

# **Marple Newtown School District**

## **Athletic Handbook**



# **Tiger Pride District Wide**

### ADMINISTRATION

Name	Title	Email Address	Phone Number
Chris Gicking	Athletic Director	cgicking@mnsd.org	610-359-4232
Julie Rufo	Assistant Athletic Director	jrufo@mnsd.org	610-359-4337
Sean Spratt	MNHS Faculty Manager	sspratt@mnsd.org	610-359-4232
Rachael DeCecco	MNHS Faculty Manager	rachael.dececco@gmail.com	610-359-4232
Susan Becker	Athletic Secretary	sbecker@mnsd.org	610-359-4232
Bryan Mizell	MNHS Athletic Trainer	athletictrainer@mnsd.org	610-359-4200 ext. 5319
	PHMS Athletic Trainer		610-359-4200 ext. 6633
Tyler Anhalt	MNHS Strength trainer	tyleranhalt32@gmail.com	484-486-9145

### ACTIVITY FEE

Each school year, extracurricular activities including athletics are assessed an activity fee. The activity fee is \$75.00 per student, with a family maximum of \$150.00. The fee, along with the completed activity fee form, which can be found in the appendix section of this handbook, must be submitted to the appropriate athletic office **prior** to participation in a sport. Students that are removed from extra-curricular activities will not receive a refund of their activity fee.

### ADMISSION TO SPORTING EVENTS

An admission fee will be charged for all night games. Admission to evening events is assessed beginning at 6:00 p.m. The student admission is \$3.00 and adult admission is \$5.00. *P.I.A.A. playoffs and certain tournaments may charge different rates.*

## HEAD COACHES

### FALL SEASON

Sport	Head Coach	Email Address
MNHS Football	Chris Gicking	<a href="mailto:cgicking@mnsd.org">cgicking@mnsd.org</a>
Heavyweight Football	Steve Reynolds	<a href="mailto:steve.reynolds951@gmail.com">steve.reynolds951@gmail.com</a>
Lightweight Football	Scott Wanner	<a href="mailto:swanner@mnsd.org">swanner@mnsd.org</a>
MNHS Soccer (girls)	John Schlater	<a href="mailto:john.schlater17@gmail.com">john.schlater17@gmail.com</a>
PHMS Soccer (girls-7th)	Pete Weiss	<a href="mailto:pweiss@mnsd.org">pweiss@mnsd.org</a>
PHMS Soccer (girls-8th)	Dean Vlahos	<a href="mailto:dvlahos@mnsd.org">dvlahos@mnsd.org</a>
MNHS Soccer (boys)	Joe Depaolo	<a href="mailto:depaolo.joseph@gmail.com">depaolo.joseph@gmail.com</a>
MNHS soccer (boys 9th grade)		
PHMS Soccer (boys-7th)		
PHMS Soccer (boys-8th)		
Golf	Mike Shevlin and Jeff O'Neill	<a href="mailto:mpshev@gmail.com">mpshev@gmail.com</a> and <a href="mailto:jmo87774@gmail.com">jmo87774@gmail.com</a>
MNHS Volleyball	Rochelle Sheridan	<a href="mailto:rsheridan11@gmail.com">rsheridan11@gmail.com</a>
PHMS Volleyball (7th)	Herb Staquet	<a href="mailto:hstaquet@mnsd.org">hstaquet@mnsd.org</a>
PHMS Volleyball (8th)	Seth Millrood	<a href="mailto:smillrood@mnsd.org">smillrood@mnsd.org</a>
MNHS Cross Country	Frances McNally and Andrew Butler	<a href="mailto:fmcnally822@gmail.com">fmcnally822@gmail.com</a> and <a href="mailto:abutler@mnsd.org">abutler@mnsd.org</a>
PHMS Cross Country (6th-8th)	Justin Manno and	<a href="mailto:jmanno@mnsd.org">jmanno@mnsd.org</a>
Tennis (girls)	Brittany Poje	<a href="mailto:pojebrittany@yahoo.com">pojebrittany@yahoo.com</a>
MNHS Field Hockey	Sarah Krause	<a href="mailto:skrause@mnsd.org">skrause@mnsd.org</a>

PHMS Field Hockey (8th)	Christine Ward	<a href="mailto:cward@mnsd.org">cward@mnsd.org</a>
PHMS Field Hockey (7th)	Chelsea Banes	<a href="mailto:cbanes@mnsd.org">cbanes@mnsd.org</a>
Cheerleading	Kylie Bedwell	<a href="mailto:bedwellkylie@yahoo.com">bedwellkylie@yahoo.com</a>

WINTER SEASON		
Sport	Head Coach	Email Address
Track (indoor-girls)	Andrew Butler	<a href="mailto:abutler@mnsd.org">abutler@mnsd.org</a>
Track (indoor-boys)	Vince Clarke	<a href="mailto:vinceclarke@verizon.net">vinceclarke@verizon.net</a>
Wrestling	Arthur Earle	<a href="mailto:artyerle@gmail.com">artyerle@gmail.com</a>
Basketball (girls)	Ryan Wolski	<a href="mailto:ryan.wolski@gmail.com">ryan.wolski@gmail.com</a>
Basketball (boys)	Sean Spratt	<a href="mailto:Seanspratt1@gmail.com">Seanspratt1@gmail.com</a>
Girls Swimming	Tim McCullough	<a href="mailto:tmccullo@ycp.edu">tmccullo@ycp.edu</a>
Diving	Kayla Murray	<a href="mailto:murraykayla33@gmail.com">murraykayla33@gmail.com</a>
Boys Swimming	Jaime Cessna	<a href="mailto:jaimelynncessna@gmail.com">jaimelynncessna@gmail.com</a>
PHMS Girls basketball (8th grade)		
PHMS Girls basketball (7th grade)		
PHMS Boys basketball (8th grade)	Glenn Rosenfeld	<a href="mailto:grosenfeld@mnsd.org">grosenfeld@mnsd.org</a>
PHMS Boys basketball (7th grade)		
PHMS Wrestling	Matt Glenn and PJ Dortone	

SPRING SEASON		
Sport	Head Coach	Email Address
Softball	Mike Snow	<a href="mailto:msnow@mnsd.org">msnow@mnsd.org</a>

Baseball	Rick Zimmerman	<a href="mailto:rzim007@comcast.net">rzim007@comcast.net</a>
Lacrosse (girls)	Jess McClay	<a href="mailto:mcclayjessica@gmail.com">mcclayjessica@gmail.com</a>
Lacrosse (boys)	Kevin Merchant	<a href="mailto:MNTigerLacrosse@gmail.com">MNTigerLacrosse@gmail.com</a>
Track (girls)	Andrew Butler	<a href="mailto:abutler@mnsd.org">abutler@mnsd.org</a>
Track (boys)	Vince Clarke	<a href="mailto:vinceclarke@verizon.net">vinceclarke@verizon.net</a>
Tennis (boys)	Brittany Poje	<a href="mailto:pojebrittany@yahoo.com">pojebrittany@yahoo.com</a>
PHMS Softball (8th grade)	Sara Krause	<a href="mailto:skrause@mnsd.org">skrause@mnsd.org</a>
PHMS Softball	Chelsea Banes	<a href="mailto:CBanes@mnsd.org">CBanes@mnsd.org</a>
PHMS Track (Girls)	Karen Pantle and Dan Collins	
PHMS Track (Boys)	Justin Manno and Dean Vlahos	<a href="mailto:jmanno@mnsd.org">jmanno@mnsd.org</a> <a href="mailto:dvlahos@mnsd.org">dvlahos@mnsd.org</a>
PHMS Girls Lacrosse (8th grade)	Christine Ward	<a href="mailto:cward@mnsd.org">cward@mnsd.org</a>
PHMS Girls Lacrosse	Pete Weiss	<a href="mailto:PWeiss@mnsd.org">PWeiss@mnsd.org</a>
PHMS Boys Lacrosse	Matt Glenn	
PHMS Boys Lacrosse	Rich Small	
PHMS Baseball	Mike Christiansen	<a href="mailto:MChristiansen@mnsd.org">MChristiansen@mnsd.org</a>
PHMS Baseball	Seth Milrod	<a href="mailto:smillrood@mnsd.org">smillrood@mnsd.org</a>

**Please make sure you see our Athletic, Health and Safety plan. Here is the link.**

**<https://www.mnsd.org/userfiles/17/my%20files/mn%20athletic%20h>**

## **WORKING WITH COACHES**

### **A Parent's Guide to Working with Coaches**

#### **Sportsmanship**

#### **Integrity**

#### **Hard Work**

#### **Citizenship**

#### **Respect**

#### **Responsibility**

As parents, when your children become involved in the Marple Newtown athletic program, you have a right to understand what expectations are being placed on your child. It is also important for parents to understand that coaches are professionals and will need to make judgment decisions based on what they believe to be in the best interest of all students involved.

Parents must also encourage the student-athlete to communicate with the coach and their staff. A vast majority of communication lapses could easily be resolved if the student-athlete would first present these concerns to the coach and/or staff.

The following guidelines will be helpful in parent/coach communications.

Communication parents should expect from the coach:

- The coach's philosophy.
- The coach's expectations for your son/daughter, as well as other players on the team.
- Location and times of practices and contests.
- Team requirements, such as special equipment needed, school and team rules, and off season expectations.
- Procedures if your child suffers an injury during participation.

Communication coaches expect from parents:

- Notification of any schedule conflicts well in advance.
- Notification of illness that may result in an absence.
- Notification of injury.

Appropriate concerns to discuss with a coach:

- What your child needs to do to improve.
- Aspects of your child's behavior.

Concerns that must be left to the discretion of the coach:

- How much playing time each athlete is getting.
- Team strategy.
- Play calling.
- Any situation that deals with other student-athletes.

