

# Seneca Valley School District Athletic Department

Dr. Donald Tylinski  
Superintendent

Mr. Mark A. Korcinsky  
Principal

Mr. Greg Caprara  
Athletic Director

## Athletic Manual Cover Page

Dear Parent and Sport Participant:

The purpose of this letter is to welcome you and your child to another year of Seneca Valley School District Athletics. It is our sincerest hope that your child will enjoy all of the experiences that our programs offer.

In order to reduce costs and provide greater accessibility, the Student Athletic Manual is now posted on the web. You can find the manual posted under the title Athletics on the Seneca Valley School District website. The web address for the site is [www.svsd.net/athletics/student\\_athletic\\_manual](http://www.svsd.net/athletics/student_athletic_manual). The Athletic Department will be happy to provide you with a printed copy of the manual at your request.

We need each student athlete and their parent or guardian to sign the slip below acknowledging that they have read this posted document. Please have your son or daughter return this form to their respective coach before competition begins.

If you have any questions regarding the athletic program or these procedures, please give me a call at 724-452-6040, extension 1752.

Good luck this year and GO RAIDERS!

Sincerely,

Greg Caprara, Athletic Director

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**I have read this booklet and understand if I have any questions I will contact the athletic office at 724-452-6041, extension 1752.**

This form must be returned to each team coach before competition begins. Sport: \_\_\_\_\_

Player's Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home e-mail address: \_\_\_\_\_

Sharing Dreams and Building Futures  
128 Seneca School Road, Harmony, PA 16037  
Phone 724-452-6041 ext 1752 Fax 724-452-8357

# Seneca Valley Student Athletic Manual

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## **ADMINISTRATIVE ORGANIZATION**

### **Chain of Command**

#### **Board of Education**

The Board of Education, responsible to the residents of the District, is the ruling agency for the Seneca Valley School District. It is responsible for interpreting the needs of the community and requirements to the professional organization. Additional responsibilities include:

- 1) Developing policies in accordance with state statues and mandates in accordance with the educational needs and wishes of the people;
- 2) Approving means by which professional staff may make these policies effective; and
- 3) Evaluating the interscholastic athletic program in terms of its value to the community.

#### **Superintendent of Schools**

The superintendent is responsible to administer the schools according to adopted policies of the Board of Education, rules and regulations of the State Department of Education, and in accordance with state school code. It is his/her duty to establish a definite school athletic policy and to have an understanding of that policy. The superintendent shall represent the school district as chief executive officer and foremost professional educator in its dealings with other school systems, social institutions and businesses.

#### **Athletic Director**

The athletic director is directly responsible to the principal. The primary responsibility of the athletic director is the administration and supervision of the interscholastic athletic program in the Seneca Valley Schools. The athletic director's duties will be those described in his/her job description and any others as designated. He/she will provide the leadership necessary for the day-to-day operation of the athletic department.

#### **Head Coaches**

All head coaches shall be responsible to the athletic director for the total operation of their respective sports programs. Head coaches will be responsible for the normal duties required of interscholastic competition, those duties described in the coaches' job description, and/or any duties delegated by the athletic director.

## STATEMENT OF PHILOSOPHY

- I. The Seneca Valley School District believes that a dynamic program of student activities is vital to the educational development of the student.

The Seneca Valley Athletic Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

Athletics should function as an integral part of the total curriculum. It should offer opportunities to serve the institution, to assist in the development of fellowship and goodwill, to promote self-realization and all-around growth, and to encourage learning the qualities of good citizenship.

- II. Athletics plays an important part in the life of Seneca Valley. Young people learn a great deal from their participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of each team in our athletic program. Athletics plays an important part, too, in helping the individual student develop a healthy self-concept as well as a healthy body.

Athletic competition adds to our school spirit and helps all students - spectators as well as participants - develop pride in their school.

- III. Before any program of direction can operate effectively and efficiently, a philosophy should be set down to provide a preview of the ultimate ends to be achieved and the guidelines within which accomplishment is to progress.

