

SHIPPENSBURG AREA SCHOOL DISTRICT



2020-2021 STUDENT ATHLETE HANDBOOK

Board approved: 8-10-2020

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The Shippensburg Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender identity, pregnancy, sexual orientation, parental status, ancestry, national origin, marital status, veteran status, political affiliation, or handicap/disability in activities, programs or employment practices as required by Title VI, Title IX, Section 504, the Americans with Disabilities Act, the Age Discrimination Act of 1975, and all other applicable state and federal laws.

For information regarding civil rights or grievance procedures or for information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact Mrs. Tina M. Clever, Director of Human Resources and Title IX Coordinator, at the District Office of Human Resources at 317 North Morris Street, Shippensburg, PA 17257 or at (717) 530-2700; or to the Director, Office for Civil Rights, Education Department, Washington, DC 20201; or to the U.S. Equal Employment Opportunity Commission, (800) 669-4000 (toll-free) or (800) 669-6820 (toll-free TTY number for individuals with hearing impairments).

FORWARD

This handbook is designed to help all athletic personnel in the Shippensburg Area School District. This handbook should outline and explain the policies and procedures, which should be used by all coaches and athletes. Any exceptions to these guidelines will be handled on an individual basis with the principal and/or the athletic director at the middle or the senior high school.

This handbook contains general information in procedural matters relating to the athletic programs at the middle and senior high schools. The intent is to bring about a more efficient operation of the interscholastic athletic program in the middle and senior high schools. All coaches and athletic personnel are expected to read this handbook carefully and follow the guidelines provided to develop consistency in our athletic programs.

Philosophy of Interscholastic Athletics in the Shippensburg Area School District

The purpose of interscholastic athletics as they relate to the participant and coach in this District is to:

1. Develop good sportsmanship and appropriate standards of behavior.
2. Develop an environment that teaches self-control, self-discipline, cooperation, fairness, and honesty; respect for individual associates and opponents; and leadership and the acceptance of the leadership of others.
3. Encourage the highly skilled to compete with opponents of comparable skill.
4. Develop higher levels of vitality, endurance, strength, and physical conditioning.
5. Develop desirable health habits and avoid injury.
6. Develop courage, tenacity, resourcefulness, alertness, and maximum effort.
7. Develop social expression, feelings of self-worth, life-long recreation skills, and self-expression.

The purpose of interscholastic athletics as they relate to the student body in this District is to:

1. Create an atmosphere of unity; to foster school spirit that will make the educational process more effective.
2. Allow the student body to become better acquainted with athletics and to better appreciate the role of spectator.
3. Motivate wider sports participation of the student body by providing examples of superior performances.
4. Promote good sportsmanship.

The purpose of interscholastic athletics as they relate to the community in this District is to:

1. Provide wholesome objectives of recreational interest.
2. Create interest and support for the total school program.
3. Educate the community regarding the educational and social values of athletics.
4. Support and encourage the will to excel.

ATHLETIC CODE OF ETHICS/CONDUCT

Inherent in interscholastic athletics are such principles as athletic courtesy, ethics, conduct, and player and spectator decorum. Through example, each person associated with athletics should exemplify and advocate these principles. The following are guidelines governing the conduct of schools, principals, athletic directors, coaches, students (players and other performers and spectators), and adult spectators.

- A. The school community should strive for sportsmanlike conduct, such as:
 - the development of pride in school and community is a primary goal of the interscholastic program.
 - sportsmanship like and fair standards are to be exhibited.
 - the rules of the game are to be regarded as mutual agreements.
 - visiting teams are honored guests of the home team and should be treated as such.
 - abiding by all decisions of officials.

- B. The principal should provide the leadership in enforcing the athletic code of conduct and should:
 - heartily endorse the provisions of the code and transmit the same (by appropriate means) to the student body, athletes, coaches and spectators.
 - issue verbal and written instructions to the athletic director to assist in carrying out these provisions.
 - remind coaches that the athletic area is his/her classroom as an extension of the educational program.
 - be visible at athletic events to indicate support of the program as well as a readiness to take immediate action should the situation warrant.
 - properly plan for crowd control before, during, and after interscholastic contests.
 - ensure the hiring of competent officials on the basis of their ability.
 - directly, or by designee, serve as host to visiting school officials, athletic directors, game officials, and spectators.

- C. The athletic director should develop all arrangements to insure that each contest is conducted in the proper atmosphere, including:
 - having a definite and mutual understanding for operations with the principal and the respective coaches.
 - arranging for contests which are educationally and physically sound for the athlete.
 - ensuring the proper game management of all home athletic events.
 - striving to cooperate with all district, school, community and league entities to maintain a wholesome athletic program.
 - treating visiting teams and officials as guests.
 - meeting before the game with game officials to review game operation procedures, and providing facilities and privacy for officials.

- D. The coaches should serve as models not only for those participating in the program but also for those assuming the spectator role. All coaches should:
 - adhere to PIAA standards, rules and regulations.
 - demonstrate professional attitude in the conduct of classroom performance and

- coaching, in this priority order.
- be people of integrity whose primary concern is for the welfare of the athletes.
- strive to make each athlete's experience a positive one, never sacrificing the safety or welfare of an athlete in an effort to win.
- operate the athletic program within the guidelines of the Shippensburg Area School District.
- support the athletic success of all teams and remember that each coach is an integral member of the school and district "team."
- be instrumental in crowd control. The coaches' behavior must be of the highest caliber so it does not induce a negative reaction from the players and/or spectators.
- develop a code of conduct for players which is administered in a fair and consistent manner and which has been approved by the administration and explained to athletes prior to the season.
- be knowledgeable of the rules of the game, attending rules interpretation meetings as required.
- maintain positive relationships with parents and other supporting groups.
- respect the privacy of the officials before and after the game.

