



Manheim Township School District
Athletic Department

Student-Athlete and Parent/Guardian Handbook
2025-2026

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WELCOME

Welcome to the Manheim Township School District (MTSD) athletic program. Every school year, more than 1,000 student-athletes in grades 7-12 participate on MTSD interscholastic athletic teams. The administration and coaching staff are proud of the life experiences provided and life lessons taught to Manheim Township student-athletes through participation on the Manheim Township interscholastic athletic teams.

During the past 40 years, the Manheim Township athletic program has grown in many areas. Some of these areas are: the number of overall athletic teams and student-athletes participating, the number of female athletic teams and female students participating, the scope of Pennsylvania Interscholastic Athletic Association (PIAA) rules and regulations, and the scope of Manheim Township School District rules and regulations. As the Manheim Township athletic program has grown, the need to communicate the following information to student-athletes and the parents/guardians of student-athletes has become very important to the success of the Manheim Township athletic program.

The purpose of the *Handbook for Student-Athletes and Parents/Guardians* is to effectively communicate the role of the 1) administration, 2) coaches, 3) players and 4) parents/guardians in administering a successful interscholastic athletic program for grades 7-12. Additionally, the *Handbook for Student-Athletes and Parents/Guardians* will present PIAA and Manheim Township School District athletic policies, procedures, and guidelines so that the Manheim Township athletic program can be successfully administered.

Hopefully this handbook assists in your understanding of the MTSD extracurricular mission, the benefits of MTSD athletics, the MTSD athletic program objectives, offerings, policies, procedures and guidelines, and insight into some of the responsibilities of being a student-athlete and a parent/guardian of a MTSD student-athlete. Please take the time to review the information in this handbook with your student-athlete.

The Manheim Township School District administration and coaches thank you for reading the *Handbook for Student-Athletes and Parents/Guardians* and being a student-athlete and a parent/guardian who makes the program stronger and more productive. If you have questions regarding information in this handbook, please contact the MTSD athletic department at 717-560-3098 or e-mail Tim Hollenback, Director of Athletics, at Hollenti@mtwp.net.

PHILOSOPHY FOR INTERSCHOLASTIC ATHLETICS

Until the mid-1990s, interscholastic (school district sponsored) athletic teams were the most available option for student participation. During the past two decades, club sports (athletic teams sponsored by for-profit, nonprofit, and community organizations) have become widely available to students. It is important that student-athletes and parents/guardians understand the philosophy of interscholastic athletics, which can be much different than club teams.

Student-athletes achieve the benefits of interscholastic athletic programs when the program mission and goals align with the mission and goals of the educational institution. In the MTSD, our athletic teams are “extracurricular,” meaning that implementation is to be a support mechanism to the curriculum, missions and values of the MTSD. MTSD athletic teams are designed and administered to develop young adults who demonstrate responsibility, respect, trustworthiness, fairness, care and citizenship on and off the field of competition. Student-athletes have an opportunity to be coached by coaches who model leadership, integrity, respect, selflessness, commitment, teamwork, goal setting and attainment, and effective communication, with a caring, positive, and professional attitude. Providing student-athletes with an opportunity to experience competitive success is a priority, but not at the expense of winning and losing without respect and dignity. The MTSD administration does not evaluate coaches on the basis of winning championships. The highest priority for the MTSD administration is for coaches to administer athletic teams that have a team culture that provides a positive experience for the student-athletes.

The interscholastic model is a highly effective model of administering athletic teams if all stakeholders adhere to their roles. The administration administers, coaches coach, players play, officials officiate, parents/guardians support their student-athletes and booster clubs support the efforts of the coaches and players. Unfortunately, when a group attempts to take on the role of another stakeholder, the system becomes dysfunctional and the experience of the student-athlete is diminished.

The Handbook for Student-Athletes and Parents/Guardians is designed to communicate the appropriate roles of the administration, student-athletes, and parents/guardians. Understanding and acting within the appropriate roles provides the optimum benefits for our MTSD athletic teams and student-athletes.