The major objective of the program is to provide wholesome opportunities for students to develop favorable habits and attitudes of social and group living.

Leadership should be of the highest quality so as to exemplify to the participants the desired type of behavior to be developed from the athletic program. Measurement of leadership success should not be interim of the tangible evidence of the victory and defeat record, but rather in the intangible personality development factors that are an outgrowth of the major objectives of the athletic program.

The athletic program should always be in conformity with the general objectives of the school. The athletic administration should be in line with the general policies of the institution. At no time should the program place the educational curriculum secondary in emphasis; the program should constantly strive for the development of well-rounded individuals, capable of taking their place in modern society.

- IV. We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education. Seneca Valley student activities are considered a supplement to the school's program of education which strives to provide experiences that will help to develop boys and girls physically, mentally, socially and emotionally.

- V. The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies and rules and regulations. While the Board of Education takes great pride in winning, it does not condone “winning at any cost” and discourages any and all pressures which might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity.
- VI. A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program provides opportunities for youth to further develop interests and talents in sports, debate/speech, dance, drama, journalism, music, student government and academic-related areas. Participation in these activities should provide many students with a lifetime basis for personal values, work and leisure activities.

The activities program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels should be established within activities, when feasible, so that students may participate as fully as possible regardless of their ability levels.

Every effort should be made to support the activities program with the best facilities, equipment and with the most qualified staff available. Insofar as possible, knowledge and skills gained in classes should be applied and developed further through participation in the activities program. Coaches, directors and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, artistic sensitivity and an appreciation for the importance of practice.

The ultimate goals of the activities program should be: 1) to realize the value of participation without overemphasizing the importance of winning or excelling and 2) to develop and improve positive citizenship traits among the program’s participants while maintaining a positive influence on the student academic activities.

#### Middle School Program Belief Statements

1. We believe that every student athlete must make academics their first priority.
2. We believe that Middle School athletic programs should be structured to teach young people about rules, rewards and consequences as they prepare for their life long journey.
3. We believe that interscholastic competition is the basis for all of the athletic programs at the Middle School level.
4. We believe that learning/practicing the fundamentals teaches discipline that is a key to future success in life.
5. We believe that the concept of team must take precedence over personal position. This is vital to the development of Middle School age student athletes.
6. We believe that playing time should be determined by the coach and based on the specific circumstances of each individual contest.
7. We believe that practice is the class room and the game is the test. Student athletes not ready for the test should not be put at a disadvantage.

8. We believe that self esteem is not given but rather earned through a journey of success and failure.
9. We believe that Middle School athletic programs provide the opportunity for student athletes to learn to set goals and follow through with them.
10. We believe that the values learned through sports, become life-long values.
11. We believe that winning is measured by more than the score of a game.
12. We believe that competition reveals character and provides the opportunity to learn to win and loose with grace and sportsmanship.

## CONTACTS

Mr. Gregory Caprara, Athletic Director	724-452-6040, ext. 1752
Mrs. Jeanine Poleti, Athletic Secretary	724-452-6040, ext. 1752
Mrs. Marcie Peaco, Athletic Secretary	724-452-6040, ext. 1752
Kristin Castor, Athletic Trainer	724-452-6040, ext. 2083
Mr. Mark Korcinsky, Senior High School Principal	724-452-6040, ext. 1000
Mr. Alan Cumo, Intermediate High School Principal	724-452-6040, ext. 2000
Mr. Sean McCarty, Middle School Principal	724-452-6040, ext. 3000

## PLAYER CONDUCT

Players must exercise good sportsmanship **AT ALL TIMES**.

This involves but is not limited to:

- Supporting your teammates.
- No “put-downs”, taunting, or abusive language/behavior.
- No questioning the referee at any time.
- Maintaining composure on the field at all times.
- Shaking of opposing players’ hands after the game.

