



## **INTERBORO HIGH SCHOOL ATHLETIC ADMINISTRATION**

*RYAN JOHNSTON – PRINCIPAL*

*EDWARD KLOSS – ATHLETIC DIRECTOR*

*JOSEPH BARRETT – ASSISTANT ATHLETIC DIRECTOR*

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### **INTERBORO SCHOOL DISTRICT - COACHES' HANDBOOK FOR ATHLETICS**

#### Statement of Purpose

This handbook is written to provide basic procedures and policies, which apply, to the Interboro School District Athletic Program. It is not intended to be a solution for all problems, but we hope that it will serve as a helpful guide in your coaching experience during the school year.

The primary goal of the high school athletic program is to provide a competitive arena where student-athletes can display their talents, enhance their physical wellness and skills, and gain a greater technical and tactical understanding and appreciation of their chosen sport. Within the athletic program, it is expected that all participants display a competitive spirit, outstanding sportsmanship, and exemplary character throughout the year, on and off the field of play. The athletic program should be a positive component of the student-athlete's educational experience.

Participation in the athletic program is considered a privilege extended by the high school, through the Board of School Directors, to students who choose to participate. Participation in this program requires a commitment by the student-athlete of his/her time, energy and loyalty, as well as an acceptance of coaches' decisions, training techniques, and expectations. Student-athletes should willingly assume all responsibilities and obligations that are inherent and unique to the program. Student-athletes must understand and appreciate that they not only represent themselves during competition, but also their teammates, their school, the four local townships, and a proud tradition of athletics in the Interboro School District.

Included in this handbook are athletic department procedures, regulations and other information to help coaches (experienced and inexperienced) in administering, maintaining and promoting the athletic program. In addition to reviewing the materials presented in this handbook, all members of the coaching staff must be knowledgeable of the rules of the sports they coach. They must also familiarize themselves with the rules and regulations within the constitution and by-laws of the Pennsylvania Interscholastic Athletic Association (PIAA) ([www.piaa.org](http://www.piaa.org))



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### **BEHAVIOR EXPECTATIONS OF THE COACH**

1. Exemplify the highest moral character, behavior and leadership.
2. Respect the integrity and personality of the individual athlete.
3. Abide by the rules of the game in letter and in spirit.
4. The coach shall master the contest rules and shall teach them to his or her team members.
5. Set a good example for players and spectators to follow – no arguments in front of players and spectators, no gestures which indicate an official or opposing coach doesn't know what he/she is talking about, no throwing of any object in disgust. Shake hands with the officials and the opposing coaches before and after the contest in full view of the crowd.
6. Respect the integrity and judgment of game officials.
7. Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Confine your remarks to game statistics and to the performance of your team.
8. Teach sportsmanship and demand that your players be good sports.
9. Do not be a party to the use of profanity or obscene language.

### **EXPECTATIONS AND PROTOCOL FOR COACHES**

1. Promote the health and safety of all student-athletes at all times. Create a safe environment.
2. Be a model of appropriate language, sportsmanship, and behavior and demand this of all team personnel.
3. Respect and dignify each student-athlete as an individual.
4. Establish time demands that acknowledge the primary importance of each student athlete's academic and family responsibilities. Communicate these demands in a timely manner.
5. Promote among athletes and coaches a solid sense of team membership.
6. Maintain an awareness of recent thinking and strategy in their specific sport or discipline.
7. Assist, whenever appropriate and mutually convenient, with the post high school planning for individual student athletes as it relates to athletics.
8. Be available to parents at times that are mutually convenient and in alignment with the athletic department's parent/coach communication guidelines.
9. Work with school personnel, when appropriate, to advocate for the best interest of the student athletes.
10. Encourage student athletes to experience high school in a well-rounded manner. Foster their interests to pursue other options in addition to your specific sport. Speaking in a derogatory fashion about other sports or activities is unprofessional and unacceptable.
11. Understand the prioritization that all in-season sports take full precedence over any voluntary workouts for sports that are out-of-season.
12. Adhere to all PIAA and Interboro School District and athletic department policies at all times.



