required to support the discipline code in its application and intent.

### *Disrespect (Elementary) –*

**Disrespect** is defined as the lack of respect, rudeness, or offensive behavior in word or action to any professional and support staff. The penalty for this violation would range from a warning or loss of a privilege to detention or suspension, depending upon the severity of the case.

### *Tardiness to Class –*

Every student should be in his/her classroom before the class tardy bell rings.

Tardiness between classes will be handled by the individual teacher. If the problem becomes serious, the student will be referred to the office for disciplinary action which can be detention or temporary suspension.

### *Hazing for School-Sponsored Activities/Athletics –*

The School District does not condone any form of initiation or harassment, commonly known as hazing, as part of any school-sponsored student activity.[9]

If a coach/activity advisor witnesses or is made aware of by another person an incident of hazing of one activity member by another member(s), it shall be the responsibility of the coach/activity advisor to investigate and take appropriate corrective action and to report the details of the incident to the athletic director and/or principal(s) of the building(s) which the students involved attend.

If necessary, the incident shall be reviewed by a committee consisting of no less than the principal(s), coach/activity advisor, and either the athletic director or the principal's designee. Further disciplinary action, including possible suspension from the activity, will be at the discretion of the committee.

### *Gangs –*

The Butler Area School District prohibits all gangs and gang activities from buses, school buildings, and school property at all times. Students involved in any gang activity may receive a suspension up to ten (10) days out-of-school, with a possible recommendation, based on the severity of the incident, for a hearing for expulsion before the Board of School Directors.

**Gangs** are defined as any identifiable group or club which exists without the sponsorship of the school or any recognized adult community or civic organization and which has no acceptable social goals.

### *Harassment and Bullying –*

The Board directs that complaints of harassment or bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment or bullying. Any student who believes s/he has been subject to harassment shall report all incidents to the principal of the building or one (1) of the Assistant Superintendents.

The Board prohibits all forms of harassment and bullying of students by all District students. **Bullying** is an intentional electronic, written, verbal, or physical act directed at another student or students.[5][10]

**Harassment or bullying** is defined as conduct where a student strikes, shoves, kicks, or otherwise subjects another student to physical contact or attempts or threatens to do the same, or when a student

commits acts or engages in a course of conduct which demonstrates: (a) an attempt to place the person in reasonable fear of bodily injury; (b) an intent to cause substantial emotional distress to the person; (c) hostile, offensive, or derogatory remarks; (d) physical interference with another student's movements; (e) offensive or abusive behavior having the purpose or effect of interfering with an individual's academic pursuits or going to and from school; or (f) substantially disrupting the orderly operation of the school. **School setting** shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school district.

The term **harassment** or **bullying** includes but is not limited to slurs, jokes, bullying, hazing, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, gender, national origin, age, handicap/disability, or sexual preference.

Consequences for harassment and/or bullying may range from a warning or loss of privilege(s) (elementary) to out-of-school suspension and/or referral to the Board of School Directors for an expulsion hearing.

### Off-Campus Activities

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

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. 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.[11][12][13]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

### Corporal Punishment

**Corporal Punishment** - a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled, or hit on any part of the body with a hand or instrument.[14]

The Board prohibits the use of corporal punishment to discipline students for violations of District policies, rules, or regulations.[7]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[7]

#### Legal

1. 24 P.S. 510
2. 22 PA Code 12.2
3. 22 PA Code 12.3
4. 22 PA Code 12.4
5. Pol. 103
6. Pol. 235
7. 22 PA Code 12.5
8. Pol. 233
9. Pol. 247
10. Pol. 248
11. Pol. 122

12. Pol. 123
13. Pol. 123.1
14. 22 PA Code 12.16
15. 24 P.S. 1317
- 20 U.S.C. 1400 et seq
- 20 U.S.C. 7114
- 22 PA Code 403.1
- 22 PA Code 10.2
- 22 PA Code 10.21
- 22 PA Code 10.22
- 22 PA Code 10.23
- 22 PA Code 10.25

- 22 PA Code 12.1 et seq
- 24 P.S. 1302.1-A
- 24 P.S. 1303-A
- 24 P.S. 1318
- 34 CFR Part 300
- 35 P.S. 780-102
- Pol. 218.1
- Pol. 218.2
- Pol. 222
- Pol. 227
- Pol. 805

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Policy Manual

Section  
200 Pupils

Title  
Alcohol/Drugs

Number  
227

Status  
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Last Revised  
May 20, 2013

### **Purpose**

The Board recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical and social implications for the whole school community.

As the educational institution of this District, the schools should strive to prevent such abuse.

### **Definitions**

For the purpose of this policy, controlled substances shall include all but are not limited to the following:[\[1\]](#)[\[2\]](#)

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.[\[3\]](#)[\[4\]](#)

For the purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.



## **Authority**

Any student attending any District school is not permitted to possess controlled substances while on school property or off school property during a school-sponsored activity, function, or event.[\[5\]](#)[\[6\]](#)[\[7\]](#)

Any student attending any District school is not permitted to possess controlled substances while on school property or off school property during a school-sponsored activity, function, or event.

All employees of Butler Area School District are responsible for the timely and accurate reporting of any actual or suspected violations of the District's policies related to alcohol, drugs, or counterfeit drug abuse.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent/guardian unless the best interests of the student can be served only by doing so.[\[8\]](#)[\[9\]](#)

## **Delegation of Responsibility**

The Superintendent or his/her designee, upon consultation with the principal investigating the violation, shall determine which options are appropriate. The seriousness of the violation shall be the basis for determining whether Option One or Option Two is applicable. The Superintendent or his/her designee has the final authority to determine which option shall be made available to the student.[\[9\]](#)

## **Guidelines**

### **ALCOHOL**

1. A student involved in the possession or use of an alcoholic beverage on school property or off school property during a school-sponsored activity, function, or event will receive a ten (10) day out-of-school suspension, be reported to law enforcement officials, and following consultation with the Superintendent or his/her designee will be informed that either Option One or Option Two is applicable.
2. A student, while on school property or off school property during a school-sponsored activity, function, or event, or on a school bus, or during the time spent traveling independently to or from school or a school-sponsored activity, function, or event who is or appears to be under the influence of alcoholic beverages or who has or appears to have consumed alcoholic beverages will receive a ten (10) day out-of-school suspension, be reported to law enforcement officials and following consultation with the Superintendent or his/her designee will be informed that either Option One or Option Two is applicable.

#### **Option One**

Parent/Guardian and student will sign a form at the time of the suspension stipulating that they will adhere to the following terms and conditions:

- a. The student, within the ten (10) day suspension, will voluntarily participate in the completion of a full drug and alcohol assessment as well as a drug test, to be conducted by a licensed drug and alcohol facility. The family will be responsible for all costs associated with the drug and alcohol assessment and drug test. The family has the right to select the state licensed agency (agencies) of their choice to conduct the assessment and drug test. The type of drug test will be recommended and determined by the assessing agency. Additionally, upon meeting with the building administration, the student and parents/guardians will sign a release of records form so that the District can provide the assessing agency with educational and behavioral records. The building administration will provide information to the student and family regarding local state licensed agencies. The results of the verified drug test and the assessment will be provided to the building administration.
- b. Upon receipt of written notification that an assessment was completed and the drug test results were negative, the student, at the conclusion of the ten (10) day out-of-school suspension will be permitted to return to the regular education program and will be

referred to the Core Team.

- c. If the written notification of the assessment is not received prior to the end of the tenth (10th) day of the suspension, the student may be temporarily assigned to an alternative education program.
- d. Upon receipt of written notification that an assessment was completed and the drug test results were positive, the student will agree to participate in and successfully complete the recommended treatment program.
- e. If in-patient treatment is recommended, the student must continue to successfully complete each phase of the prescribed program. Upon receipt of written notification of successful completion of the recommended program, the student will return to the regular education program and participate in the appropriate student assistance program.
- f. If out-patient treatment is recommended, the student must continue to successfully comply with each phase of the prescribed program. While participating in out-patient treatment, the student's continued participation in the regular education program will be contingent upon the receipt of written verification, on a regular basis, from the treatment agency, confirming the student's continued cooperation and compliance with the prescribed program. Upon successful completion of the recommended out-patient treatment program, the student will participate in the appropriate student assistance program.

#### Option Two

The parent/guardian and student shall be subject to one (1) of the following provisions of Option Two: [\[10\]](#)[\[11\]](#)

- a. The student shall voluntarily withdraw from the Butler Area School District in accordance with Sections 1327.1 or 1330 of the Pennsylvania School Code.
- b. The student shall receive a hearing before the Board of School Directors for possible expulsion from school.

Any and all expenses associated with any of the provisions of Option Two are the responsibility of the family. Further, no student involved in a drug/alcohol-related incident will be considered for readmission to school until written documentation of a drug/alcohol assessment is provided and proof that the student has successfully completed a rehabilitation program if the need for such a program is recommended through the assessment.

### 3. Chemical Testing for Use of Alcoholic Beverages

- a. Any time an employee of the School District has reasonable grounds to believe that a student, while on school property or off school property during a school-sponsored activity, function, or event, or on a school bus, or during the time spent traveling independently to or from school or a school-sponsored activity, function, or event is under the influence of alcoholic beverages or has consumed alcoholic beverages, that employee shall, during regular school hours, accompany that student to the office of the principal of the building to which the student is assigned.
- b. Upon arriving at the office of the principal, the principal or his/her designee may request (except under the conditions listed in item 4) the student to submit to one (1) or more chemical tests of the student's breath which have been approved by the Board for the purpose of determining the alcohol content of the student's blood.
- c. If the student agrees to one (1) or more approved chemical tests of his/her breath for the purpose of determining the alcohol content of his/her blood, then one (1) or more approved chemical tests of the student's breath for the purpose of determining the alcohol content of the student's blood shall be conducted by the building principal or his/her designee in the presence of a witness.

- d. During regular school hours, any student accused of, and denying being under the influence of alcoholic beverages or having consumed alcoholic beverages while on school property or off school property during a school-sponsored activity, function, or event, or on a school bus, or during the time spent traveling independently to or from school or a school-sponsored activity, function, or event shall upon request have a right to one (1) or more approved chemical tests of his/her breath for the purpose of determining the alcohol content of his/her blood. Said test(s) shall be conducted by the building principal or his/her designee in the presence of a witness.
  - e. The result of any approved chemical tests of a student's breath for the purpose of determining the alcohol content of the student's blood shall be considered along with other competent evidence in determining whether the student was or was not under the influence of alcoholic beverages or had or had not consumed alcoholic beverages.
  - f. The refusal of a student to submit to one (1) or more approved chemical tests of his/her breath for the purpose of determining the alcohol content of his/her blood may be introduced into evidence along with any other testimony concerning the circumstances of the refusal at the time of a hearing before the Board.  
No presumption shall, however, arise from the refusal of a student to submit to one (1) or more approved chemical tests of his/her breath for the purpose of determining the alcohol content of his/her blood, but may be considered along with other factors.
  - g. The test may be waived for students who are obviously under the influence of an alcoholic beverage, i.e., breath smell, speech context, walk mannerisms, and the inability to control normal body functions.
4. Second offense situations will automatically be recommended to the Board for an expulsion hearing.