- E. The student athlete should exhibit leadership in the school system and community. Since athletic participation is voluntary and is a privilege, those chosen to participate must adhere to a code of conduct which operates within a framework of rules and regulations. Those athletes whose conduct falls outside this code will place themselves in a position to be excluded from the athletic program. Athletes will strive to:
- behave according to all rules and regulations adopted by the coach or supervisor of the activity.
 - exhibit leadership qualities, both in the classroom and in the athletic endeavor.

An Athlete

- will adhere to PIAA standards, rules and regulations.
- will not consume, possess, or distribute alcoholic beverages, mood-altering substances, or tobacco products as defined by School District Controlled Substances Policy and Smoking Policies.
- will attend every practice session and meeting unless excused by the coach or absent from school with an acceptable excuse.
- will be neat, clean, and well-groomed.
- will treat coaches, players, team managers, and officials with respect.
- will not use profanity or illegal tactics.
- will always display good sportsmanship in victory and defeat.
- will be responsible for all equipment. Any obligation for equipment lost or misused must be paid for at the end of the athlete's season. It is the athlete's responsibility to return all equipment at that time.
- will not use the athletic area for horseplay or loitering.
- will be expected to maintain locker rooms, team rooms, and training rooms in a clean and healthy manner.
- will follow team training rules as stated on the student athlete and parent contract.
- will not be involved in hazing of any type.

The following activities are considered athletic programs and are governed by the above listed rules:

High School Sports

Fall	Winter	Spring
Cheerleading	Cheerleading	Baseball
Cross Country	Boys Basketball	Softball
Field Hockey	Girls Basketball	Boys Track & Field
Golf	Boys Swimming/Diving	Girls Track & Field
Football	Girls Swimming/Diving	
Boys Soccer	Wrestling	
Girls Soccer		
Volleyball		

Middle School Sports

Fall	Winter	Spring
Cheerleading	Cheerleading	Boys Soccer
Cross Country	Boys Basketball	Girls Soccer
Field Hockey	Girls Basketball	Volleyball
Football	Wrestling	

* Cheerleading is unique in that the school and the athletic department govern it. While Cheerleading is not considered a sanctioned “sport” as defined by the Pennsylvania Interscholastic Athletic Association, due to its unique nature all members involved in this athletic activity named “cheerleading” will adhere to the above listed items and the items listed below as they apply to “an Athlete”.

Hazing

According to School Board Policy #247, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance or other forced physical activity that could adversely affect the physical health or safety of the individual. Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individuals. 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 Board does not condone any form of initiation or harassment known as hazing, as part of any school sponsored student activity. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violated this policy. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

Complaint Procedure

- When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the administration or closest staff member.
- The administration shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
- The administration shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved as appropriate.
- If the investigation results in a substantiated finding of hazing, the administration shall recommend appropriate action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removing from the activity.

Code of Conduct for Cheerleaders

The sportsmanship of cheerleaders is very important. Cheerleaders are important leaders within the school and as such should have a strong influence in guiding student conduct at games. Cheerleaders occupy a conspicuous place in the public eye during athletic contests; and, as a result, our schools, their students and faculties are judged to a large extent by the behavior of these leaders. Cheerleaders will demonstrate academic achievement by adhering to the academic eligibility standards, being punctual, respecting teachers and classmates, completing all classroom requirements on time, and avoiding discipline problems.

ORGANIZATIONAL STRUCTURES

The athletic programs of the Shippensburg Area School District are governed by policies established by the Board of School Directors, the Pennsylvania Interscholastic Athletic Association (PIAA), District III, and the Mid-Penn Conference.

Since Shippensburg schools are members of these agencies, adherence to the established principles of each in the conduct of interscholastic athletics is paramount. As members, district schools are obligated to adhere strictly to all the rules and regulations of these four agencies. It is the responsibility of the principals and the athletic directors to see that athletic programs meet all requirements. To this end, a copy of the PIAA Handbook which contains the Constitution, By-Laws, and Rules and Regulations of the PIAA is on file in the office of the athletic director. The document is available for review by all coaches. Likewise, a copy of the Constitution, By-Laws, and Sport Guidelines of the Mid Penn Conference is on file in the office of the athletic director. This material is available for review by all members of the school community. Further, a copy of the Conference's updated sport guidelines and copy of the district's athletic manual shall be given to the coaches of each respective sport by the athletic director.

The PIAA and the Mid Penn Conference conducts mandatory rules meetings in each sport on an annual basis. It is the head coach's responsibility to attend the mandatory meeting. The district will not accept any liability for non-attendance; i.e., the head coach shall be responsible for any non-attendance fee levied by PIAA.

It is recommended that a member of the coaching staff for each boys' and girls' sport from the middle school attend at least one PIAA mandatory rules meeting each year. When a member of the coaching staff for a particular sport does not attend the annual mandatory rules meeting, it is required that a coach in that sport meet with the respective senior high school coach or appointed representative in that sport for the purpose of obtaining all of the information that was presented at the annual mandatory rules meeting.

HOME SCHOOL/CHARTER/CYBER SCHOOL STUDENTS

Home School, Charter School and Cyber School and CAOLA students are eligible to participate in interscholastic athletics at Shippensburg Area High School and Shippensburg Area Middle School. Each student should contact the athletic office in order to complete the necessary process to participate. Each student must be registered prior to the beginning of the sports season they plan to participate. The Home School, Charter School, and Cyber School student athlete's grades and attendance will be checked on a weekly basis and a weekly report must be submitted to the Athletic Director by noon on Friday of each week in order to continue to remain eligible for participation. Report cards are required to be submitted to the athletic director throughout the participation period. For additional information, please contact the athletic department.

SCHOOL ATTENDANCE REQUIREMENTS

Student athletes arriving to school after 9:00 a.m. without a doctor's note **will not** be permitted to participate in any activity including practice, contests or etc. on that day. Additionally, any student gone from school more than 1½ hours throughout the day without a doctor's note will not be permitted to practice or play in a competition. Any extenuating circumstances must be approved by an administrator. Students who are sent home by the school nurse shall be excused for that day and are not permitted to practice or play in a competition.