MANHEIM TOWNSHIP SCHOOL DISTRICT ATHLETIC PROGRAM PHILOSOPHY

Athletics are an important extension of the educational program and a privilege afforded to our students by the Manheim Township community. Manheim Township students have diverse and equitable opportunities to earn membership on teams. They will become well-rounded, accomplished student athletes who respect and take pride in themselves, their team, the school, and the community.

Student-athletes will interact with knowledgeable, skilled adults who exemplify the athletic philosophy of the MTSD. In addition to providing exemplary instruction in their sport and fielding competitive teams, coaches will readily embrace responsibility for being mentors and role models and demonstrate this commitment through example and deed.

Ultimately, the Manheim Township athletic program strives to produce responsible, capable young adults who hold themselves accountable for pursuing excellence in all aspects of life, demonstrate joy and humility when they succeed, exhibit grace and resourcefulness in the face of adversity and desire to contribute positively to the common goals of their team as well as the needs of our community.

The Manheim Township School District holds the following core beliefs regarding athletics:

1. Student-athletes deserve access to diverse, equitable opportunities to earn team membership where they have the chance to develop high levels of proficiency in their sport as well as skills that will benefit them throughout their lives.
2. In order to develop young adults who demonstrate high character on and off the field of competition, student-athletes will work with coaches who model leadership, integrity, respect, selflessness, commitment, teamwork, goal setting and attainment, good communication and a caring, positive, professional attitude.
3. Student-athletes and coaches will strive for excellence within the framework established for competition and hold themselves accountable for their decisions and actions, on and off the field.
4. Student-athletes and coaches will recognize the privilege of participation in athletics and demonstrate respect for themselves; team members and opponents; other coaches, officials, and adults with whom they interact; and our school and community.
5. Parents/Guardians and spectators must recognize the fact that participation in athletics is a privilege and will demonstrate the same respect for student-athletes, coaches, opponents, officials, and other individuals associated with the school athletic program that is expected of Manheim Township students, coaches, and district personnel.

Manheim Township student-athletes, coaches, district personnel, parents/guardians, and fans are expected to abide by the guidelines established by the Lancaster-Lebanon League, PIAA District III and PIAA regarding athletic participation and spectator conduct.

MANHEIM TOWNSHIP SCHOOL DISTRICT SCHOOL BOARD

APPROVED ATHLETIC TEAMS

Manheim Township is fortunate to offer numerous athletic opportunities to students in grades 7-12. The MTSD offers 28 varsity athletic teams and 16 junior high school board approved athletic teams.

Senior High Athletic Teams

Fall

Football (Varsity/JV)
Boys Soccer (Varsity/JV)
Field Hockey (Varsity/JV)
Boys Golf (Varsity)
Girls Golf (Varsity)
Girls Volleyball (Varsity/JV)
Boys Cross Country (Varsity)
Girls Cross Country (Varsity)
Girls Soccer (Varsity/JV)
Girls Tennis (Varsity)
Cheerleading (co-ed) (Varsity)

Winter

Boys Basketball (Varsity/JV)
Girls Basketball (Varsity/JV)
Girls Wrestling (Varsity)
Boys Wrestling (Varsity/JV)
Bowling (co-ed) (Varsity/JV)
Girls Swimming (Varsity)
Boys Swimming (Varsity)
Indoor Track & Field (co-ed) (Varsity)
Rifle (co-ed) (Varsity)
Unified Bocce (co-ed) (Varsity)

Spring

Baseball (Varsity/JV)
Softball (Varsity/JV)
Unified Track (co-ed) (Varsity)
Girls Lacrosse (Varsity/JV)
Boys Lacrosse (Varsity/JV)
Boys Track & Field (Varsity)
Girls Track & Field (Varsity)
Boys Tennis (Varsity)
Boys Volleyball (Varsity/JV)

Junior High Athletic Teams

Fall

Football
Boys' Soccer
Field Hockey
Boys' Cross Country
Girls' Cross Country
Girls' Soccer

Winter

Boys' Basketball*
Girls' Basketball*
Boys Wrestling
Girls Wrestling

Spring

Boys' Track and Field
Girls' Track and Field

*MTSD sponsors separate boys' and girls' basketball teams for 7th, 8th, and 9th graders for a total of 6 junior high basketball teams.