## **DRUGS**

1. A student involved in the purchase, sale, or distribution of controlled substances and/or alternatives on school property or off school property during a school-sponsored activity, function, or event, or on a school bus, or during the time spent traveling independently to or from school or a school-sponsored activity, function, or event will receive a ten (10) day, out-of-school suspension and be recommended to the Board for expulsion from school and be reported to law enforcement officials.
2. A student possessing or using a controlled substance and/or its alternative on school property or off school property during a school-sponsored activity, function, or event, or on a school bus, or during the time spent traveling independently to or from school or a school-sponsored activity, function, or event, will receive a ten (10) day out-of-school suspension, be reported to law enforcement officials, and following consultation with the Superintendent or his/her designee will be informed that either Option One or Option Two is applicable.
3. A student while on school property or off school property during a school-sponsored activity, function, or event, or on a school bus, or during the time spent traveling independently to or from school or a school-sponsored activity, function, or event who is or appears to be under the influence of a controlled substance and/or its alternatives or who has or appears to have used a controlled substance and/or its alternatives will receive a ten (10) day out-of-school suspension, be reported to law enforcement officials, and following consultation with the Superintendent or his/her designee will be informed that either Option One or Option Two is applicable.

No students shall distribute, purchase, or sell a noncontrolled substance that has a stimulant or depressant affect on humans which, or the label or the container of which, substantially resembles a specific controlled substance. In determining whether there has been a violation of this subsection, the following factors shall be considered:

- a. Whether the noncontrolled substance in its overall finished dosage appearance is substantially similar in size, shape, color and markings or lack thereof to a specific controlled substance.

- b. Whether the noncontrolled substance in its finished dosage form is packaged in a container which, or the labeling of which, bears markings or printed material substantially similar to that accompanying or containing a specific controlled substance.

No student shall distribute, purchase, or sell a noncontrolled substance upon the expressed or implied representation that the substance is a controlled substance. In determining whether there has been a violation of this subsection, the following factors shall be considered:

- a. Whether the noncontrolled substance in its overall finished dosage appearance is substantially similar in size, shape, color, and markings or lack thereof to a specific controlled substance.
- b. Whether the noncontrolled substance in its finished dosage form is packed in a container which, or the labeling of which, bears markings or printed material substantially similar to that accompanying or containing a specific controlled substance.
- c. Whether the noncontrolled substance is packaged in a manner ordinarily used for the illegal delivery of a controlled substance.
- d. Whether the consideration tendered in exchange for the noncontrolled substance substantially exceeds the reasonable value of the substance and, where applicable, the price at which the over-the-counter substances of like chemical composition sell.
- e. Whether the consideration tendered in exchange for the noncontrolled substance approximates or exceeds the price at which the substance would sell upon illegal delivery were it actually the specified controlled substance it physically resembles.

No student shall distribute, purchase, or sell a noncontrolled substance upon the expressed representation that the recipient, in turn, will be able to distribute or sell the substance as a controlled substance.

Any student violating any of the provisions of this "counterfeit drug" policy shall be subject to a ten (10) day out-of-school suspension, be reported to law enforcement officials, and following consultation with the Superintendent or his/her designee will be informed that either Option One or Option Two is applicable.

The following is an attempt to explain the above "Counterfeit Drug Policies" of the Butler Area School District. This explanation shall, however, not be construed as limiting or expanding upon the above-mentioned "Counterfeit Drug Policies".

1. No student shall distribute, purchase, or sell any substance that is labeled or packaged in such a manner as to resemble a controlled substance.
2. No student shall distribute, purchase, or sell any substances upon the representation that the substance is a controlled substance.

A student possessing drug-related paraphernalia will receive a ten (10) day out-of-school suspension, be reported to law enforcement officials, and following consultation with the Superintendent or his/her designee will be informed that either Option One or Option Two is applicable.

**Drug paraphernalia** is defined as all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivation, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

#### Option One

Parent/Guardian and student will sign a form at the time of the suspension stipulating that they will adhere to the following terms and conditions:

1. The student, within the ten (10) day suspension, will voluntarily participate in the completion of a full drug and alcohol assessment as well as a drug test, to be conducted by a licensed drug and

alcohol facility. The family will be responsible for all costs associated with the drug and alcohol assessment and drug test. The student must complete a verified drug test at the expense of the family and provide this information to the assessing agency. The family has the right to select the state licensed agency (agencies) of their choice to conduct the assessment and drug test. The type of drug test will be recommended and determined by the assessing agency. Additionally, upon meeting with the building administration, the student and parents/guardians will sign a release of records form so that the District can provide the assessing agency with educational and behavioral records. The building administration will provide information to the student and family regarding local state licensed agencies. The results of the verified drug test and the assessment will be provided to the building administration.

2. Upon receipt of written notification that an assessment was completed and the drug test results were negative, the student, at the conclusion of the ten (10) day out-of-school suspension, will be permitted to return to the regular education program and will be referred to the Core Team.
3. If the written notification of the assessment is not received prior to the end of the tenth (10th) day of the suspension, the student may be temporarily assigned to an alternative education program.
4. Upon receipt of written notification that an assessment was completed and the drug test results were positive, the student will agree to participate in and successfully complete the recommended treatment program.
5. If in-patient treatment is recommended, the student must continue to successfully complete each phase of the prescribed program. Upon receipt of written notification of successful completion of the recommended program, the student will return to the regular education program and participate in the appropriate student assistance program.
6. If out-patient treatment is recommended, the student must continue to successfully comply with each phase of the prescribed program. While participating in out-patient treatment, the student's continued participation in the regular education program will be contingent upon the receipt of written verification, on a regular basis, from the treatment agency, confirming the student's continued cooperation and compliance with the prescribed program. Upon successful completion of the recommended out-patient treatment program, the student will participate in the appropriate student assistance program.

#### Option Two

The parent/guardian and student shall be subject to one (1) of the following provisions of Option Two:

1. The student shall voluntarily withdraw from the Butler Area School District in accordance with Sections 1327.1 or 1330 of the Pennsylvania School Code.[\[10\]](#)[\[11\]](#)
2. The student shall receive a hearing before the Board of School Directors for possible expulsion from school.

Any and all expenses associated with any of the provisions of Option Two are the responsibility of the family. Further, no student involved in a drug/alcohol related incident will be considered for readmission to school until written documentation of a drug/alcohol evaluation is provided and that the student has successfully completed a rehabilitation program if the need for such a program is recommended through the evaluation.

Second offense situations will automatically be recommended to the Board for an expulsion hearing.

#### **NONALCOHOLIC BEER AND WINE**

The consumption or possession of products labeled and sold as nonalcoholic beer or wine, which have a similar packaged appearance as an alcoholic beverage, and which contain a percentage of alcohol is prohibited while on school property or off school property during a school-sponsored activity, function, or event.

Violation of this policy will result in the following:

1. **First Offense** - Warning (option of suspension).
2. **Second Offense** - One (1) day of in-school suspension.
3. **Third Offense** - Three (3) days of in-school suspension.
4. **Fourth and/or additional offenses** - Three (3) days of out-of-school suspension.

### PROHIBITION OF ANABOLIC STEROIDS

Any pupil directly or indirectly involved in a school-related athletic program is prohibited from using anabolic steroids, except for a valid medical purpose. Body building, muscle enhancement, increasing muscle bulk or strength or the enhancement of athletic ability is not a valid medical purpose. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of this policy.[\[12\]](#)

This prohibition includes but will not be limited to varsity athletes, student trainers, and cheerleaders.

Violation of this policy concerning anabolic steroids will mean:[\[13\]](#)

1. For a **first** violation, as reported to and verified by the district's school physician, suspension from school athletics for the remainder of the season.
2. For a **second** violation, as reported to and verified by a physician, suspension from school athletics for the remainder of the season and for the following season.
3. For a **third** violation, as reported to and verified by a physician, permanent suspension from school athletics.

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

Education regarding the dangers of anabolic steroids will be included in the current District curriculum that addresses drugs and/or alcohol.[\[14\]](#)

### OFF-CAMPUS ACTIVITIES

This policy shall also apply to student conduct that occurs off school property and would violate the Student Discipline Policy if:[\[15\]](#)

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. 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.[\[16\]](#)[\[17\]](#)
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Student Discipline Policy.[\[15\]](#)
5. The conduct involves the theft or vandalism of school property.

Legal

[1. 21 U.S.C. 812](#)

[2. 35 P.S. 780-101 et seq](#)

[3. Pol. 210](#)

[4. Pol. 210.1](#)

[5. 22 PA Code 12.3](#)

[6. 24 P.S. 510](#)

[7. 24 P.S. 511](#)

[8. 22 PA Code 12.12](#)

[9. 42 Pa. C.S.A. 8337](#)

[10. 24 P.S. 1327.1](#)

[11. 24 P.S. 1330](#)

[12. 35 P.S. 807.1](#)

[13. 35 P.S. 807.3](#)

[14. 35 P.S. 807.2](#)

[15. Pol. 218](#)

[16. Pol. 122](#)

[17. Pol. 123](#)

[20 U.S.C. 1400 et seq](#)

[20 U.S.C. 7114](#)

[20 U.S.C. 7161](#)

[21 U.S.C. 801 et seq](#)

[22 PA Code 10.2](#)

[22 PA Code 10.21](#)

[22 PA Code 10.22](#)

[22 PA Code 10.23](#)

[22 PA Code 10.25](#)

[22 PA Code 403.1](#)

[24 P.S. 1302.1-A](#)

[24 P.S. 1303-A](#)

[34 CFR Part 300](#)

[35 P.S. 807.1 et seq](#)

[Pol. 113.1](#)

[Pol. 113.2](#)

[Pol. 233](#)

[Pol. 805](#)

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## Book Policy Manual

### Section 200 Pupils

#### Title Random Drug Testing

Number 227.1

Status

Adopted

Last Revised

#### **Purpose**

This policy is an extension of the Controlled Substances/Paraphernalia Policy of the Butler Area School District. The purpose of this policy is to create an alcohol and drug-free setting for all students and District employees. It is the belief of the Butler Area School District that participation on any interscholastic athletic team, extracurricular activity or driving/parking a personal vehicle is a privilege, not a right. Students who volunteer to participate in these programs are expected to accept the responsibilities granted to them by this privilege. These students, as well as their parents/guardians, must also recognize that because of their choice to participate in these activities, they have a lesser expectation of privacy than do other students.

The effects of drug usage, in particular, in an educational environment are visited not just upon the users, but also upon the entire student body and faculty, because the educational process may be disrupted and the individual's safety risk factor is increased. With regard to school athletes and students who drive, the risk of immediate physical harm to the drug or alcohol user or those with whom the student is playing a sport or sharing the highway is particularly high.