TIME LINE FOR PARTICIPATION

After the second event into the sport's schedule, a student may no longer try out for that sport. Exceptions to the rule will be looked at on a case by case basis due to injury, transfer into the school district or an exchange program student.

ACTIVITY REGULATIONS

The administration discourages participation in two sports during the same sports season due to academic, health, and team morale concerns. However, if the athlete or parent(s) seek such an arrangement, the parent(s) must put the request in writing to the athletic director before the first scheduled official event of either sport. Any activity which requires an extended series of shared rehearsal, practice times, or games over a period of weeks will require special cooperation among the coach(es), player(s) and advisor(s). A review of the request will be conducted regarding the appropriateness of and conditions governing dual participation. Both coaches must agree, and a written plan of cooperation must be in place before the student is permitted to take on the extra responsibility.

ATHLETIC ELIGIBILITY

To be eligible to participate in Shippensburg Area School District interscholastic sports, all students must abide by the following PIAA and SASD rules.

The student athlete:

1. Must be less than nineteen years of age on July 1 to participate in athletics for the school year.
2. May participate only twelve semesters beyond the sixth grade.
3. Must never have played any games as a professional.
4. Must have parental consent.
5. Students must meet the requirements for PIAA and Shippensburg Area School District. This includes the following academic eligibility requirements: **High School** – Take and maintain a passing grade in five units per week each week during the season of participation and each marking period. Since the Modified Block can be divided into eight units each day (one unit for skinny classes, two units for full blocks), a High School student athlete must be passing at least five units per week to be academically eligible. High School student athletes that are failing a course(s) during a weekly grade check are required to attend the After School Homework Help Sessions for the failing courses until they are passing all of their courses. Student athletes must have passed five (5) credits the previous year. **Middle School** student athletes must adhere to the District eligibility requirements. Student athletes cannot be failing two classes each week during the season of participation. Student athletes must have passed six (6) courses the previous semester six per year if prior to the beginning of the school year or new semester. Upon notification of ineligibility, students will be issued an academic checklist from the Middle School Assistant Athletic Director. Student athletes are required to show completion of missed and incomplete assignments. Checklists must be initialed by the teachers and returned to the Middle School Assistant Athletic Director. Academic improvement is necessary prior to reinstatement.
6. CAOLA Cyber Students participating in athletics are required to be enrolled in four courses during the season. Students must maintain required pacing in each course; no more than three assignments behind at any given time per course. Students will be ineligible for practice and play if they do not log into each course, every school day, if they are behind in one or more assignment for that course. Student failing (64 or below) more than one course, at the time of the weekly eligibility report (Friday at noon), are deemed ineligible for participation for the next week. Student athletes must report all courses upon entry into each course and maintain weekly contact with the Athletic Department.

7. Student athletes that are taking college courses for credit, as well as student athletes involved in the Mentorship Program will need to have an Academic Eligibility Form completed each week to maintain eligibility. The forms can be picked up in the Athletic Office **or in the supplement section of this handbook** and will need to be returned to the Athletic Office each week on Friday, or the last day of the school week. The Academic Eligibility Form must be filled out and signed by the College Professor or the Mentorship Supervisor. The returned Academic Eligibility Form will be used in conjunction with all other grades to determine athletic eligibility. Not returning the Athletic Eligibility Form will count as a failing grade and could result in the student athlete being ineligible.
8. Alternative High Students are not eligible to participate in athletics due to PIAA credit requirements.
9. Grade checks are conducted each week of the season. If the student is found to be academically ineligible he/she is ineligible for one (1) week, Sunday through Saturday. If the student did not meet the grade requirements listed above for the nine week marking period, he/she is ineligible for fifteen school days beginning with the day the report card is issued. If a student is academically ineligible, he/she may not be in uniform for the event, or sit with the team for the event. Middle School student-athletes may not travel to away events with the team. Franklin County Career and Technology Center students must have passed their course of study during the previous marking period/semester/year to be eligible. All student-athletes are permitted to practice unless otherwise indicated by their coach. If a student athlete is failing any course(s) during weekly grade checks please refer to the requirements listed above in #5.
10. Be examined each year by a physician before beginning to practice and re-certified by a physician no earlier than six weeks before the start of a new sport season. The PIAA Comprehensive Initial Pre-Participation Physical Evaluation is needed for the physical examination. These are found online or in the Athletic Office. Completed forms will be kept on file in the athletic office.

Dates for physicals will be announced in school and will be given after June 1 and near the end of the school year. A \$10 physical will be given **only** at that time. Recertification dates will be announced in school and will be given prior to the start of each sport season. Students who are late turning in forms and miss the announced dates for physicals will need to make arrangements for their own physicals. These physicals will be at the parent's expense.

Prior to the first practice all coaches will receive from the athletic director, a list of all players who can and cannot practice based on completed obligations, physicals, insurance waivers, social probation and grades.

Forgery of any signature on any school form is cause for dismissal from athletics

for that sport's season for any involved student.

11. Student and parent/guardian must complete the on-line registration (see website for link) which includes a signed student/parent contract and insurance waiver.
12. Student must have completed the on-line Impact Concussion test (see website for link).
13. An activity fee for anyone participating in sports is required prior to the first competition. The fee for the MS is \$40 for the entire year. The fee for the High School is \$60 for the entire year. If you receive reduced lunch your fee is cut in half. If you receive free lunch, there is no fee. A student's lunch status must be shared with the Athletic Office by completing the appropriate release form included in the supplement section or online.
14. Student Athletes on social probation are not permitted to practice or play until all detention hours are served.

