



**2019-2020**

**BELLEFONTE AREA SCHOOL DISTRICT  
STUDENT ATHLETE HANDBOOK**

# BELLEFONTE AREA SCHOOL DISTRICT STUDENT ATHLETE HANDBOOK

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# BELLEFONTE AREA SCHOOL DISTRICT ATHLETIC HANDBOOK

## INTRODUCTION

### **To the parent:**

This material is presented to you because your son or daughter has indicated a desire to participate in athletics and you have expressed your willingness to permit her/him to participate. The Bellefonte Area School District believes that participation in athletics provides a wealth of opportunities and experiences which assist students in personal development.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. These are the reasons the Bellefonte Area School District places such stress on good training habits. Failure to comply with the rules of training and conduct could mean exclusion from the activity. This concept of self-discipline and self-denial is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in high school athletics for students who will not discipline their minds and bodies for rigorous competition.

It is the role of the Bellefonte Area School District to make rules that govern the spirit of competition for these activities. These rules need a broad basis of community support, which is achieved only through communication to the parent. It is our hope to accomplish this objective through this publication for students and parents.

### **To the participant:**

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

Our tradition has been to succeed with honor. We desire to succeed, but only with honor to our participants, our schools and our community. Such a tradition is worthy of the best efforts of all concerned.

It will not be easy to contribute to such a great tradition. When you represent the Bellefonte Area School District, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

- A. **Responsibilities to Yourself:** The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your high school experiences. Your academic studies, and your participation in athletics, prepare you for your life as an adult.

- B. **Responsibilities to Your School:** Bellefonte Area School District cannot maintain its position as having outstanding schools unless you do your best in the activity in which you engage. By participating to the maximum of your ability, you are contributing to the reputation of your school.
  
- C. **Responsibility/Commitment to the Community:** You assume a leadership role when you are participating in athletics. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our schools by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. Make Bellefonte proud of you and your community proud of your school, by your consistent demonstration of these ideals.
  
- D. **Responsibility to Others:** As an athletic participant, you also bear a heavy responsibility to your home. If you give your family, friends and community members something to be proud of, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the training rules, that you have performed to the best of your ability everyday and that you have performed at your highest level, you can maintain your self-respect and your family can be justly proud of you. The younger students in the Bellefonte Area School District are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

***“In a situation where provisions of the athletic handbook contradict school board policy, the board policy shall prevail.”***

# **BELLEFONTE AREA SCHOOL DISTRICT POLICIES**

## **I. DISTRICT MISSION STATEMENT**

It is the mission of the Bellefonte Area School District to educate all of our students in a learning environment that prepares them to meet life's challenges. (*BASD Policy 101*)

## **II. ATHLETIC PROGRAM MISSION STATEMENT**

Athletics promotes student commitment to an important activity, self-discipline, good citizenship, team membership, the search for personal excellence, self-worth, important decision making and a commitment to the principles of good health and fitness.

## **III. ATHLETIC PHILOSOPHY**

Athletics are an important part of the total school program which works in conjunction with the other educational experiences to provide students the environment and opportunity to develop as better citizens. This opportunity is a privilege that carries with it responsibilities to the school, to the sport, to other students, to the community and to the athletes themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education. While participation is to be encouraged, it should be regarded as a privilege to compete for the school and excessive praise and awards should be discouraged.

The Board recognizes the value of a comprehensive program of interscholastic athletics as an integral part of the total experience to all students of the district and to the community. Therefore, the Board of Education shall provide as comprehensive an athletic program as is financially and practically possible. (*BASD Policy 123*)

## **IV. CO-CURRICULAR ACTIVITIES**

The Board believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside of the school. All learning experiences offered by the schools of this district, curricular and co-curricular, should be planned and integrated toward the attainment of the district's objectives. (*BASD Policy 122*)

## **V. PARTICIPATION IN EXTRACURRICULAR PROGRAMS**

The Board requires equal opportunity for every student of the district. In every way possible this policy must communicate that each student has equal access to every program of the school.

It is understood that elections, tryouts, and auditions are necessary for an organization whose numbers of participants must be limited. It is also understood that criteria for selection must apply to all candidates. (*BASD Policy 232.1*)

## **DIVISION OF SKILL- ATHLETICS**

### **JUNIOR HIGH TEAMS**

Junior High teams are available for 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> graders. Gaining experience through training and play should be paramount, not the win/loss record. At this level of play, the focus is on learning athletic skills, game rules, fundamentals of team play, social-emotional growth, physiologically appropriate demands on the adolescent body, healthy competition, sportsmanship and having fun.

### **JUNIOR VARSITY TEAMS**

The roster will be made up of Freshman, Sophomores and Juniors. Seniors with limited playing experience may be permitted to play at the JV level at the discretion of the coach with approval of the Athletic Director. This level of competition has an increased emphasis upon team play, physical conditioning, and refinement of basic skills. Although being successful on the J.V. level is important, winning is not the sole objective. This is the level at which the athlete displays his/her readiness for the execution of skills at game speed. Athletic abilities, commitments, and positive attitudes will be rewarded and tested in competitive game situations.

An attempt will be made to allow as many participants as possible to play but not all will play equally. At the J.V. level, playing time will be based on the degree of effort, skill improvement, sportsmanship, and ability to compete and execution of skills at game speed demonstrated by the student athlete in practice and games.

### **VARSITY TEAMS**

Varsity competition is the culmination of each sport program. Normally, Juniors, and Seniors make up the majority of the roster. Occasionally, a sophomore and infrequently, a freshman may be included on the team, provided that evidence of advanced levels of physical development, athletic skill, and appropriate social-emotional development are demonstrated.

The number of participants on any given team is a function of the number needed to conduct an effective and meaningful practice and to play the contest. It is vital that each team member have a role and be informed of its importance. The number of roster positions is relative to the student's acceptance of their individual roles in pursuit of the team's goals. While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed. It is the coach's responsibility to make clear to the student athlete what his/her role is on the team.

A sound attitude and advanced level of skill are prerequisites for a position on a varsity team, as is the realization that a varsity sport requires a six-day-a-week commitment. This commitment is often extended into vacation periods for all sport seasons and the dedication and commitment needed to conduct a successful program should be taken seriously.

## **VI. ATHLETIC GOALS AND OBJECTIVES**

Our Goal – The student-athlete shall become a more effective citizen.

The student shall learn:

- A. To work with others – In a democratic society a person must develop self discipline, respect for authority, and the spirit of hard work and sacrifice. The activity and its objectives must be placed higher than personal desires.
- B. To be successful – Our society is very competitive. We do not always prevail, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to succeed with earnest dedication. Develop a desire to excel.

## **VII. ATHLETIC PROGRAM BELIEFS**

- BASD believes that students are our highest priority.
- BASD believes the dignity, and self-esteem of participants should be paramount in all activities.
- BASD believes the most important result of competition is the development of life-long values and skills.
- BASD believes the athletic program is an integral part of the educational experience.
- BASD believes winning is an attitude resulting from optimum preparation, concentrated effort and a deep commitment to excel.
- BASD believes well-designed athletic programs promote community and school pride.
- BASD believes open communication and mutual respect among coaches, parents and athletes provide the foundation of a successful athletic program.
- BASD believes morale, satisfaction and performance are enhanced when participants work together as a team.
- BASD believes well qualified coaches and program administrators are important components in a successful athletic program.
- BASD believes positive parent support and involvement enhance student growth and program quality.