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### **Responsibilities and Duties of the Head Coaches**

The head coach of each sport shall be responsible to the athletic director in performing the following duties:

1. Schedule frequent meetings with all assistant coaches to coordinate coaching methods at all levels.
2. Assume responsibility for conduct of contestants in the sport involved.
3. Plan practice and game sessions so that a coach is in the school or on the field at all times during play or practice sessions.
4. When the school is used, assume responsibility for securing all dressing rooms, locker rooms and gymnasium facilities.
5. Accompany the team in busses to and from all athletic events where busses are used.
6. Conform to school regulations in ordering equipment and supplies for the sport involved.
7. Give careful attention to all injuries and report them within 24 hours to the school nurse whenever the injury involves physicians or the emergency room.
8. Prepare assignments for all coaches.
9. Require physical examinations of all participants before first practice session and use the CIPPE form provided by the Pennsylvania Interscholastic Athletic Association.
10. Set up, distribute to students and parents, and administer training regulations and disciplinary rules of athletes as approved by the Athletic council and Athletic Association.
11. Submit a tentative roster of players, with numbers and positions, to the athletic director for eligibility purposes. This list is due no later than one week after practice begins or ten days before the first contest and should be alphabetized by grade.
12. Assisted by the athletic director, be responsible for care of all equipment before, during and at the end of each season; also, prepare inventory and file with the athletic director within ten days after the season ends.
13. Abide by the policy of the Board of School Directors relative to the use of volunteer assistance.
14. Be responsible for conduct of all team members on or off the playing area during an event.



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### **Responsibilities and Duties of the Assistant Coaches**

Assistant coaches of each sport shall cooperate with the head coach in performing the following duties related to the school athletic program:

1. Follow all instructions and plans of the head coach.
2. Promote positive image whenever possible.
3. Assume responsibility for the use, care and storage of all athletic equipment, along with the head coach and athletic director.
4. Responsibility for a group of team members remains with a coach until all members have dressed and left the building.

### **Responsibilities and Duties of the Volunteer Coach**

Properly managed, the use of volunteer coaches can be a valuable asset to an athletic program. Selection of volunteers must be a carefully thought-out process. The coach (es) selected must be willing to operate under the strict guidance of the coaching staff.

1. Volunteers are permitted to have input in such areas as team strategy, team selection and practice organization.
2. Volunteers may also assist the coaching staff in the decision making process, but the final decision rests with the head coach.
3. Volunteers must be supervised at all times.
4. Normally it is not appropriate to select an individual as a volunteer if his or her child is a candidate for the team. Consideration may be given to a parent with specialized skills or one who has been a long-time volunteer in a specific program.
5. It must be indicated to all volunteers that their participation is under constant evaluation.
6. The head coach will submit the name(s) of the proposed volunteer coach(es) to the athletic director who will then make a recommendation for approval to the principal.
7. The principal will recommend to the assistant superintendent the name(s) of the desired volunteer(s).
8. All volunteers are required to apply for Act 34 and Act 151 clearance.
9. Individuals are not permitted to serve in any coaching capacity until the official clearances have been received in writing. When the clearance is secured, the original approval form received from the state must be presented to the athletic director.



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### **PHYSICAL EXAMINATIONS**

It is the policy of the Interboro School District that physical examinations for interscholastic athletes shall be the responsibility of the parents and shall be given by the physician of their choice.

*PIAA Policy:*

*No student shall be eligible to participate in Practices, Inter-School Practices, Scrimmages and/or Contests unless, the student has completed a comprehensive initial pre-participation physical evaluation ("CIPPE") performed by an Authorized Medical Examiner, and the Authorized Medical Examiner has completed the PIAA Comprehensive Initial Pre-Participation Physical Evaluation Form ("CIPPE Form").*

### **ATHLETIC EMERGENCY PROCEDURES**

1. At the beginning of each season the district's athletic trainer will review emergency protocols for the district. All coaches must sign and return these forms to the trainer at the end of the meeting.
  - a. In the event of an emergency
    - i. Follow the protocols set up by the training staff and district.
    - ii. Apply necessary emergency first aid if the trainer is not available.
    - iii. Call 911
    - iv. Call the parents of the injured athlete
    - v. Report the injury to the school nurse (middle school) or the trainer and the nurse (high school).
    - vi. Local Hospital will be used when the ambulance is called.
    - vii. Transportation of injured athletes will be by ambulance when necessary or try the athlete's guardian or someone designated by the athlete's guardian. A coach should accompany the injured athlete when transported by ambulance.
2. All indications of injuries should be considered seriously and not ignored until they have been taken care of or **known** to be false