As this is a non-curricular occurrence, no recording of participation or of any test results, either positive or negative, will appear on the student's permanent transcript or any other permanent record.

In addition, students participating in the program for the full year, and who have no true positive results from the testing throughout the year will receive a certification at the end of the year.

#### **Authority**

The Butler Area School District prohibits the possession, use, misuse, or the distribution of drugs, controlled or mood-altering substances, including anabolic steroids, look-alikes, designer drugs, drug paraphernalia, health endangering substances, medication not registered with the health office, or alcohol on School District property, school buses, or during activities under School District jurisdiction. This policy encompasses all students in Grades 7-12 wishing to participate in any interscholastic athletic activity, any extracurricular activity, or those who meet the District's guidelines to drive on campus and wish to obtain a parking permit. The policy includes those students being educated by the District under special circumstances, including home schooling. The District welcomes all referenced students, with the permission of their parents/guardians, to participate in the program. Those students who are not seeking privileges for parking, participating on athletic teams or an extracurricular activity will be considered voluntary participants.

The District will require any student who is submitting to testing and the student's custodial parent/guardian to consent in writing to drug testing pursuant to the District's drug testing program using the form provided by the District. No student should be able to participate in any interscholastic sport, any extracurricular activity, or to obtain a parking permit without such consent.

#### **Definitions**

**Student Athlete/Cheerleader** - Any student in Grades 7-12 participating in athletic or cheerleading practices, contests, or performances under the control and jurisdiction of the District, including managers, student trainers, etc.



*Student Driver* - Any student with a valid license recognized by the state of Pennsylvania and who has formally requested a parking permit via the District-approved process.

*School Property* - This policy covers all locations under the jurisdiction of the Butler Area School District, including away events in or out of the state of Pennsylvania.

*Drug/Mood-Altering Substance* - As used in this policy, shall be defined as any controlled substance, non-controlled substance, or designer drug, look-alike substance or health endangering substance.

*Controlled Substance* - A controlled substance is any drug or substance listed in Schedules 1-5 of the Pennsylvania Drug Device and Cosmetic Act of 1972. Examples include but are not limited to alcohol, marijuana, stimulants, depressants, hallucinogens, etc.

*Non-controlled Substance* - A non-controlled substance is any substance containing phenylpropanolamine, pseudoephedrine, ephedrine, or any other non-controlled substance that has or is represented to have a stimulant or depressant effect on humans. In addition to the items stated above, any product that includes chemical solvents or aerosol carcinogens is also considered a non-controlled substance.

*Designer Drug* - A controlled substance analog is a non-controlled substance which either produces the pharmacological effect or is represented to produce pharmacological effects similar to a controlled substance in Schedule 1 or 2 of the Pennsylvania Drug Device and Cosmetic Act of 1972.

*Look-Alike Substance* - A non-controlled substance whose physical appearance of the finished dosage form containing the non-controlled substance is substantially identical to any controlled substance, taking into account size, shape, color, markings or lack thereof.

*Health Endangering Substance* - Any substance that may be harmful to the individual and that is not covered in the Pennsylvania Drug Device and Cosmetic Act of 1972.

*Medical Review Officer (MRO)* - A licensed physician trained and certified in the process and interpretation of drug testing results.

*SAMHSA (The Substance Abuse and Mental Health Services Administration)* - A governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

*GC/MS (Gas Chromatography/Mass Spectrometry)* - A scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy. Quantitative Levels - The measurement levels of a specific chemical in the urine reported usually in nanograms per milliliter (ng/ml).

*Liquid Chromatography/Tandem Mass Spectrometry (LC/MS/MS)* - A scientific process to identify special chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

*Chain-of-Custody Form* - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector, and the donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

*Drug Paraphernalia* - All equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing to the human body a controlled substance.

*Sports Season* - The length of each season shall be determined by the guidelines established by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.).

*Citizenship Standard* - Any student who was proven by self-admission or admission by the parent/guardian to violate the policy throughout the calendar year while off campus will be subject to suspension from all school-sponsored athletic activities according to the offenses outlined in the Procedure For Drug Testing Participants of this policy.

*Suspension from Sport/Activity, Extracurricular Activity, or Driving Privileges* - Based upon a positive result from a drug test or a violation of the current Butler Area Controlled Substances/Paraphernalia Policy, the student may observe but not be able to participate in the sport/activity. Observation is defined as having the individual dressed in street clothes and only watching practice. This would include practices, rehearsals, weight training, and all events pertaining to the sport/activity. The recommended treatment will supercede the sport/activity schedule. The suspension of activities or driving privileges, upon verification of a positive result, is immediate.

*Adulterant/Adulteration* - Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch a sample, or otherwise interfere with the detection of illicit or banned substances in the urine.

*Vendor* - The medical office or company selected by the School Board to carry out the policy and procedure.

*Extracurricular Activity Participant* - Any student in Grades 7-12 participating in any non-graded, extracurricular activity.

### **Guidelines Procedure for Drug Testing Participants Informed Consent for Testing**

Prior to the beginning of the new school year and/or at the beginning of each sport season, student drivers, student athletes and parents/guardians/custodians will complete and sign the Consent To Perform Urinalysis For Drug Testing form, regardless of the student's age. Students will complete one (1) consent form per school year. No student may purchase a parking permit or participate in practice or competition until these forms are properly executed and on file with the appropriate Building Principal.

#### **Urine Drug Testing Frequency**

At the beginning of the school year and/or of each sport season, or when a student moves into the District and joins a sport, students wishing to purchase a parking permit or wishing to participate in that season's sports or participate in any extracurricular activity will be subject to urine testing for illicit or banned substances as specified below.

Any student wishing to participate in a sport or activity with a tryout period of less than five (5) days is exempt from taking a drug test until they have been selected for the team or activity.

Eligible student athletes, activities participants, or student drivers will be randomly tested on a periodic basis. All students will remain in the random pool until the end of the school year. A student who is finished with the activity and does not intend to continue participation for the remainder of the year may be removed from the program with a signed letter by the parent/guardian directed to the Building Principal. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in his/her activity or athletic event and will be refused driving privileges until the student agrees to do so. The District will incur the cost of the random tests.

Samples will be collected as outlined under vendor requirements. Any eligible student athlete, activity participant, or student driver selected randomly for urine drug testing who is not in school will be tested at the next available testing time. Students who are present and not able or are unwilling to provide an adequate urine specimen at testing time will be withheld from practice or competition and their driving privileges will be withheld until the student provides the required specimen. Arrangements may be made for special collections at a vendor collection site with prior approval of the Building Principal or Athletic Director. There may be an additional fee, paid by the family, associated with the use of an off-site collection point.

The vendor will oversee the collection of urine specimens as outlined in the Procedures for Random Urine Drug Testing of Butler Area School District Students Participating in Interscholastic Sports. Chain-of-Custody forms will be provided by the vendor that meet the criteria of this policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

#### **Random Selection of Students**

Once provided a list of eligible student athletes, activity participants, and student drivers, the vendor must select the required number of students in a random and confidential manner. Periodically, the vendor will arrange with the Building Principal or Athletic Director a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. Saturdays and Sundays will also be

utilized to collect samples. The selected student names will be given to the Building Principal or the Athletic Director, who will arrange for these students to report to the collection area. Parents/Guardians will not be notified of the random drug test prior to the test. The student will take home the parent/guardian copy of the Chain-of-Custody form to verify testing occurred.

#### Collection of Urine Specimens

The vendor will oversee the collection of urine specimens as outlined in the Procedures For Random Urine Drug Testing Of Butler Area School District Students Participating In Interscholastic Sports. Chain-of-Custody forms will be provided by the vendor that meet the criteria of this policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

#### Testing of Urine Specimens

The vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA). The testing laboratory should have experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectrometry (GC/MS) or the Liquid Gas Chromatography/Tandem Mass Spectrometry (LC/MS/MC) confirmatory test. Screening and confirmation thresholds will be set on recommendation of the Medical Review Officer.

#### Medical Review Officer (MRO) Services

The vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally the MRO must demonstrate a willingness to abide by the Procedure For Random Urine Drug Testing Of Butler Area School District Students Participating In Interscholastic Sports as the evaluation of positive drug tests and reporting findings to the Building Principal in a timely and confidential manner. All results will be kept on file for a period of seven (7) years and the vendor must notify the District prior to disposal and of disposal methods in accordance with destruction of confidential information.

#### Reporting of Random Urine Test Results by Vendor

The MRO will certify all urine drug screens and report by telephone positive findings in a confidential manner to the parent/guardian. The next contact regarding a positive result will be to the Building Principal. The MRO will also notify the Athletic/Activities Director, by phone, that a drug test returned positive giving only the dates of the collection and reporting. This contact will take place at the earliest convenience of the MRO after determining a positive result.

#### Statistical Reporting and Confidentiality of Urine Drug Test Results

The vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Butler Area School District Board of Education. However, the vendor will provide the Superintendent with semiannual reports showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

#### Procedures in the Event of a Positive Result

Whenever a participant in the testing program has a test result that indicates the presence of illegal drugs, positive test, or banned substances, or the MRO rules the specimen adulterated, the following will occur:

The Building Principal will notify and meet with the parent/guardian/custodian first at his/her earliest possible convenience, then the student and Athletic/Activities Director of any positive results. A written notification from the Building Principal, by form letter, will be sent to the parent/guardian/custodian. The Building Principal may keep all test results for a period up to one (1) year.

The student will be notified and be required to submit urine specimens, via the vendor, for four (4) consecutive sample dates. The costs of these four (4) tests will be incurred by the parent/guardian.

If the parent/guardian/custodian or student wish to contest the results, the vendor will arrange for the split portion of the specimen to be submitted to another SAMHSA certified laboratory for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within five (5) working days from first notification of positive test results.

The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then negative results may be reported.

All drug test results are considered confidential information and will be handled according to state regulations.

Consequences for Violating the Drug/Alcohol Policy or Testing Positive During a Drug Screening -

No student participating in this testing program shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit; in the event of service of any such subpoena or legal process, the student and the custodial parent/guardian will be notified at least seventy-two (72) hours before a response is made by the District.

The records of all students who tested negative will be destroyed at the end of the school year. Only the records of those students who tested positive and whose penalties transcend the school year into subsequent school years shall have their records maintained.

If a student refuses to submit a urine sample, the situation will be ruled as a positive result and the student will receive the same consequences as if s/he had tested positive.

If a student participates in athletics and/or activities, and is a driver, both privileges will be revoked in accordance with the progressive consequences process if a true positive test is returned.