## **VIII. BASD ACADEMIC ELIGIBILITY FOR INTERSCHOLASTIC SPORTS**

- A. To be eligible for athletics, a student must be enrolled as a full-time student pursuing a minimum four-year program as outlined in the Bellefonte Area High School Program of Studies or a full-time middle school student pursuing minimal standards for promotion.
- B. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis as outlined by the Bellefonte Code of Conduct and the Pennsylvania Interscholastic Athletic Association (PIAA).
- C. A student is ineligible to participate if any of the following categories apply:
  1. He/She has failed two or more courses (high school, middle school)
  2. He/She is not passing a minimum of five (5) credits or credit equivalent\*.
  3. A student carrying less than five (5) total credits must be passing all classes.
  4. He/She is not eligible to be promoted to the next grade



- D. The weekly ineligibility begins on the Monday of each week and lasts for seven days. The ineligible student will report to academic tutorial after school Monday through Thursday with materials to study and prepare for class(es) based on the grid of expectation below.

Group Category	Definition	Eligibility	Example Groups	Consequences
<b>Athletics</b>	Those who adhere to current athletic-academic eligibility which is aligned to and/or exceeds PIAA standards	<p><u>1st ineligible occurrence</u> - warning week (student does not have to attend tutorial but may not participate in games because of PIAA rule - <b>this includes an early dismissal; not to be traveling with team; may join team on the sideline for home games.</b>)</p> <p><u>2nd week+ ineligible occurrence</u> - the student is required to attend academic tutorial for the week(s) identified as ineligible; the student may practice after tutorial is completed; the student may not participate in games because of the PIAA rule and the student may not travel.</p> <p>Weeks “reset” at the beginning of each athletic season. Removal of participation is at the discretion of coach/team rules.</p>	PIAA Athletics and Club Sports PIAA Athletics & Club Sports	<p><u>During 1st ineligible occurrence</u> - No consequences (no tutorial required)</p> <p><u>During 2nd week+ ineligible occurrence</u> - If a tutorial is missed for a non-approved reason, the student must make up the tutorial session. The student must make up the missed session at the next tutorial session offered once student is eligible.</p> <p>Excuses, absences, and/or early dismissals from tutorial sessions must follow school attendance guidelines.</p>

- E. Any student who is not meeting the academic eligibility requirements – as outlined in letter C – at the end of a marking period, semester, or school year, or

who is not eligible for promotion to the next grade level, will not be eligible for the first fifteen (15) days of the next marking period, beginning on the first day that report cards are issued. Ineligibility established in June will carry over into the next school year.

- F. The academic eligibility requirements apply to all students in the athletic program and clubs in grades 6 through 12 in the Bellefonte Area School District.

\*Credit Equivalent of one is given if course meets for the equivalent of 1 full period during that marking period. Example: PE meets 1 period/day for one marking period and yields .25 credits. For eligibility purposes, this course would have a credit equivalent of 1 because it meets 1 pd/day all marking period.

For a course that meets every other day for one period, it's credit equivalent would be .5 credits where applicable.

Students in BeLA, Home School and the like adhere to these guidelines and all parameters of school board policy for eligibility.

## **IX. SCHOOL ATTENDANCE**

The attendance of students involved in athletics is mandatory. If a student is tardy beyond homeroom he/she will not be permitted to participate in the competition, practice, or activity that day. Students are expected to be present ALL DAY in order to be eligible to participate in an event or practice on any given day. An exception will be made if the student has an approved educational, medical, or legal appointment in which case the student must present documentation such as a dated receipt, appointment card, return to school form or fax indicating the date and time from the place of appointment. A parental note is NOT acceptable. Please use the BAHS Absentee Form to be completed by the responsible party.

If a student is absent the last school day before a competition or event on a non-school day, the student must have administrative permission from both a building Principal and the Athletic Director to participate. Acceptable reasons for not being in attendance the last school day before a competition or event on a non-school day include: approved dental, legal or medical appointment, field trip, educational trip, death in the immediate family. Every effort should be made to make prior notification of intended absence well in advance of the actual absence date. The coach will call the parent/guardian.

## **EXTRACURRICULAR CODES OF CONDUCT**

### **I. CONDUCT OF PARTICIPANTS**

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the Bellefonte Area School District. The community, school administrators, and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration. Participants must realize that they are representing not only our school, but also our community and need to represent both parties with dignity.

All participants shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the participant, the team or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality, drugs, alcohol or violations of law, tarnish the reputation of everyone associated with the program and will not be tolerated. (BASD Policy 123)

### **II. PENALTIES FOR VIOLATION OF ATHLETIC CODE OF CONDUCT**

Due to the serious nature of this rule, the coach involved, the athletic administrator and a building administrator shall meet and determine the penalty according to the degree of the infraction. The penalty shall range from a minimum of 20% of the season or succeeding season suspension to a maximum of permanent denial of participation.

If a violation of the Bellefonte Area High School or Middle School Discipline Code requires administrative action and involves an after school detention assignment or school/community service, in-school suspension (ISS), out-of-school suspension (OSS), or placement in an Alternative Education setting outside of the home school, (e.g. Manito, Partial Program, etc.) the student may not participate in practices or contests that day. This does not include the Alternative Education Opportunities Program (AEOP) at the High School.

### **III. PARTICIPANT AND SPECTATOR COURTESY**

#### **A. Principles:**

1. When participating in any activity, students are expected to behave in a way demonstrating fair play, ethics and integrity. Any actions or comments which are intended to taunt, bait, anger, embarrass, ridicule or demean others are not acceptable.
2. Visiting schools are to be honored guests, and should be treated as such.
3. A student participant represents his/her school and community and should act accordingly. Any participant who continually exhibits poor sportsmanship should be held to consequences as outlined in Section II. PENALTIES FOR VIOLATION OF ATHLETIC CONDUCT CODE. This

includes, but is not limited to, the act of “booing” and inappropriate chanting.

4. Decisions of officials are final.
5. Officials and opponents are to be regarded and treated with respect.
6. Good points in others should be appreciated and suitable recognition given.

#### **IV. PARENT COMMUNICATION**

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

##### **A. Communication You Should Expect From Your Child's Coach**

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

##### **B. Communication Coaches Expect From Parents**

Concerns expressed directly to the coach; Notification of any schedule conflicts well in advance; Specific concern, in regard to a coach's philosophy and/or expectations.

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

##### **C. Appropriate Concerns To Discuss With Coaches**

The treatment of your child, mentally and physically; Ways to help your child improve; Concerns about your child's behavior.

It is difficult to accept your child's not playing as much as you hoped. Coaches are professional. They make the judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those on the following page, must be left to the discretion of the coach.

##### **D. Issues Not Appropriate To Discuss With Coaches - Playing time; Team strategy; Other student-athletes**

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

E. **If You Have A Concern To Discuss With A Coach, You Should Follow The Procedure Below:**

Call to set up an appointment; The Bellefonte Area High School telephone number is 355-4833; If the coach cannot be reached, the respective Athletic Director, will set up a meeting for you. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

F. **The Next Step** - What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

Call and set up an appointment with the Athletic Director to discuss the situation; At this meeting the appropriate next step can be determined.

Research has indicated that a student in co-curricular activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We can encourage an active, safe, and healthy participation in extracurricular activities.

## V. RULES AND REGULATIONS

BASD does not allow the use of tobacco, alcohol or any type of mood altering substances.

You cannot compromise athletic participation with substance abuses. The participant who experiments with such substances jeopardizes team morale, reputation and success and does physical harm to himself/herself.

The community of Bellefonte is concerned with the health habits of student-participants and is convinced that athletics and the use of these substances are not compatible.

A Student has to decide if he/she wants to be a participant. If you do wish to be a participant, you must make the commitment in order to be a competitor.

A big part of this commitment is following a simple set of training and practice rules, which the Bellefonte Area School District believes to be fair.

**Use of Tobacco** – Research emphasizes that the use of tobacco is physically harmful to young adults. The harm done by this is not only a health problem. The community follows the progress of young adults, and any deviation from accepted training rules marks one as unwilling to pay the price. If one participant breaks the rules, the whole group is branded. This rule means no use of tobacco all year, in or out of season, on or off of school property.