## PILLARS OF CHARACTER

### Marple Newtown Student Athlete 6 Pillars of Character

At Marple Newtown High School, we have identified six pillars of character for our student athletes to strive towards. Students not upholding the Six Pillars of Character can be disciplined for such behaviors. Athletics are a privilege earned by exhibiting acceptable behaviors outlined by the Marple Newtown School District.

**Respect** – to show admiration, honor and esteem for

**Responsibility** – accountability and ownership of one's actions

**Citizenship** – to show loyalty and pride for your community and school, doing good for others

**Sportsmanship** – to play fair, to lose without complaint and to win without gloating

**Hard Work** – is the effort and perseverance you display to reach a goal

**Integrity** – your commitment to be honest, sincere and trustworthy

## GUIDELINES FOR BEHAVIOR

### Of the Coach:

- Exemplify the highest moral character, behavior and leadership, adhering to our six pillars of character: integrity, hard work, sportsmanship, respect, responsibility, and citizenship.
- Respect the integrity and personality of each individual athlete.
- Abide by and teach the rules of the contest in the letter and spirit.
- Set a good example for players and spectators to follow.
- Respect the integrity and judgment of the contest officials. Treat them with respect even if you disagree with them in some way.
- Display modesty in victory and graciousness in defeat in public and in talking with the media. Please confine your remarks to your team only.
- Music must be pre-approved and responsibility of the coach: coach listens to it first and then hands into the Athletic department

### Of the Student –Athlete:

- Live up to the standards identified by the athletic department with our six pillars of character: **respect, responsibility, citizenship, hard work, integrity and sportsmanship.**
- Live up to the privilege of representing your school, community, school administration, and coaching staff.
- Live up to the standards of sportsmanship established by the learn the rules of the contest thoroughly.
- Treat opponents the way you would like to be treated.

- Wish opponents good luck before the contest and congratulate them in a sincere manner following victory or defeat.
- Respect the integrity and judgment of officials. Treat them with respect at all times.
- Give encouragement and support to injured athletes at all times.
- Support only your team, no negative comments directed at the opposition.
- Music must be pre-approved (playlists, CDs, and online streams) by athletic department.

## **PARENT ATHLETIC CODE OF CONDUCT AND EXPECTATIONS**

**Interscholastic athletics are an integral part of the total educational program of the Marple Newtown School District. The goal and purpose of the athletic program is to teach the student athletes the meaning and understanding of sportsmanship, commitment, fairness, sacrifice, teamwork, and hard work. Additional goals include knowing how to win and how to lose, increasing the knowledge of the sport, developing a healthy lifestyle, and skill development. We ask all parents to support our efforts to help teach the goals of interscholastic athletics. Listed below are the guidelines and expectations that we expect all parents to follow to ensure that our student athletes have a positive athletic experience. Parents who are unable to meet these expectations may be unable to attend future athletic contests.**

1. Support your child by being a positive listener, especially after a tough loss.
2. Avoid putting pressure on your child to start, score or be the star of the team.
3. Do not force an unwilling child to participate in sports. Children take part in organized sports for their own enjoyment, not yours.
4. Support the coach and administration in public around the other parents and fans.
5. Avoid speaking negatively about the coach in front of your child. It may create a barrier in the child's hope for improvement in the sport.
6. Understand the ultimate purpose of athletics; it exists as an integral part of the total educational mission of the school and participation in athletics is a privilege and not a right.
7. Serve as a good role model for the students, athletes and other fans. Children learn best by example.
8. Contribute to the booster clubs by volunteering to help with projects and committees.
9. Appreciate the educational opportunity that your athlete is receiving in the athletic program.
10. Display excellent sportsmanship at all times. Teach your child to always play by the rules and be fair and honest with you and their abilities.
11. Show respect to everyone involved in the athletic program – the coaches, athletes, fans, other parents, officials, security, and administrators. Do not publicly question an official's judgment or integrity. Do not complain or argue about an official's calls or decisions during or after an athletic event.
12. Follow the chain of command when you have a concern. Your athlete should speak to the coach first. The next step would be for you to contact the coach to set up a meeting at a mutually convenient time. If you are not satisfied after meeting with the coach, please contact the Athletic Director to request a meeting to discuss your concerns.
13. Express your concerns and questions in a courteous and civil manner and please do it at the right time and proper setting.
14. Avoid constant and chronic complaining.
15. Abide by the Marple Newtown School District Code of Conduct, eligibility requirements and team rules.
16. Understand that the goals of the team and the athletic program are more important than the hopes and dreams you may have for your child.
17. Teach your child that hard work and honest effort are more important than winning.
18. Be loyal to the school and team; put the best interests of the team above your child's personal glory.
19. An athlete should be gracious in victory and accept defeat with dignity.
20. Support the concept of "being a student first." Commit your child to getting the best possible education. Be honest with your child about the likelihood of getting an athletic scholarship or playing sports at the



professional level. Reinforce that college and universities will not recruit athletes who do not have a serious commitment to their education.

21. Keep athletics in perspective – family, education, and being a part of the high school experience and are far more important.
22. PIAA by-laws dealing with athletic courtesy provide that any spectator who continually evidences poor sportsmanship should be requested not to attend future contests.
23. **Social Media** - Any student posting things via a social media outlet must adhere to our Athletic Code of Conduct in addition to any school rules that may apply. It is imperative that any social media correspondences fall under the guidelines of sportsmanship and fair play. Please use good judgment when posting anything on one of these outlets. Those found in violation of the above may jeopardize participation in and/or attendance of an extracurricular event.

**Failure to follow these expectations and abide by this Code of Conduct may result in forfeiting the opportunity to attend future athletic contests.**

## **PHYSICAL EXAMINATIONS**

No student shall be eligible to represent his/her school in any interscholastic athletic contests unless he/she has been examined by a licensed physician of medicine before his/her first sports season of the academic year. Before each subsequent sports season of the same academic year, he/she will need to be re-certified by either a parent or physician in order to confirm that his/her condition is satisfactory before he/she begins to train or practice for the intended sport. All physical exam information will be kept on file in the athletic office.

Sections I-VI (1-6) of the physical form must be filled out by a parent prior to a physical being given by a physician. Section VI (6) of the physical form is filled out by the physician.

**\*\*\* THE PHYSICAL MUST BE Authorized AFTER JUNE 1, 2021 TO BE VALID FOR THE 2021-2022 YEAR. \*\*\***

**Season 2 and/or season 3 participation requires recertification by:**

### **Re-certification by parent:**

This option is afforded to student athletes who finish their previous season deemed healthy by our athletic trainer. A parent can fill out Section VII (7) of the physical form to certify that there has been no change in the medical condition of their child since the date of their last physical.

### **Re-certification by a physician:**

This is required for any student athlete who finishes the previous season as an injured member of the team or any student who suffers an injury or change to their medical condition between seasons. Section VIII (8) must be filled out by a physician in order to certify that the student is deemed fit to participate in the new season.

Wrestlers will need to be certified by our athletic trainer and a physician prior to participating in the wrestling season. Section VIII (9) of the physical forms is to be used for this certification.

**See appendix B for comprehensive physical exam forms.**

## **PHILOSOPHY**

The primary purpose of the athletic program in the Marple Newtown School District is to promote the physical, social, emotional, and moral well-being of the participants. The athletic program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences. Through voluntary participation, athletes give time, energy, and loyalty to the program. They also accept the selection process, training rules, regulations and responsibilities which are unique to an athletic program. In order to

contribute to the welfare of the group, each athlete must willingly assume these obligations because the role demands that the individual make sacrifices not required of others. It is hoped that athletics in our school will be a positive force in preparing youth for an enriching and vital role in American life.

All secondary schools in the Marple Newtown School District are members of the Pennsylvania Interscholastic Athletic Association. The PIAA by-laws that pertain to age, awards, attendance, health, transfers and residence, participation, representation, curriculum, and seasonal rules will be followed. Each coach is responsible to know the rules, inform team members and parents, and to enforce them.

## **SPORTSMANSHIP**

Student-athletes in the Marple Newtown School District must keep in mind that they are always in the public eye and that their personal conduct will always be subject to the scrutiny of their fellow students, fans, officials, opponents, and the media. They, therefore, have an obligation to serve as positive role models by subscribing to the following:

1. Showing respect for authority and property.
2. Maintaining academic eligibility and training rules.
3. Emphasizing the ideals of sportsmanship, loyalty, ethical conduct, and fair play.
4. Understanding that striving to win is important to success in athletics just as in every facet of life.

Any display of unsportsmanlike behavior toward an opponent, official or spectator during the season will result in counseling by the coach and possible suspension from the team.

## **PARENT CONSENT**

A student shall be eligible for practice or participation in each sport only when there is on file with the athletic office a signed athletic consent form by a parent or guardian. **SEE APPENDIX A.** Those forms may also be obtained in the athletic office.

## **ACADEMIC ELIGIBILITY**

Academic eligibility for athletic activities is based on the premise that academic performance is the keystone of the curriculum and the standard against which participation is measured. Athletes must meet academic eligibility requirements in order to play in a game.

### **ELIGIBILITY REQUIREMENTS**

1. To be eligible for interscholastic athletics, a student must pursue a minimum four year roster as outlined in the Marple Newtown School Program of Studies.
2. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis.
3. Students who are failing two (2) or more subjects during a marking period would be deemed ineligible.
4. Students who meet the criteria but are having academic difficulties are required to seek help class in order to improve their grades.