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### **SAFETY PROCEDURES FOR ATHLETIC FACILITIES**

1. The floor must be clean and clear of any debris or obstacles that may cause a player to slip or stumble.
2. Students should not wear any jewelry, watches, belts with buckles, or anything with sharp edges that may do harm to themselves or another player.
3. Look over the playing facility for any potentially dangerous area. If any exist, report to the Director of Athletics and Director of Facilities for correction.
4. Accept responsibility for the proper use of equipment.
5. Demonstrate proper safety procedures when performing activities.
6. Observe activity rules that are designed to protect both the participant and spectator.
7. Assist improper equipment set-up and removal.
8. Perform warm-up and flexibility activities prior to game or active participation.
9. The playing fields should be free of rocks, holes and obstructions.
10. No horseplay, towel snapping or running in the locker and shower areas.
11. The teacher, or coach, has a strong moral and legal obligation to see that injuries get prompt and satisfactory treatment.
12. At the time of an injury, if there are indications of seriousness or need for early medical attention, the coach should try to call the parents if the trainer is unavailable. Call 911 if needed or take the student to the hospital unless the parent or another staff member is available to accompany him.
13. All accidents are to be reported **in writing** to the school nurse.



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### **ATTENDANCE**

Students who have been illegally absent from school twenty days in a semester, immediately become ineligible until they have attended school for sixty (60) days. Any members of high school athletic teams who participate in athletic contests as members of similar teams the same season shall be ineligible to compete for the remainder of that season, unless waivers have been issued. Pupils who have been in attendance more than eight (8) semesters beyond the eighth grade shall not be allowed to represent their school in any form of interscholastic athletics. Transfer students are eligible only if their families have moved to one of the four surrounding Townships, or if they have been tuition students one full year. Pupils transferring from private schools either inside or outside the district to their home school district in which their parents or guardian reside are eligible according to the following:

- a. A student who transfers for athletic purposes, in whole or in part, or as a result of recruiting, will be ineligible to participate in interscholastic athletics for a period of one year from the date of transfer. A student who transfers for any other purpose will be eligible.
- b. Upon written certification by both of the Principals of the two schools involved in the student's transfer that the student's transfer was not for athletic purposes, in whole or in part, or as the result of recruiting, the student will be eligible.
- c. In cases in which the Principal of one or both of the schools involved in the student's transfer do not certify that the student's transfer was not in whole or in part for athletic purposes or as the result of recruiting, the case shall be referred to the PIAA District Committee in which the school receiving the studying is located for an eligibility ruling.



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### **MEDICAL FORMS**

No student is eligible to practice or compete until the PIAA Physician's/ Parent's Certificate (See Forms Section, Form D) and related forms are completed and returned to the coach. All forms must be submitted to the athletic director prior to the first contest. A copy of the Emergency Form (See Forms Section, Form E) must be returned to the head coach. These forms should be taken to all contests. The trainer will also have a copy on file in the training room.

### **RELEASE FROM CLASS**

1. The Athletic Director, with input from the head coach, will prepare a matrix indicating game time, bus departure time and class dismissal time approved by the building Principal.
2. The Assistant Principal and /or Athletic Director shall inform the school administration of a coach's need for early release one week in advance when possible. Rescheduled games are an exception to this policy. Administrators should be informed at the earliest possible time for rescheduled contests.

### **PRACTICE POLICIES**

1. Starting dates and out-of-season practices are regulated by the PIAA and/or the Department of Education.
2. Student athletes may participate in two (2) or more sports during the same season provided there is consent from the parents, coaches, Athletic Director and building administrator.
3. The allocation of practice facilities is established by the Athletic Director.
4. If school is cancelled due to weather conditions, no practice sessions may be held without the approval of the school administration.
5. If school is dismissed early due to weather conditions, no practice sessions may be held.
6. The head coach or assistant coach shall be present at all practice sessions.
7. No practice sessions during the regular school year may begin prior to class dismissal. It is recommended that 3:00PM be the starting time for practices when facilities scheduling permits.
8. When facilities are shared by more than one sports team during a season, the Athletic Director, with input from the coaches, will develop a practice schedule for the entire season. This will be distributed to all coaches and teams involved prior to the starting date for that season.