DETENTION AND SOCIAL PROBATION

Any student who accumulates a total of four (4) hours of detention, does not serve detention within two (2) weeks of it being assigned will automatically be placed on social probation. A student may also be placed on social probation for repeated offenses. While on social probation, a student will not be permitted to participate in or attend athletic events, or extra-curricular activities. No student will be removed from social probation until ALL detention hours have been completed.

ATHLETIC EQUIPMENT/DRESS CODE

Each student participating in Shippensburg athletic events will receive the proper equipment which is provided for his/her health and safety. The equipment manager will distribute equipment at the beginning of the season and collect equipment at the end of the season. All equipment for one season must be returned before any athlete may practice for any other sport or season. If for any reason an athlete fails to return his/her equipment, he/she will be held financially responsible. The equipment manager will compile an end-of-season inventory of equipment and supplies on hand for each sport which will be given to the coach and athletic director. Coaches should assist in retrieving equipment.

School uniforms and equipment may not be used or worn at home or away from school unless it is the day of the event or special event. The uniform may be worn in school only to publicize the event on game day.

The importance of a dress code is to promote team unity and school pride. The athlete is representing the school first and the athlete second. All athletes should wear the designated school uniform without the addition of personal items or non-uniform items such as T-shirts, hats, head bands, jewelry, ribbons, cut-offs, etc. All athletes should be fully clothed during practices and games. Any modifications other than the minimum standards of the PIAA codes or items of

apparel that call attention to an individual separate from the other members of the team should be prohibited. If an individual does not abide by the above rules then he or she can be suspended from the team by the coach until the situation is remedied.

PRIVATE TRANSPORTATION

In order to support team spirit and morale and to provide appropriate supervision of all athletes, no athlete will be permitted to travel to or from an event in a private car, under most circumstances. Exceptions may occur during away events to accommodate student safety in an emergency situation such as bad weather or a bus breaking down. In these or similar cases, a coach may make an exception.

All other exceptions must be approved in advance by the administration. Such exceptions will be granted only in cases of family emergency, school-related activity, and convenience excuse during an all-day event, or other important need (serious circumstances.) Student athletes must be transported by a parent/guardian in all exceptional cases. *See the supplement section for a blank form.

OUT OF SEASON PLAY

In season athletes should obtain permission from out of season coaches to participate in open gyms. Forms are available in the Athletic Office.

SENIOR HIGH AWARDS AND LETTERS

All head coaches should submit to the athletic director or his/her assistant, a complete list of all award winners at the conclusion of their season. Awards and varsity letters should be in accordance with the following criteria:

General Requirements

1. A certificate will be awarded to all athletes completing the season.
2. A varsity "S" will be awarded to an athlete the first season he/she meets the prescribed requirements. Only one felt letter will be given during the high school career of a participant.
3. An injured player may receive a varsity "S" if he/she was meeting requirements for the letter at the time of injury.
4. A service letter may be awarded to a senior player who participate two years of a three-year varsity program or three years of a four-year varsity program but did not qualify for a varsity letter. (A service letter is not equivalent to a varsity "S".)
5. Senior Award Plaques will be awarded to seniors who have earned a varsity "S" for three years in a sport or have earned a varsity "S" in more than one sport.
6. A varsity jacket will be available for purchase to an athlete after receiving one varsity letter.
7. Managers will be awarded a service "S" after completing two years with the program. Also, they must have attended over 50% of practices and all games.
8. Students eligible for and desiring a varsity jacket will be responsible for the cost of the jacket.

9. All awards must have the recommendation of the head coach.
10. Cheerleaders must complete one sport season to have the opportunity to purchase a jacket.

Letter Requirement Guidelines

1. Baseball: A player must participate in at least one-half of the total number of innings played that season. Pitchers must pitch in at least one-fourth of the total innings played.
2. Basketball: A player must participate in at least one-half of the quarters of the scheduled games for the season. It is suggested that to receive credit for playing a quarter, a player must be in the game at least one minute of playing time during that quarter.
3. Cheerleading: A team member must participate and complete a full season in the fall and/or winter seasons.
4. Cross Country: A runner must place or displace in one-half of the meets.
5. Field Hockey: A player must play in one-half of all scheduled games.
6. Football: A player must participate in at least one-half of the quarters of the scheduled games for the season. It is suggested that to receive credit for playing a quarter, a player must be in the game at least one minute of playing time during that quarter.
7. Golf: A player must participate in at least one-half of the matches scheduled for the season.
8. Soccer: A player must play in one-half of all scheduled games.
9. Softball: A player must participate in at least one-half of the total number of innings played that season. Pitchers must pitch in at least one-fourth of the total innings played.
10. Swimming: A participant must score an equivalent of 3 points per scheduled meet.
11. Track: A participant must score as many team points as the number of dual meets scheduled for that season or qualify and participate in an individual event in the Mid Penn conference meet.
12. Volleyball: A player must participate in at least one half of all played games.
13. Wrestling: A participant must compete in one-half of the matches or one less than half of the matches plus one tournament.

LETTER OF INTENT SIGNING DAY

There will be one signing event for athletes that are continuing their athletic careers at the collegiate level. This will take place on the second Wednesday in February. Any additional commitments after this date will have pictures taken during the school day.

MIDDLE SCHOOL AWARDS

All middle school varsity players and managers who complete the season will receive a certificate of participation provided by the athletic office.

NINTH GRADE ATHLETES PLAYING HIGH SCHOOL SPORTS

The only ninth grade athletes who may play on a high school team are those for whom there is no ninth grade team unless the following conditions are met:

1. The athlete's parents agree to the move to senior high competition.
2. The high school coach will provide rationale for the move.
3. Both secondary principals agree to the move.
4. The move is made prior to the 21st day of the season. Student may not compete in interscholastic competitions until the move has been finalized.
5. The senior high head coach may appeal a lack of agreement with the principals.
6. Once a ninth grader has competed in the ninth grade competition, they are not eligible to move up to this next level for that season.

*See supplement for ninth grade transfer form.