Disruptive or violent behavior will result in removal from the team.

Suspension, removal from the team, and/or referral to the appropriate building administrator may be the result of the student’s inappropriate and/or disruptive behavior during practices/games. Additional disciplinary actions may be outlined in writing, according to the coaches rules, at the beginning of the season.

## **INJURIES**

When an injury of consequence occurs that might require medical attention, please notify the coach and/or the athletic trainer.

Any time a student is seen by a doctor or recommended to be seen by the doctor or athletic trainer as a result of a possible injury, a medical release must be provided to the coach by the doctor or athletic trainer before the student may resume participation.

## **TRAINER**

The athletic trainer will be responsible for the prevention and treatment of all athletic injuries. All injuries must be reported to the trainer immediately. An injuries report must be submitted to the trainer.

## **ATHLETIC INSURANCE - RESOLUTION AND COVERAGE**

All students participating in Seneca Valley School District sports activities must be covered by either family hospitalization/medical insurance or by student accident insurance. Although varsity football team members may not use student accident insurance for coverage, all other participants may take advantage of this opportunity. In the event family accident insurance is unavailable, student accident insurance may be purchased through the district approved carrier.

Since voluntary participation in extra-curricular activities entails an inherent risk of injury on the part of the participants, it is mandatory that all participants be covered by insurance.

## **CANCELLATION OF PRACTICE AND COMPETITIONS/PERFORMANCES DUE TO INCLEMENT WEATHER**

Based on a cancellation or early dismissal of school as directed by the Superintendent of Schools due to inclement weather, the following shall apply:

1. All rehearsals/practices/competitions/performances are canceled unless administrative approval is given. Administrative consideration will be given to the need for the rehearsal/practice based on the immediacy of the competition/performance and the severity of the weather/road conditions.
2. All student activities coaches/sponsors may request permission to use school facilities on the day of cancellation. This must be done on a single day basis.
3. Students can not be required to attend an approved activity/practice/rehearsal during a school closing. Participation must be voluntary.
4. All home activities involving spectators are canceled.
5. All away activities are canceled.
6. If an early dismissal occurs, all activities are canceled.

**PROCEDURES FOR PARTICIPATION OF  
HOME-SCHOOLERS and CYBER-CHARTER SCHOOL STUDENTS  
IN ATHLETIC AND EXTRA-CURRICULAR ACTIVITIES**

Parents of home-schoolers and cyber-charter school students who wish to have their children participate in athletic and/or extra-curricular activities within the school district must register their children in writing with the Athletic Director at least two (2) weeks in advance to the start of the activity or in cases of athletics, two (2) weeks prior to the first Pennsylvania Interscholastic Athletic practice date. Parents/guardians should contact the Athletic Director's office by August 1 of the upcoming school year for activity/athletic schedules so that they may meet this two (2) week requirement.

The following items must be verified by the parent of a home-schooled or by the student's cyber-charter school supervisor:

- The student was enrolled and maintaining a 2.0 QPA during the last school year.
- All students in grades seven through twelve who participate in athletics must attain a 2.0 quality point average (QPA) based on the Seneca Valley School District's grading scale during a weekly academic eligibility report that must be submitted to the Athletic Office every Thursday morning by 9AM based on the student's grades as of the previous day at 3:00 PM.
- The student was not absent from instruction that school day and/or more than twenty (20) days during the previous semester unless eligible for exemption as stated in Article III, Section 2 of the PIAA By-laws.
- For participation in athletics, the student and his/her parent have completed the PIAA physical eligibility requirements, drug testing and registration forms required to be a member of an athletic team.
- Evidence of insurance must be given to the Athletic Director. (Same as all other student).
- Home schoolers and cyber-charter students are required to follow the same tryouts and audition procedures as enrolled students.
- The home-schoolers and cyber-charter students must conform to the Discipline Policy of the district and to the team rules for the sport in which he/she is participating.