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9. Coaches shall see that players do not enter other parts of the building or use any facility other than those designated for that team.
10. Athletes are responsible to notify coaches, in advance, of any requests for tardiness or absence from practice due to necessary appointments.
11. Following a practice session, coaches shall instruct team members as to what equipment shall be stored or what is to remain on the playing facility.
12. Supervision of student athletes will begin ½ hour prior to the scheduled practice time unless notified otherwise by the coach or the trainer.
13. Outside participation shall not conflict with a practice or contest schedule of the school including district, regional or state play. The student athlete's primary responsibility is to the school-sponsored team on which he/she has chosen to participate.

### **TEAM ROSTER**

Following the team selection, each head coach will prepare an eligibility list and team roster (if applicable) for the athletic department.

1. The eligibility list is to be alphabetical by grade
2. Team rosters for programs should include uniform number, position/event, grade level, height and weight.
3. The roster should also include team captains, managers, etc. if assigned.

### **TEAM SELECTION**

The nature of certain sports limits the number of team members who can effectively and efficiently be supervised by the coaching staff and/or operate in the facilities. Coaches of these sports will:

- a. Prior to the beginning of the season provide a written copy of the selection process, including criteria, to each candidate;
- b. During tryouts, maintain an accurate record of observations during each practice session and record data that is representative of the skill level exhibited by each athlete;
- c. Provide sufficient observation opportunities for each athlete over the duration of the tryout session to fairly compare candidates; and
- d. Conduct a private meeting for individual discussions between players not selected and the coaching staff if requested by the student.

It is essential that the coaching staff provide students with an opportunity to discuss the reasons why he or she was not selected for the team. **Coaches will not** post a list of names of students who have **not** made



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the squad. Coaches should offer suggestions to athletes not selected on the skills that need improvement in order to make the team. Underclass students not selected for a team should be encouraged to work on their skills and try out for the team next year.

Students not selected for one team may be permitted to try out for another sport during that season provided the selection process for that team has not been completed and the head coach of the other team is agreeable to the tryout. An athlete who is a member of a team in-season cannot try out or practice for a team in the next season without the in-season coach's permission and approval by the athletic director.

### **DISMISSAL FROM TEAM**

Prior to a coach permanently dismissing an athlete from his or her team, the coach must inform the athletic director or principal. This is necessary before the coach notifies the parent. The coach must then notify the parent whenever an athlete is suspended or dismissed from a team.

### **TRANSPORATION**

The high school and middle school athletic directors will handle requests for transportation. Respect for vehicles and equipment is expected at all times.

1. Sports equipment and travel gear is to be loaded so vehicles are not damaged in any way.
2. Athletes are to be properly seated at all times.
3. All team members will be instructed not to wear spikes or cleats while riding on any vehicle.
4. Eating food while traveling is prohibited unless prior approval is received from the athletic director.
5. Upon returning home from an away game, the coach is to inspect the vehicle to ensure cleanliness.

The coach is responsible for the behavior of his or her team. The driver is responsible for the safety and welfare of those riding in the vehicle. All athletes must travel to and from athletic events on school-sponsored transportation.

Exception: an athlete may **return** from athletic events with his or her parents with permission from the particular coach. Parents can only transport their child home from away athletic events. The athletic director must resolve extenuating circumstances.



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### **EQUIPMENT**

All equipment purchased by ISD is the property of the district and coaches are accountable for the equipment used in their sport. Coaches are not permitted to give away any equipment. Athletes are not permitted to purchase equipment. Players are to be instructed in the proper maintenance and care of their equipment at time of issue. Equipment identified as unsafe or defective should be deactivated immediately.

Coaches must maintain accurate inventories and records indicating to whom the equipment has been issued. Coaches must hold athletes accountable for the equipment issued to them. Any athlete in possession of ISD athletic equipment or uniforms not issued to him or her or who does not return athletic equipment or uniforms in an appropriate time period after the conclusion of his or her season will not be permitted to participate on another team until the equipment obligation is cleared. Misuse of equipment could also result in disciplinary action by the administration.