### **REPORTING PROCEDURES**

1. Coaches must submit an accurate list of all team members to the athletic department prior to the first scrimmage. No additions can be made without the consent of the Athletic Director.
2. The athletic department will provide all staff members of a list of all student athletes for that particular season.
3. The Athletic Offices monitor and verify athletic eligibility every Monday and Friday.
4. The Athletic Offices will compile athletic eligibility reports and contact the coaches to notify them of their particular team members' status.
5. These academic eligibility requirements are applicable to all students participating in the athletic program in grades 7-12 in the Marple Newtown School District.

**Enforced three (3) different ways:**

- Weekly - students may not participate in games as well as lose privileges from Sunday through the following Saturday.
- End of Marking Period - students may not participate in games for 15 school days.
- End of School Year - Loss of participation privileges for 15 school days upon the beginning of the new school year, unless the credit is made up through summer school. Participation in pre-season practices is allowed.

### **BEHAVIOR AFFECTING PARTICIPATION IN SCHOOL EVENTS**

Participation in extracurricular activities is a privilege that must be earned. Failure to comply with academic, behavioral, or attendance guidelines will result in removal from the activity. The following guidelines based on a code of conduct point system will determine participation in school events. If a student accumulates **10 or more** disciplinary points during a semester, he/she will lose the privilege to participate in planned school sponsored events until cumulative points are less than 10. The following is the infraction breakdown system.

#### **INFRACTIONS**

**Each Administrative Detention - 1 point**

**Each Saturday School Detention - 2 points**

**Suspension - 3 points per day**

Following each recorded offense, the parent will receive a point update form regarding the violation. Once a student has reached 10 points, he/she can have one (1) point deducted by avoiding any administrative infractions for a period of one (1) consecutive school week.

### **BEHAVIOR AFFECTING PARTICIPATION IN EXTRACURRICULAR EVENTS**

Any referrals for school detentions/suspensions will be addressed as follows:

- If a student earns the following points during a marking period:
  - ❖ **10 points or more = NO PRACTICE, NO GAMES , NO ADMISSION to school activities after 2:35 PM**
  - ❖ 15 points = removed from the program, at the discretion of administration
  - ❖ Student athletes can return to team activities once cumulative points are less than 10

**Please note that school detentions will not be moved from assigned dates due to rehearsals, practices or games. Also, note that students that are removed from extra-curricular activities will not receive a refund of their activity fee.**

### **SCHOOL ATTENDANCE**

A student must be in school **by 9:00 a.m.** in order to participate in an athletic contest/practice that day. An exception will be made if the student has an approved medical appointment, in which case, the student must present, to the building administrator, a signed statement from the doctor regarding the absence.

If a student has an early dismissal on a given day, in order to return to participate in a game that day, they must return with a doctor's note. Otherwise, the student will not be eligible to participate.

If a student is absent the last school day of the week, and the competition is on a non-school day, the student must have administrative and parent permission to participate. It is recommended that the coach call the parent regarding the absence.

A student who has been injured and has had medical treatment cannot participate again until medical clearance has been granted. All medical clearances must go through the athletic trainer and the athletic office.

## **PRACTICES AND CONTESTS**

Each member of any team is required to make a commitment to that sport during the season. Part of the commitment involves attending every scheduled practice and contest throughout the season. Unexcused absence from scheduled practices/contests will result in:

1. Individual team protocol.
2. Counseling by the head coach and notification of parents.
3. Suspension from the team and possible dismissal for the remainder of the season if subsequent violations occur.

## **TRAVEL**

Athletes must travel to and from contests, away from Marple Newtown, in transportation provided by the school.

The only exceptions are:

1. Injury to participant which would require alternate transportation.
2. Prior arrangement made in writing between the participant's parent/guardian and the Athletic Director for the student to ride with the parent/guardian due to special situations which may arise. This notice is kept on file in the athletic office.
3. When school transportation is not provided and alternative means are approved.

## **EQUIPMENT AND UNIFORMS**

Equipment and uniforms are issued to students on a loan basis and are to be worn only when authorized by the coach. If any of the equipment is not returned at the conclusion of the season, an obligation will be issued to the student for the fair cost of replacing it. Until the obligation is resolved, the student will not be eligible for athletic awards and will not be permitted to participate in any future season.

## **COMPLETION OF SPORTS SEASON**

In order for the student-athlete to be eligible for a letter, team and/or individual awards, it is required that he/she complete the sports season including post-season playoffs, tournaments, and exhibitions. The only exception will be illness and/or injury which limits participation. No awards will be given to any student athlete suspended and/or dismissed for the remainder of the season for "Student Conduct Policy" violations.

## **SUBSTANCE ABUSE**

The use and/or possession or selling or providing of alcohol, tobacco products, other drugs, and steroids on school property, or within the school authority, is a violation of school board policy 218 student discipline, and a violation of the law.

## **POSSESSION OR USE**

1. If a student is known to be unlawfully possessing, using or under the influence of drugs or narcotics classified as controlled substances or alcohol, while in school, on school property, or the school bus, he/she will be suspended for ten(10) days and he/she will forfeit the privilege of participating in athletic activities for the remainder of the season.

2. The Principal can dismiss the student from the team, and he/she will forfeit the privilege of participating for the remainder of the season
3. The Principal may request a Due Process Hearing before the Board of School Directors for the purpose of expulsion from school.
4. The police will be notified and will take appropriate action.

### **SELLING OR DISTRIBUTION**

1. If a student is found selling or providing drugs, narcotics or alcohol on school property or on the school bus, he/she will be suspended immediately for ten (10) school days, and forfeit all rights and privileges for further participation in athletic activities for the remainder of the school year.
2. The Principal will request a Due Process Hearing before the School Directors for the purpose of expulsion from school.
3. The police will be notified and will take appropriate action.

### **ANABOLIC STEROID USE/ABUSE**

The use of anabolic steroids, except for a valid medical purpose, by any student involved in school related athletics is prohibited. Disciplinary action could include:

1. Ten (10) day suspension from school per drug policy.
2. Suspension from school athletics for the remainder of the season.
3. Suspension from school athletics for the remainder of the season and for the following season.
4. 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.

PIAA Board of Control policy prohibits the use of tobacco products by participating and non-participating team personnel, including coaches, during any level of interscholastic athletic competition.

Violation of the Marple Newtown School District "Student Conduct Policy" which requires administrative action will be handled in accordance with the provisions of the specific sections as outlined in the manual. For example, if a violation involves a suspension, then said athlete will be suspended from practices/contests of that team for those days. It should be clearly understood that the same standard of behavior and discipline for the regular student shall also apply to the student athlete and any violations of the "Student Conduct Policy" may result in forfeiture of the privilege to participate on a Marple Newtown athletic team.

Consistent with the recent U.S. Supreme Court Decision, the school district reserves the right to require lab testing if a student athlete is suspected of substance abuse.

### **ADDITIONAL RULES AND REGULATIONS**

Any additional rules and regulations developed by the head coach of any sport must be approved by the Principal and Athletic Director prior to the season. These additional rules and regulations must be in writing and on file in the Athletic Office.

1. Student athletes should leave all valuables at home or with coaches, not in the locker room. It is the responsibility of the student to lock his/her own locker with any valuable possessions.
2. Student athletes should be neatly groomed and properly dressed when traveling to any contest.
3. No athlete may quit one sport and try out for another after the season has begun without mutual consent of both coaches.
4. Any civil law infraction or conduct by a student athlete that occurs during a sport season that is determined by the administration and head coach to be detrimental to the athletic program, or the school district, will result in counseling by the school administration and head coach and possible suspension/dismissal from the team.

## **HAZING**

1. **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.
2. **Definitions** – For purposes 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 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 group, shall be presumed to be a forced activity, even if a student willingly participates.

3. **Authority SC 510, 511 Pol. 122, 123** – The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.
4. **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 of district students is prohibited, by means of distribution of written policy, publication in handbooks, verbal instructions by the coach or sponsor at the start of the season or program, and posting of notice/signs.
5. **Guidelines – Complaint Procedure**
  1. When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the Athletic Director and/or building Principal.
  2. The Athletic Director/Principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
  3. The Athletic Director/Principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation 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 Athletic Director/Principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to including removal from the activity.

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.

**References:**

School Code – 24 P.S. Sec. 510, 511

Board Policy – 122, 123, 247

### **STATE, DISTRICT, AND LEAGUE AFFILIATION**

The Marple Newtown School District's athletic program at both the middle and high school adheres to the constitution and by-laws of the Pennsylvania Interscholastic Athletic Association (P.I.A.A.). Parents are invited to visit PIAA.ORG for PIAA information.

The P.I.A.A. is divided into 12 districts. Marple Newtown High School is part of District One which includes Bucks, Chester, Delaware, and Montgomery counties.

Marple Newtown High School (grades 9 through 12) is a member of the Central League/ which is comprised of 12 schools: Conestoga, Garnet Valley, Harriton, Haverford, Lower Merion, Marple Newtown, Penncrest, Radnor, Ridley, Springfield, Strath Haven, and Upper Darby High School.

### **SPORTS SEASON**

Marple Newtown athletic teams participate in fall/ winter/ and spring seasons as defined by the PIAA. Our freshman teams' seasons are further defined by the Central League. Each sport has a first legal practice date is listed in the coaches calendar on the PIAA website. Each sport has a maximum number of games that may be played.

### **OUT OF SEASON PARTICIPATION OR PRACTICE**

All P.I.A.A. sports have a defined season. If a Marple Newtown team conducts a practice and/or plays a contest prior to the first legal practice date or after the concluding date of the defined P.I.A.A. season in a sport, the school will be penalized, including the loss of the opportunity to participate in P.I.A.A. district and statewide tournaments and championships in that sport for at least one year. In addition, any Marple Newtown coach or student who involve themselves in out-of season athletics do so as a private citizens; they and the parents of the student(s) involved assume all risks and liabilities.