**No Alcoholic Beverages** – There is no way to justify students using alcoholic beverages, even though social pressure may be hard to resist. The people who would like to draw the student into their drinking sessions will be the first to criticize the student if he/she does not come through in a competition/event. Again, this rule means no drinking all year, not just during the season, and is in effect on and off of school property.

**Drugs** – Simply stated, drug abuse is the consumption of any chemical substance or the smoking of some plant derivatives for the purpose of mood modification, and includes K2 and all other synthetic cannabinoid products. The use or misuse of drugs is a social problem. Students with a strong sense of purpose have no need for mood modifiers. The rule against substance abuse is in effect all year, on and off of school property.

The use of legally prescribed medications and over the counter medications is permitted in accordance with BASD Policy 210. USE OF MEDICATIONS and BASD Policy 210.1 POSSESSION/USE OF ASTHMA INHALERS.

**Nutritional Ergogenic Aids** – A nutritional ergogenic aid is defined as any foodstuff or dietary procedure that either improves or is thought to improve physical performance. The use of suspected or advertised ergogenic aids, including but not limited to creatine or other nutritional supplements may be detrimental and the use of these products is strictly prohibited. Because of the serious and potentially fatal effects of anabolic androgenic steroids and their related compounds, the use of these products is strictly prohibited. (BASD Policy 123-G)

## VI. PENALTIES FOR VIOLATIONS OF TRAINING AND PRACTICE RULES

*The following consequences are in addition to those outlined in the Bellefonte Area School District Chart of Disciplinary Guidelines/Procedures.*

Disciplinary Infraction	First Occurrence	Second Occurrence	Third Occurrence
Inappropriate Gestures/Language	Suspension for a minimum of 20% of the scheduled contests, competitions, or events.	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.*	Suspended from participation in athletics for the remainder of his/her high school career.
Nutritional Ergogenic Aids/Steroids	Suspension for a minimum of 20% of the scheduled contests, competitions, or events.	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.*	Suspended from participation in athletics for the remainder of his/her high school career.
Tobacco	Suspension for a minimum of 20% of the scheduled contests, competitions, or events.	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.*	Suspended from participation in athletics for the remainder of his/her high school career.
Assault	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.	Suspended from participation in athletics for one full school year.	Suspended from participation in athletics for the remainder of his/her high school career.
Drugs and Alcohol	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.	Suspended from participation in athletics for one full school year.	Suspended from participation in athletics for the remainder of his/her high school career.
Non-Compliance of rules established	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.	Suspended from participation in athletics for one full school year.	Suspended from participation in athletics for the remainder of his/her high school career.

\*The 50% suspension will consist of: The first half of the suspension will result in complete removal of the participant from being involved in any extracurricular activity including practice, competitions, or any activity sponsored events. For the remainder of the suspension, the participant must complete as many practice sessions as were missed for the initial removal, before being allowed to compete in a contest/event, or challenge for a position.

\*Student athletes who self-report handbook violations will receive a 10% reduction in assigned penalties for first occurrence infractions.

\*If a student athlete must forfeit future athletic participation due to a handbook violation, and previously played a sport, the forfeiture will not apply to a sport the student athlete is participating in for the first time, but will be assessed beginning with the start of the previously played sport.

\*If the student athlete is a first time participant in athletics the forfeiture will occur within the first sport in which that student athlete participates.

\* If the student athlete is an incoming freshman who must forfeit future participation and wishes to participate in a sport that is not offered at the middle school level, the forfeiture of participation will occur in the first sport of participation.

\* All student athletes must successfully complete the entire season in the sport that forfeiture of participation occurred. Unsuccessful completion of the sport will result in forfeiture of participation in the next sport played.

**EXAMPLE** – a student athlete participates in a winter sport, then commits a handbook infraction in the spring while not participating in a spring sport but goes out for a fall sport for the first time to avoid receiving the penalty during the winter sport.

## **VII. INDIVIDUAL COACH RULES**

Coaches may establish additional rules and regulations with the approval of a building administrator and/or the athletic administrator for their respective sports. These additional rules for a particular sport must be stipulated in writing to all team members and parents and explained fully at the start of the season. Penalties for violation of team rules will also be in writing and shall be administered by the coach. Copies of all additional team rules by coaches are on file in the athletic office.

## **VIII. BELLEFONTE AREA DISQUALIFICATION POLICY**

The Bellefonte Area School District in accordance with PIAA policy requires that a disqualified participant, coach, and/or team personnel shall not be permitted to participate in the next event/competition at the same level.

**\*\*PIAA policy states that a disqualified athlete, coach and/or team personnel shall not be permitted to participate in the next contest at the same level.**

## **ATHLETIC APPEALS PROCESS (NOT RELATED TO PARTICIPATION)**

### **I. INTRODUCTION**

Each student-participant shall have the right to an appeal and hearing of a decision made by the Athletic Director, and/or Assistant Athletic Director, in violation of the district athletic code of conduct. It is preferable that problems be solved by the persons involved in the appeal and that the Athletic Appeals Board not be asked to rule on such problems until all efforts by the parties involved have been exhausted.

### **II. INITIATION OF AN APPEAL**

#### **A. Declaration of Appeal**

The student athlete must submit in writing to the Athletic Director a request for appeal no later than 14 days after the day on which the incident occurred. Failure to comply with the time limit will result in automatic denial of the appeal.

#### **B. Informal Discussion**

After the written request has been submitted to the athletic administrator, there shall be an informal discussion by the person appealing a decision and the person who made the decision that is being appealed in an attempt to resolve the problem.

#### **C. Informal Meeting**

If the appeal is between a student athlete and a coach, the parties involved shall meet informally with the Athletic Director in an attempt to reach an agreement.

#### **D. Formal Appeal**

If a settlement cannot be reached informally, the appeal shall be filed with the chairperson of the Athletic Appeals Board.

#### **E. Formal Hearing**

1. When possible, a hearing shall be conducted within 14 days of the receipt of the request. If the 14-day schedule cannot be met, the hearing shall be held at the earliest possible date thereafter.
2. Both individuals involved in the appeal shall be present at the hearing to present their cases and to refute invalid information, which might be presented by the other party.



3. After each party involved in the appeal has presented his/her case, members of the Appeals Board shall meet in private to render a decision.
4. The parties involved shall receive, in writing, the decision of the Appeals Board within ten (10) days of the completion of the review.

## **BASIC ATHLETIC POLICIES**

### **I. PARTICIPATION:**

It shall be the philosophy of the Bellefonte Area School District that participants shall enjoy as many athletic opportunities as the student athlete and their parents/guardians wish them to participate in without influence from any coach to specialize in one activity. All coaches should encourage participation in other activities.

### **II. DROPPING OR TRANSFERRING SPORTS:**

On occasion, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed:

- A. Consult with immediate coach and then the head coach.
- B. Report situation to the athletic administrator.
- C. Check in all equipment/supplies from previous sport before being issued equipment for current sport.

### **III. MULTIPLE SPORT PARTICIPATION:**

Students are encouraged to participate on as many different sports teams as they can during their careers. However, for a student to participate on more than one team per season is extraordinarily difficult and most often not in the best interest of the student or the teams. Exceptions require the approval of the Athletics Director with a recommendation from both Head Coaches involved.

### **IV. EQUIPMENT:**

School equipment/supplies checked out by the student-participant are his/her responsibility. He/she is expected to keep it clean and in good condition. Loss of any equipment/supplies is the student-participant's financial obligation.

- A. Equipment/supplies issued are to be used only during scheduled activities or by permission from the Head Coach.
- B. Uniform tops and game jerseys may be worn on certain game days. Normally the wearing of school sports items will be reserved for special occasions.
- C. Any equipment/supplies purchased by the student are the property of the student and may be worn or used at his/her discretion. All equipment/supplies must meet PIAA/NFHS standards.