Prior to the head coach receiving his or her final pay of the season, all equipment must be collected, inventoried and stored, and obligation forms must be given to the athletic office. In addition, the athletics secretary must sign the inventory sheet.

### **OUT OF SEASON RULES AND REGULATIONS** **(PIAA By-Laws, Article XV)**

*Consistent with the concept that interscholastic athletics are a part of the educational system, and consistent with the established goals of health, safety and sportsmanship, the following guidelines for out-of-season regulations are set forth.*

All sports have a defined season, and no sport shall operate to the detriment of any other sport. The student should have the opportunity to participate in as many interscholastic experiences as is reasonably possible, and anything that serves to prevent this opportunity is contrary to the philosophy of the PIAA.

As stated, each sport has a defined season, which includes the first practice day, the first scrimmage day, the first play day, the last day for the regular season, the District deadline and the dates of the PIAA Championships. All schools must comply with the defined season for each sport.

Outside the defined season for sports, member schools may not sponsor teams, but member schools and coaches and/or students of member schools may be involved with sports activities such as training programs, "open gyms," clinics and camps provided that the school does not sponsor teams, and provided such participation is voluntary.



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The coach or other personnel representing the school shall not require an athlete to participate in a sport or a training program outside the defined sports season. Schools, community organizations and groups, coaches or students outside the defined season may not use the school's blocking/tackling sleds.

Students may not use the school's name, nickname, interscholastic uniforms, athletic equipment and health/first aid supplies unless approved by the principal. The principal must give permission for football helmets to be used during the summer.

### **SCRIMMAGES**

Coaches are permitted to schedule scrimmages in the pre-season with approval of the athletic director. The number of scrimmages permitted by the PIAA is two (2). ISD must adhere to the PIAA's definition of a scrimmage when scheduling such an event.

According to PIAA, scrimmages:

1. Shall not be listed on season schedules;
2. Shall not be announced or advertised to the public;
3. Shall not have an admission charge;
4. Can be stopped for instruction and substitution;
5. Shall not have restrictions on player substitution;
6. Shall not have the score displayed or recorded; and
7. Shall not be counted as part of the team's Win/Loss record.

### **OVERLAPPING SEASONS**

There may be times when a sport season is not completed and tryouts for the next sport season have begun. Students cannot try out for the next season's sport unless given permission by the coach of the sport in season. This coach may also release the athlete from the team so the student can try out for the next sport. However, an athlete who quits a sport with three weeks or less remaining in the current season cannot try out for the next season sport until permission is received from the athletic director.

The coach of the next season's sport must give all candidates who were on an overlapping sport a three-day tryout



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### **DUAL SPORT PARTICIPATION**

The following guidelines for student participation in two sports during the same season are as follows:

1. The student athlete shall contact the head coaches at least two weeks before practice begins and will declare a primary sport. Participation in the primary sport will take precedence if there is an unavoidable schedule conflict.
2. Before practice begins, the coaches will meet to develop a schedule for the student athlete's participation. The Athletic Director may be asked to become involved for input or to resolve differences of opinion.
3. The development of the student athlete's schedule of practice and competition shall be the sole responsibility of the coaches and Athletic Director. Copies of the schedule shall be made available to all parties.

### **COMBINED EXTRACURRICULAR PARTICIPATION**

Students shall have the right to participate in all aspects of the athletic and other extracurricular programs. Conflicts between these programs should be resolved in the best interest of the student, through a conference between parties involved and the appropriate building Principal and the Athletic Director.

### **CONDUCT /BEHAVIOR**

Athletes are representatives of their school and team 24 hours a day. No other group of students receives the publicity that our athletic teams or individuals on a team receive. It is expected that athletes maintain a level of conduct that does not discredit them or their teams. Discipline will rest with the coach, athletic director and principal.

### **HAZING**

ISD athletes should commit to supporting, encouraging and mentoring each other in their efforts to achieve individual and team goals. Engaging in or encouraging hazing is strictly prohibited. Hazing is defined as any conduct or method of initiation into any team that willfully or recklessly endangers the physical or mental health of a student. ISD policy strictly prohibits the practice of hazing. Incidents of hazing will be dealt with as a discipline violation and reported to the appropriate administrative personnel for investigation. Athletes found guilty of hazing can face disciplinary action ranging from a warning to expulsion.