**INSTRUCTIONS TO STUDENT ATHLETES**

1. Athletes will not be permitted in any area of the building after school except those areas designated by the coaches or athletic director.
2. Athletes must return home at dismissal if supervision is not available after school for them to wait for a bus or the start of their game later that evening.
3. Athletes should report immediately to the locker rooms after dismissal bell in the afternoon and practices should be scheduled to begin at a definite time.
4. No practice arrangements - formal or informal - are permitted without the presence of supervisory coaching personnel.

5. Students are not to remain after school unless coaches are present.
6. Athletic shoes with spikes are not to be worn in the building.
7. Athletes are to leave their automobile in the designated student parking areas.
8. Athletes who tryout for and/or participate in a sport must submit the following to the coach on the first legal day of practice in order to participate:
  - \* Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) – one per school year – or section 5 for each additional sport after the initial CIPPE form is submitted to the school
  - \* Insurance Waiver Form – one per school year
  - \* Student Health Record & Emergency Procedures Form – 2 Copies
  - \* Drug Test Receipt – one per school year
  - \* Student Athletic Manual Cover Page
9. Athletes are responsible for all of the enclosed guidelines.

### **ATTENDANCE AT SCHOOL IN ORDER TO PRACTICE AND PARTICIPATE IN EVENTS**

#### Attendance Requirements for Extra-Curricular Activities

All students are to be in attendance at school the day of activities. Students who are absent from school or tardy after **10:55am** will not be eligible to participate in any extra-curricular activities, practices, or games on that day without prior approval from the principal. If the activity or game occurs on a Saturday, the student must be in attendance by 10:55am on Friday.

Students who have early dismissals are ineligible to participate in practice or games unless they have prior approval from the building principal to do so. Students that do not receive prior permission from the principal to participate following an early dismissal must return to school prior to the end of eighth period to be eligible for competition or practice on that day.

**ELIGIBILITY OF ATHLETES**  
**According to the Pennsylvania Interscholastic Athletic Manual**

1. Only **full-time students**, regardless of age, may participate in scholastic athletics.
2. **Semester Rule** - A pupil shall not represent his or her school in interscholastic athletics if he or she has:
  - a. Been in attendance more than 8 semesters beyond the 8th grade.
  - b. Played six seasons beyond the 6th grade or four seasons beyond the 8th grade in any one form of interscholastic athletics.
3. **Age Rule** - Any athlete reaching the age of 19 on or after July 1 of that year is eligible to participate for the current school year.
4. **Amateur Status** - A pupil must be an amateur in order to be eligible to participate in any PIAA sponsored interscholastic athletic contest. An athlete loses his amateur status for purposes of participation in any PIAA sport whenever:
  - a. He or she competes in an athletic contest in which prizes are given.
  - b. He or she sells or pawns his or her athletic achievement awards.
  - c. He or she accepts prizes for his or her athletic ability.
  - d. Competes under a false name.
  - e. Plays, or has played, on a team any of whose players have received, directly or indirectly, compensation for their athletic services.
5. **Physical Examination** – Prior to any student participating in tryouts, practices, inter-school practices, scrimmages, and/or contests at any PIAA member school in the student's first sport in a school year, the student is required to submit a completed PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) Form. Students must have the appropriate person(s) complete the first four Sections of the (CIPPE) Form. Upon completion of Sections 1, 2, and 3 by the parent/guardian, and Section 4 by an Authorized Medical Examiner (licensed physician of medicine or osteopathy, or a certified school nurse practitioner), those sections must be turned in to the coach for retention by the Athletic Office. The CIPPE shall be performed no earlier than June 1st and shall be effective, regardless of when performed during a school year, until the next May 31st.
 