**First Offense** - The student participant will receive a fourteen (14) calendar day suspension from any sport or activity in which he/she is participating or of his/her parking privilege at the time of the positive test. The student will be referred to a licensed facility for drug assessment. The student will be required to follow the recommendation of the licensed drug assessment facility or he/she will attend four (4) mandatory drug and alcohol education school sessions offered one (1) time per month. Should the student not attend the next regularly scheduled school session or complete the recommendation of the licensed drug assessment facility, the student's suspension from the sport, activity, or parking will not be reinstated until such time as the student completes the program. Participation is contingent upon the student following through and complying with the facility's recommendation. The student will also be required to submit urine specimens, via the vendor, for four (4) consecutive sample dates. The expenses of the assessment and the four (4) drug tests will be incurred by the parent/guardian. The student will also be referred to the SAP Team of the appropriate building and receive an appropriate educational program.

The first offense for testing positive can be expunged by the District once the student provides documentation of forty (40) hours of drug counseling and successful voluntary passing of twelve (12) monthly drug tests by the District's approved vendor, at the family's expense. Community service may be used once approved by the principal to achieve the 40-hour total. This first offense can only be expunged once in the student's time in the Butler Area School District. This documentation must be provided before the occurrence of a second offense. Failure of any one (1) of the twelve (12) monthly drug tests will not count as a second offense, but nullifies the first offense removal procedure.

**Second Offense Within A Six-Year Time Period** - The student participant will receive a suspension of athletic, activity, and driving privileges for one (1) year. The student will also be referred to a licensed facility for a drug assessment. Participation is contingent upon the student following through and complying with the facility's recommendation. The student will also be required to submit urine specimens, via the vendor, for four (4) consecutive sample dates. The expenses of the assessment and the five (5) weekly four (4) drug tests will be incurred by the parent/guardian. The student will also be referred to the SAP Team of the appropriate building and receive an appropriate educational program.

**Third Offense Within A Six-Year Time Period** - The student participant will receive a permanent suspension of driving privileges as well as a permanent suspension from any sport or activity. The student will also be referred to a licensed facility for a drug assessment. The student will also be referred to the SAP Team of the appropriate building.

#### Prescription Drug Error Positive

A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If, upon contacting the parent/guardian, the MRO is advised of circumstances indicating that the positive result was due to parental/guardian error and not an intended abuse of the substance, the MRO shall instruct the parent/guardian to submit to the MRO and the Building Principal a written statement detailing the circumstances of the administration of the non-prescribed drug. The Building Principal, in consultation with the Superintendent, will consider whether the parent/guardian explanation for the violation warrants excusal of the violation of this policy. The disposition of the written statement by the school administration shall be final.

Submission of such a written statement shall not delay or interrupt the suspension from the sport, activity or parking privilege pending administrative review. Such suspension shall be terminated only if and when the school administration determines that the violation is excusable and the conditions set forth below are fulfilled. If the school administration determines that the violation is excusable, as conditions of reinstatement of the student's sport/activity participation and/or driving privileges: 1) the parent/guardian shall submit a written acknowledgment recognizing that the administration of a prescription drug to the student without a legal prescription in their name is inappropriate and that further such non-prescribed administrations will not be considered for excusal under this provision; and 2) the student shall undergo a second drug screen, at the expense of the parent/guardian, to ensure that the detected substance is in decay. Upon completion of these conditions, the student's participation and/or privileges shall be reinstated and the positive test will be removed from the student's record. This provision for excusal may be applied only once during a student's enrollment within the School District and subsequent positive test results shall be subject to the consequences otherwise set forth in this policy.

#### Interference With Testing

The possession of containers of urine or other substances, the provision of urine or other substances or the commission of other acts undertaken for the purpose of falsifying, disrupting or otherwise interfering with drug and alcohol testing administered pursuant to this policy may result in suspension from participation in athletic or extracurricular activities and the revocation of driving privileges. Additionally, such conduct constitutes a Level III violation of the Student Discipline Policy that may result in suspension or expulsion from school.



Book  
Policy Manual

Section  
200 Pupils

Title  
Hazing

Number  
247

Status  
Active

Adopted  
November 15, 2004

Last Revised  
September 20, 2010

### **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**

For purpose of this policy, **hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

**Endanger the physical health** shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; forced sexual activity; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical or psychological health or safety of the individual.

**Endanger the mental health** shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

### **Authority**

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No administrator, student, coach, sponsor, volunteer, or District employee shall plan, direct, encourage, condone or tolerate, assist, or engage in any hazing activity. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

## **Delegation of Responsibility**

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and District employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The District shall annually inform students, parents/guardians, coaches, sponsors, volunteers, and District staff that hazing is prohibited.

## **Guidelines**

### **Complaint Procedure**

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved as appropriate.
4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the student discipline policy. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.[5]

If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned, or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor, and the matter could be referred to the police.

The severity of the incident may result in the termination of employment should the coach or sponsor be a Butler Area School District professional or noncertificated employee.

If a coach/activity advisor witnesses, or is made aware of by another person, an incident of hazing of one (1) activity member by another member(s), it shall be the responsibility of the coach/activity advisor to investigate and take appropriate corrective action, and to report the details of the incident to the Athletic Director and/or principal(s) of the building(s) which the students involved attend.[5]

If necessary, the incident shall be reviewed by a committee consisting of no less than the principal(s), coach/activity advisor, and either the Athletic Director or the principal's designee. Further disciplinary action, including possible suspension from the activity, will be at the discretion of the committee.

### **Legal**

**1. 24 P.S. 510**

**2. 24 P.S. 511**

**3. Pol. 122**

**4. Pol. 123**

**5. Pol. 218**





Book  
Policy Manual

Section  
200 Pupils

Title  
Sexual Harassment

Number  
248

Status  
Active

Adopted  
June 19, 1995

Last Revised  
January 22, 2002

Last Reviewed  
November 17, 2008

### **Purpose**

The Board is committed to assuring equal educational opportunities to all students and does not discriminate on the basis of sex. Furthermore, the District is committed to maintaining an educational environment for all its students which is free from any type of sexual harassment. Notice of the District's nondiscrimination procedures are published in the following documents:

- Policy Manual
- Annual Activities and Information Calendar
- Student Handbooks
- Faculty Handbooks
- Student Athletic Handbooks
- Coaches' Handbook
- All District Produced Manuals, Documents\*\*, Brochures
- Curriculum Guide
- Gifted Education Handbook
- Special Education Handbook
- Legal Notice: Butler Eagle Newspaper
- School Newspapers
- Guidance Office Publications
- Personnel Office Advertisements

\*\*"Documents" do not include labor contracts

### **Authority**

The Board will not tolerate any behavior by administrators, faculty, staff, students, volunteers, and those providing contracted services which constitutes sexual harassment of a student. Furthermore, the Board



charges its employees to immediately notify the administration of any allegation and/or rumor of improper employee conduct toward students.

### **Definition**

Sexual advances, requests for sexual favors, and other verbal comments or conduct of a sexual nature shall constitute **sexual harassment** when:

1. Submission to or rejection of such conduct by an individual is used as the basis of academic decisions affecting that student, including, but not limited to, the individual's academic evaluations.
2. Such conduct has the purpose or effect of interfering with an individual's academic performance by creating an intimidating, hostile, or offensive academic environment.
3. Such conduct has the purpose or effect of interfering with an individual's academic environment, including any and all school-related activities, by creating an intimidating, hostile, or offensive environment.
4. Such conduct, off or on campus, has the purpose or effect of creating an intimidating, hostile, or offensive environment for the student.

Such conduct shall include, but is not limited to, threats or other acts that may intimidate students and verbal or physical sexual advances and sexual innuendoes in the classroom or in the presence of students.

### **Guidelines**

#### **Complaint and Investigation Procedures**

Complaints shall be processed in accordance with the following procedures:

1. Any student who believes s/he has been subjected to sexual harassment by an administrator, faculty member, staff member, or student shall report all incidents to the principal of the building or one of the assistant superintendents. The student, parent, or third party shall meet with either the Assistant Superintendent for Elementary Education or Secondary Education should the sexual harassment pertain to a building principal. The principal or one of the assistant superintendents and either the student, parent, or third party shall try to resolve the grievance within fifteen (15) days in light of the requirements of the Act. If this informal procedure does not resolve the grievance to the satisfaction of the student, parent, employee, or third party, the grievant shall secure from either the principal or one of the assistant superintendents a form for presenting the grievance in writing.
2. If the alleged harassment involves improper employee/student relations, procedures outlined in Policy 248.1 Adult/Student Relationships are to be followed. The principal is charged with the responsibility of immediately notifying the Superintendent of every allegation and/or rumor of improper employee/student relationships.
3. If the complainant is a student and the alleged harassment is perpetrated by another student, the principal will conduct an investigation according to the following procedures:
  - a. Notify the Superintendent of the alleged sexual harassment immediately.
  - b. An interview will be conducted with the student filing the complaint (generally after notice to parent/guardian and informing parent/guardian of the right to attend, if desired), preferably by an administrator or guidance counselor of the same sex, in an environment which is least intimidating and most likely to elicit truthfulness and full disclosure. A written, signed, and dated report will be requested of the complainant. The complainant will be issued the Butler Area School District "Notice to Individuals Complaining of Sexual Harassment".
  - c. Upon receipt of the complaint, the administrator will contact the person who initiated the alleged harassment and his/her parent/guardian and provide an opportunity to respond.

A written, signed, and dated report will be requested of the accused.

- d. The administrator will conduct an investigation of the complaint allegation(s) in an expeditious manner. Witnesses will be interviewed where appropriate and the parent/guardian will be given an opportunity to be present, if desired. Written, signed, and dated reports will be requested of all witnesses.
- e. After conducting a thorough review of the investigation, the administrator will determine whether sexual harassment may have occurred.
- f. If it is determined that any student has engaged in sexual harassment in violation of these policies, rules, and regulations, s/he shall be subject to appropriate disciplinary action, up to and including suspension or expulsion.
- g. Document all actions taken using the Butler Area School District "Investigative Face Sheet" and maintain all investigative reports and documents in a confidential file. A copy of the "Investigative Face Sheet" will be forwarded to the Assistant Superintendent. There will be no retaliation against anyone for reporting discrimination or harassment or for cooperating with a complaint of discrimination or harassment.

Any slander of a person's character, as a result of filing a false claim, may be subject to appropriate discipline.

#### Appeal Process

Failing to achieve satisfaction in Step 1, the student, parent, or third party shall call or write Dr. Edward E. Fink, Superintendent, Harriger Educational Services Center, 110 Campus Lane, Butler, PA 16001, Telephone: (724) 214-3100 within fifteen (15) days to secure a meeting. At this appeal, the student, parent, or third party shall present in writing on the form provided specifically the nature of the alleged harassment. The student, parent, or third party shall have the opportunity to present witnesses or other evidence at this meeting.

Within fifteen (15) days after this appeal, the Superintendent shall provide to the student, parent, or third party in writing that which will cite compliance with the requirements of Title IX.