ATHLETE / PARENT CONTRACT

A student's participation in interscholastic athletics is deemed to be a privilege, not a right, to that student. Because of this privileged status as a participant, standards of behavior both on and off the field are higher for athletic participants than for other students. To insure that this privilege is understood by both student athletes and parents, a contract must be signed by the player and parent/guardian of the player. A copy of these rules will be approved by the athletic director and principal and kept on file in the athletic director's office. The signed contract will be in effect for each sport which the student participates in during the school year.

In developing a contract and a team management plan the following information is relevant:

1. As per the school district's Controlled Substance Policy #227 the definition includes narcotics, dangerous drugs, marijuana, alcoholic beverages, or any pill, capsule, powder, liquid or other substance of whatever form or texture which may adversely affect the health, safety or welfare of any student, including but not limited to stimulants, depressants, and substances commonly known as "look-a- likes", which may contain caffeine. Any athlete that the coach becomes aware of using or possessing any of the above substances during the season, in or out of school, may be suspended and, upon confirmation, will be dismissed from the team for that particular season in which the athlete is participating. The student will not be eligible for a

- letter if he/she is dismissed from the team due to alcohol/drug use.
2. Discipline for all tobacco/vaping violations/use is dismissal from the team for that particular season in which the athlete is participating. The student will not be eligible for any letter or a jacket if he/she is dismissed from the team due to tobacco/vaping use/possession.
 3. All level four offenses as found in the Student Code of Conduct will require appropriate review for possible team discipline in addition to the school disciplinary sanctions.
 4. Discipline for hazing violations is dependent upon the severity of the offense and could result in immediate dismissal from the team for that particular season in which the athlete is participating.
 5. The ultimate disciplinary sanction is dismissal from a team. A committee comprised of the coach, the athletic director, and the assistant principal must review any serious or cumulative infractions before an athlete can be dismissed from a team. This review must take place within five school days of the most recent incident and must include communication with the student. The student will not be eligible for a letter or certificate if he/she is dismissed from the team.

SCHOOL SUSPENSION AND EXPULSION

Suspension is defined as follows: (Student Exclusion for Practice/Participation in Extra Curricular Activities)

Out-of-School Suspension (OSS) – If a student has been assigned OSS, they may not participate from the time assigned until the day of the reentry to school.

In-School Suspension (ISS) -If a student has been assigned ISS, they may not participate in the next school days activities after suspension is assigned, lasting the number of days assigned.

MEDIATION PROCEDURES

1. Levels for intervention in Mediating Athletic Problems

The following sequence should be followed in attempting to resolve any misunderstandings related to the administration of the athletic program:

- Athlete - coach conference
- Parent(s) and athlete - coach conference
- Parent(s) and athlete, coach, athletic director and/or assistant principal conference.

2. Procedures for Disciplining Student Athletes

All middle and senior high school head coaches are responsible for administering disciplinary sanctions to their athletes. General and specific rules and standards of behavior must be provided in writing to all participants as part of the athlete/parent contracts. Whenever a coach determines that an athlete has violated team rules to the extent that a suspension from participation in games or practices is in order, the coach must file a disciplinary report. This report must include a narrative on the incident or incidents, an explanation of the violation, and details of any action taken by the coach previously to remediate the student's misbehavior. The report must be given to the athletic director and assistant principal of each building within 24 hours for appropriate review and approval. A copy of the contract should accompany the report. The parents of the athlete must also be given a copy of the report, and a conference will be held if one is requested.

All coaches should avoid mass punishment techniques as an attempt to build team spirit. Fair and reasonable disciplinary standards should be implemented which are compatible with SASD policy. Due process should be afforded which allows the opportunity for the athlete to be heard and present his/her version of the incident. Policy 906 will be administered if appropriate and requested.

INJURIES

The athlete must report all injuries to the coach and the athletic trainer. The trainer will complete documentation and forward it to the nurse, athletic director and/or principal. Insurance may not cover any treatment for unreported injuries.

STUDENT MANAGERS, BALL BOYS & GIRLS, WATER BOYS & GIRLS

Managers

Student managers at the High School must be high school students selected by the head coach. Managers' names will be submitted to the athletic director when rosters are completed. The athletic director will include the managers' names on the team roster as a manager. The coach will indicate on the end-of-season report if the manager is to receive a varsity letter or participation letter in accordance with the varsity letter guidelines.

Student managers at the Middle School may be in grades 7-12 selected by the head coach. If high school students are selected, they are not permitted to be released early to travel with the MS teams for competitions.

Ball Boys & Girls, Water Boys & Girls

These helpers must be a student in the Shippensburg Area School District. These students are selected by the Head Coach and /or booster club. These students' names must be submitted to the athletic director for free admittance to the game.

Guidelines

Managers, ball boys & girls, water boys & girls are recognized as a valuable addition to the athletic program. These students should be easily distinguished from the team they are working with. At no time are these students permitted on the field of play or court during competition. The head coach will provide additional guidelines as suited for their sport.

SUPPLEMENTS

“BE A SPORT”

GOOD SPORTSMANSHIP: THE CORE OF INTERSCHOLASTIC ATHLETIC PROGRAMS

National Federation, responding to the concerns expressed by PIAA and other state athletic associations concerning sportsmanship, has developed a program entitled, “BE A SPORT”. The following are additional excerpts from “BE A SPORT” and are offered as guidelines to be considered by PIAA member schools.

“Who Is Responsible for Good Sportsmanship”

“The Sportsmanship, Ethics and Integrity Committee has identified the following target groups within the high school community that are responsible for conducting themselves in a sportsmanlike manner. Expectations for these groups are listed below:”

“Expectations of Coaches”

- “Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
- Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
- Treat opposing coaches, participants and fans with respect. Shake hands with officials, opposing coach in public.
- Develop and enforce penalties for participants who do not abide by the sportsmanship standards.”