**Subsequent Sport(s) in the Same School Year:** A student who submitted an initial CIPPE form and seeks to participate in tryouts, practices, inter-school practices, scrimmages, and/or contests in subsequent sport(s) in the same school year must complete Section 5 of the CIPPE form. This page must be turned in to the coach for retention by the Athletic Office before being able to participate . The trainer or Athletic Office will then determine whether Section 6 need be completed.
6. **Twenty (20) days absence** - A pupil who has been absent from school during a semester for a total of twenty (20) days shall not be eligible to participate in any athletic contest until he or she has been in attendance for a total of forty five (45) days following his twentieth day of absence. Attendance at summer school does not count toward the sixty days. Days absent from school do not count towards the 45 days.
7. **School Suspension** - An athlete who is suspended from school may not practice or play in any games during the period of suspension. The same applies for in-school suspensions.

8. To be eligible for interscholastic athletic competition, a pupil must **pursue a curriculum** defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The pupil must maintain an acceptable grade in such approved curriculum, as certified by the principal.
9. A member school may permit any of its students who are ineligible to participate in interscholastic athletics under any provision(s) of the PIAA by-laws other than Articles IV and V to practice with any of its interscholastic teams.
10. **Academic Eligibility – 2.0 QPA -**

Teachers are required to enter weekly grades into the classroll.com program by Wednesday of each week. After the grades are processed, the Athletic Office will print out the grades for students who have below a 2.0 GPA based on the Seneca Valley School District's grading scale. The students will be notified if they are not eligible and copies of the lists shall be given to the coach. All students in grades seven through twelve who participate in athletics must attain a 2.0 quality point average (QPA) during a weekly academic eligibility report. If a student is ruled ineligible, he/she will not be eligible to participate in competitions and must attend mandatory after-school enrichment in the assigned room. A list of any athlete that has a D or an F in a subject is available at the coach's request.

Ineligible student athletes will be notified of their status on Thursday mornings. The period of ineligibility will begin on the subsequent Sunday and last until the following Saturday. Students who do not have a 2.0 GPA at the end of the 9 week marking period will be ineligible for the first 15 school days of the next 9 week marking period of the year. The GPA from the previous spring semester will count towards the first fifteen days of the new fall marking period.

Enrichment study halls will be held in the Intermediate High School for students in grades 9 through 12 on Tuesday and Thursday. Once the enrichment program ends, the student will be permitted to attend practice. A student will be reinstated once he/she has achieved a 2.0 QPA or better based on the weekly eligibility report. In the event that a student athlete misses required enrichment study halls, they will remain ineligible until the time is made up.

Finally, students who are eligible but who are not performing academically to the coach's satisfaction may also attend the study hall as per the directions of the coach. These students will also be permitted to attend practice at the conclusion of the study hall. The coach is to counsel the athlete and direct him to study hall.

Students declared ineligible will not be permitted to play from Sunday through the end of Saturday.

In cases where a student's work in any preceding grading period does not meet the standard (2.0 QPA), said student shall be ineligible to participate in interscholastic athletics for at least fifteen (15) school days of the next grading period where the school has four grading periods per school year.

11. **Initial Fall Academic Eligibility for Athletics**

All student athletes must complete the Spring Semester with a 2.0 GPA in order to participate in competition in any Fall athletic activity. This calculation will be based on the following final grades:

- All year long courses

- All Second Semester course work

Please note that grades for classes that terminate at the end of the first semester are not factored in to the formula used to determine initial fall eligibility.

Students who are determined to be academically ineligible based on the final grades of their second semester and full year classes will be notified by letter at the end of the school year. This letter will contain a verified report of the student athlete's initial Fall eligibility calculation, a statement from the athletic director regarding the period of ineligibility and instructions regarding mandatory attendance at study halls/tutoring.

In cases where a student's initial Fall eligibility grade calculation does not meet the standard (2.0 QPA), said student shall be ineligible to participate in interscholastic athletics for the first fifteen (15) school days of the Fall season. This includes games played prior to the first day of school.

Parents should note that summer school at Seneca Valley is intended for credit recovery to assist students in graduating on time. Academic performance during Summer School will not alter a student's GPA and will not change initial Fall eligibility status from the Spring Semester.