Within fifteen (15) days of the receipt of the decision of the Title IX Coordinator, if the student, parent, or third party is not satisfied with the decision, an appeal shall be made in writing to the President of the Board of School Directors requesting a hearing with the Board of School Directors. The President of the Board of School Directors will then appoint a committee of the Board consisting of at least three (3) members to hear this appeal within fifteen (15) days and will involve the school solicitor to assist them in their decision which will indicate compliance with Policy 248 Sexual Harassment.

The decision will be made in writing fifteen (15) school days from the date of the appeal.

Sexual Harassment Allegation procedure forms are available in the principals' offices.

#### Assurance

Butler Area School District will take appropriate steps to prevent recurrence of any sexual harassment and to correct effects on students, parents, or third parties.



Book  
Policy Manual

Section  
200 Pupils

Title  
Racial and Ethnic Intimidation

Number  
249

Status  
Active

Adopted  
May 12, 1997

Last Revised  
November 17, 2008

### **Purpose**

It is the policy of the Butler Area School District to promote an appreciation and acceptance of racial and ethnic diversity consistent with law and national policy. In accordance with this goal, all employees and students should enjoy a working and learning environment free from all forms of discrimination, including racial and ethnic intimidation.

### **Authority**

These guidelines are intended to be in compliance with Title VII of the Civil Rights Act of 1964 and within the guidelines of the Pennsylvania Human Rights Commission and the 1982 Ethnic Intimidation and Institutional Vandalism Act. These guidelines include informing employees, parents, and students of their rights under the Civil Rights Act and the Pennsylvania Human Relations Act and developing appropriate sanctions.

This policy strictly prohibits all forms of racial and ethnic intimidation in any work areas, learning area, activity area, or any other place under the permanent or temporary control of the Butler Area School District, by or toward any administrative or professional staff member, full or part-time employee, contracted services employee, job applicant, visitor, student, aide, or volunteer of the Butler Area School District.

All persons associated with this school system including, and not necessarily limited to, the Board, the administration, the staff, and the students are expected to conduct themselves at all times so as to provide an atmosphere free from racial and ethnic intimidation. Any person who engages in racial or ethnic intimidation while acting as a member of the school community will be in violation of this policy.

Appropriate sanctions shall be applied against all proven offenders of this policy.

### **Definitions**

Criteria and Definitions for Determining Whether an Action Constitutes Racial or Ethnic Intimidation

The Butler Area School District shall use and hereby establishes the following criteria for determining whether an action constitutes racial or ethnic intimidation: the conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

**Academic** is defined to include any school-sponsored activity, whether as a participant or as a spectator, including clubs or special events.

An **allegation** is defined as an unproven claim being asserted or declared and which the asserting party undertakes to prove.

**Racial** is defined as of or pertaining to the races of mankind.

**Race** is defined as one of the divisions of mankind with certain inherited physical characteristics in common (such as color of skin and hair, shape of eyes and nose).

**Ethnic group** is defined as people who share distinctive cultural characteristics originating from a common national, linguistic, or racial heritage.

**Explicit** is defined as being so plain and distinct in expression that there is no reason for ambiguity or difficulty in interpretation.

**Implicit** is defined as a meaning which may be derived from actions or statements, although such meaning is not directly expressed in the action or statement.

**Racial or ethnic intimidation** is defined as:

1. Racial or ethnic comments or conduct which unreasonably interferes with an individual's personal, professional, work, or academic performance.
2. Racial or ethnic comments or conduct which creates or tends to create an offensive, hostile, or intimidating work or academic environment.
3. Actual or threatened retaliation against a person who complains or intends to complain of racial or ethnic intimidation.

Furthermore, the following behavior may constitute racial or ethnic intimidation:

1. Pressure to engage in racial or ethnic intimidation of any nature.
2. Repeated remarks to a person, if such remarks have demeaning racial or ethnic implications.
3. The demeaning display or depiction of any racial or ethnic group.

### **Delegation of Responsibility**

To the extent that such person has control over other persons, activities, and environments, each administrator, principal, teacher, aide, or volunteer shall:

1. Have the responsibility for maintaining a workplace, work area, learning area, and/or activity area free of racial or ethnic intimidation.
2. Have the responsibility to ensure that all information concerning racial or ethnic intimidation which they may receive in the form of rules, regulations, orders, procedures, policies, or other written or oral directives is or has been disseminated to all subordinates under their supervision and that such subordinates are instructed as to the full meaning and application of all such directions.
3. Have the responsibility to immediately report to his/her immediate supervisor any action viewed by him/her which, in his/her opinion, may be construed as falling within the definition of racial or ethnic intimidation as contained within this policy; and/or any instance, reports, or allegations of

racial or ethnic intimidation which comes to his/her attention.

4. Have the responsibility upon receiving an allegation of racial or ethnic intimidation to distribute a complaint form to the complainant and instruct him/her to deliver the same to the Superintendent; or in the alternative, personally deliver the completed complaint form to the Superintendent on behalf of the complainant.
5. Have the responsibility of notifying the Superintendent in writing that a complaint was received and that a complaint form was distributed to the complainant.

## **Guidelines**

### **Reporting Procedures**

Any employee, staff member, student, aide, or volunteer who feels s/he has been a victim of racial or ethnic intimidation shall bring the matter to the immediate attention of any teacher, administrator, principal, or counselor or to the Superintendent.

Any such reports of racial or ethnic intimidation shall be forwarded to the Superintendent as soon as possible in writing by the person who received such report. The report shall be signed by the complainant and the person who received the report. If the complaint is filed by a student, the administrator will provide an opportunity for the student's parents or guardian to be present when filing the complaint.

If the complaint concerns alleged conduct by the Superintendent, the complaint form shall be delivered to the President of the Board.

### **Complaint Procedures**

Any student, visitor, or District employee who feels that s/he has been the victim of racial or ethnic intimidation should contact the building principal or assistant principal as soon as the objectionable conduct occurs or as soon as possible after the incident. The administrator will provide an opportunity for the student's parents or guardian to be present when presenting the complaint. A written/signed/dated report will be required of the complainant.

Upon receipt of the complaint, the administrator will contact the person who initiated the alleged intimidation to inform him/her of the complaint and provide an opportunity to respond.

The administrator will conduct an investigation of the complaint allegation(s) in an expeditious manner. Witnesses will be interviewed where appropriate.

After conducting a thorough review of the investigation, the administrator will determine whether racial or ethnic intimidation may have occurred.

If it is determined that racial or ethnic intimidation occurred, appropriate disciplinary actions will be taken according to the Discipline Code.

All incidents of racial or ethnic intimidation will result in immediate police notification.

### **Disciplinary or Administrative Measures**

If it is determined that any employee has engaged in racial or ethnic intimidation in violation of these policies, regulations, s/he shall be subject to appropriate disciplinary action, up to and including suspension and discharge.

If it is determined that any student has engaged in racial or ethnic intimidation in violation of these policies, rules, and regulations, s/he shall be subject to appropriate disciplinary action, up to and including suspension or expulsion.

The provisions of this policy shall not be construed to supersede any section(s) of the School Code of Pennsylvania or any state or federal laws regarding discipline or separation of employees, nor shall this policy in any way be construed as to limit the intent of any other Board policies or any procedures for redress of grievances outlined in collective bargaining agreements made in the School District.

If it is determined that any employee, student, or other associate has, with intent, falsely accused another of engaging in racial or ethnic intimidation, s/he shall be subject to appropriate administrative or disciplinary action at the discretion of the Superintendent.

If it is determined that any other associate of the District (such as a contracted service employee, aide, or volunteer) not employed by the District on a full-time basis has engaged in racial or ethnic intimidation, s/he shall be subject to appropriate administrative action, up to and including suspension or termination of the existing association.

#### Rights of the Accused

The District hereby recognizes that all allegations of intimidation are not necessarily true and acknowledges that employees, supervisors, students, and associates may be unjustly accused.

The District hereby affirms its resolve to protect the constitutional rights of all accused parties, to fairly and accurately investigate all allegations coming to its attention, and to apply all appropriate disciplinary or administrative sanctions when necessary.

All matters involving racial or ethnic intimidation complaints shall remain confidential to the full extent possible.

#### Superintendent's Rights and Responsibilities

The Superintendent shall:

1. Provide or arrange to provide adequate education to all affected parties to the existence, meaning, purpose, and effect of this policy.
2. Make sure that all affected parties are aware of violations of this policy.
3. Make sure that complaint reporting forms are readily available to all appropriate parties at all times. See the attached Racial and Ethnic Intimidation Complaint Form.

[249-Attach.doc \(25 KB\)](#)

BUTLER AREA SCHOOL DISTRICT  
**RACIAL AND ETHNIC INTIMIDATION COMPLAINT FORM**

Individual making complaint: \_\_\_\_\_

Person(s) alleged to have violated the policy: \_\_\_\_\_

\_\_\_\_\_

Date of incident: \_\_\_\_\_

Specific comments of the individual(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness(es) to incident(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date of Complaint: \_\_\_\_\_

[\*\*RETURN TO TABLE OF CONTENTS\*\*](#)



Book  
Policy Manual

Section  
200 Pupils

Title  
Sports-Related Concussion/Mild Traumatic Brain Injury (Based on Best Practices for Managing Concussions)

Number  
252

Status  
Active

Adopted  
September 16, 2013

### **Purpose**

Student athletes who are exhibiting any of the signs or symptoms of a sports-related concussion or other head injuries during practice or competition shall be immediately removed from play and may not return to play until s/he is evaluated and cleared for return to participation in writing by an appropriate medical professional. Some of the signs and symptoms are as follows:

### **Guidelines**

#### **Signs of Concussion**

(Could be observed by coaches, athletic trainer, school/team physician, school nurse, physical therapist)

The signs of a concussion include:

1. Appears dazed, stunned, or disoriented, demonstrates decreased alertness.
2. Forgets plays, or demonstrates short-term memory difficulty.
3. Slurs words.
4. Exhibits difficulties with balance or coordination.
5. Answers questions slowly or inaccurately.
6. Exhibits seizures or vomiting.
7. Changes in level of consciousness (Estimates are that <10% of concussions result in the loss of consciousness).

#### **Symptoms of Concussion**

(Reported by the student athlete to coaches, athletic trainer, school/team physician, school nurse, parent/guardian, physical therapist)



The symptoms of a concussion include:

1. Headache.
2. Nausea.
3. Balance problems or dizziness.
4. Double vision or changes in vision.
5. Sensitivity to light or sound/noise.
6. Feeling sluggish or foggy.
7. Difficulty with concentration and short-term memory.
8. Sleep disturbance.
9. Irritability or changes in personality and behavior.