Selective teams utilize open gym time before or after the sport's primary season. Athletes should contact coaches regarding scheduled voluntary sessions. Attendance at these sessions has no bearing on whether or not an athlete will make the team.

### **ATHLETIC TRAINER**

**General Background:** The field of athletic training, as a specialization, provides a major link between the athletic program and the medical community and provides injury prevention, emergency care, and rehabilitation procedures. The National Athletic Trainers' Association was formed in 1950 to establish professional standards for this evolving paramedical profession.

**Qualifications :**The athletic trainer is an educated, well-trained professional, who has taken specific courses in athletic training and is expected to be a college graduate with extensive background in biological and health science. He/she should be certified by the National Athletic Trainers' Association (NATA) and should hold a cardiopulmonary resuscitation certification (CPR).

**Major functions:** The major functions of the athletic trainer are injury prevention, recognition, and evaluation, and the management, treatment, disposition, rehabilitation, organization, and administration, education, and counseling of the athlete.

**The Athletic Trainer's responsibilities include the following:**

1. The trainer's first priority is to the in-season Marple Newtown School District student/athlete.
2. Varsity teams in district and state playoff contests away from school when it does not conflict with the first priority.
3. Opposing athletes playing contests at the Marple Newtown High School.

**Preventive Care**

1. To provide advice and instruction to coaches for in-season conditioning and training programs as requested by head coaches. This includes warm-up exercises and conditioning programs, which involve running, stretching, and strength training.
2. To complete pre-event preparations (preventative taping, etc.) before each home contest and before bus departure for each away contest.
3. To complete pre-practice preparations (preventative taping, etc.) before each scheduled practice.
4. To oversee first aid kits and instruct coaches on the use of the kit's contents.

**Emergency Care and Supervision**

1. The first priority: to be in attendance at all home events (scrimmages and regular-season contests) and scheduled practices, except as noted below:
  - a. The trainer is not responsible for attending Saturday and evening practices. However, he/she is still responsible for pre-practice preparations before evening practices.
  - b. During school holiday and vacation practices attendance is required as scheduled (see Director of Athletics, as all practices will not be covered).
  - c. To be in attendance at Sectional, Regional, District, or State competitions involving Marple Newtown unless attendance conflicts with the first priority.
2. To provide emergency aid through recognition, care, and approved treatment of all injuries.
  - a. When a school doctor is present do so under his/her direction.
  - b. Send an athlete to a hospital emergency room if necessary.

**Training Room Rules**

1. All injured athletes must sign treatment log.
2. **No** cleats allowed in training room, or anywhere in the building.
3. All supplies must be distributed by the trainer.
4. Equipment, braces, crutches, wraps, etc. must be signed out.
5. Athletes are **NOT** to use training room unattended or tape themselves for any reason.
6. Therapeutic modalities equipment is only to be used with the instruction or supervision of trainer. Coaches are to be informed of any treatment and the trainer's recommendations.
7. Book bag, equipment, etc. to be left in the hall.
8. Profanity is prohibited in the training room.
9. Ice bags must be emptied when treatment is completed.
10. When training room is busy, athletes must wait in the hall.
11. Athletes are to report all injuries to the coach and trainer.



## **APPENDIX A**

### **Parent Informational Forms**

- 1. Code of Conduct/Insurance for Interscholastic Athletics**
- 2. Parent / Athlete Concussion Information Form**
- 3. Parent/ Athlete Sudden Cardiac Care Form**
- 4. MNSD Concussion Policy**
- 5. Local Physician's With Concussion Management Training**
- 6. ImPACT Testing Information**

**The PIAA forms can be found at the below link. MNSD Athletes must complete forms 1-7.**

**[http://www.piaa.org/assets/web/documents/Section%20VII%20Forms.%20CIPPE FORM SECTIONS 1 2 3 4 5 6 7 8 AND 9 \(no shading\)\(1\).pdf](http://www.piaa.org/assets/web/documents/Section%20VII%20Forms.%20CIPPE%20FORM%20SECTIONS%201%202%203%204%205%206%207%208%20AND%209%20(no%20shading)(1).pdf)**

**\*\*Please keep all forms for your records. \*\***



## **MARPLE NEWTOWN SCHOOL DISTRICT**

120 Media Line Road

Newtown Square, Pennsylvania 19073-4696

(610) 359-4218 · FAX: (610) 356-2194

**TO:** Parents/ Guardians of Students Participating in Activities

**FROM:** Chris Gicking, Athletic Director

**SUBJECT:** Insurance for Interscholastic Athletics

The Marple Newtown School District students who participate in interscholastic athletics will be covered by an accident insurance policy during the season(s) in which they participate. This coverage will apply to girls and boys, grades 6 through 12, in the middle school and the high school.

The insurance company will reimburse the first \$100.00 of covered expenses without regard to other insurance. Thereafter, benefits will be payable only for covered expenses above \$100.00 which are not recoverable from other insurance which students or parents may have. In the event there is no other medical insurance, benefits will be payable to the limits of the school district policy.

In the event of an injury, please contact the athletic director if you need information on the coverage and claim forms.

Please keep this for your records and return the attached form to your child's coach.

**\*Keep this for your records\***

# Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

## WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports **one or more** symptoms of concussion listed below after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

### Did You Know?

- Most concussions occur without loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETES
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can't recall events prior to hit or fall	Confusion
Can't recall events after hit or fall	Just not “feeling right” or “feeling down”

## CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

## WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover.

In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

## Remember

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

## WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

It's better to miss one game than the whole season. For more information on concussions, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

# MNSD CONCUSSION POLICY

## Protocol

1. A concussion is defined as a complex pathophysiological process affecting the brain which was induced by a traumatic biomechanical force. Listed below are several commonalities that are present with a concussion:
  - A concussion may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head.
  - Symptoms may include: (**headache, pressure in head, neck pain, nausea, dizziness, blurred vision, balance problems, sensitivity to light, sensitivity to noise, feeling slowed down, feeling in a fog, difficulty concentrating, difficulty remembering, fatigue, confusion, drowsiness, trouble sleeping, irritability, sadness.**)
2. Return to play will occur after the athlete is asymptomatic and neuropsychological testing has returned to baseline. **\*\*To be pro-active in managing head injuries, each student-athlete that participates in a “contact” sport will be “IMPACT TESTED”.**
3. Return to play will follow a gradual step-by-step progression.

## Management and Rehabilitation

Acute response: When a player shows ANY signs or symptoms of a concussion:

- 1.) The player should not be allowed to return to play in the current game or practice.
- 2.) Regular monitoring of that player for deterioration is essential.
- 3.) The Athlete must be evaluated by a **Physician Trained in Concussion Management**.
- 4.) Athlete must be asymptomatic for before advancing to return to play protocol.
- 5.) Athlete will be Impact Tested to determine if he/she has returned to baseline.

**Student-Athletes who have sustained a concussion should complete a graduated return-to-play before they may resume competition or practice, according to the following protocol:**

- **Step 1:** Completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without reemergence of any signs or symptoms. If no return of symptoms, next day advance.
- **Step 2:** Light Aerobic exercise, which includes walking, swimming, and stationary cycling, keeping the intensity below 70% maximum heart rate. No resistance training. The objective of this step is increased heart rate.
- **Step 3:** Sport-specific exercise including skating, and/or running: no head impact activities. The objective of this step is to add movement.
- **Step 4:** Noncontact training drills (e.g. passing drills). Student-athlete may initiate resistance training.
- **Step 5:** Following medical clearance (consultation between school health care personnel and student-athlete’s physician), participation in normal training activities. The objective of this step is to restore confidence and assess functional skills by coaching and medical staff.
- **Step 6:** Return to play involving normal exertion or game activity.

## **Remember**

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. It’s better to miss one game than the whole season.

**\*\*Please Keep This For Your Records\*\***

## **Local Physicians certified in concussion management**

1. Dr. Allen Harris, DO

[allen@beattyharrissportsmed.com](mailto:allen@beattyharrissportsmed.com) 610-601-9177

2. Dr. Tricia Beatty, DO

[tricia@beattyharrissportsmed.com](mailto:tricia@beattyharrissportsmed.com) 610-601-9177

### **3. Springfield Healthplex Sports Medicine**

Dr. David Webner, MD                      Dr. Kevin Duprey, DO

196 W. Sproul Road, Suite 110, Springfield, PA 19064 – Phone – 610-328-8830

### **4. Rothman Institute**

Dr. Stephen Stache, MD                      Dr. Danielle Chase, PhD, LP

3855 West Chester Pike, Suite 340, Newtown Square, PA 19073 – Phone – 800-321-9999

### **5. Premier Orthopedic & Sports Med Center**

Dr. Eric Lake, DO

525 West Chester Pike, Suite 203, Havertown, PA 19083 - Phone – 610-789-7767

**More information about ImPACT Testing can be found at <http://impacttest.com/>**

# IMPACT TESTING

ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) is the first, most-widely used, and most scientifically validated computerized concussion evaluation system.

Developed in the early 1990's by Drs. Mark Lovell and Joseph Maroon, ImPACT is a 20-minute test that has become a standard tool used in comprehensive clinical management of concussions for athletes of all ages. ImPACT Applications, Inc. was co-founded by Mark Lovell, PhD, Joseph Maroon, MD, and Michael (Micky) Collins, PhD.

Given the inherent difficulties in concussion management, it is important to manage concussions on an individualized basis and to implement baseline testing and/or post-injury neurocognitive testing. This type of concussion assessment can help to objectively evaluate the concussed athlete's post-injury condition and track recovery for safe return to play, thus preventing the cumulative effects of concussion. In fact, neurocognitive testing has recently been called the "cornerstone" of proper concussion management by an international panel of sports medicine experts.