“Expectations of Student Participants”

- “Treat opponents with respect; shake hands prior to and after contest.
- Respect judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
- Cooperate with officials, coaches and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing school and community; display positive public action at all times.
- Live up to high standard of sportsmanship established by coach.”

“Expectations of Parents and Other Fans”

- “Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others or be generally obnoxious.
- Respect decisions made by contest officials.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Respect fans, coaches and participants.
- BE A FAN.....NOT A FANATIC”

“Expectations of Spirit Groups”

- “Stimulate desired crowd response using only positive cheers, signs and praise without antagonizing or demeaning opponents.
- Treat opposing spirit groups and fans with respect.
- Recognize outstanding performance on either side of the playing field or court.
- Know rules and strategies of the contest in order to cheer at proper times.
- Maintain enthusiasm and composure, serving as a role model.”

“Expectations of Media”

- “Promote ideals and fundamentals of good sportsmanship.
- Report acts of sportsmanlike behavior without giving undue publicity to unsportsmanlike conduct.
- Refrain from making negative comments toward participants, coaches or officials.
- Recognize efforts of all who participate in the contest.
- Report facts without demonstrating partiality to either team.”

“Expectations of Officials”

- “Accept role in an unassuming manner. Showboating and over- officiating are not acceptable.
- Maintain confidence and poise, controlling contest from start to finish.
- Know rules thoroughly and abide by established Code of Ethics.
- Publicly shake hands with coaches of both teams before contest.
- Never exhibit emotions or argue with participants and coaches when enforcing rules.”

“Expectations of School Administrators”

- “Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the league/conference and state.
- Provide appropriate supervisory personnel for each interscholastic event.
- Support participants, coaches and fans who teach and display good sportsmanship.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
- Attend events whenever possible.”

“Expectations of Local Board of Education”

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

SPORTSMANSHIP BROCHURE

The National Federation of State High School Associations has published a new sportsmanship brochure, “The Case for Sportsmanship, Ethics and Integrity in High School Activities”, to help everyone involved in interscholastic activities understand the important and vital role that sportsmanship plays.

Expectations of coaches, students, parents, fans, spirit groups, media, officials, administrators, state association executives and board of education members in the area of sportsmanship as listed above are included in the brochure.

The brochure is the creation of the National Federation Sportsmanship, Ethics and Integrity Committee.

**SHIPPENSBURG AREA SCHOOL DISTRICT
STUDENT ATHLETE AND PARENT CONTRACT
2020-2021**

STUDENT NAME _____ **SPORT** _____

***** Required S= Student initials P= Parent initials**

Justification: Participation in an extracurricular activity in the Shippensburg Area School District and the Mid Penn Conference is regarded as a privilege and should be treated accordingly. S _____ P _____

PIAA Curriculum Requirements: Student Athletes must meet the requirements for the PIAA and the Shippensburg Area School District, which includes maintaining a passing grade in five credits/courses the previous semester. Grades are monitored weekly during each season as well as at the end of each marking period. S _____ P _____

Rules of Conduct: Rules will apply at all times during the term of the season. Violations may include, but are not restricted to:

1. Use of Alcohol and/or Tobacco/Vaping. S _____ P _____
2. Use of illegal or un-prescribed drugs or controlled substances. S _____ P _____
3. Insubordination or the use of profanity to any coach, faculty, staff, administrator, sports official, or any other individual. S _____ P _____
4. Flagrant misconduct and misbehavior in school such as missing practice due to being assigned detention. S _____ P _____
5. Misbehavior or misconduct in the community. S _____ P _____
6. Maintaining scholastic eligibility as determined by the School District and PIAA. S _____ P _____
7. Social Probation restrictions per Student Handbook. S _____ P _____
8. Unsportsmanlike conduct. S _____ P _____
9. Unexcused absences. S _____ P _____
10. Miscellaneous problems that are detrimental to the morale, cohesion or character of the team. Violations of Rules on Conduct #1 or #2 will result in dismissal from the team. Violations of #3 through #9 will result in disciplinary action ranging from a conference to suspension to dismissal from the team. S _____ P _____

Mediation: The following sequence should be followed in attempting to resolve any misunderstandings related to the administration of the program:

1. Athlete-Coach conference. S _____ P _____
2. Parent(s) and Athlete-Coach conference. S _____ P _____
3. Parent(s) and Athlete-Coach-Athletic Director and/or Assistant Principal/Principal conference. S _____ P _____

Athletic Fee: All athletes must pay a fee before the first competition. The fee for Middle School athletes is \$40 for the entire year. The fee for High School athletes is \$60. If you receive reduced lunch the fee is cut in half. If you receive free lunch there is no fee. A student's lunch status must be shared with the athletic office by completing the appropriate release form found in the supplement section of the Student Athlete Handbook or the athletic office. S _____ P _____

Attendance Requirements: Student Athletes arriving to school after 9:00 a.m. without a doctor's note **will not** be permitted to participate in any activity including practice, contests or etc. on that day. Additionally, any student gone from school more than 1½ hours throughout the day without a doctor's note will not be permitted to practice or play in a competition. Any extenuating circumstances must be approved by an administrator. Students who are sent home by the school nurse shall be excused for that day and are not permitted to practice or play in a competition. Cyber School students are expected to log-on and complete assignments every school day.

S _____ P _____

School Suspension and Expulsion: Suspension is defined as follows (Student Exclusion for Practice/Participation in Extra Curricular Activities). S _____ P _____

Out of School Suspension (OSS): If a student has been assigned OSS, they may not participate from the time assigned until the day of the reentry to school. S _____ P _____

In-School Suspension (ISS): If a student has been assigned ISS, they may not participate in the next school days activities after ISS is assigned and lasting the number of days assigned.