## **V. MISSING PRACTICE:**

An athlete should always consult his/her coach before missing practice.

## **VI. PARTICIPATION ATTIRE:**

In addition to the individual coach's participation attire requirements, all student-participants must adhere to the "Appropriate Dress Expectations" as outlined in the student handbook.

## **VII. TRAVEL:**

All student athletes must travel to and from out-of-town competitions/events in transportation provided by the school district unless previous arrangements are made by the parents for an exceptional situation. Travel release forms are available in the Student Office. The parent must make prior arrangements with the Head Coach for approval 24 HOURS in advance of the trip. The student will be released to the parent by the Head Coach upon receiving the signed travel release form. At no time will the student be permitted to ride home with another student or non-parent.

## **VIII. TRAVEL GUIDELINES:**

All District bus riding guidelines are to be observed with the addition of the following:

- A. Head Coaches will assume all responsibility for conduct and discipline on the bus.
- B. All students are to be at the point of departure on time.
- C. Students who miss the bus and travel to the competition/event late shall not be permitted to participate unless there were extenuating circumstances approved by the coach.
- D. No food or drink is allowed on the bus unless the driver has granted permission. Coaches are responsible for inspecting and ensuring that the bus is left in broom clean condition.
- E. All students are expected to dress appropriately and neatly on extracurricular trips.
- F. All participants are expected to conduct themselves in an appropriate manner at all times on away trips. Foul language or obscene gestures will not be tolerated. Gambling in any form will not be permitted.
- G. Only authorized persons may ride the bus. No spectators are permitted.
- H. Spikes or cleats are not to be worn on the bus.
- I. Personal listening devices are permissible at the discretion of the Head Coach.
- J. The emergency door shall be used only in the case of an emergency unless authorized by the driver.
- K. All students shall return home on the same vehicle in which they traveled to the competition/event. The only exception is if they have secured a travel release form and that has been approved by the coach.

## **IX. OVERNIGHT TRIPS:**

Accommodation for overnight stay may be arranged in two ways, home stays or motel/hotel rooms. Schools agreeing to house teams should be contacted one week in advance and provided a list of names. Athletes are to be reminded they are guests and are expected to be polite and courteous at all times. Team members should be expected to write thank you notes to their host families, expressing gratitude for their hospitality.

Motel/hotel stays are to be pre-arranged so families will know the location in case of emergency or in the event they wish to stay at the same facility. Arrangements will be made through the athletic office, and a check drawn for payment upon check-in.

When registering, introduce yourself to the management and ask them to report to the coaching staff any problems that occur with the athletes. Make certain individuals in the group understand what's expected of them and that they abide by those rules. Check all rooms prior to occupancy for damage, and just prior to check-out to be sure rooms are left in acceptable condition. Make one final check with management to see if there were any problems with your athletes. Express your appreciation to the management for their cooperation.

Direct supervision is extremely important when students are on overnight activities. Coaches must be visible and accessible to the athletes at all times.

#### **X. HAZING:**

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

The Bellefonte Area School District does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored activity. No student, coach, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

Suspected acts of hazing should be reported to the coach, athletic administrator, principal or other school administrator.

#### **XI. UNLAWFUL HARASSMENT:**

Harassment in any form will not be tolerated. The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability.

Ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive education environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of a student's extracurricular status.
- Submission to or rejection of such conduct is used as the basis for extracurricular decisions affecting the individual.

- Such conduct deprives a student of educational aid, benefits, services or treatment.
- Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Students may not make statements that verbally intimidate, are hurtful, threaten, lead to feelings of discomfort, or are racist or sexist in nature. If one student-participant verbally intimidates or harasses a second, the second student-participant is to tell a coach/advisor, teacher, counselor, nurse, or administrator. Under no conditions is retaliation permitted. Complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Each student-participant shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student-participant shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students may choose to report harassment complaints orally or in writing to:

- Building principals
- Athletic administrator (when involving athletics)
- Teachers
- Coaches/Advisors
- Counselors
- Nurses
- Parents

All employees who receive harassment complaints from student-participants should report such complaints to the building principal.

## **XII. BULLYING:**

The Bellefonte Area School District strives to provide a safe, positive learning climate for students and recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Every student has the right to an education and to be safe in and around the school and at school activities. Therefore, the Bellefonte Area High School strives to offer all students an educational environment free from bullying.

- Bullying shall be defined as when a student is exposed, repeatedly and overtime, to negative actions on the part of one or more other students. This could include unwelcome verbal, written, electronic, or physical conduct directed at a student by another student or students, or by an adult.

Negative actions are defined as actions that are sufficiently severe or pervasive to create an intimidating, hostile or abusive environment that substantially interferes with a student's educational opportunities such as :

- Physical intimidation or assault
- Oral or written threats
- Teasing, putdowns, or name calling
- Threatening looks, actions or gestures
- Spreading false rumors or shunning the individual

- Cyber Bullying includes, but is not limited to, the following misuses of technology during the school day: harassing, teasing, intimidating, threatening, or terrorizing another student by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site postings. All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the school, offenders shall be subject to appropriate discipline.

The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities.

Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliations shall occur as a result of the submission of a complaint.

To help eliminate bullying:

- ◆ When you see or hear a person being bullied let the bully know that his/her behavior is not appropriate.
- ◆ Fill out an Incident Report form. These are located in the Student Office.
- ◆ Report bullying behavior that you see or hear to a teacher, guidance counselor, or vice principal

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising students involved; providing employee support for students as needed; reporting incidents to law enforcements, if appropriate; and developing a supervision plan with parents.

Students are encouraged to fill out an incident report form, as well as a *Bullying/Harassment Reporting Form on page 53*, located in the back of this handbook. This may be turned in to the student office, guidance, a teacher, through our online forms located on our website or via email. If harassment or bullying occurs outside of the school, we encourage parents to contact local authorities.

### **NO-TAUNTING PLEDGE**

*I will pledge to be part of the solution.*

*I will eliminate taunting from my own behavior.*

*I will encourage others to do the same.*

*I will do my part to make my community a safe place*

*By being more sensitive to others.*

*I will set the example of the caring individual.*

*I will eliminate profanity toward others from my language.*

*I will not let my words or actions hurt others.*

### **BULLYING/CYBERBULLYING GUIDE FOR PARENTS/GUARDIANS**

### Tips For Parents/Guardians: What To Do If Your Child Is Being Bullied

*If your child is being bullied at school, this can be a very painful experience for your child and your family. Here are some things you can do to support your child if s/he is being bullied:*

- 1. Never tell your child to ignore the bullying.*
- 2. Don't blame your child for the bullying. Don't assume your child did something to provoke the bullying.*
- 3. Allow your child to talk about his/her bullying experiences. Write down what is shared.*
- 4. Empathize with your child. Tell him/her that bullying is wrong; that it is not his/her fault; and that you are glad s/he had the courage to tell you about it.*
- 5. If you disagree with how your child handled the bullying situation, don't criticize him/her. It is often very difficult for children to know how best to respond.*
- 6. Do not encourage physical retaliation.*
- 7. Check your emotions. A parent's/guardian's protective instincts stir strong emotions. Although it is difficult, step back and consider the next steps carefully.*
- 8. Contact a teacher, school counselor, or principal at your school immediately and share your concerns about the bullying that your child has experienced.*
- 9. Work closely with school personnel to help solve the problem.*
- 10. Encourage your child to develop interests and hobbies that will help build resiliency in difficult situations like bullying.*
- 11. Encourage your child to make contact with friendly students in his/her class, or help your child meet new friends outside of school.*
- 12. Teach your child safety strategies, such as how to seek help from an adult.*
- 13. Make sure your child has a safe and loving home environment.*
- 14. If you or your child needs additional help, seek help from a school counselor and/or mental health professional.*

### Tips For Parents/Guardians: What To Do If Your Child Bullies Others

*If your child bullies other children at school, it will need to be stopped. Here are some things you can do at home to address the issue with your child:*