## 12. **Promotion of 9<sup>th</sup> Grade Students**

When an athletic team has a junior high program, the 9th grade athlete should participate in the junior high program unless the coach and the athlete can show that it would be more beneficial to the athlete to participate at the high school level. The coach must discuss the transfer with the parents of the athlete. The Athletic Director will then notify the principal of the promotion.

## **LETTER AWARDS**

Requirements for earning an athletic letter will be determined by the head coach. The coaches will file with the Athletic Director these requirements prior to the start of the season. A copy of lettering requirements must be on file in the Athletic Office.

These awards will be distributed by the Athletic Director to the coach and then to the individual athletes.

### **Procedure of Awarding Varsity Athletic Letters**

#### **Basic Rules that Apply to All Prospective Athletic Letter Award Candidates**

1. All athletic programs within the school district must comply with all rules and regulations set forth by the Seneca Valley School District.
2. An athlete must display sportsmanship and conduct which exemplifies the school to his/her opponents, teammates and officials.
3. An athlete must conform to all the training rules established by the coach for that given sport.
4. An athlete must have conformed to practices and game regulations as established by the coach in that sport.
5. The athlete must have returned all the equipment issued to the student to the satisfaction of the coach and/or athletic director.

6. In the event of injury or any other legitimate extenuating circumstance, letter awards will be made on the recommendation of the coach to the athletic director.
7. If the person has earned and has been awarded a letter and his/her conduct and behavior has been unbecoming, the award letter can be taken away by the coach and athletic director.
8. Only one letter will be awarded to any given player in attendance at Seneca Valley High School. Letter awards in more than one sport will be designated by a suitable representative pin of that sport to be attached to the letter. Players who have earned a letter in a sport for more than one season will be given a service bar to be attached to the original letter.
9. Certificates will be awarded with each year of lettering.
10. Each participant must satisfactorily complete the season, including individual and team post-season competition.

Coaches have the right to add their own requirements to the basic letter policy stated above.

### **Junior Varsity / Junior High / Middle School Awards**

Each participant of Junior Varsity, Junior High and Middle School teams may be issued a certificate of participation if the above varsity guidelines are followed by the athlete.

## **HAZING**

### **Purpose**

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

### **Definitions**

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 for the purpose of initiation or membership in, or affiliation with, any organization recognized by the Board.

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

**Endangering the mental health of the student** shall include but not be limited to any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

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

### **Authority**

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No 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, athletic director or coach.

### **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, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of:

- Publication in handbooks
- Verbal instructions by the coach or sponsor at the start of the season or program
- Posters in the locker rooms

### **Guidelines: Complaint Procedure**

When a student believes that she/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal, athletic director or coach.

If an incident is reported to the coach or athletic director, the coach or athletic director will document the incident and immediately report the incident to the appropriate building principal.

The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.

If the investigation results in a substantiated finding of hazing, the 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 and including removal from the activity.

### **ALTERNATIVE TRANSPORTATION AND STUDENT RELEASES AND DROP-OFFS**

1. Students are to ride with the team/organization to and from away events.
2. A drop-off may take place at an alternative location predetermined by the athletic director and coach if the parent or guardian is present and makes face-to-face contact with the head coach.
3. No drop-offs are to be made without the parent or guardian being present. Students may go with another adult, if face-to-face contact has been made with the consenting parent(s) and a parent permission form is completed with instructions prior to the event. Face-to-face contact with the substitute parent picking up the student is also required at the time of pick up.
4. Students are not allowed to walk home from drop-off points unless a parent or guardian is present when the student gets off the bus.
5. If a drop-off point is established, the bus must remain for ten minutes or until all parents have arrived, whichever is sooner.
6. A student may leave the event with his/her parent if a "Travel Release Form" is completed prior to the event and appropriate notification and arrangements have been made with the head coach. Again, face-to-face contact is mandatory.
7. If the parent is not at the drop-off point, the student will be taken to the secondary campus on the team bus.
8. A coach must remain with the students at Seneca Valley campus until the transportation arrives for each student.
9. Coaches should not transport students home after activities. Anyone who does is personally liable.
10. Students cannot be transported by other students to/from events. NO EXCEPTIONS!
11. Parents may use blanket release forms for the entire season to have their child released.
12. Student releases and alternative transportation can only be approved by the head coach/sponsor and arranged with the head coach/sponsor prior to the competition/game by using the district transportation form.