S _____ P _____

Grade Requirements: Students must meet the requirements for PIAA and Shippensburg Area School District. This includes the following academic eligibility requirements:

High School – Take and maintain a passing grade in five units per week each week during the season of participation and each marking period. Since the Modified Block can be divided into eight units each day (one unit for skinny classes, two units for full blocks), a High School student athlete must be passing at least five units per week to be academically eligible. High School student athletes that are failing a course(s) during a weekly grade check are required to attend the After School Homework Help Sessions for the failing courses until they are passing all of their courses. Student athletes must have passed five (5) credits the previous year.

Middle School – Middle School student athletes must adhere to the District eligibility requirements. Student athletes cannot be failing two classes each week during the season of participation. Student athletes must have passed six (6) courses the previous semester six (6) per year if prior to the beginning of the school year or new semester). Upon notification of ineligibility, students will be issued an academic checklist from the Middle School Assistant Athletic Director. Student athletes are required to show completion of missed and incomplete assignments. Checklists must be initialed by the teachers and returned to the Middle School Assistant Athletic Director. Academic improvement is necessary prior to reinstatement. S

_____ P _____

CAOLA Cyber Students participating in athletics are required to be enrolled in four courses during the season. Students must maintain required pacing in each course; no more than three assignments behind at any given time per course. Students will be ineligible for practice and play if they do not log into each course, every school day, if they are behind in one or more assignment for that course. Student failing (64 or below) more than one course, at the time of the weekly eligibility report (Friday at noon), are deemed ineligible for participation for the next week. Student athletes must report all courses upon entry into each course and maintain weekly contact with the Athletic Department.

Private Transportation: If there is a necessity for private travel to or from a game, the parent/guardian must make such a request in writing on the approved SASD Private Transportation Form to the principal/assistant principal or athletic director at least two days prior to the trip, and receive written approval. These forms will be forwarded on to the coach prior to the trip.

S _____ P _____

Uniforms: Athletes are responsible for all uniforms and equipment that is issued to them. They must pay for any lost, damaged or stolen items. All student athletes shall wear the designated school uniform without modifications unless medically approved. Any item of apparel that calls attention to an individual or to separate from any other members of the team is prohibited under PIAA rules. All athletes will be required to attend a MANDATORY equipment return session as scheduled by the coach after the final season contest. Athletes who quit or are dismissed from the team prior to the end of the season must return their uniform(s) and equipment within 2 days.

S _____ P _____

Expectations of Parents/Guardians:

1. Parents recognize that it is a privilege to attend and observe a contest and to demonstrate support for one's team and school athletics in general. P _____ P _____
2. Parents will support the efforts of coaches to teach and implement sportsmanship standards. P _____ P _____
3. We encourage parents to learn the rules of the game. Expand your understanding of their importance in controlling rough play and preventing any team from gaining an unfair advantage. P _____ P _____
4. Parents understand that verbal harassment of opponent players, coaches and officials is strictly prohibited. Parents respect the integrity and decisions of the officials. P _____ P _____
5. Parents join the School's administration and coaches in an effort to make sport citizenship a high priority. Parents should demonstrate positive sport citizenship in every aspect of attendance. P _____ P _____
6. Parents respect opponent performances despite the outcome. They recognize that mistakes are sometimes made. Parents also recognize improvement and hard work. P _____ P _____
7. Parents will respect that practices are especially important for the team, the players and the coaches. Parents are discouraged from attending practices. Practice time is critical to the success for each team. P _____ P _____
8. Parents will respect that after tryouts coaches will discuss behavior type problems concerning your student-athlete, but will not discuss the issues of playing time, play calling, etc. P _____ P _____

Players Pledge and Team Rules:

1. The purpose of our team is to have each member acquire the sense of team, family and friends. I will put the team first after faith, family and school. I will treat each team member and the coaching staff as family. I will be a friend by being dependable, reliable and responsible to and for my teammates. S _____ P _____

2. If there are any problems or questions, I will see my coach first and if they are not available, see the captains and if they are not available, I will talk with a senior.
S _____ P _____
3. I will display responsible behavior both in and away from competition. I will be in school and I will be on time for classes and ready to practice at the designated time. If I have an unexcused or missed practice the day before a game, I will not play in the game the next day. S _____ P _____
4. If I am not in school the day following a game, I realize I may not play or may not start in the next game. S _____ P _____
5. I will ride the bus to away games and back from away games. S _____ P _____
6. While traveling on the bus to away contests, the volume of my conversation will be kept at a low level. S _____ P _____
7. I will be respectful. I will treat people the same way that I would want to be treated both in competition and out of competition. S _____ P _____
8. I will believe in, be honest with, and be loyal to the SASD Athletic Program.
S _____ P _____
9. I will display a great work ethic. S _____ P _____
10. I will learn to play smart. S _____ P _____
11. I will put my team before myself. I understand that playing time is not guaranteed, but earned. S _____ P _____
12. I will maintain a positive attitude at all times by lifting up my teammates and coaches. I will speak positive about teammates and coaches and will not join in or listen when others are criticizing my teammates and coaches. I can expect the same from my teammates and coaches.
S _____ P _____
13. I will maintain positive communication with my teammates, coaches, officials, administrators, teachers, fans and opponents. S _____ P _____
14. I will learn and accept my role as a member of my team and the SASD Athletic Program. I will support my teammates in good and bad times. Whatever happens, good or bad, win or lose, we will do it together. S _____ P _____
15. I will influence our opponents by doing the best that I am capable of, by communicating with my team during games and by being aggressive. S _____ P _____
16. I will strive to become a great competitor. S _____ P _____
17. I will follow all team rules. S _____ P _____
18. I will limit all electronic device, (especially cell phones) use to emergency calls only during athletic activities. S _____ P _____
19. I will follow good dietary and safety practices throughout the season.
S _____ P _____

**SHIPPENSBURG AREA SCHOOL DISTRICT
STUDENT ATHLETE AND PARENT CONTRACT AGREEMENT**

Any violations of the expectations and team rules for the players as listed above or other team rules listed here or established during the season will result in discipline. S _____ P _____