RELATIONSHIPS AND ROLES WITHIN THE MANHEIM TOWNSHIP ATHLETIC PROGRAM

An effective interscholastic model of athletics requires clear understanding of the influence, boundaries and roles for the relationships that develop between the players, parents/guardians and coaches. Healthy relationships are the foundation of healthy athletic teams.

The Parent/Guardian and Student-Athlete Relationship

The attitude of the parent/guardian is the most influential factor in determining if a student-athlete has a rewarding or disappointing interscholastic athletic experience. The attitude of the parent/guardian is more influential than the talent level of the student-athlete, the amount of playing time, the attitude of the coach, the attitude of the players or the team's win-loss record. Some student-athletes describe the "worst 15 minutes of the day" as the ride home in the car after a practice or competition, due to the parent/guardian's critiquing and critical words and attitude toward the student-athlete, the coach or the teammates.

If there are questions and concerns regarding the effort or performance of the student-athlete, the questions and concerns should originate from the attitude that the child is giving his or her best effort during practices and games.

The Student-Athlete/Coach Relationship

The student-athlete/coach relationship is the most critical relationship in interscholastic athletics. MTSD athletics uses the "teacher-coach model" of coaching, meaning that MTSD coaches are expected to approach coaching as a teacher. The role of the coach is to meet the same professional expectations as a classroom teacher. An integral part of being a MTSD coach is building and maintaining the student-athlete/coach relationship. The role of the student-athlete is to be coachable for the coaching staff and a productive, respectful, and responsible teammate.

A parent/guardian can have a pronounced effect on this very important relationship. While parents/guardians may not agree with all decisions of a coach, how and when a parent/guardian expresses his or her feelings can have a profound effect upon the student-athlete. If a parent/guardian expresses a negative opinion in front of a student-athlete, the parent/guardian needs to be aware that the student-athlete will return to practice the next day and likely carry with him or her the negative opinions expressed by the parent/guardian. This has the potential to impact the student-athlete/coach relationship. Parents/guardians can greatly affect the student-athlete/coach relationship.

A parent/guardian providing contradictory technical or strategic instructions at home may interfere and conflict with the instructional process at practice sessions or during competitions. This may place a student-athlete in an awkward, no-win situation between the coach and the parent/guardian impeding a student-athlete's progress and affecting his or her contribution to the team.

The Parent/Guardian and Coach Relationship

The role of a parent/guardian involves care and concern for his or her child's welfare and success. Parents/guardians want the best for their children. However, student-athletes can only

have one head coach during an interscholastic athletic season. Allowing the coaching staff to instruct and guide the team is crucial to the success of student-athletes and the team.

Should a parent/guardian have questions or concerns regarding his or her child, the expectation is to not approach the coach at the conclusion of a contest or during a practice session. At that time, coaches have other responsibilities and may be unprepared to address the concern. The appropriate action for a parent/guardian is to call or e-mail the coach and make an appointment for a later time. This will allow for both the parent/guardian and the coach to approach the meeting in a calm, courteous and logical manner.

One of the responsibilities of a coach is to meet with the team at the conclusion of a contest. Student-athletes should not pause to talk to parents/guardians immediately after games. These brief meetings are essential to the learning process involved in interscholastic athletics.

The Parent/Guardian and Game Officials Relationship

The age-old question often used by upset fans to coaches and administrators is “Where did you find these officials?” Each sport in the Lancaster-Lebanon League has an “officials’ assignor” who assigns PIAA certified Lancaster-Lebanon League officials for every game in that sport for the entire season.

Officials agree to and follow a code of ethics. They really do not care or have an interest in which team wins the contest. As in any vocation, there are great, good, and average officials. However, each official is doing his or her best to provide a safe, unbiased and structured environment for the student-athletes.