- 1. Make it clear to your child that you take bullying seriously and that it is not okay.*
- 2. Make rules within your family for your child's behavior. Praise your child for following the rules and use nonphysical and logical consequences when rules are broken. A logical consequence for bullying could be losing rights to use the phone to call friends, using e-mail to talk with friends, or other activities your child enjoys.*
- 3. Spend lots of time with your child and keep close track of his/her activities. Find out who your child's friends are and how and where they spend their free time.*
- 4. Build on your child's talents by encouraging him/her to get involved in positive activities, such as clubs, music lessons, or nonviolent sports.*
- 5. Share your concerns with your child's teacher, counselor, and/or principal. Work together to send a clear message to your child that his/her bullying must stop.*
- 6. If you and your child need more help, talk with a school counselor and/or mental health professional.*

### Tips For Parents/Guardians: What To Do If Your Child Witnesses Bullying

*Many children are observers or bystanders in cases of bullying at school. It is important that even students who are bystanders in a bullying situation take action to get help so the bullying*

stops. If your child talks to you about the bullying that s/he witnesses at school, you are encouraged to do the following:

1. Teach your child how to get help without getting hurt.
2. Encourage your child to verbally intervene, if it is safe to do so, by saying such things as: "Cool it! This isn't going to solve anything."
3. Tell your child not to cheer on or even quietly watch bullying. This only encourages a child who bullies, who wants to be the center of attention.
4. Encourage your child to tell a trusted adult about the bullying. Talking to an adult is not tattling; it is an act of courage and safety. Suggest going to an adult with a friend if that will make it easier.
5. Help your child support others who tend to be bullied.
6. Teach your child to include these children in activities.
7. Praise and reward quiet acts of courage where your child tried to do the right thing to stop bullying, even if s/he was not successful.
8. Work with your child to practice specific ways s/he can help stop bullying. For example, role-play with him/her what s/he could say or do to help someone who is being bullied.

### What Can Parents/Guardians Do To Prevent And Address Cyberbullying?

Adults seldom are present in the online environments frequented by children and youth. Therefore, it is extremely important that adults pay close attention to cyberbullying and the activities of children and youth when using these new technologies. Cyberbullying occurs when children and youth use cyber technologies, such as text messaging, internet sites, and cell phones, to bully others. Indirect forms of bullying like this can include spreading of false rumors, gossip, and verbal taunts or attacks. Like bullying that happens in person, cyberbullying can have serious, and sometimes legal, consequences for the ones doing the bullying. Here are some ideas of ways to protect your child from cyberbullying or address the issue if you find your child is cyberbullying others.

### Suggestions For Parents/Guardians: Tips To Help Prevent Cyberbullying

1. Keep your home computer(s) in easily viewable places, such as a family room or kitchen.
2. Talk regularly with your child about online activities s/he is involved in.
3. Talk specifically about cyberbullying and encourage your child to tell you immediately if s/he is the victim of cyberbullying, cyberstalking or other illegal or troublesome online behaviors.
4. Encourage your child to tell you if s/he is aware of others who may be the victims of such behavior.
5. Explain that cyberbullying is harmful and unacceptable behavior. Outline your expectations for responsible online behavior and make it clear that there will be consequences for inappropriate behavior.

Although adults must respect the privacy of children and youth, concerns for your child's safety may sometimes override these privacy concerns. Tell your child that you may review his/her online communications if you think there is reason for concern. Consider installing parental control filtering software and/or tracking programs, but don't rely solely on these tools.

### Tips For Dealing With Cyberbullying That Your Child Has Experienced

*Because cyberbullying can range from rude comments to lies, impersonations and threats, your responses may depend on the nature and severity of the cyber bullying. Here are some actions that you may want to take after the fact:*

- 1. Strongly encourage your child not to respond to the cyber bullying.*
- 2. Do not erase the messages or pictures; save these as evidence.*
- 3. Try to identify the individual doing the cyberbullying. Even if the cyber bully is anonymous (for example, is using a fake name or someone else's identity), there may be a way to track him/her through your Internet service provider. If the cyber bullying is criminal, or if you suspect that it may be, contact the police and ask them to do the tracking. Sending inappropriate language may violate the terms and conditions of e-mail services, internet service providers, Web sites, and cell phone companies. Consider contacting these providers and filing a complaint. If the cyber bullying is coming through e-mail or a cell phone, it may be possible to block future contact from the individual who cyber bullied. Of course, s/he may assume a different identity and continue the bullying.*
- 4. Contact your school if the cyber bullying is occurring through your school district's Internet system or during the school day. Even if the cyber bullying is occurring off campus, make your school administrators aware of the problem. They may be able to help you by being watchful for face-to-face bullying occurring in school.*
- 5. Consider contacting the cyber bully's parents/guardians. These parents/guardians may be very concerned to learn that their child has been cyber bullying others, and they may effectively put a stop to the bullying. On the other hand, these parents/guardians may react very badly to your contacting them, so, proceed cautiously. If you decide to contact a cyber bully's parents/guardians, communicate with them in writing, not face-to-face. Present proof of the cyber bullying (for example, copies of an e-mail message) and ask them to make sure the cyber bullying stops.*
- 6. Contact the police if cyber bullying involves acts such as threats of violence; extortion; obscene or harassing phone calls or text messages; harassment; stalking; or hate crimes; or child pornography. If you are uncertain if cyber bullying violates criminal laws, contact your local police who will advise you.*

*[http://www.olweus.org/public/bullied\\_child\\_page](http://www.olweus.org/public/bullied_child_page) (2/2010)*

*This list has been adapted from a publication originally created for "Take a Stand. Lend a Hand. Stop Bullying Now!", a campaign of the Health Resources and Services Administration, U.S. Department of Health and Human Services.*

*www.StopBullyingNow.hrsa.gov. Used with permission. The names "Olweus" and "Olweus Bullying Prevention Program" are protected as trademarks, and may not be used in any way that involves self-promotion or the sale of products without the written permission of Hazelden as the publisher. All rights reserved. Duplicating this material for personal or group use is permissible.*



<b>HARASSMENT/ BULLYING</b>	Any unwelcome verbal, written, electronic, or physical conduct directed at a student by another student or students, or by an adult; taunting of others	Suspension of three to five days; parent conference scheduled; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS	Suspension of five ten days; conference scheduled with Administrator ; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS	OSS of ten days and/or placement in either of the AEP options; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS
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### **XIII. Social Media -**

#### **Things to remember when using social media:**

- Social media outlets such as: Facebook, Instagram, Twitter, Snapchat, Vine, and many others all fall under the category of 'social media'.
- Everything you post is public information- any photo or text placed online is completely out of your control once it is posted. Once a comment or photo is posted to a networking site it becomes property of the site and becomes searchable even after you remove it. Be smart with what you put online.
- Your posts can affect your future! Many employers and colleges admissions officers review social media for overall evaluation of an applicant. Carefully think of how you want to be perceived by others; information can be misinterpreted.
- Similar to comments made in person, the Bellefonte Area Athletics Department will not tolerate any disrespectful behavior or comments online or through cellular use such as:
  - Derogatory language or remarks that may harm teammates or coaches; other Bellefonte student athletes, teachers, or coaches; and student-athletes, coaches, or representatives of other schools, including comments that may disrespect any opponents.
  - Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
  - Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
  - Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

Do not have a false sense of security about your rights and freedom of speech. Understand that this freedom is not unlimited. The online social network sites are not a place where you can act and do whatever you please without repercussions. The information you post are considered public information. Protect yourself by maintaining a good representation of your self-image, which you can be proud of for the future.

### **XIV. VACATION POLICY:**

Vacations by extracurricular participants during the specified activity season are discouraged. In the event of an unavoidable absence due to a vacation, a participant must:

- A. Be accompanied by his/her parents while on vacation.