**SENECA VALLEY SCHOOL DISTRICT  
TRAVEL RELEASE FORM**

This is to certify that \_\_\_\_\_ has my permission to not ride on  
(Student's Name)

District transportation to/from the athletic contest on \_\_\_\_\_ 20\_\_ at  
(Date)

\_\_\_\_\_  
(Location of Contest)

I certify that I am personally transporting the above named student. The reason for not riding the bus is \_\_\_\_\_

\_\_\_\_\_

I understand that the Seneca Valley School District rules require that students ride the buses to and from all athletic events and a departure from this requirement will release the Seneca Valley School District from all liability for any adverse results that may occur.

Students may go with another adult if face-to-face contact has been made with the consenting parent(s) and a parent permission form is completed with instructions prior to the event. Face-to-face contact with the substitute parent picking up the student is also required at the time of pick up.

Students can not be transported by other students to/from the event. No Exceptions.

I agree to release the Seneca Valley School District and its employees from all liability with reference to the above stated transportation.

**This form must be personally handed to the coach prior to the event by the parent.**

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

## **SENECA VALLEY SCHOOL DISTRICT STUDENT ATHLETE PROBLEM RESOLUTION PROCEDURE**

The purpose of this procedure is to provide a framework for student athletes and their families to resolve problems that may arise in the course of a student's participation in both individual and team interscholastic sports sponsored by the Seneca Valley School District. Such a framework is necessary to ensure a uniform, fair, orderly and prompt resolution of issues that arise concerning student athletes and their participation in the sports sponsored by the District. The procedure is further designed to ensure that members of the Seneca Valley community may assert their concerns without fear of retribution. The steps of the process are as follows:

### **Step 1 - Coach Level**

Form PRP-1 is to be completed and delivered either to the coach, the athletic office or the main school office. The issue should be delineated with specific detail as needed. References to published manuals and policies should also be included where relevant. To the extent feasible, the coach will respond within two working days. The coach may respond verbally, but any final resolution shall be placed in writing by the coach on Page 2 of the form.

### **Step 2 - Athletic Director Level**

If the family is not satisfied with the coach's proposed resolution, the issue may be presented to the athletic director. Form PRP-2 is to be completed and delivered either to the athletic director, the Athletic Office or the main school office. A copy of Form PRP- 1 including the coach's response should be attached. To the extent feasible, the athletic director will respond within two working days. The athletic director may respond verbally, but any final resolution shall be placed in writing on the form.

### **Step 3- Senior High School Principals Level**

If the family is not satisfied with the athletic directors proposed resolution, the issue may be presented to the Senior High School Principal. Form PRP-3 is to be completed and delivered either to the Senior High School Principal's office, the Athletic Office or the main school office. A copy of Form PRP- 1 and Form PRP-2 including the coach's response and the athletic director's response should be attached. To the extent feasible, the Senior High School Principal will respond within two working days. The Senior High School Principal may respond verbally, but any final resolution shall be placed in writing on the form.

### **Step 4 - Superintendent Level**

If the family is not satisfied with the resolution as proposed by the Senior High School Principal, they may proceed to present the issue to the superintendent. Form PRP-4 is to be completed and delivered either to the superintendent's office or the main school office. A copy of Forms PRP-1, PRP-2 and PRP-3 including the responses should be attached. To the extent feasible, the superintendent will respond within three working days. The superintendent may consult with the Board as needed. Such consultation may require an extension of time for the superintendent's response. The superintendent may respond verbally, but any final resolution shall be placed in writing on the form.