ImPACT can be administered by an athletic trainer, school nurse, athletic director, team doctor or psychologist, provided that they have completed training in the administration of the test. Post-concussion care and the management of concussion should only be administered by a trained medical professional. ImPACT assists doctors in making return-to-play decisions and should **never** be used as a stand-alone tool.

## Test Features

- Measures player symptoms
- Measures verbal and visual memory, processing speed and reaction time
- Reaction time measured to 1/100th of second
- Assists clinicians and athletic trainers in making difficult return-to-play decisions
- Provides reliable baseline test information
- Produces comprehensive report of test results
- Results can be e-mailed or faxed for fast consultation by a neuropsychologist
- Automatically stores data from repeat testing
- Testing is administered online for individuals or groups
- Compatible with PC and MAC

The test battery consists of a near infinite number of alternate forms by randomly varying the stimulus array for each administration. This feature was built in to the program to minimize the "practice effects" that have limited the usefulness of more traditional neurocognitive tests.

ImPACT takes approximately 20 minutes to complete. The program measures multiple aspects of cognitive functioning in athletes, including:

- Attention span



- Working memory
- Sustained and selective attention time
- Response variability
- Non-verbal problem solving
- Reaction time

More information about ImPACT Testing can be found at <http://impacttest.com/>

## Athlete / Parent / Guardian Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet

### What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

### How common is sudden cardiac arrest in the United States?

There are about 300,000 cardiac arrests outside hospitals each year. About 2,000 patients under 25 die of SCA each year.

### Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

Dizziness	Fatigue (extreme tiredness)	lightheadedness
Weakness	Shortness of breath	Nausea
Difficulty Breathing	Racing or fluttering heartbeat	Vomiting
Chest pains	Syncope (fainting)	

These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

### What are the risks of practicing or playing after experiencing these symptoms?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who have SCA die from it.

### Act 59 – the Sudden Cardiac Arrest Prevention Act (the Act)

The Act is intended to keep student-athletes safe while practicing or playing. The requirements of the Act are:

*Information about SCA symptoms and warning signs.*

- Every student-athlete and their parent or guardian must read and sign this form. It must be returned to the school before participation in any athletic activity. A new form must be signed and returned each school year.
- Schools may *also* hold informational meetings. The meetings can occur before each athletic season. Meetings may include student-athletes, parents, coaches and school officials. Schools may also want to include doctors, nurses and athletic trainers.

### ***Removal from play/return to play***

- Any student-athlete who has signs or symptoms of SCA must be removed from play. The symptoms can happen before, during or after activity. Play includes all athletic activity.
- Before returning to play, the athlete must be evaluated. Clearance to return to play must be in writing. The evaluation must be performed by a licensed physician, certified registered nurse practitioner or cardiologist (heart doctor). The licensed physician or certified registered nurse practitioner may consult any other licensed or certified medical professionals.

## **APPENDIX B**

### **Please Sign and return each form to the Athletics Office or to the Athletic Trainer's office.**

**\*\*The student athlete will not be allowed to participate in athletics until every form is turned in. The forms needed are listed below. \*\***

1. Marple Newtown Athletic Code of Conduct
2. Marple Newtown Emergency Medical / Consent Form
3. Understanding Non-medical/Misuse of Prescription Medications
4. PIAA CIPPE Sect. 1-7 (Must be signed by a Doctor after June 1, 2021 to be valid for 2021/2022 school year.
5. Marple Newtown Activity Fee Form

### **Physical Examinations**

No student shall be eligible to represent his/her school in any interscholastic athletic contests unless he/she has been examined by a licensed physician of medicine before his/her first sports season of the academic year. Before each subsequent sports season of the same academic year, he/she will need to be re-certified by either a parent or physician in order to confirm that his/her condition is satisfactory before he/she begins to train or practice for the intended sport. All physical exam information will be kept on file in the athletic office.

Sections I-V (1-5) of the physical form must be filled out by a parent prior to a physical being given by a physician. Section VI (6) of the physical form is filled out by the physician.

**\*\*\* THE PHYSICAL MUST BE Authorized AFTER JUNE 1, 2021 TO BE VALID FOR THE 2021--2022 YEAR. \*\*\***

**Season 2 and/or season 3 participation requires recertification by:**

**Re-certification by parent:** This option is afforded to student athletes who finish their previous season deemed healthy by our athletic trainer. A parent can fill out Section VII (7) of the physical form to certify that there has been

no change in the medical condition of their child since the date of their last physical.

**Re-certification by a physician:** This is required for any student athlete who finishes the previous season as an injured member of the team or any student who suffers an injury or change to their medical condition between seasons.

**Section VIII (8)** must be filled out by a physician in order to certify that the student is deemed fit to participate in the new season.



## **MARPLE NEWTOWN SCHOOL DISTRICT**

120 Media Line Road

Newtown Square, Pennsylvania 19073-4696

(610) 359-4218 · FAX: (610) 356-2194

### **Marple Newtown Athletic Code of Conduct**

As a member of the Athletic Program in the Marple Newtown School District, I realize that participation in extracurricular activities is a privilege that must be upheld. I have read the student athlete/parent handbook and understand that I am required to meet the academic requirements put forth by the district, and also those requirements outlined by the coaches of the programs in which I am involved.

Any student posting things via a social media outlet must adhere to our Athletic Code of Conduct in addition to any school rules that may apply. It is imperative that any social media correspondences fall under the guidelines of sportsmanship and fair play. Please use good judgment when posting anything on one of these outlets. Those found in violation of the above may jeopardize participation in and/or attendance of an extracurricular event.

In addition, as a member of the athletic department in the Marple Newtown School District, I am expected to model our **"Six Pillars of Character"**: *hard work, sportsmanship, integrity, citizenship, respect and responsibility*. Any actions that would be contrary to those six pillars will jeopardize my participation in the athletic program.

I have read the above and agree to the terms discussed. I will strive to maintain "Tiger Pride" and display character in all aspects of my life as a student athlete in the Marple Newtown School District.

Print Student Name: \_\_\_\_\_ Sport: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Marple Newtown School District Emergency Medical / Consent Form**

Student's Name \_\_\_\_\_ Email: \_\_\_\_\_

Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sport: Boys/Girls- \_\_\_\_\_

Home Address: \_\_\_\_\_ Home # \_\_\_\_\_

Parent/Guardian Contact # 1: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian Contact # 2: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

*Emergency Contact if parent/guardian cannot be reached in an emergency situation.*

Emergency Contact # 1: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact # 2: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Doctor's Phone #: \_\_\_\_\_

Medical History/Medical Problems: \_\_\_\_\_

Medications Currently Taking: \_\_\_\_\_

Allergies to Medications: \_\_\_\_\_

Family Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

### **Medical Permission / Athletic Consent**

*As parent/guardian, I authorize my child to participate in the above activity. I acknowledge that as a result of the participation, he/she may be exposed to hazards, which may result in physical injury and agree not to hold the Marple Newtown School District, or any of their coaches or staff liable for personal injuries or property damage sustained by my child in connection with such participation.*

### **\*\*\* All Injuries should be reported to the coach/advisor and Certified Athletic Trainer. \*\*\***

*I hereby give permission to the attending Physician and or Certified Athletic Trainer at the athletic activities to carry out such emergency diagnostic and therapeutic procedures as may be necessary for my child.*

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Sports Injuries and Prescription PainKillers**

### **Understanding Non-medical/Misuse of Prescription Medications**

#### **Prescription Medications**

- The class of prescription drugs most commonly prescribed for pain is opioids, such as Vicodin, Percocet, Codeine, Demerol or Oxycontin. Under a doctor's orders, these medications can be very helpful. But if used improperly, they can be dangerous.
- Most individuals who misuse prescription medications, particularly teens, believe these substances are safer than illegal drugs because they are prescribed by a doctor. Doctors take into account things like the patient's age, weight, and medical history; the drug's form, dose, and possible side effects; and the potential for addiction, when prescribing medications.
- 70% of people 12 and older who abuse prescription drugs get them from family and friends, and 60% of teens who have abused prescription painkillers have done so before the age of 15.

#### **What is Addiction?**

- Addiction is a disease characterized by compulsive drug seeking behavior regardless of the consequences. As the illness progresses, an addicted person needs more of the drug, the illness becomes harder to treat, and the risk of overdose increases.
- Misusing medication can lead to serious consequences including addiction, other substance use, criminal activity, death.
- People who misuse painkillers might not understand how these factors interact and put them at risk for serious negative consequences. Additionally, mixing prescription opioids with alcohol or other drugs is the leading cause of overdose death in Delaware County.

It is important for parents/guardians to be aware of what substances your student athlete may be exposed to or using during the season. What are the signs and symptoms you should look for?

#### **Signs of use**

- Anxiety/Irritability
- Insomnia
- Long periods of sleep
- Loss of appetite/nausea
- Watery eyes
- Chills
- Depression
- Disorientation
- Pinpoint pupils

#### **Signs of dependency**

- Change in personality
- Social withdrawal
- Change in daily habits
- Neglect responsibilities
- Forgetfulness
- Increased sensitivity
- Change in appearance
- Receiving lower grades
- Increased absence

#### **Signs of overdose\***

*\*If you see any of these signs, consider this an emergency and call 911 immediately.*

- May not awaken when aroused
- Cold, clammy skin
- Blue lips, face, hands
- Struggle for breath
- Elevated body temperature
- Vomiting
- Behaving irrationally/confused

#### **Take Action! What can you do if your athlete is prescribed medication?**

1. **Know** → Know what medications your athlete is using and the signs of use, dependency, and overdose.
2. **Monitor** → The adult in the household should maintain possession of the medication and closely monitor the dosage and refills. Although most youth are capable of self-administering over-the-counter painkillers, prescription opiates should be closely supervised by an adult. Set clear rules with your medications! Never share, take more than prescribed, or mix with other drugs.
3. **Talk** → Discuss the dangers of prescription medications with your athlete. Emphasize that just because they are prescribed by a doctor, it does not make them safe!
4. **Lock Your Meds** → Keep all prescription medications locked up to keep your family and friends safe! When the prescription is no longer needed, dispose of the unused medication at any Delaware County Drop Box locations (visit [www.co.delaware.pa.us/heroin](http://www.co.delaware.pa.us/heroin) for locations).