Nothing positive will result from a parent/guardian yelling at the officials. In fact, many negative actions can occur by a parent/guardian yelling at the officials. They are 1) the parent/guardian appears immature and foolish; 2) the parent/guardian will embarrass his or her child; 3) the parent/guardian will set a poor example that others may follow, escalating a negative environment; 4) the parent/guardian will negatively represent his or her child’s team, the head coach, all members of the team, and the MTSD community; and 5) the parent/guardian may be removed from the competition.

The Parent/Guardian and Director of Athletics Relationship

The Director of Athletics administers all of the senior high and junior high athletic teams. **Prior to approaching the Director of Athletics regarding the administration and management of an athletic team, a parent/guardian should first speak to the head coach.** If the parent/guardian is not satisfied with the discussion with the head coach, the parent/guardian may request a meeting with the Director of Athletics and the head coach. However, the issues of playing time, techniques and strategies are not appropriate topics of discussion with the head coach and Director of Athletics.

IMPORTANT INFORMATION AND TRAINING FOR STUDENT-ATHLETES & PARENTS/FAMILIES

Information/Training	Who	Due Date & Frequency of Training
→ Refer to Student-athlete & Parent/Guardian Handbook	All Student-athlete and Parent/Guardian	Pre-season
→ Student-athlete/ Parent/Guardian Mandatory Meeting Sign-Off → MTSD Extracurricular Activities & Interscholastic Sports Policy Signature Sheet	All Student-athlete and Parent/Guardian	Complete prior to season start
School Board Policies (listed below): → 218.4, 227, 247, 249, 123, 123.1, 123.2, 915 (all policies listed at end of document)	Student-athlete/ Parent/Guardian	Refer to Student-athlete & Parent/Guardian
Title IX information: → School Board Policies: 103, 103.1	Student-athlete/ Parent/Guardian	Refer to MTSD website (mtwp.net) for Title IX information

PARENT/GUARDIAN AND COACH COMMUNICATION PLAN

Both parenting and coaching can be challenging responsibilities. By better understanding each other, parents and coaches have the enhanced ability to accept the actions of the other and provide greater benefits to student-athletes. Parents/Guardians should be informed of the expectations placed on a parent/guardian and child as a member of a MTSD athletic team. This begins with clear communication from the head coach of the MTSD athletic team to the student-athlete and parents/guardians.

Communication Parents/Guardians Should Expect from MTSD Athletic Coaches

1. Philosophy of the coaching staff and the MTSD athletic program.
2. Expectations the coaching staff has for student-athletes.
3. Locations and times of all practices and contests.
4. Team and school requirements – behavioral and academic.
5. Procedures if student-athletes are injured during participation.
6. The team progressive discipline plan and actions that could lead to discipline, which may result in the denial of student-athlete participation.

How Parents/Guardians are to Handle an MTSD Athletic Team Concern

1. Encourage your child to speak directly to the coach regarding concerns. Many concerns can be resolved through this process.
2. Contact the coach to schedule an appointment.
3. If a coach cannot be reached, contact the athletic office. The athletic department staff will assist you in contacting the head coach.
4. Do not present your concerns to the coaching staff before a contest, after a contest or during a practice.
5. If the meeting with the head coach does not provide a resolution to a concern, a parent/guardian should contact the Director of Athletics to arrange a meeting with the head coach and Director of Athletics.
6. If there is a concern regarding student-athlete safety (not an emergency), contact the coach or any school official.
7. If there is a student-athlete safety issue that is an emergency, call 911.

Appropriate Concerns to Discuss with MTSD Coaches

1. Treatment of your child.
2. Ways to help your child improve.
3. Concerns about your child's behavior or academic performance.