Once a student athlete has been removed from competition or practices because of signs or symptoms of a concussion, the following Concussion Management Protocol must be followed:

1. Emergency medical treatment should be pursued if there is a deterioration of symptoms including seizure, altered level of consciousness, vomiting, altered pupillary findings, or direct neck pain associated with the injury.
2. All appropriate school officials should be notified of the event, including the school physician, athletic trainer, physical therapist, Athletic Director/building administrator, school nurse, school psychologist, school counselor and all of the student's teachers.
3. School officials must make contact with the student athlete's parent/guardian and inform him/her of the suspected sports-related concussion or head injury.
4. School officials shall provide the student athlete and their parent or guardian with information on the continuing care of a person with concussion. This material is available through the Pennsylvania Departments of Health or Education, or the Centers for Disease Control and Prevention ([www.edc.gov](http://www.edc.gov)).
5. When appropriate, a referral should be made to the regional BrainSTEPS Team. This team will consult with school teams and families in the development and delivery of educational services for the student who has suffered a concussion.
6. The student athlete must be evaluated by an appropriate medical professional who is trained in the evaluation and management of concussions.
7. The student athlete must receive written clearance from an appropriate medical professional, trained in the evaluation and management of concussions that states the student athlete is asymptomatic at rest and may begin a graduated return-to-play protocol.

Complete physical, cognitive, emotional, and social rest is advised while the student athlete is experiencing symptoms and signs of a concussion/traumatic brain injury. Minimize mental exertion, limiting overstimulation, limit cell phone or computer usage, testing, video gaming, multi-tasking, etc.

#### Return to Play

After written medical clearance is given by an appropriate medical professional the student athlete may begin a graduated individualized return-to-play protocol supervised by an athletic trainer or licensed physical therapist, school/team physician, or in cases where the aforementioned are not available, a physician or licensed health care provider trained in the evaluation and management of sports-related concussions. The following graduated return-to-play should be followed:

1. Completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without re-emergence of any signs or symptoms. If no return of symptoms, next day advance to:
2. Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity <70% maximum predicted heart rate: no resistance training. The objective of this step is increased heart rate. If no return of symptoms, next day advance to:
3. Sport-specific exercise including skating, and/or running; no head impact activities. The objective of this step is to add movement and continue to increase heart rate. If no return of symptoms, next day advance to:
4. Non-contact training drills (e.g., passing drills). The student athlete may initiate progressive resistance training. If no return of symptoms, next day advance to:
5. Participation in normal training activities. The objective of this step is to restore confidence and to assess functional skills by the coaching staff. If no return of symptoms, next day advance to:
6. Return to play involving normal exertion or game activity.

If concussion symptoms recur during the graduated return-to-play protocol, the student athlete will return, at a minimum, to the previous level of activity that caused no symptoms, and the attending physician should be notified.

Utilization of standardized tools such as symptom checklists, and comparison of post-injury performance to preseason baseline cognitive, and balance testing are suggested.

#### Return to Classroom

Temporary learning support accommodations may be needed for student athletes with Sports-Related Head Injuries to return to the classroom.

Rest is the best “medicine” for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration and speed of processing significantly impact learning. Further, exposing the concussed student athlete to the stimulating school environment may exacerbate symptoms and delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries. Students who return to school after a concussion may need to:

1. Take rest breaks as needed.
2. Spend fewer hours at school (have a shortened school day).
3. Be given more time to take tests or complete assignments (all courses should be considered).
4. Receive help with schoolwork (pre-teaching, outlines, note taker, etc.).
5. Reduce time spent on the computer, reading, and writing.
6. Be granted early dismissal from each class to avoid crowded hallways.
7. No standardized testing (PSSA, SAT, etc.) during the initial recovery window of 2-4 weeks.

In Pennsylvania, BrainSTEPS teams are available to virtually any secondary school in the Commonwealth. These teams have been developed by the Brain Injury Association of Pennsylvania with funding from the Pennsylvania Department of Health and the Department of Education. BrainSTEPS teams are designed to support the staff, student, parents or guardians in a return to school after a brain injury. These teams work with all parties to identify and implement appropriate accommodations and modifications to manage the student’s symptoms and to support their learning needs throughout their secondary school career.

The school (teachers, school counselors, school nurse, etc.) and family should monitor the performance of the student closely for two weeks after the return to school. If the return to the classroom causes

concussion symptoms to re-occur or if the student demonstrates uncharacteristic performance (reduced attention span, inability to take tests, acting out in class, etc.), the school should initiate a formal referral to the local BrainSTEPS team ([www.brainsteps.net](http://www.brainsteps.net)).

It has been widely established that baseline neurocognitive testing is a valuable tool in assisting trained sports medicine clinicians in making return-to-play decisions. It is recommended that schools utilize this testing.

Legal

24 P.S. 5321 et seq

Pol. 122

Pol. 123

# A Fact Sheet for HIGH SCHOOL ATHLETES

## HEADS UP CONCUSSION

### WHAT IS A CONCUSSION?

A concussion is a brain injury that affects how your brain works. It can happen when your brain gets bounced around in your skull after a fall or hit to the head.

This sheet has information to help you protect yourself from concussion or other serious brain injury and know what to do if a concussion occurs.

### WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?



**REPORT IT.** Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. It's up to you to report your symptoms. Your coach and team are relying on you. Plus, you won't play your best if you are not feeling well.



#### **GIVE YOUR BRAIN TIME TO HEAL.**

A concussion can make everyday activities, such as going to school, harder. You may need extra help getting back to your normal activities. Be sure to update your parents and doctor about how you are feeling.

### WHY SHOULD I TELL MY COACH AND PARENT ABOUT MY SYMPTOMS?

- Playing or practicing with a concussion is dangerous and can lead to a longer recovery.
- While your brain is still healing, you are much more likely to have another concussion. This can put you at risk for a more serious injury to your brain and can even be fatal.



Centers for Disease  
Control and Prevention  
National Center for Injury  
Prevention and Control

#### **GOOD TEAMMATES KNOW:**

IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.

## HOW CAN I TELL IF I HAVE A CONCUSSION?

You may have a concussion if you have any of these symptoms after a bump, blow, or jolt to the head or body:

-  ..... **Get a headache**
-  ..... **Feel dizzy, sluggish or foggy**
-  ..... **Be bothered by light or noise**
-  ..... **Have double or blurry vision**
-  ..... **Vomit or feel sick to your stomach**
-  ..... **Have trouble focusing or problems remembering**
-  ..... **Feel more emotional or “down”**
-  ..... **Feel confused**
-  ..... **Have problems with sleep**

Concussion symptoms usually show up right away, but you might not notice that something “isn’t right” for hours or days. A concussion feels different to each person, so it is important to tell your parents and doctor how you are feeling.

*The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other health care provider.*

## HOW CAN I HELP MY TEAM?



### PROTECT YOUR BRAIN.

Avoid hits to the head and follow the rules for safe and fair play to lower your chances of getting a concussion. Ask your coaches for more tips.



**BE A TEAM PLAYER.** You play an important role as part of a team. Encourage your teammates to report their symptoms and help them feel comfortable taking the time they need to get better.



Centers for Disease  
Control and Prevention  
National Center for Injury  
Prevention and Control

To learn more, go to [www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP)

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# MRSA FACT SHEET

## What is MRSA?

MRSA is methicillin-resistant *Staphylococcus aureus*, a potentially dangerous type of staph bacteria that is resistant to certain antibiotics and may cause skin and other infections. As with all regular staph infections, recognizing the signs and receiving treatment for MRSA skin infections in the early stages reduces the chances of the infection becoming severe. MRSA is spread by:

- > Having direct contact with another person's infection
- > Sharing personal items, such as towels or razors, that have touched infected skin
- > Touching surfaces or items, such as used bandages, contaminated with MRSA

## What are the signs and symptoms?

Most staph skin infections, including MRSA, appear as a bump or infected area on the skin that may be:

- > Red
- > Swollen
- > Painful
- > Warm to the touch
- > Full of pus or other drainage
- > Accompanied by a fever



© Bernard Cohen, MD, Dermatlas; www.dermatlas.org

<http://phil.cdc.gov>

## What if I suspect an MRSA skin infection?

Cover the area with a bandage and contact your healthcare professional. It is especially important to contact your healthcare professional if signs and symptoms of an MRSA skin infection are accompanied by a fever.

## How are MRSA skin infections treated?

Treatment for MRSA skin infections may include having a healthcare professional drain the infection and, in some cases, prescribe an antibiotic. Do not attempt to drain the infection yourself – doing so could worsen or spread it to others. If you are given an antibiotic, be sure to take all of the doses (even if the infection is getting better), unless your healthcare professional tells you to stop taking it.

## How can I protect my family from MRSA skin infections?

- > Know the signs of MRSA skin infections and get treated early
- > Keep cuts and scrapes clean and covered
- > Encourage good hygiene such as cleaning hands regularly
- > Discourage sharing of personal items such as towels and razors

**For more information, please call  
1-800-CDC-INFO or visit [www.cdc.gov/MRSA](http://www.cdc.gov/MRSA).**

Developed with support from the CDC Foundation through an educational grant from Pfizer Inc.



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# NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



Eligibility Center

## NCAA Division I Initial-Eligibility Requirements

### Core Courses: (16)

- **Initial full-time collegiate enrollment *before* August 1, 2016:**
  - **Sixteen (16) core courses** are required (see chart below for subject-area requirements).
- **Initial full-time collegiate enrollment *on or after* August 1, 2016:**
  - **Sixteen (16) core courses** are required (see chart below for subject-area requirements).
    - Ten (10) core courses completed before the seventh semester; seven (7) of the 10 must be in English, math or natural/physical science.
      - These courses/grades are "locked in" at start of the seventh semester (cannot be repeated for grade-point average [GPA] improvement to meet initial-eligibility requirements for competition).
  - *Students who do not meet core-course progression requirements may still be eligible to receive athletics aid and practice in the initial year of enrollment by meeting academic redshirt requirements (see below).*

### Test Scores: (ACT/SAT)

- Students must present a corresponding test score and core-course GPA on the sliding scale (see Page No. 2).
  - **SAT:** critical reading and math sections.
    - Best subscore from each section is used to determine the SAT combined score for initial eligibility.
  - **ACT:** English, math, reading and science sections.
    - Best subscore from each section is used to determine the ACT sum score for initial eligibility.
- All ACT and SAT attempts *before* initial full-time collegiate enrollment may be used for initial eligibility.
- **Enter 9999 during ACT or SAT registration to ensure the testing agency reports your score directly to the NCAA Eligibility Center. Test scores on transcripts will not be used.**

### Core Grade-Point Average:

- Only *core courses* that appear on the high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)) will be used to calculate your core-course GPA. Use this list as a guide.
- **Initial full-time collegiate enrollment *before* August 1, 2016:**
  - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale A (see Page No. 2).
  - Core-course GPA is calculated using the **best 16 core courses** that meet subject-area requirements.
- **Initial full-time collegiate enrollment *on or after* August 1, 2016:**
  - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300) on Sliding Scale B (see Page No. 2).
  - Core-course GPA is calculated using the **best 16 core courses** that meet both progression (10 before seventh semester; seven in English, math or science; "locked in") and subject-area requirements.