- B. Contact the head coach/advisor prior to the vacation.
- C. Practice one day for each practice or contest/activity missed prior to resuming competition. (Contest day will count as a practice day.)
- D. Be willing to assume the consequences related to their status within the organization.

#### **XV. STUDENT-PARTICIPANT SELECTION:**

In accordance with our philosophy of extracurricular activities and our desire to see as many students participate in school-sponsored programs as possible while in the Bellefonte Area School District, we encourage coaches/advisors to keep as many students as they can without unbalancing the integrity of their activity. Time, space, facilities, equipment, personal preferences and other factors will place limitations on the most effective group size for any particular activity.

#### **XVI. STUDENT-PARTICIPANT REDUCTION POLICIES:**

Choosing the members of athletic teams is the sole responsibility of the coaches of those teams. Prior to trying out, the coach shall provide the following information:

- A. Criteria used to select the participants
- B. Number to be selected
- C. Practice commitment, if chosen to participate
- D. Competition/event commitments

When a candidate cut becomes a necessity, the process will include three important elements. Each candidate shall have:

- A. Competed in a minimum of three tryout sessions
- B. Performed in at least one competitive activity
- C. Been personally informed of the cut by the coach including the reason for the action

Coaches will discuss alternative possibilities for participation in the sport, or other areas in the athletic program with the student.

#### **XVII. PLAYOFF POLICY:**

Coaches must notify the Director of Athletics *in writing* as to *whether or not* their team will participate in District VI post season playoffs. This written notification must be done at least one week prior to the cutoff date for entrance to ensure proper entry paperwork and checks can be submitted on time. Entrance to all other District VI tournaments require the team to have a winning record at the time of entry, the coach's recommendation and Director of Athletics approval.

## ATHLETIC SPONSORSHIP

### I. BOY'S TEAMS

<b>A. Varsity:</b>	<b>B. Junior Varsity:</b>	<b>C. Junior High:</b>	<b>D. Club Sports:</b>
1. Baseball	1. Baseball	1. Basketball	<b>Varsity/JV:</b>
2. Basketball	2. Basketball	2. Football	1. Bowling
3. Cross Country	3. Cross Country	3. Soccer	
4. Football	4. Football	4. Wrestling	
5. Golf	5. Soccer	5. Track and Field	
6. Soccer	6. Wrestling	6. Lacrosse	1.
7. Swimming	7. Lacrosse	7. Cross Country	
8. Track & Field			
9. Wrestling			
10. Lacrosse			

### II. GIRL'S TEAMS

<b>A. Varsity</b>	<b>B. Junior Varsity:</b>	<b>C. Junior High:</b>	<b>D. Club Sports:</b>
1. Basketball	1. Basketball	1. Basketball	<b>Varsity/JV:</b>
2. Cheerleading	2. Cheerleading	2. Cheerleading	1. Bowling
3. Cross Country	3. Cross Country	3. Soccer	
4. Golf	4. Soccer	4. Softball	
5. Gymnastics	5. Softball	5. Track and Field	
6. Soccer	6. Volleyball	6. Lacrosse	
7. Softball	7. Lacrosse	7. Cross Country	1.
8. Swimming			
9. Track and Field			
10. Volleyball			
11. Lacrosse			

## **PROGRAM CONFLICTS**

### **I. ACADEMIC/ATHLETIC CONFLICTS**

- A. Every effort will be made to schedule athletic events in a manner to avoid disturbances to the academic program. Release time for home and away events will be reasonable to limit the amount of class time missed.
- B. Students are responsible for academic material missed. It is the responsibility of the participant to see his/her teacher the day before the classes he/she will miss. All work shall be made up at the convenience of the teacher.

### **II. ATHLETIC/EXTRACURRICULAR CONFLICTS**

- A. The athletic program recognizes student needs for a wide range of experiences in their education. It is virtually impossible for students to avoid conflict of obligation.
- B. Students need to recognize, however, that absences from practices will hinder their skill development and physical conditioning, as well as jeopardize team unity. Time missed from practice will influence a student's performance, and therefore, his/her position with the organization. The athletic program will do its part to schedule events to minimize conflicts.
- C. Where conflicts arise, the sponsors, advisors, and coaches must cooperate to devise a solution that will be in the best interest of the student. The student's decision as to which event or activity he/she will participate in should be based on the following:
  - 1. The related importance of each event
  - 2. The individual importance of each event to the student
  - 3. The contribution the student can make to each event
  - 4. The time at which the events were scheduled
  - 5. Discussion with the parent
  - 6. Discussion with the student

Students have a responsibility to do everything possible to avoid continuing conflicts. Positive efforts might include being cautious about joining too many activities where conflicts are unavoidable. It also means notifying the coach involved when a conflict arises.

## ADMINISTRATION OF ATHLETIC ACTIVITIES

### **I. BELLEFONTE AREA BOARD OF EDUCATION**

- A. Makes policies.
- B. Approves all programs.
- C. Approves appointment of all personnel.

### **II. ATHLETICS APPEALS BOARD**

- A. Consists of the Principal, and **three** teachers.
- B. Committee members serve as an athletic appeals board.

### **III. HIGH SCHOOL PRINCIPAL**

- A. Serves as PIAA recognized authority for local management and control.
- B. Determines the certification of students' athletic eligibility.
- C. Delegates authority and responsibility.
- D. Reports to the Superintendent.

### **IV. DIRECTOR OF INTERSCHOLASTIC ATHLETICS (Athletic Director)**

- A. Supervises Assistant Athletic Director, Athletic Trainer, and all coaches.
- B. Evaluates all coaching performances.
- C. Acts as the liaison between community, Board, Superintendent, Principal, and coaches in all matters pertaining to the athletic program.
- D. Acts as the coordinator for all interscholastic activities.
- E. Schedules games, prepares contracts, and aids in the arranging of post-season games, meets or matches.
- F. Develops and presents the athletic budget for approval and communicates transfers of athletic monies.
- G. Supervises the purchasing of equipment and supplies.
- H. Reports to the Superintendent and Business Manager

## SCHEDULING EVENTS

### **I. RESPONSIBILITY FOR SCHEDULING ATHLETIC EVENTS**

The Athletic Director is responsible for scheduling all contests for each team within the sports program.

- A. Following PIAA By-Laws; within any seven-day period students must have one day off from any interscholastic sport activity.
- B. Practices, meetings, etc. are not permitted on the following days: Thanksgiving, Christmas, New Year's Day, Good Friday and Easter. Practices held on any other holiday when school is closed are permitted under the following exceptions:
  - 1. When a varsity contest is scheduled the following day
  - 2. When a tournament or play-off contest falls on the following day
  - 3. These practices must be voluntary

- C. Sunday practices and meetings are permitted after 2pm when:
  - 1. A varsity competition is scheduled the following day
  - 2. Gym space is not available for practice time during the week

**I. SCHOOL CANCELLATION AND EARLY DISMISSAL**

- A. When school is cancelled due to weather all regularly scheduled league contests and practices are cancelled. When one or two day tournaments are scheduled the Superintendent, Director of Transportation, Principal and Director of Athletics will be responsible for making the decision regarding participation based on current or fore-casted situational conditions. All athletic programs must abide by this decision.
- B. When school is dismissed early due to weather there shall be no after school athletic activities. This includes practices and scheduled contests/events.
- C. When school has a delayed starting time this in itself should not interfere with athletic activities.

**DENIAL OF PARTICIPATION IN ATHLETIC ACTIVITIES**

**I. SUSPENSION/APPEALS PROCEDURE:**

The following regulations shall be observed in the administration of the athletic program:

**General**

General rules shall be developed that are consistent for all athletic organizations. In addition to these general rules, each coach may develop additional rules for his/her sport. These rules must be on file in Athletic Administrator's Office. Students and parents must be notified in writing of both general rules and the specific rules of the sport by the coach.