As a Shippensburg Area School District student athlete you are expected to strive to excel both in the classroom and in your athletic endeavors. Your attitude in the classroom directly reflects your maturity in athletic competition. You will be expected to accept constructive feedback from your coaches while maintaining a positive attitude. In and out of competition behaviors that are detrimental to your coach, team and school will not be tolerated. You are expected to attend every practice, game or other team function as required. If you are unable to attend any of these events, you should personally contact your coach before the event occurs. You are expected to practice good nutritional habits. Only a healthy and well-conditioned athlete can make a contribution to a team and the SASD Athletic Program. All injuries should be reported immediately to your coach and the athletic trainer. S _____ P _____

There are many benefits to this contract for the student athletes. There is power in numbers and the more student athletes that operate within the terms of this contract the more power and success the teams will have. Teammates will learn to look out for each other, to protect and comfort each other. Leadership will be provided and we will be successful both in and out of competition. Student athletes will acquire the tools to be successful in athletics and most important game of all, the game of life. S _____ P _____

This contract was developed by the athletic director/coaches and approved by the administration to govern the student athletes participating in SASD athletic teams. The coaches are working to develop team unity that is very important in every sport and feel that these rules play an important role in that development. Both the student athlete and parent/guardian must sign and date the contract and return it to the coach before the student athlete may participate in that sport.

The Student Athlete Handbook is available online at www.shipk12.org. (Athletics tab). Any revised school policy throughout the year may supersede, modify or eliminate policies noted in this contract.

We have read, understand and will support this contract for the entire 2020-2021 school year.

STUDENT ATHLETE NAME – PLEASE PRINT

STUDENT ATHLETE SIGNATURE

DATE

PARENT SIGNATURE

DATE

SHIPPENSBURG SENIOR HIGH SCHOOL

**Request of Ninth Grade Athlete to
Compete in the Senior High Program**

The only ninth grade athletes who may play on a senior high school team are those for whom there is no ninth grade team unless the following conditions are met:

- 1) The athlete's parents agree to the move to senior high competition.
- 2) The ninth grade and senior high school coaches will provide rationale for the move.
- 3) Both secondary principals agree to the move.
- 4) The move is made prior to the 21st day of the season. Student may not compete in interscholastic competitions until the move has been finalized.
- 5) The senior high head coach may appeal a lack of agreement with the principals.

Ninth Grade Participation Form

In accordance with PIAA By-Laws, I give my consent for _____, a ninth grade student at Shippensburg Senior High School to participate in athletic contests at the Senior High during the _____ school year in the following sport _____.

I understand that my son or daughter, _____, after practicing with and competing with the Senior High School may not return to the ninth grade program at the Middle School.

Parent's Signature _____ Date _____

Rationale _____

Ninth Grade Coach _____ Date _____

Middle School Principal _____ Date _____

Senior High Coach _____ Date _____

Senior High Principal _____ Date _____

Shippensburg High School Academic Eligibility Form

Purpose: The purpose of this form is to check the academic eligibility of student participating in Shippensburg High School athletic programs. Professors or Supervisors are asked to indicate if the student named on the form is **PASSING** or **FAILING** the course **FOR THE WEEK**. Students who do not maintain the minimum expected academic standard (above 64%) will be suspended from participation in their perspective sport.

Student Name: _____ **Grade:** _____

Sport: _____

Academic Progress for the week of _____

Class Name	Passing/Failing	Teacher/Supervisor Signature	Comments
	Passing Failing		
	Passing Failing		
	Passing Failing		
	Passing Failing		

**REQUEST FOR
PRIVATE TRANSPORTATION FORM**

The present school policy states that under most circumstances, a student will not be transported in private cars for any reason. If there is a necessity for private travel to or from an event the **parent or guardian** must make such a written request to the Principal prior to the trip and receive written approval. The student will only be released to a parent or guardian for private transportation. This approval must be presented to the principal before they can release the student to the parent(s).

Student _____ Date of Event _____

Parent(s) or Guardian(s) _____ Sport _____

Parent(s) Phone Number _____

Location of Event _____

Who will be the designated person transporting your son/daughter?

Reason for requesting private transportation _____

Parent(s)/Guardian(s) signature _____ Date _____

Approved Disapproved (circle one)

Principal/Athletic Director _____

Date _____

SHARING INFORMATION WITH OTHER PROGRAMS

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. For the following programs, we **must** have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

-
- Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **ATHLETIC DEPARTMENT FOR REDUCTION IN ACTIVITY PARTICIPATION FEE.**

 - Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **EXTRA CURRICULAR PARTICIPATION FEES (Sharps, Drama Club, etc.)**

 - Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **COLLEGE BOARD TESTING (including PSAT, SAT & ADVANCED PLACEMENT TESTING).**

If you checked "Yes" to any or all of the boxes above, fill out the form below to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For questions or more information, you may call the Food Service Office at 717.530.2722 or email at cindy.steele@ship.k12.pa.us.

RETURN FORM BY: 1. Folding, taping and mailing form to Food Service Office, 317 North Morris Street, Shippensburg, PA 17257 or 2. Return form with meal application or 3. Tape form and give to school building office with return address on the outside.

SASD OUT OF SEASON PLAYER PARTICIPATION FORM

_____ Player's Name _____ Activity

The player above wishes to voluntarily participate in "out of season" training for another SASD sport, while maintaining his/her eligibility to participate in the current sport. Signatures of the Head Coach from each involved sport must sign off before a player is eligible to participate in the "out of season" activity. Activities represent any program that is directed by or in conjunction with an "out of season" program.

_____ may participate in "out of season training with the
_____ team/program with the following limitations:

(List limitations or permissible activities)

_____ In Season Coach's Signature _____ Date

_____ Out of Season Coach's Signature _____ Date

_____ Reviewed and signed by Athletic Director _____ Date