#### DIVISION I Core-Course Requirement (16)

- 4 years of English
- 3 years of math (Algebra I or higher)
- 2 years of natural/physical science (1 year of lab if offered)
- 1 year of additional English, math or natural/physical science
- 2 years of social science
- 4 years of additional courses (any area above, foreign language or comparative religion/philosophy)

#### DIVISION I – 2016 Qualifier Requirements

*\*Athletics aid, practice, and competition*

- 16 core courses
  - Ten (10) core courses completed before the start of seventh semester. Seven (7) of the 10 must be in English, math or natural/physical science.
    - "Locked in" for core-course GPA calculation.
- Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300) on Sliding Scale B (see Page No. 2).
- Graduate from high school.

#### DIVISION I – 2016 Academic Redshirt Requirements

*\*Athletics aid and practice (no competition)*

- 16 core courses
  - No grades/credits "locked in" (repeated courses after the seventh semester begins may be used for initial eligibility).
- Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale B (see Page No. 2).
- Graduate from high school.

Sliding Scale A		
Use for Division I prior to August 1, 2016		
NCAA DIVISION I SLIDING SCALE		
Core GPA	SAT Verbal and Math ONLY	ACT Sum
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

Sliding Scale B		
Use for Division I beginning August 1, 2016		
NCAA DIVISION I SLIDING SCALE		
Core GPA	SAT Verbal and Math ONLY	ACT Sum
3.550	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	60
2.700	740	61
2.675	750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840	70
2.425	850	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.299	910	76
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	81
2.125	970	82
2.100	980	83
2.075	990	84
2.050	1000	85
2.025	1010	86
2.000	1020	86

For more information, visit [www.eligibilitycenter.org](http://www.eligibilitycenter.org) or [www.2point3.org](http://www.2point3.org).



# NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



Eligibility Center

## Division II Initial-Eligibility Requirements

### Core Courses

- **Division II currently requires 16 core courses.** See the chart below.
- **Beginning August 1, 2018**, to become a full or partial qualifier for Division II, all college-bound student-athletes must complete the 16 core-course requirement.

### Test Scores

- **Division II** currently requires a minimum SAT score of 820 or an ACT sum score of 68. **Beginning August 1, 2018**, Division II will use a sliding scale to match test scores and core-course grade-point averages (GPA). The sliding scale for those requirements is shown on Page No. 2 of this sheet.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

### Grade-Point Average

- Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)). Only courses that appear on your school's approved List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- The current **Division II** core GPA requirement is a minimum of 2.000. **Division II** core GPA required to be eligible for competition on or after August 1, 2018, is 2.200 (corresponding test-score requirements are listed on the Sliding Scale on Page No. 2 of this sheet).
- The minimum **Division II** core GPA required to receive athletics aid and practice as a partial qualifier on or after August 1, 2018, is 2.000 (corresponding test-score requirements are listed on the Sliding Scale on Page No. 2 of this sheet).
- Remember, the NCAA core GPA is calculated using NCAA core courses only.

#### **DIVISION II 16 Core Courses**

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

DIVISION II COMPETITION SLIDING SCALE		
<i>Use for Division II beginning August 1, 2018</i>		
Core GPA	SAT Verbal and Math ONLY	ACT Sum
3.300 & above	400	37
3.275	410	38
3.250	420	39
3.225	430	40
3.200	440	41
3.175	450	41
3.150	460	42
3.125	470	42
3.100	480	43
3.075	490	44
3.050	500	44
3.025	510	45
3.000	520	46
2.975	530	46
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2.850	580	49
2.825	590	50
2.800	600	50
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2.750	620	52
2.725	630	52
2.700	640	53
2.675	650	53
2.650	660	54
2.625	670	55
2.600	680	56
2.575	690	56
2.550	700	57
2.525	710	58
2.500	720	59
2.475	730	60
2.450	740	61
2.425	750	61
2.400	760	62
2.375	770	63
2.350	780	64
2.325	790	65
2.300	800	66
2.275	810	67
2.250	820	68
2.225	830	69
2.200	840 & above	70 & above

DIVISION II PARTIAL QUALIFIER SLIDING SCALE		
<i>Use for Division II beginning August 1, 2018</i>		
Core GPA	SAT Verbal and Math ONLY	ACT Sum
3.050 & above	400	37
3.025	410	38
3.000	420	39
2.975	430	40
2.950	440	41
2.925	450	41
2.900	460	42
2.875	470	42
2.850	480	43
2.825	490	44
2.800	500	44
2.775	510	45
2.750	520	46
2.725	530	46
2.700	540	47
2.675	550	47
2.650	560	48
2.625	570	49
2.600	580	49
2.575	590	50
2.550	600	50
2.525	610	51
2.500	620	52
2.475	630	52
2.450	640	53
2.425	650	53
2.400	660	54
2.375	670	55
2.350	680	56
2.325	690	56
2.300	700	57
2.275	710	58
2.250	720	59
2.225	730	60
2.200	740	61
2.175	750	61
2.150	760	62
2.125	770	63
2.100	780	64
2.075	790	65
2.050	800	66
2.025	810	67
2.000	820 & above	68 & above

For more information, visit the NCAA Eligibility Center website at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

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# PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC.

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Mechanicsburg, Pennsylvania 17055-0708  
(800) 382-1392 • (717) 697-0374  
FAX (717) 697-7721  
WEB SITE • [www.piaa.org](http://www.piaa.org)

Dear Interscholastic Sports' Fan:

Sportsmanship is probably the clearest and most popular expression of morals. Sportsmanship is a thing of beauty. When you witness an example of good sportsmanship, it reinforces that our children are learning morals, ethics, and integrity from their interscholastic athletic experience.

Schools do not sponsor athletic Teams to make money, compete for state championships, or provide a training facility for the small percentage of athletes who go on to the collegiate or professional ranks. Your school, along with approximately 1,450 other PIAA-member schools, believes that athletic competition is an extension of the classroom and an educational activity that provides lessons difficult to teach in another environment.

A lot of people agree with this philosophy - perhaps right up until the competition begins. Then for some, the emphasis is placed on winning and not on teaching young people how to conduct themselves in challenging situations.

Please, do not misunderstand. There is nothing wrong with competition; it is what makes athletics unique in the educational setting and it is what teaches young people about the value of hard work and dedication.

Unlike most areas of education, athletics are played before spectators, and young people put their self-esteem on the line with every play. They look, not only to their coaches and teammates but also to the people in the stands - their parents, fellow students, and citizens of the community - for reinforcement, that they have made the right choice in wanting to compete for their school.

The message that the spectator gives these young people is crucial. When you cheer, applaud good plays by both Teams. Show respect for the officials' decisions, even the tough ones. Take satisfaction of being a fan and not the coach, and forgive the human mistakes that all competitors are subject to. You should let your Team know that they are involved in an educational activity. They should remember the Contest for the pure joy of the competition, rather than for the outcome on the scoreboard in which one Team will win and one will lose.

Thanks for your attendance here today. You have a perfect opportunity to be proud of yourself and to make the young people involved in today's Contest proud of themselves and you. Our future rests with our children's education, without it something becomes missing in their lives. Remember, you can help shape their lives by being a good role model at this and at every Contest by exhibiting good sportsmanship. ***SPORTSMANSHIP: "The Only Missing Piece Is You!"***

Sincerely,

A handwritten signature in cursive script that reads "Robert A. Lombardi".

Dr. Robert A. Lombardi  
PIAA Executive Director

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## Sportsmanship Mission Statement:

The purpose of Sportsmanship: "The Only Missing Piece Is You!" program is to educate, promote, and assist in the perception of and the practice of those qualities which are inherent in good sportsmanship.

The ideals of sportsmanship apply equally to all disciplines. Individuals, regardless of their roles in interscholastic athletics, are expected to be aware of their influence on the behavior of others and act in a responsible manner at all times.

*"One man  
practicing good  
sportsmanship is  
better than 50  
others preaching it."  
-Knute Rockne*

## What is Sportsmanship?

The American Heritage Dictionary defines sportsmanship as "one who abides by the rules of a Contest and accepts victory or defeat graciously. The Pennsylvania Interscholastic Athletic Association, Inc. (PIAA) defines sportsmanship as "those qualities which are characterized by generosity and genuine concern for others. Furthermore, an awareness is expected of the impact of an individual's influence on others' behavior."

The ideal of sportsmanship permeates virtually every aspect of our culture. The ethic of fair play may be witnessed in all facets of life. However, its origin has been firmly established in sports, as conceptually and pragmatically a training ground for good citizenship and high behavioral standards. Sportsmanship is viewed by PIAA as a concrete measure of each school's and individual's understanding of their commitment to the educational nature of interscholastic athletics.

The responsibility for developing sportsmanship involves many different people. The complexity of this subject, in implementation, extends far beyond the boundaries of our definition. PIAA is philosophically and practically committed to the attainment and maintenance of all codes of behavior addressed in this manual. While enforcement of these codes has priority status, the recognition of exemplary behavior is a major goal of this effort.

In recent years, the ideal of sportsmanship has often been relegated to a secondary role. A need exists to again make this role primary and to restore placement of interscholastic athletics in an educational perspective. The problems are quite evident and will require a maximum effort by everyone involved to achieve the desired outcomes. The modes of behavior contained in the manual explicitly define what is expected. Willful compliance by all concerned is necessary to achieve the goals of sportsmanship.

Athletics and their companion, competition, may be the last stronghold of discipline in our society. Athletics in particular are called upon to absorb more of their responsibility for teaching basic social values. Any contribution of this magnitude requires the development of positive, definitive programs. The behavior expected of any participant (direct or indirect) must be explicitly spelled out; to that end comes the purpose of this manual.

The manual provides the PIAA member schools with a comprehensive perspective on the rules of sportsmanship. It serves as a behavior guide for all groups involved with interscholastic activity, as well as a source of preventative information. The following material offers direction and guidance, along with expectations that correspond to the goals indicated.

## The Fundamentals of Sportsmanship:

PIAA and its member schools are strongly emphasizing the importance of GOOD SPORTSMANSHIP. The one thing we need to realize is that many people have not had GOOD SPORTSMANSHIP explained to them. Hopefully the following will help everyone to understand their responsibilities at a Contest.

### 1. 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.

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

A prerequisite to good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/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.

### 3. 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.

### 4. EXHIBIT RESPECT FOR CONTEST 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 a Contest 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.

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

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

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

Never allow your ego to interfere with good judgement 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.



Photo courtesy of 20/20 Photographic, Mt. Pleasant, MI

## Guidelines for Behavior...

### FOR THE COACH...

- Exemplify the highest moral character, behavior, and leadership; adhering 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.

### FOR THE STUDENT-ATHLETE...

- Accept and understand the seriousness of responsibility, and the privilege of representing your school and your community.
- Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- Learn the rules of the Contest thoroughly and discuss them with parents, fans, fellow students, and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the sport.
- Treat opponents the way you would like to be treated, as a guest or friend. Who better than yourselves can understand all the hard work and team effort that is required of your sport!
- Wish opponents good luck before the Contest and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
- Respect the integrity and judgment of Contest officials. The officials are doing their best to help promote you and your sport. 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 the officials and all people at the event.