The coach in consultation with the Athletic Director and Principal is responsible to administer reasonable disciplinary action for violation of all specified rules including suspension from the sport for a temporary period or removal from the team altogether.

Violation of athletic general rules may result in immediate suspension or removal from the team by the coach. In response to violations of general rules, the coach must follow the procedures outlined below.

Violation of the coach's specific rules may result in suspension from the sport only; before denying participation in the sport, the coach should communicate with the parents, discuss the situation with the student and administer lesser forms of disciplinary action.

All violations of school and/or District policies are subject to administrative review and level of discipline is subject to administrative discretion.

**II. TEMPORARY DENIAL OF PARTICIPATION:**

Temporary denial is defined as any suspension less than a permanent denial of participation.

When a coach or Administrator denies participation for a student member of a team, the student must be informed of the intended action by completing form 1-DP. When the student is denied participation, the coach/advisor must complete form 2-DP.

The student may appeal the denial of participation within 72 hours of the action to the Bellefonte Area School District Athletic Appeals Committee. Such appeal deliberation must be conducted within 24 hours after the appeal is received, unless an extension in the time is granted by mutual agreement.

Procedures for conducting the appeal hearing are as follows:

- The principal shall serve as chairperson of the appeals committee.
- The coach or Athletic Administrator who is denying participation will present reasons for the denial.
- The student and/or parents may then present evidence or reasons why the student should not be denied participation.
- The student has the option of being represented at the appeal hearing; however, the hearing is not a legal process.
- The appeal committee shall make its decision within 24 hours of the hearing to uphold, modify or repeal the denial of participation.
- During the appeal process the student shall not participate with the team.
- The decision of the appeal committee will be based upon generally accepted parliamentary procedures with a majority vote of the members of the appeal board necessary to uphold disciplinary action.

The appeal committee is responsible for notifying the student in writing of its decision and the reasons for the decisions by using form 3-DP. A copy of the report shall go to the principal, the coach and the superintendent.

There is no school-based provision for appeal beyond the committee in the case of temporary denial of participation in athletics.

### **III. PERMANENT DENIAL OF PARTICIPATION:**

If a student is to be permanently denied participation in extracurricular activities, the coach or Athletic Administrator shall notify the student in writing on form 4-DP.

If the student or parent requests a hearing concerning the possible permanent denial, the athletic appeals committee will conduct a hearing with the coach and student. If the student attends such hearing, the steps outlined above shall be observed in conducting the appeal. However, at the conclusion of the hearing, the committee shall prepare a written recommendation. It is then the responsibility of a building-level principal to uphold denial, modify or reinstate the student to the athletic program. If the building-level principal modifies or reinstates the student a written rationale shall be presented.

A building-level principal is responsible for evaluating the report of the committee and rendering a decision within 24 hours after receipt of the report.

The building principal shall then notify the student's parent/guardian, the student's coach, the committee and the Superintendent of his/her decision in writing by using form 5-DP.

During this appeal process, the student is denied participation in the sport until the appeal process is completed. The decision of a building-level principal represents the conclusion of the appeal process.

## **ATHLETIC AWARDS**

### **I. AWARDS:**

- A. Varsity Award
  - 1. First award – A chenille “B” letter with a sport insert or sport pin, and a certificate.
  - 2. Second and third awards – during the same year – a sport pin and a certificate.
  - 3. Subsequent awards – a bar and a certificate.
- B. Junior Varsity Award – an award patch (first season)and certificate for each season.
- C. Junior High Award – an award patch (first season)and certificate for each season.

### **II. VARSITY LETTER REQUIREMENTS**

The Varsity “B” Award shall be presented to students who have satisfied the participation requirements listed below, completes all team obligations, finishes the season in good standing and/or receives the recommendation of the Head Coach:

#### **A. Specific Sport Requirements:**

- 1. Baseball/Softball
  - a. Play in one-fourth of all innings played
  - b. Pinch hit or pinch run in three fourths of the games played
  - c. Pitch in four starts or six game appearances
- 2. Basketball – Participate in fifty percent of the games played
- 3. Cheerleading – Meet ninety-five percent of the contests and practice required
- 4. Cross Country
  - a. Qualify for the PIAA State Championships
  - b. Finish in the top 15 at District Meet
  - c. Finish in the top 5 at Conference Meet
  - d. Earn 100 points or run and log 250 miles in one year
- 5. Football
  - a. Participate in fifty percent of the quarters played, or
  - b. Perform special team duties in fifty percent of the games played
- 6. Golf - Participate in fifty percent of the matches played
- 7. Gymnastics
  - a. Participate in seventy five percent of the meets
  - b. Score team points in seventy five percent of participated contests
- 8. Lacrosse
  - a. Participate in fifty percent of the quarters played
- 9. Soccer – Must play in ½ of total halves played in the season.
- 10. Swimming
  - a. Qualify for District meet
  - b. Score thirty-six points



11. Track and Field
    - a. Score twenty team point
    - b. Qualify for District championship
  12. Volleyball – Participate in fifty percent of the games played
  13. Wrestling
    - a. Participate in fifty percent of the matches
    - b. Score thirty team points
- B. **Awards for managers and trainers will parallel the regular awards system.**
- C. **Lettering criteria that pertain to all sports:**
1. A student who moves from one level of competition to another will letter at the level of the highest competition, provided the student has met the combined requirements.
  2. A Head Coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
  3. Injury rule: Any student who is a starter or plays regularly and was thereafter injured may be awarded a letter, if in the Head Coach's judgment he/she would have met the lettering requirements.
  4. Complete the season in good standing with the school and Head Coach.
- D. **It is the responsibility of the Head Coach to organize a post-season awards program and distribute the awards to his/her students.**

Post-season awards programs should be conducted within two weeks of the conclusion of the Fall and Winter seasons and within one month of the conclusion of the Spring season.

### III. JUNIOR VARSITY AND JUNIOR HIGH AWARDS

Junior varsity and junior high awards are given on the recommendation of the coach to all students who complete the season

### IV. SENIOR AWARDS

These awards are presented at the Senior Awards Assembly each year:

- A. **Athletic Scholarship** – Awarded by the BASD to the graduating male and female senior athlete who has demonstrated exemplary leadership and accomplishment in the interscholastic sport program. The awardee shall be recommended by the varsity Head Coaches
- B. **James H. Snyder Award** – A plaque is awarded annually by the Centre Daily Times to the senior male and female letter winner in any sport who has, in order

- of importance, a high scholastic average, the highest qualities of leadership in general school affairs, and a record of participation in non-athletic activities as well as sports. Head Coaches nominate and vote on this award.
- C. **National Scholar/Athlete Award** – Awarded by the US Army Reserve to a senior male and female student athlete who have demonstrated excellence in academics and athletics. Head Coaches nominate and vote this award.
  - D. **Senior Athletic Awards** – A certificate and Varsity “B” Blanket, sponsored by the Bellefonte Athletic Department given to each senior athlete who participated and completed a varsity sport in their senior year.

## **V. SPECIFIC SPORT AWARDS**

Head Coaches have the prerogative to develop awards specific to their sport. Coaches will develop the criteria for these awards. Examples of these awards are: Most Improved, Academic Award, Most Outstanding, Hustle Award, etc.

### **EQUAL OPPORTUNITY**

*The Bellefonte Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity, ancestry, national origin or disability in its activities, programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1975, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act.*

*Information relative to special accommodations, grievance procedure and designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained either by contactation our Human Resources Department at 814-355-4814, Ext. 3002 or by contacting the office of Superintendent Michelle Saylor at 355-4814, Ext. 3005*

**STUDENT NOTICE OF INTENDED TEMPORARY DENIAL OF PARTICIPATION IN ATHLETIC ACTIVITIES**

\_\_\_\_\_  
(Name of Student)

\_\_\_\_\_  
(Date)

You are hereby advised that you will be denied temporary participation in \_\_\_\_\_ for the following reasons:

\_\_\_\_\_  
(Nature of misconduct, date and time of occurrence and code section(s) violated.)