I have reviewed and understand the symptoms and warning signs of prescription drug misuse.

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

Signature of Student-Athlete

Print Student-Athlete's Name

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

Signature of Parent/Guardian

Print Parent/Guardian's Name



Delaware County Council  
THOMAS J. McGARRIGLE  
Chairman  
MARIO J. CIVERA JR.  
COLLEEN P. MORRONE  
JOHN P. McBLAIN  
DAVID J. WHITE

**DELAWARE COUNTY HEROIN TASK FORCE**

DELAWARE COUNTY GOVERNMENT CENTER  
201 W. Front Street  
Media, PA 19063  
[www.co.delaware.pa.us/heroin](http://www.co.delaware.pa.us/heroin)  
(610) 891-4163



Delaware County  
District Attorney  
JOHN J. WHELAN  
Vice Chairman

## Marple Newtown School District Extracurricular Activity Fee

Marple Newtown High School  
120 Media Line Road  
Newtown Square, PA 19073  
Athletic Office: 610-359-4232  
Chris Gicking, Athletic Director grades 6-12  
[cgicking@mnsd.org](mailto:cgicking@mnsd.org)

Paxon Hollow Middle School  
815 Paxon Hollow Road  
Broomall, PA 19008  
Athletic Office: 610-359-4337  
Julie Rufo, Assistant Athletic Director grades 6-12  
[jrufo@mnsd.org](mailto:jrufo@mnsd.org)

The established Activity Fee for this school year is \$75.00. This once a year fee entitles the student to participate in multiple activities. There is a maximum fee of \$150 per family from grades 6-12. If you have children at both the HS and MS, please send payment to the HS Athletic office.

Activities that will be assessed fees include all interscholastic school sports; band, chorus and orchestra; all students involved in the production of school plays and musicals; speech team; debate team; HI-Q; forensics team; mock trial, math club.

The fee is to be paid by the following dates: **Yearly Activities by September 27th**

**Seasonal Activities:**

Fall sports/activities - **due first day of practice**

Winter sports/ Activities—**due first day of practice**

Spring sports/Activities – **due first day of practice**

***Please note \*\*\* If the activity fee is not paid/waiver is not turned in, the student may not participate/try out for that activity or sport.***

Please complete this form for the 1<sup>st</sup> activity of participation with all information requested and submit to the athletic office along with payment made out to Marple Newtown School District.

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Siblings: \_\_\_\_\_ Grades(s) \_\_\_\_\_

---

Telephone: \_\_\_\_\_

**On the line below, please list all activities you anticipate your child will be involved in this year.**

I have reviewed the "Activity Fee Program" and understand that the fee I am paying does not guarantee playing time or control over any conditions of the team or program, and is not refundable. In addition, I understand that the fee will not be refunded or pro-rated for a student who becomes injured or ineligible during the season, when a student is removed from a team for academic or disciplinary reasons, when cancelled contests cannot be rescheduled, or when a full allotment of games cannot be scheduled. In addition, I understand that the number of scheduled contests may vary from level to level and from school to school. I also understand that paying the fee does not alter the Student Policies of the Marple Newtown School District, the Athletic Code of Conduct, the regulations of the Pennsylvania Interscholastic Athletic Association, and individual team rules.

SIGNATURE OF STUDENT \_\_\_\_\_ SIGNATURE OF PARENT/ GUARDIAN \_\_\_\_\_

DATE: \_\_\_\_\_ PARENT/GUARDIAN PRINT NAME HERE: \_\_\_\_\_

**IF FEES ARE NOT PAID BY THE DATES LISTED ABOVE, STUDENTS WILL BE REMOVED FROM THEIR ACTIVITIES UNTIL PAYMENT IS RENDERED.**

## **Important Board Policy**

### **123 Interscholastic Athletics**

#### **Purpose**

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

Athletic programs must have clearly defined objectives compatible with district educational goals and objectives, recognizing that students differ physically, emotionally, and intellectually.

Interscholastic competition must be an outgrowth of physical education and intramural programs where students develop skills and learn to participate competitively.

Interscholastic programs foster the growth of school loyalty within the student body as a whole and stimulate community interest. The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.

#### **Definition**

For purposes of this policy, the program of **interscholastic athletics** shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

#### **Authority**

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.[\[4\]](#)

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be free of injury; and undergo a physical examination by a licensed physician.[\[4\]](#)

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

The Board directs that no student may participate in interscholastic athletics who has not:[\[4\]](#)

Met the requirements for academic eligibility.

1. Maintained a record of academic proficiency sufficient to ensure that participation in interscholastic athletic activities will not interfere with academic achievement.
2. Attended school regularly.[5]
3. Been in attendance on the day of the athletic event or practice for the hours required.
4. Returned all school athletic equipment previously used.

### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:[6]

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.
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 in school to complete a transaction outside of school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.

### **Delegation of Responsibility**

The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events. S/He shall inform the Board of changes in that schedule as they occur.

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

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

The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.[7][8]

### **Guidelines**

Interscholastic athletics should:

1. Be controlled by the school administration and free of external pressures.



2. Be supervised by trained school district personnel, with the emphasis on teaching and participation.
3. Provide an opportunity for participation without discrimination.
4. Offer opportunities for competition at higher skill levels so participants can further develop potential.
5. Encourage students to respect others and their skills and abilities, regardless of race, creed, sex, or social class.
6. Develop a continuing interest and desire to encourage lifetime participation in athletics.
7. Include training in appropriate behavior, game ethics, and fair play to extend to nonparticipating students and spectators.

## **247 Hazing**

### **Purpose**

It is the policy of the Marple Newtown School District to provide 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 school district and are prohibited at all times.

This policy defines hazing, specifies and describes prohibitions, outlines reporting procedures, and provides for the undertaking of appropriate preventative, remedial and/or punitive actions.

### **Definitions**

The term **hazing** as used in this policy means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the recognition of the Marple Newtown School District.

For purposes of this definition of hazing, any activity as described shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

The term hazing for purposes of this policy does not mean merely discourteous acts; hazing involves significantly more egregious conduct.

The term **school personnel** as used in this policy means School Board members, school employees, agents, volunteers, contractors and/or persons subject to the supervision and control of the school district.

### **Guidelines**

#### **Prohibitions**

No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist, engage in any hazing activity on school property, during the use of school facilities or during school-sponsored activities, services and/or team or organization/group events at any site.

It shall also be a violation of this policy for any school personnel to condone or tolerate any form of hazing in connection with a Marple Newtown School District organization which has come to his/her attention.

When hazing occurs it may include instances involving, but not be limited to the following:

1. Any brutality of a physical nature, such as whipping, beating, branding, paddling, electric shock, exposure to weather, placement of harmful substances on the body, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual.
2. Any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced simulation of actions of a sexual nature, 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.
3. Any willful destruction or removal of public or private property or negligence in regard to that destruction or removal.

#### Procedures for Notification

The district shall inform students, parents/guardians and school personnel that hazing will not be tolerated by means of one (1) or more of the following methods:

1. Distribution of policy.
2. Publication in handbooks.
3. Information session(s).
4. School district website: [www.mnsd.org](http://www.mnsd.org).
5. Posting of notices/signs.
6. Other means of notice to be implemented by the district.

#### Procedure for Reporting, Investigating and Resolution

##### Reporting -

1. The hazing complaint officials for purposes of this policy are the principal in each building and/or the district's athletics director. They are directly responsible for directing the investigation of any allegation of hazing.
2. Any school personnel who hears, observes or otherwise becomes aware of hazing, or who reasonably believes that hazing has occurred, must take prompt and appropriate action to stop hazing and prevent its recurrence. In the event that said personnel is unable to take prompt and appropriate action, said personnel shall report the incident or complaint of hazing to the hazing officials designated by this policy within one (1) school day or as soon as practicable thereafter.
3. Anyone (student, parent/guardian or other interested party) who believes, in good faith, that hazing has occurred shall inform any school personnel and/or one of the complaint official(s) designated by this policy. The complaint may be made orally or in writing.
4. Anyone making a complaint in good faith shall do so without fear of any repercussion whatsoever.

#### Investigation

1. An investigation shall be completed by the hazing official within ten (10) school days from the date of the complaint or report.

1. The investigation may consist of personal interviews with the complaining student(s), the alleged perpetrator(s) and any other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. Parents/Guardians of students involved will be informed of this investigation.
1. In determining whether alleged conduct constitutes a violation of this policy, the hazing complaint official should consider all surrounding circumstances. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
1. In addition, the Marple Newtown School District may take immediate steps, at its discretion, to protect the reporting student, alleged hazer, witnesses and school employees pending completion of an investigation of alleged hazing and may make any appropriate referrals for assistance, including, but not limited to: counseling, rape crisis intervention, notification of police, etc.
1. The hazing complaint official shall make a written report to the Superintendent upon completion of the investigation. The report shall include a determination as to whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

### Resolution

1. Following the investigation, the hazing complaint official shall recommend to the Superintendent and/or school principal what action, if any, is required to stop hazing from recurring and to consequence offenders.
1. The Marple Newtown School District shall take appropriate action in all cases where the hazing complaint official concludes that this policy has been violated. Actions include, but are not limited to, the following:
  - a. Establishment of more vigilant security measures.
  - a. Warning, education, counseling, suspension, dismissal, or termination for any student or employee who is determined to have violated this policy.
  - a. Reporting of criminal conduct to the appropriate law enforcement agency.
1. The school principal shall maintain the written report of the investigation and the results in his/her office including follow-up documentation that actions of resolution were effective.