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### **UNSPORTSMANLIKE CONDUCT**

A coach removed from a contest by an official for unsportsmanlike conduct will receive a mandatory one game suspension (PIAA), to be served the next game. This includes non-league, league and post season play. (PIAA rules prohibit the coach from attending the game or having any involvement with his or her team during the suspension contest.)

### **LOCKER ROOM POLICY**

1. All books and other materials needed for the evening should be brought to the locker room before a game or practice.
2. Students should place all items in their lockers and lock them.
3. When visiting another school coaches should always accompany the team to the locker room and supervise to assure the proper respect is shown to the property.
4. Team rooms are to be used during practice/games only. They are not to be used for physical education classes.
5. Team Room lockers will be assigned by the coach and should be identified with the student athletes' names.
6. Team rooms will be locked at all times during the day.
7. Team room lockers will be assigned on a class preference and on a seasonal basis.

### **FACILITIES USEAGE AND MANAGEMENT**

The assistant principal and /or athletic director schedules use of all athletic facilities. Coaches should never assume that the facilities they use are available at any time they want to use them. During the season if an area is not available for a scheduled practice time, the assistant principal and/or athletic director will attempt to make alternate arrangements. The athletic office must also schedule the use of all other school facilities by athletic teams. During the season, the coaches should make periodic inspection of facilities, and any problems reported immediately. Requests for maintenance are to be made in writing to the assistant principal and/or athletic director. Coaches are responsible for assisting the custodial staff in maintaining building security. Doors must be checked and locked and lights turned off if your team is the last to use an area. This is extremely important on Saturdays and other non-school days. Team members are never to wear shoes with cleats in the building.



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### **Academic and Curricular Requirements**

The Principal of your school is responsible for certifying as to your player's athletic eligibility. If you have any questions concerning athletic eligibility, either now or in the future, you should discuss the matter with your school Principal/Athletic Director. If they are uncertain about a matter, they can request guidance and even a formal ruling from PIAA as to your athletic eligibility, but it is up to your school administrators, athletic director, and Academic Deans to coordinate the eligibility requirements as described in the student code of conduct.

Your players must pursue a full-time curriculum defined and approved by your Principal.

D & F Report will go out as usual on Monday Mornings

### **CIVILITY**

The Interboro School District believes that all schools should be places where mutual respect is practiced and reinforced. This Policy is designed to promote an environment in which all members of the school community will be treated with respect and expect the same in return. We refer to this respect as civility.

The District has adopted as part of its strategic plan an objective to identify and model behaviors for the entire school community to become collaborative, respectful, contributing citizens. The District's role is to establish and enhance an atmosphere where people are encouraged and expected to exhibit language, attitudes, and behavior that foster sound educational practices and allow people to grow socially and academically.

The best way to promote civility is to practice it on a daily basis. The Interboro School District is committed to civility at work through education, training, and discipline when necessary. The District does not intend this policy to deprive any person of his or her right to appropriate self-expression. Rather, it seeks to maintain, to the extent possible and reasonable, an environment in which people can feel safe and secure. It is in this spirit that we establish this civility policy for the Interboro School District.

The Interboro School District expects all administrative, professional and classified staff, all students, parents, board members and other members of the school community to role model civility even in the most difficult of circumstances.

It is the District's position that rude, abusive, or intolerant behavior erodes education and that disrespect shall be addressed when it occurs.



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### **CIVILITY (continued)**

Board members, administrators, supervisors, professional employees and classified employees shall communicate with each other, and with the community, in an atmosphere of professionalism and mutual respect.

#### **The Superintendent shall establish procedures to:**

1. Address complaints of individuals who believe they have been treated in an unprofessional and disrespectful manner
2. Ensure the inclusion of good citizenship in the District's curriculum
3. Establish and implement programs for peer mediation among staff and students
4. Publicize the contents of this policy and the behavioral expectations it sets forth to the school community through:
  - a) District publications such as the District Calendar and the District Digest
  - b) The District's cable television access
  - c) The District website
  - d) Student handbooks
  - e) Staff handbooks

### **HARASSMENT REGULATIONS**

#### **Complaint Resolution Procedures**

##### **A. General Procedures**

1. Any student, employee, job applicant, person utilizing school transportation or visitor to the school who believes that he or she has been subjected to sexual harassment has the right and is encouraged to file a complaint in accordance with the formal and informal complaint procedures in Sections B and C below and to receive prompt and appropriate handling.
2. The complainant should contact any Designated School or District Resource. If the complainant is a student, the student's parent or guardian may initiate the contact.