### FOR THE CHEERLEADER...

- Understand the seriousness and responsibility of your role, and the privilege of representing your school and your community.
- Learn the rules of the Contest thoroughly and discuss them with parents, fans, fellow students, and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the sport.
- Treat opposing cheerleaders the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work, training, and team effort that goes into a cheering squad?
- Wish opposing cheerleaders good luck before the Contest and congratulate them in a sincere manner following either victory or defeat.



## Guidelines for Behavior...

### FOR THE CHEERLEADER (cont'd)...

- Establish standards of desirable behavior for the squad and attempt, in a cheerful manner, to transfer that to your spectators.
- Select positive cheers that praise your Team without antagonizing the opponents.
- Encourage a positive crowd alternative when booing or an inappropriate chant begins by starting a popular cheer.
- Use discretion in selecting the times to cheer. Give the opposing school the same amount of time your squad would want in performing cheers, and treat opposing players like you would treat your own Team.
- Give encouragement to injured players and recognition to outstanding performances for both Teams.
- Respect the integrity and judgment of Contest officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your Team and your community in the eyes of the officials and all people at the event.

### OF OTHER SUPPORT GROUPS (BAND, BOOSTER CLUB, ETC.)...

- Establish themselves as leaders in their conduct before, during and after Contests. Always provide positive support for your Team, rather than intimidating or ridiculing the other Team.
- Assist cheerleaders with cheers, chants, etc., and be a working part of pep assemblies, with preparation, organization, and involvement.
- Treat opposing players, coaches, spectators, and support groups with respect and enthusiasm.
- Conduct themselves in an exemplary manner. Remember, you represent your school both home and away.
- Respect the integrity and judgment of Contest officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your group, your Team, and your community, in the eyes of all people at the event.
- Be an exemplary role model by positively supporting Teams in every manner possible, including content of cheers and signs.

### OF SPECTATORS...

- Remember that you are at a Contest to support and cheer for your Team and to enjoy the skill and competition; not to intimidate or ridicule the other Team and its fans.
- Remember that interscholastic athletics are a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people as you would praise a student working in the classroom.
- A ticket is a privilege to observe the Contest, not a license to verbally assault others and be generally obnoxious.
- Learn the rules of the Contest so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators, and support groups. Treat them as you would treat a guest in your own home.
- Respect the integrity and judgment of Contest officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either Team.
- Refrain from the use of any controlled substances (alcohol, drugs, tobacco, etc.) before, and during Contests, and afterwards on or near the site of the Contest (i.e. tailgating).
- Use only those cheers that support and uplift the Teams involved.
- Recognize and compliment school and athletic administrators for their efforts in emphasizing the educational benefits of interscholastic athletics and the role of good sportsmanship to that end.
- Be a positive role model through your own actions and by censuring those around you whose behavior is unbecoming.

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## Guidelines for Behavior...

### MEDIA...

- Promote ideals and fundamentals of good sportsmanship.
- Report acts of good sportsmanlike without giving undue publicity to unsportsmanlike conduct.
- Refrain from making negative comments towards participants, coaches, or Contest officials. After all, the interscholastic athletic arena is a classroom.
- Recognize the efforts of all who participate in the Contest.
- Report facts without demonstrating partiality to either Team.

### OF CONTEST OFFICIALS...

- Accept your role in an unassuming manner...Showboating and over-officiating are not acceptable.
- Maintain confidence and poise, controlling the Contest from start to finish.
- Know the rules of the Contest thoroughly and abide by the established PIAA Code of Ethics Pertaining to High School Athletics.
- Publicly shake hands with coaches of both Teams before the Contest.
- Never exhibit emotions or argue with participants and coaches when enforcing rules.
- When watching a Contest as a spectator, give the Contest officials the same respect you expect to receive when working a Contest.

### OF SCHOOL ADMINISTRATORS...

- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the conference/league, and PIAA.
- Provide appropriate supervisory personnel for each Contest.
- Support participants, coaches, and fans whose Team displays good sportsmanship.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches, and fans.
- Attend Contests whenever possible and function as a role model - show good sportsmanship. This includes communicating with spectators during a Contest as to what is acceptable and unacceptable behavior.

### OF THE SCHOOL GOVERNANCE BOARD...

- Adopt policies that promote the ideals of good sportsmanship, ethics, and integrity.
- Serve as a positive role model and expect the same from parents, fans, participants, coaches, and other school personnel.
- Support and reward participants, coaches, school administrators, and fans that display good sportsmanship.
- Recognize the value of school activities as a vital part of education.
- Attend and enjoy school activities.



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## Acceptable vs Unacceptable Behavior...

### ACCEPTABLE BEHAVIOR...

- Applause during introduction of players, coaches, and Contest officials.
- Players shaking hands with opponents who foul out while both sets of fans recognize player's performance with applause.
- Accept all decisions of Contest officials.
- Cheerleaders lead fans in cheers in a positive manner.
- Handshakes between participants and coaches at end of Contest, regardless of outcome.
- Treat competition as a Contest, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of a Contest for performances by all participants.
- Everyone showing concern for an injured player, regardless of Team.
- Encouraging surrounding people to display only sportsmanlike conduct.



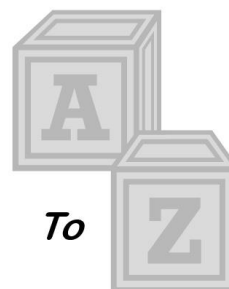
Photo courtesy of 20/20 Photographic, Mt. Pleasant, MI

### UNACCEPTABLE BEHAVIOR...

- Yelling, waving arms, or objects during an opponent's free throw attempt.
- Disrespectful or derogatory cheers, chants, songs, or gestures.
- Criticizing Contest officials in any way.
- Cheers that antagonize an opponent.
- Refusing to shake hands or give recognition of good performances.
- Blaming a loss on Contest officials, coaches, or participants.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger.
- Doing own cheers instead of following the lead of cheerleaders.
- Wearing extreme or unusual clothing or excessive body paint that detracts from the Contest.

# Sportsmanship -

*From*



*To*

- A** ccept and abide by the decisions of the Contest officials.
- B** e a good host to opponents and treat them as guests.
- C** ooperate with the coach, players and cheerleaders in trying to promote good sportsmanship
- D** o unto others as you would have them do unto you.
- E** ncourage your players to play hard and fair.
- F** ollow the rules of the Contest at all times.
- G** ood sportsmanship is the “Golden Rule”.
- H** old assemblies before a Contest to encourage students to display proper conduct.
- I** ntervene to let others know that ethnic, disability and sexist jokes, racial or religious slurs, taunting, trash talk, and intimidating behavior will not be tolerated at events sponsored at your school.
- J** udgment calls on the part of officials are not subject to question or discussion
- K** now, understand and appreciate the rules of the Contest.
- L** ose without excuses; win without boasting.
- M** odel language and behavior that is non-biased and is inclusive of individuals regardless of ethnicity, race, religion, sex or disability.
- N** ever criticize players or coaches for the loss of the game.
- O** pposing coaches, participants, cheerleaders and fans must be respected at all times.
- P** rovide opportunities for informing student and adult spectators of their responsibility to uphold the standards of sportsmanship.
- Q** uestioning of an official’s call or making negative comments about an official is unacceptable behavior.
- R** ecognize and show appreciation for an outstanding play.
- S** hake hands with opponents prior to the Contest and wish them good luck.
- T** each sportsmanship and demand that your players be good sports.
- U** se cheerleaders, pep groups, and other student leaders to help develop a sportsmanship program at your school.
- V** ictory celebrations and unscheduled game rallies should not be permitted at events sponsored at your school.
- W** ork cooperatively with officials and other Contest personnel for an efficient Contest.
- eX**ercise self-control and be a good example for players and spectators
- Y** elling, booing or heckling an official’s decision is unacceptable behavior.
- Z** ero in on sportsmanship - it’s priority **NUMBER ONE!**



Get Registered on [goldentornado.org](http://goldentornado.org) to select your favorite schools and teams and receive notifications of games changes (cancellations/postponements) or stats.

Go to: [goldentornado.org](http://goldentornado.org)

Click JOIN to create an account or LOGIN if you already have an account

Click on your name at the tip right corner of the screen to access your account

Click on MY FAVORITES/ALERTS

Click ADD A SCHOOL – then Find “Butler Area School District”

Click ADD A TEAM – *Use the chart below of Butler Area School District teams. If you do not, you will not be notified of any changes to the game schedules/cancellations, etc.*

SPORT	LEVEL SELECTIONS	GENDER
BASEBALL	Varsity or Junior Varsity or Freshman	Boys
BASKETBALL	Varsity or Junior Varsity or Freshman or Junior High or Junior High White or Junior High Gold	Boys or Girls
BOWLING	Varsity	Boys/Girls
CROSS COUNTRY	Varsity or Junior High	Boys/Girls
FOOTBALL	Varsity or Junior Varsity or Freshman or Junior High	Boys
GOLF	Varsity or Junior Varsity	Boys or Girls
INDOOR TRACK	Varsity	Boys or Girls
LACROSSE	Varsity or Junior Varsity	Boys or Girls
RIFLE	Varsity	Boys/Girls
SOCCER	Varsity or Junior Varsity or Junior High	Boys or Girls
SOFTBALL	Varsity or Junior High	Girls
SWIMMING	Varsity	Boys/Girls
TENNIS	Varsity	Boys or Girls
TRACK	Varsity or Junior High	Boys or Girls
VOLLEYBALL	Varsity or Junior Varsity or Junior High	Boys or Girls
WRESTLING	Varsity or Junior High	Boys

### **FINAL STEPS**

Once you have your teams set up under Favorite:

Click on Alerts – Select the alerts you would like to receive

Click on ALERT SETTINGS

Click ADD AN ALERT – Put your email and/or mobile number and click ADD

# BUTLER AREA SCHOOL DISTRICT

## ATHLETIC DEPARTMENT

### COMMON RULES AND PROCEDURES FOR THE STUDENT ATHLETE

#### **Agreement:**

We, the undersigned, have read the COMMON RULES FOR THE STUDENT ATHLETE and do hereby agree to the terms as stated. If this document is not signed and submitted by the end of the first week of practice to the coach, the student athlete may not be eligible to participate until it is submitted.

We, the undersigned, have also received and read the “Student Athlete Handbook” which contains PIAA Eligibility, NCAA Eligibility, and MRSA prevention and control information.

We, the undersigned, have also received and read if applicable, the coaches team rules and regulations.

Athlete: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Sport and Level: \_\_\_\_\_

Print Athlete Name: \_\_\_\_\_

*Please detach and return this completed form to the coach by the end of the first week of practice.*

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