You will have an opportunity to meet with me to discuss this denial and to challenge the reason(s) for the action or otherwise explain your actions on \_\_\_\_\_, at \_\_\_\_\_  
(date) (time and place)

Pending the severity and level of the infraction, your participation in practices and contests of the organization will be determined as outlined in the Athletic Code of Conduct.

\_\_\_\_\_  
Signature of Coach/Administrator

I have read, understand and hereby acknowledge receipt of this notice of denial of participation. I understand my acknowledgement does not constitute an admission of the alleged misconduct.

\_\_\_\_\_  
Signature of Student

cc: Athletic Administrator  
Principal  
Superintendent

**PARENT/GUARDIAN NOTICE OF TEMPORARY DENIAL OF PARTICIPATION  
IN ATHLETIC ACTIVITIES**

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
(Name of Parent/Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

You are hereby notified that your son/daughter has been denied temporary participation in  
\_\_\_\_\_ for \_\_\_\_\_.  
(Sport ) (Length of Denial)

The denial begins on \_\_\_\_\_, ending \_\_\_\_\_.  
(Date) (Date)

The incident which caused this action has been discussed with your son/daughter. This action was taken for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
(The nature of misconduct, date and time of its occurrence and conduct code violated.)

Pending the severity and level of the infraction, your son's/daughter's participation in practices and contests of the organization will be determined as outlined in the Athletic Code of Conduct.

You and your son/daughter have the right to appeal this action to the Athletic Appeals Board. Notification of your decision to appeal must be made within 72 hours of the date the denial is to begin. If you wish to appeal this matter, please contact me so that arrangements can be made.

If you have any questions about this situation, please contact me.

Sincerely,

\_\_\_\_\_  
Signature of Coach/Administrator

I have read, understand and hereby acknowledge receipt of this notice of denial of participation. I understand my acknowledgement does not constitute an admission of the alleged misconduct.

\_\_\_\_\_  
Signature of Parent/Guardian

cc: Athletic Administrator  
Principal  
Superintendent

**NOTICE OF DECISION OF ATHLETIC APPEALS COMMITTEE/TEMPORARY DENIAL OF PARTICIPATION IN ATHLETIC ACTIVITIES**

\_\_\_\_\_  
(Student) (Date)

\_\_\_\_\_  
(Name of Parent/Guardian)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State)

The Athletic Appeals Board held a hearing to review the denial of participation of \_\_\_\_\_ in \_\_\_\_\_.  
(Student) (Sport)

Following the hearing, the group took action to \_\_\_\_\_.  
(affirm, reverse, or modify)

Nature of the modification or action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Chairman of Athletic Appeals Committee

- cc: Student's file
- Members of Athletic Appeals Committee
- Principal
- Athletic Administrator
- Superintendent

**NOTICE OF INTENDED PERMANENT DENIAL OF PARTICIPATION IN ATHLETICS**

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of Parent/Guardian)

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

You are hereby advised that you will be denied permanent participation in \_\_\_\_\_ as outlined in the Athletic Code of Conduct.

(Sport)

The reason(s) for this determination are as follows:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Nature of misconduct, date and time of occurrence and code violated.)

You have a right to an appeal hearing with the Athletic Appeals Committee to challenge the reason for this possible action. Please contact me to arrange a time for the hearing. The Athletic Appeals Committee will then make a recommendation to the Building Principal, who will then render a decision on the matter. You may request a time extension for the hearing if you are unable to attend. Please notify me by phone immediately if you wish to reschedule the hearing at \_\_\_\_\_.

Also, if you do not wish to appear at the hearing, please notify me.

\_\_\_\_\_  
Signature of Coach/Administrator

cc: Athletic Administrator  
Principal  
Superintendent

**NOTICE OF PERMANENT DENIAL  
OF PARTICIPATION IN AN ATHLETIC PROGRAM**

\_\_\_\_\_  
(Student) (Date)

\_\_\_\_\_  
(Name of Parent/Guardian)

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State)

You are hereby advised that \_\_\_\_\_ has been  
(Name of Student)  
permanently denied participation in \_\_\_\_\_ for the remainder  
(Sport/Activity)  
of the \_\_\_\_\_.  
(Year of Sport/Activity Season)

The reason(s) for this determination are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Nature of misconduct, approximate  
date and time of occurrence and violation)

\_\_\_\_\_  
Signature of Athletic Administrator

cc: Student's file  
Members of Athletic Appeals Committee  
Principal  
Athletic Administrator  
Superintendent

**ACKNOWLEDGEMENT OF RECEIPT  
OF ATHLETIC CODE OF CONDUCT**

**PLEASE DETACH THIS PAGE AND RETURN TO YOUR COACH**

*I have read the Bellefonte Area School District Athletic Code of Conduct including the rules, regulations and policies. I fully understand its meaning and consequences and support its enforcement by persons responsible.*

*Please sign and return to your coach. This needs to be done only once yearly. This form will be kept on file in the Athletic Administrator's Office. Thank you for your cooperation and support. You may not participate in athletic activities until this form is signed and returned to your coach.*

\_\_\_\_\_  
(SIGNATURE OF PARTICIPANT)

\_\_\_\_\_  
(SIGNATURE OF PARENT/GUARDIAN)

\_\_\_\_\_  
(SIGNATURE OF COACH)

\_\_\_\_\_  
(SIGNATURE OF A BUILDING PRINCIPAL)

*Received by the Athletic Department*

\_\_\_\_\_  
(Date)



**BELLEFONTE AREA ATHLETIC TRAVEL RELEASE FORM**

*In consideration of the Bellefonte Area School District granting permission for our child, \_\_\_\_\_, pursuant to our request for permission of the School District to permit \_\_\_\_\_ to ride home from \_\_\_\_\_ on \_\_\_\_\_ with the undersigned parents. We the undersigned parents of said minor child do hereby agree for ourselves and our minor child to assume full responsibility for all risks to which our minor child may be placed while riding in our vehicle, or injuries or damages he/she may suffer, or injury or damages caused to a third person, and further we do hereby release and forever discharge the Bellefonte Area School District, its directors, agents, officers and employees from any and all suits or claims or damages or expenses the School District may suffer, or that our minor child may make upon attaining majority.*

*IN WITNESS WHEREOF, the undersigned parents intending to be legally bound have executed this consent and release this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.*

\_\_\_\_\_  
*Signature of Parent*

\_\_\_\_\_  
*Signature of Parent*

\_\_\_\_\_  
*Print Name of Child*

\_\_\_\_\_  
*Home Address*

\_\_\_\_\_  
*Home Telephone Number*

Bellefonte Area High School  
Absentee Form

NAME OF STUDENT:

GRADE: \_\_

DATE(S) ABSENT:

REASON FOR ABSENCE:

ILLNESS/INJURY

---

OTHER (SPECIFY) \_\_\_\_\_

RESPONSIBLE PARTY SIGNATURE:

RELATIONSHIP TO STUDENT:

DAY TIME PHONE NUMBER:

\*This form must be returned within three days after absence or absence is considered illegal/unexcused.

\*\*All attendance related matters are subject to BASD policies

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Bellefonte Area High School  
Absentee Form

NAME OF STUDENT:

GRADE: \_\_

DATE(S) ABSENT:

REASON FOR ABSENCE:

ILLNESS/INJURY

---

OTHER (SPECIFY) \_\_\_\_\_

RESPONSIBLE PARTY SIGNATURE:

RELATIONSHIP TO STUDENT:

DAY TIME PHONE NUMBER:

\*This form must be returned within three days after absence or absence is considered illegal/unexcused.

\*\*All attendance related matters are subject to BASD policies