### Reporting of Potential Physical and/or Sexual Abuse

Several behaviors listed as hazing may also constitute physical or sexual abuse. The term **physical abuse** is defined as the intentional infliction of bodily harm. The term **sexual abuse** is defined as any acts by a person involving sexual molestation or exploitation of another person, including but not limited to rape, sodomy or any lewd or lascivious conduct. Thus, under certain circumstances, some hazing may also be possible physical and/or sexual abuse under Pennsylvania law. Such abuse is subject to the duties of mandatory reporting and must be reported to the appropriate authority within twenty-four (24) hours of the time the educator becomes aware of the suspected abuse.

### Confidentiality

The Marple Newtown School District recognizes that both the reporting student(s) and the alleged hazer have strong interests in maintaining confidentiality of the allegations and related information. The privacy of the reporting student(s), the individual(s) against whom the complaint is leveled and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate actions, and to comply with any discovery or disclosure obligations.

### Alternative Complaint Procedures

In addition to, or instead of, filing a hazing complaint through this policy, a person may choose to exercise other options, including but not limited to filing a complaint with outside agencies including the police or filing a private lawsuit.

## **248 Unlawful Harassment**

### **Purpose**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

### **Authority**

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

### **Definitions**

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct: [\[2\]](#)

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when: [\[4\]](#)

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute **sexual harassment** include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language;

innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

### **Delegation of Responsibility**

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.[5]

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

### **Guidelines**

Complaint Procedure – Student/Third Party

#### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

#### **Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### **Step 3 – Investigative Report**

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

### **Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

### **Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

## **249 Bullying/Cyberbullying**

### **Purpose**

Creating and maintaining a safe and welcoming learning environment for all students is a high priority in all school district schools. A safe school environment free from bullying is necessary for students to learn and achieve high academic standards. Bullying behavior disrupts the educational or learning process, and may present an obstacle to the academic, vocational, social, emotional, and other development of students. Bullying and cyberbullying can also escalate into more serious violent or cyberspace crimes. Therefore, bullying and cyberbullying will not be tolerated.[\[1\]](#)

### **Definitions**

**Bullying** - For the purposes of this policy, **bullying** means an intentional electronic, written, verbal or physical act, or a series of acts (a) directed at another student or students (b) that is severe, persistent or pervasive, and (c) that has the effect of doing any of the following:

1. Substantially interfering with a student's education;
2. Creating a threatening environment; or
3. Substantially disrupting the orderly operation of the school.

The school district is not prohibited from defining bullying in such a way as to encompass acts that occur outside of the **school setting** if those acts (1) substantially interfere with a student's education; (2) create a threatening environment; or (3) substantially disrupt the orderly operation of the school.[\[1\]](#)

For example, bullying could be cyberbullying, and/or a form of harassment in which the behavior is intended, or perceived to intend, to harm or cause distress to another. It may include, but is not limited to, actions such as verbal taunts, physical aggression, extortion of money or possessions, including any discriminatory statements prohibited by and consistent with the school district's nondiscrimination and harassment policies.

The term cyberbullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

### **Authority**

The Board prohibits all forms of bullying. Any violation of this policy shall be considered an infraction of the Code of Student Conduct, with discipline implemented accordingly, and on a case-by-case basis. All bullying behavior that is believed to be violation of the Pennsylvania Crimes Code will be reported to the police.[\[1\]](#)

This policy shall be implemented through the cooperative efforts of the Board of School Directors, Superintendent, the Superintendent's Team, the building administrators, the school employees, the parents/guardians, the students, the school volunteers, law enforcement, and the school district's community.

Any person discovering bullying shall report the incident to a Marple Newtown School District teacher, counselor, or administrator. School employees will provide immediate interventions consistent with this policy. Students are also required to immediately report bullying.

### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee(s) must (a) ensure that this policy is reviewed annually with students, and (b) in cooperation with other appropriate school district administrators ensure that this policy is reviewed every three (3) years, then, if applicable, recommend necessary changes to the Board of School Directors.[\[1\]](#)

The school district administrators must annually provide the following information with the Safe School Report:[\[1\]](#)

1. The Board of School Director's Bullying Policy.
2. A report of the school district's bullying incidents.
3. Information on the development and implementation of the bullying prevention, intervention, and education programs.

### **Guidelines**

The Code of Student Conduct, which shall contain this policy, must be disseminated annually to students.[\[1\]](#)[\[2\]](#)[\[3\]](#)

This policy must be accessible in every classroom. The policy must be posted in a prominent location within each school building where notices are usually posted, and posted on the school district's website.

#### Bullying Prevention, Intervention, and Education Programs

The school district must educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.[\[4\]](#)[\[5\]](#)

Bullying prevention, intervention, and education programs must also be provided that consists of school-wide actions, classroom-level activities, individual interventions, and community involvement.[\[6\]](#)[\[1\]](#)[\[7\]](#)

1. School-wide actions include, but are not limited to, training for school staff and students and adoption of the following district-wide anti-bullying rules:
  - a. We do not bully others.
  - b. We help students who are bullied.
  - c. We include students who are left out.
  - d. We tell an adult at school and an adult at home when somebody is being bullied.
2. Classroom level activities include, but are not limited to, consistent interventions, use of rules, reinforcement of pro-social behavior and incorporation of bullying themes.
3. Individual interventions include, but are not limited to, follow up with both victims and bullies that may include consequences, provisions for making restitution, and counseling referrals, as appropriate.
4. Community involvement encourages partnerships with families, community organizations and agencies to implement the school district's bullying prevention, intervention, and education programs.

#### Complaint Procedure

When a student believes that s/he is a victim of bullying, the student and/or parent(s)/guardian(s) shall promptly report a complaint of bullying, orally or in writing, to the building principal, counselor, teacher or another school employee. If the building principal is the subject of a bullying complaint, the student and/or parent(s)/guardian(s) shall promptly report the complaint directly to the Superintendent or Superintendent's designee.

All school employees are required to report alleged violations of this policy to the building principal or the principal's designee. An employee shall be subject to disciplinary procedures consistent with the current collective bargaining agreement (if applicable), school district policy, federal, state, and local laws for failure to report.

Complaints of bullying must be investigated by the principal/principal's designee, or Superintendent/Superintendent's designee, as applicable, promptly, and corrective action must be taken when allegations are verified. Confidentiality of all parties must be maintained, consistent with the school district's legal and investigative obligations. The incident must be maintained as a confidential record in the discipline file of both the victim and the bully.[\[8\]](#)

The building principal/principal's designee or Superintendent/Superintendent's designee will contact the parent/guardian of both the bully and the victim.



### Consequences for Violations

A founded charge against a school district employee shall subject such employee to disciplinary action, up to and including discharge.<sup>[1][3][9]</sup>

A founded charge against a school district student shall subject such student to disciplinary action. Appropriate consequences and remedial actions range from positive behavioral interventions to and including suspension or expulsion, and may include counseling (within and/or outside of the school), parental conferences, detentions, separating the student(s) being bullied from the perpetrator(s), warnings, usage restrictions, loss of school privileges, reassignment (including but not limited to another school building, classroom, or school bus), exclusion from school-sponsored activities), oral or written reprimands, detentions, suspensions, expulsions, referral to law enforcement officials, and/or legal proceedings.

Any violation of this policy shall be considered an infraction of the Code of Student Conduct and any other applicable school district policy, with discipline implemented accordingly on a case-by-case basis. Any violation of the Pennsylvania Crimes Code will be reported to law enforcement.

Victims and their parents/guardians shall be made aware of appropriate counseling, agency services and safety plan developments described in the school district's victimization procedures.

### Retaliation

The school district prohibits reprisal or retaliation against any person who in good faith reports an act of bullying. The principal/principal's designee, in accordance with the Code of Student Conduct and/or other school district policy, will determine the consequences and remedial actions for students, and the Superintendent/Superintendent's designee for employees. Any violation of the Pennsylvania Crimes Code will be reported to law enforcement.

### False Reports

The principal, in accordance with the Code of Student Conduct and/or other school district policy, will determine the consequences and remedial actions for a student found to have falsely accused another as a means of harassment, intimidation or bullying. The Superintendent will determine consequences and remedial actions for an employee found to have falsely accused another as a means of harassment, intimidation or bullying. Any violation of the Pennsylvania Crimes Code will be reported to law enforcement.

## **915 Booster Clubs and Parent Organizations**

### Purpose

The Board recognizes and appreciates the cooperation and support given by booster clubs and parent organizations (collectively referred to as "organizations") to various athletic, extracurricular, and student club activities of the schools. It is the Board's desire to maintain the continuing good relationship between the District and the organizations to serve the basic educational goals of the District.

These collaborative activities should be consistent with the philosophy and objectives of the District and its Board's policies. In this regard, the equity principles and compliance benchmarks described in Title IX law must be used to guide fundraising efforts and resource allocation decisions.

### Authority

Any organization associated with the school district athletic teams, student activities or other school programs must be approved by the school district through application to the Superintendent or designee and approval by the Board of School Directors.

The District reserves the right to request additional information. A list of recognized organizations will be maintained by the Superintendent. Only those organizations approved by the Board will be recognized by the school district as official and permitted to use the school district name.

The Board of School Directors, the administration and all other personnel of the District shall each endeavor to foster a positive and productive relationship with organizations and shall also support these organizations when they operate to benefit the District.