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3. The Superintendent will appoint Designated School Resources (e.g., guidance counselor, nurse, school administrator) at each school to whom students may direct their complaints. The Superintendent will appoint as many Designated District Resources as appropriate to whom employees, job applicants, persons utilizing school transportation and visitors may direct their complaints. There will be at least one male and at least one female School Resource person at each school and the District Resource persons will also include male and female designees. The names of these Designated Resources will be made public.

4. Designated School or District Resources who receive complaints must treat them as confidential and release information only when appropriate and after consultation with complainant.

5. Designated School or District Resources will refer all complaints to designated school administrators who will be trained to conduct investigations and to serve as mediators.

### **B. Informal Procedures**

1. If the complainant wishes to try to resolve the problem informally, the designated school administrator will attempt to resolve the complaint in that manner.

2. Any meetings between the complainant and the accused must be mutually agreed upon in advance. The accused will be informed of the disciplinary consequences of retaliation against the complainant.

3. Counseling and information about sexual harassment may be provided to the accused if appropriate.

4. If the complaint cannot be resolved informally within two weeks, formal complaint procedures may be initiated.

### **C. Formal Procedures**

#### **1. Student Complaints**

a. A student who alleges sexual harassment by an employee, another student, or other person covered by this policy may direct the complaint to a Designated School Resource.

b. The person receiving the complaint shall report it to the building principal within 24 hours.



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c. The principal or principal's designee shall promptly investigate the allegation. The investigator shall:

- Interview the complainant; employee complainant may have bargaining unit representation (but not private counsel) present at all discussions and meetings involving the case.
- Inform the accused of the allegations and advise of the right to bargaining unit representation at all discussions and meetings; the accused will also be informed of the disciplinary consequences of retaliation against the complainant
- Interview the accused
- Interview third parties
- Document all interviews
- A written report of the investigation will be compiled and kept by the building principal
- Report any activity which constitutes a criminal offense to the police (after consultation with Superintendent and/or Solicitor)

d. The Superintendent shall present a written decision to the student complainant within a reasonable time after receiving the investigator's report. A conference will be held with the student to discuss the investigation of the complaint and disposition to the extent appropriate and permissible with respect to the privacy rights of the accused.

e. The principal shall discipline any student found guilty of sexual harassment in accordance with district policy. Students found guilty will also receive counseling and information about sexual harassment.

f. The Superintendent shall be responsible for responding to the employee who is determined to be guilty of sexual harassment of a student. Such response could include referral to the Employee Assistance Program for appropriate counseling and/or discipline up to and including the recommendation to the Board of School Directors for suspension and/or termination from employment.

### **2. Complaints of Employees, Applicants, Persons Utilizing School Transportation and Visitors**

a. An employee, applicant, person utilizing school transportation or visitor to the schools who alleges sexual harassment by a staff member, a student, or other person covered by this policy may direct the complaint to the immediate supervisor, principal, member of the Superintendent's cabinet or a Designated District Resource.

b. The person receiving the complaint shall immediately report it to the Superintendent.

c. The Superintendent or designee shall conduct an investigation of the complaint.



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- d. Within a reasonable period of time, the investigator shall:
- Interview the complainant; complainant may have representation present at all discussions and meetings involving the case
  - Inform the accused of the allegations and advise of the right to representation at all discussions and meetings; the accused will also be informed of the disciplinary consequences of retaliation against the complainant
  - Interview the accused
  - Interview third parties
  - Document all interviews
  - Compile a written investigative report
- e. The Superintendent shall present a written decision to the complainant within five (5) working days after receiving the investigator's report. A conference will be held with the complainant to discuss the investigation of the complaint and disposition to the extent appropriate.
- f. The Superintendent shall be responsible for responding to the employee who is determined to be guilty of sexual harassment. Such response could include referral to the Employee Assistance Program for appropriate counseling and/or discipline up to and including the recommendation to the Board of School Directors for suspension and/or termination from employment.



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