### **Board Consideration**

The purpose of the step-by-step procedure set forth above is to ensure that individuals most familiar with the situation at issue, i.e. coaches and the athletic director, have an opportunity to respond to and resolve inquiries in a satisfactory and timely manner. The Board anticipates that most issues will be successfully resolved through the stated procedure. However, as with all issues about which members of the public have a concern, inquiries that are not resolved to the satisfaction of the family may be presented to the Board. In order to ensure the viability of the problem resolution procedure, the Board will entertain only those inquiries that have been submitted through the Athlete Problem Resolution Procedure. A copy of the written resolutions as suggested by the coach, athletic director and superintendent should accompany any inquiry to the Board. In keeping with the goal of resolving athletic issues in as expeditious a manner as possible, the Board will respond to inquiries presented in a timely manner.

This procedure and the required forms will be available on the District's website, at the District Athletic Office (SHS) or at the office in any school building.

Anonymous submissions will not be processed.

**SENECA VALLEY SCHOOL DISTRICT PARTICIPATION FEE INFORMATION**

Extra-curricular and co-curricular activities, such as athletics, music ensembles, theatrical productions, intramural activities and after-school clubs are an essential component of a well-rounded school experience. These activities carry costs beyond the academic program for items that may include transportation, uniforms, utilities, equipment, game officials, entrance fees and supervision. While the Board of School Directors and Administrators continue to be very supportive of the wide array of after-school offerings available to students, the reality of a constrained school budget necessitates the implementation of athletic/extracurricular activity fees.

As such, a new fee schedule will be implemented with the start of the 2011-12 school year, and will help to defray the costs of athletic/extracurricular activities. These fees will have a per-family maximum (cap) for each activity category. Fee schedules of similar-size public school districts were reviewed and it was determined that the following fees would be enacted by the Seneca Valley School District:

	Fee	Family Cap
Per Sport, Per Athlete	\$75	\$225
Per Activity/Club, Per Student	\$25	\$75
Per Intramural Activity, (Grades 4-8) Per Student	\$35	\$105

*\*Fees will be waived (upon verification) for students who participate in the free and reduced lunch program. Free and reduced lunch applications must be renewed every year.*

The activity buses provide after-school activity/event transportation and will continue to do so, however, there will be an annual (school calendar year) fee for students who use this additional transportation. The sale of student parking passes will begin at 2 p.m. on August 11, 2011, in the Seneca Valley Senior High School Lobby. Please see the calendar on the district Web site ([www.svsd.net](http://www.svsd.net)) for additional dates and times when parking passes will be sold.

	Fee	Family Cap
Activity Bus, Per Student, Per School Year	\$25	\$75
Parking Pass, Per Student, Per Semester	\$60	----

Payment of the athletic participation fee is due prior to the first game of the season. Payments will be taken at the drug testing sessions in July and August as well as during drug testing sessions for the winter and spring sports seasons. In addition to the payment at the time of drug testing parents will also be able to pay for athletic fees at the athletic office.

**Children will be permitted to practice with the team until the fee is paid. If the fee is not paid by the first game, the child will not be permitted to dress for or participate in the game.**

### SENECA VALLEY SCHOOL DISTRICT TITLE IX INFORMATION

The Seneca Valley School District is committed to continued compliance with the Title IX regulations. All Title IX concerns related to the operation of the athletic department should be addressed through the athletic director. Additionally, the Seneca Valley School District has a Title IX Compliance Coordinator. Contact information for the Title IX Compliance Coordinator is listed below.

Dr. Tracy Vitale  
 Assistant Superintendent for Human Resources  
 Seneca Valley School District  
 124 Seneca School Road  
 Harmony, PA 16037  
 (724) 452-6040 ext. 1643