### Guidelines

In order for this process to flow appropriately, the following guidelines are put in place by the Board:

### Organization

The Board shall provide organizations opportunities to support local school athletic, extracurricular, and student club efforts. Each organization must maintain current by-laws which, among other things, define who can be a member. Organizations shall also follow the District's rules regarding constitution and by-laws as promulgated in the Administrative Regulation related to this Policy.

The by-laws or similar rules must be consistent with the philosophy, mission and policies of the Marple Newtown School District. These by-laws, at a minimum, contain the following elements:

- The official name of the organization/group
- The group's purpose
- The group's membership eligibility criteria
- A specific statement that there be no discrimination
- Dues, if any
- Names and titles of officers
- The duties of said officers
- Meeting schedules and requirements
- The names of all subcommittees of said organization
- Procedures to amend the by-laws or adopt additional by-laws via ratification procedure, if appropriate

Each organization shall yearly submit a listing of its officers to the appropriate District administrative liaison after the annual organizational meeting of the organization. These officers will include a minimum of President, Secretary and Treasurer.

The building Athletic Director shall be the administrative liaison for organizations that support District athletic programs in that building.

Building principals or their designees shall be the administrative liaison for building based organizations that support District extracurricular and student club activities. The Superintendent shall designate the administrative liaison for all non-athletic District-wide organizations.

Each organization must appoint an organization liaison for purposes of communications with the District. This appointed liaison must be an officer of the organization. The District's Athletic Director shall maintain a list of organization appointed liaisons for applicable District athletic programs, building principals shall maintain a list of organization appointed liaisons for applicable extracurricular and student clubs in their respective buildings, and the designated administrative liaison shall maintain a list of organization appointed liaisons for all nonathletic District wide booster clubs.

Each organization shall submit a Treasurer's or financial report including bank of record, and a record of all receipts and expenditures at least one (1) time per year. A copy of each financial or Treasurer's report and a copy of the June 30th bank statement shall be submitted to the principal or designee no later than July 30.

### Other Guidelines and Restrictions(Pol. 707)[2]

The following classifications of individuals are not eligible for membership in organizations:

1. District or homeschooled students.
2. District employees unless they are the parent/guardian of a student participating in the sport or activity.
3. Coaches of the sport in question, whether paid or volunteer.
4. Parent/Person who does not have a student on the team.

Coaches of District athletics or teacher activity sponsors/advisors should, when possible, attend the meetings of organizations in an advisory capacity.

When using any school facility for meetings, fundraising, socials, banquets, and other activities, organizations must complete the "Application for Use of Facilities Form" as per Board Policy 707.

Each organization shall name an FDIC insured depository bank into which all proceeds and receipts shall be deposited. Organizations must follow appropriate accounting practices in maintaining and disbursing funds.

Organizations are not authorized to use the District tax-free number for purchases.

Organizations seeking tax-free purchases should consider filing with the Bureau of Charitable Organizations, Department of State, as a charitable organization.

Organizations may not deny eligible students actively participating in the activity ("participating students") access to District athletic, extracurricular, or club activities. In addition, organizations shall not charge fees for services, which are already available free to District students. However, an organization may charge a student a fee to attend a recognition function, such as a banquet, in an amount not to exceed the actual cost to the organization.

Organizations are not permitted to use the District's name or logo without license or express permission granted in writing by the Superintendent or designee. If an organization desires to use a logo other than the designated District logo or colors other than the school colors (orange/black) on merchandise or for any other reason, such use must be approved in writing by the Superintendent or designee. Designated District logos shall be established in the Administrative Regulation accompanying this Policy.

The organizations shall prohibit the sale or consumption of alcoholic beverages and are to prohibit the use of any tobacco products at any and all functions on school district property or at any club or organization-sponsored function at which students are in attendance. This may include but not be limited to banquets, picnics, and team get-togethers including those held beyond the school year.

### Budget

All organizations must elect or otherwise designate a Treasurer. The Treasurer will follow the District's rules as promulgated in the Administrative Regulation related to this Policy regarding the following:

1. Initial budgets
2. Uniform accounting procedures
3. Procedures for the internal audit process
4. Plans for fundraising activities and expenditures

5. Reporting of income and expenditures
6. Tentative goals for yearly carryover funds

#### Concerns

Concerns or issues of individual members of organizations regarding the organization should be made following the chain of command as indicated below:

- Step 1 - Organization officers[1]
- Step 2 - Designated administrative liaison
- Step 3 - Superintendent
- Step 4 - Board of School Directors

#### Fundraising and Communication

A key to the success of any organization is clear communications. It is required by the District's Board of School Directors that each organization have clear communications with their members as to the purpose of the organization and the desired voluntary commitment of the members. It is imperative for the organization to communicate with the parents/guardians at the first possible opportunity, prior to the start of the team season or beginning of the activity.(10 P.S. Sec. 311 et seq)

In order to avoid scheduling conflicts among fundraisers or support groups and student activity groups, plans (for dinners, product sales, etc.) will be submitted to the Superintendent or designee by July 15 of the prior year. Coaches and activity directors must approve support group fundraising plans. Approval must be received from the building principal and Superintendent or designee. The building principals will review fundraiser scheduling and the Superintendent or designee will make the decision when there are conflicts. Additional fundraisers may be added during the year if they are deemed necessary to support the organization. Building principals will continue to approve facility usage, and the athletic director is in charge of all athletic field usage.

Parents/guardians should be given the option to participate, donate money of equal value, or not participate in any fundraiser. In other words, mandatory fundraisers are not permitted.

District students are prohibited from participating or being a part of any activity that involve games of chance as per Pennsylvania law.

All gifts or awards shall be provided to the Superintendent or designee to allocate to the interscholastic programs as required by Title IX and District policy. Awards and gifts shall not be given to students, directly or indirectly. Further, any and all awards, gifts, or other items given to the participants or said programs shall not violate the policies of the school district, the state athletic association or the NCAA. This may include but not be limited to gifts of cash, gift cards, or gift certificates. This does not apply to Board approved scholarships or awards.

#### Charging a Booster Club or Parent Organization Fee Instead of Fundraising

Some of the organizations may choose to charge an approved donation instead of fundraising. The District does not oppose this as long as the guidelines as promulgated in the Administrative Regulation related to this Policy are established and followed.

#### Improvements to the District Buildings and Grounds

Proposed improvements to the District buildings and grounds being made by the organization must have the prior approval of the Superintendent. Paid consultants to the organizations for various projects, including but not limited to construction, may not be engaged without School Board approval.

Pursuant to the Administrative Regulation accompanying this Policy, requests to the School Board for approval must be made in a timely manner so as to ensure that the Board will have adequate time to deliberate prior to making a decision at a public School Board meeting.

### Recognition Functions (Banquets)

Organizations may sponsor athletic, extracurricular, or club banquets to which participating students may be invited either with or without charging admission to such students. Whenever possible, to avoid conflicting with other district events and demands on students and school personnel, a club or organization planning a recognition event shall request permission at least 30 days prior to the event and clear the date of the event with both the applicable District administrative liaison and the coach or activity sponsor/advisor.

### Printed Programs

Organizations which print programs for any reason shall follow the procedures as outlined in the Administrative Regulation related to this Policy in regard to such printed programs.

### Expenditures for Equipment, Supplies, Etc.

Any purchase of equipment or materials for a program shall have the prior written approval of the building principal and athletic administration for athletic programs. No direct payments may be made to student athletes for attendance at tournaments, camps, or the like.

### Uniforms

All game uniforms shall be purchased by the District and governed by P.I.A.A.

The "game uniform" shall include any clothing that:

1. Displays the school colors or logo (except shoes).
2. Is purchased by the District.
3. Is worn during the athletic contest.
4. Is intended to be collected by the school at the conclusion of the season.

All gear and apparel such as coaching aid equipment items, bags, totes, etc., may be purchased and/or donated by organizations, corporate sponsors, or other non-school sanctioned entities to the District for use by the District team or student club.

Items purchased or donated other than by the District must meet the criteria as established in the Administrative Regulation related to this Policy.

### Disbanding Booster Clubs or Parent Organizations

Should The Board deem that the efforts or activities of any organization are not in the best interest of the District, the authorization to operate the organization may be withdrawn.(20 U.S.C. Sec. 1681 et seq.)[\[3\]](#)

An organization may disband on its own accord by submitting a written notice to the designated administrative liaison within 30 days of disbanding. All monies remaining in the organization's account must be turned over to the District within 30 days of disbanding for use in connection with the team or activity which the organization had supported to the extent permitted by law, with any residual amount going to support District athletics or other student activities generally.

### Exclusion from Liability

The District and its Board of School Directors does not assume any financial responsibility for organizations, and it also excludes itself from any liability such organizations may incur.

### Compliance

Should any issues of compliance regarding this or other District Policy or Administrative Regulation emerge between an organization and the District, the Superintendent shall resolve the situation within established Board Policy and Administrative Regulations.

No organization shall engage in any activity outside established Board Policies and Administrative Regulations.

Violation of Board Policy, Board Administrative Regulation, Title IX of the U.S. Code, as well as any other applicable state or federal laws and regulations may lead to revocation of an organization's function in District activities.

References:

School Code- 24 P.S. Sec. 511

Local Option Small Games of Chance Act- 10 P.S. Sec. 311 et seq.

Federal Anti-Discrimination and Civil Rights Law- 20 U.S.C. Sec. 1681 et seq. Board Policy - 229, 702, 707

Marple Newtown School District is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the district to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, including transgender status, genetic information or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the district's educational mission, and will not be tolerated. Direct all inquiries regarding the nondiscrimination policy to James Orwig; Title IX/Non-Discrimination Coordinator, Human Resources Office, 40 Media Line Road, Newtown Square, PA 19073, Email: [jorwig@mnsd.org](mailto:jorwig@mnsd.org), Tel 610-359-4380.