It is difficult to accept your child not playing as much as you would hope. Coaches are professionals and they make judgments based on what they believe to be best for the team. As you have seen from the above list, certain topics can be and should be discussed with a head coach. Other topics, such as playing time, coaching strategies, and concerns about other student-athletes should be left to the discretion of the head coach. (However, if your child is on a junior high team, and is not playing a minimum of a quarter of each game, please discuss this with the head junior high coach.)

Communication MTSD Athletic Coaches Expect from Parents/Guardians

1. Express concerns directly to the coach.
2. Notification of any scheduling conflicts well in advance.
3. Support the efforts of all MTSD student-athletes.
4. Work to promote a positive environment that is conducive to the development of student-athletes.
5. Become familiar with and review philosophy, rules, and regulations pertaining to MTSD athletics.
6. Communicate any concerns in a timely manner, following the proper protocol.
7. Treat all coaching personnel with courtesy and respect, and insist your child do the same.
8. Understand that team goals are more important than individual goals.

As student-athletes participate on MTSD athletic teams, they can experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way parents/guardians and students-athletes expect. At these times, discussion with the coach is encouraged.

The MTSD athletic program strives to produce responsible, capable young adults who hold themselves accountable for pursuing excellence in all aspects of life, demonstrate joy and

humility when they succeed, exhibit grace and resourcefulness in the face of adversity, and desire to contribute positively to the common goals of their team as well as the needs of our community. With both coaches and parents/guardians communicating effectively, the MTSD athletic programs can reach our mission.

REQUIREMENTS FOR MANHEIM TOWNSHIP SCHOOL DISTRICT STUDENTS TO PARTICIPATE ON MANHEIM TOWNSHIP ATHLETIC TEAMS

It is important to understand that participation on a MTSD interscholastic athletic team is a privilege, not a right. Being selected for and maintaining membership on a MTSD athletic team means accepting all the responsibilities of a student-athlete. Unlike recreation or intramural teams, equal or guaranteed playing time is not likely on the MTSD senior high teams. In an effort to be competitive, the coaching staff will use student-athletes best suited to the conditions or demands of the contest at that time.

Below is a list of requirements for students to participate on MTSD District athletic teams.

1. **The student must be enrolled in the MTSD.** Students living in the MTSD who are homeschooled or attend a virtual cyber school are eligible to participate on MTSD athletic teams.
2. **The student must be in grades 7-12.** As a member of the PIAA and Lancaster-Lebanon League, the MTSD sponsors junior high teams and senior high teams.
3. **The student must meet the PIAA age requirements.** A student-athlete may not participate on a middle school athletic team when he or she is 16 years old before July 1. A student-athlete may not participate on a senior high athletic team if he or she is 19 years old before July 1.
4. **The student must have a preparticipation athletic physical (dated May 1st or later) and if the student has been injured in a previous season a recertification form is required.** In the summer of each school year, the MTSD provides an opportunity for each student to have a preparticipation athletic physical free of charge at the high school. All parents must have a Healthy Roster account created to be able to view their athletes profile and submit the PIAA physical forms electronically.
5. **The student-athlete is required to meet PIAA academic eligibility requirements.** A student-athlete must not be failing more than 1 course (meeting daily) to participate on a MTSD athletic team.
6. **A student-athlete is required to exhibit positive behavior in the classroom and on the athletic team.** A coach has the authority to prevent a student-athlete from participating on an MTSD athletic team if the student-athlete has exhibited behavior that is detrimental to management and/or cohesion of the team.
7. **A student-athlete is required to return the school issued athletic equipment at the end of the season in good condition or pay for a replacement.** Outstanding obligations prevent student-athletes from participating on MTSD athletic teams as well as school functions such as Homecoming dance, Prom, and Graduation.

8. **A student-athlete and parent are required to sign off on the following:** (1) MTSD Extracurricular Activities and Interscholastic Sports Policy Signature Form, (2) Mandatory Drug Testing Consent Form, (3) Mandatory Training Session Sign-Off

GENERAL INFORMATION FOR STUDENT-ATHLETES AND PARENTS/GUARDIANS

The MTSD athletic staff and administration understands that it is important for student-athletes and parents to have access to information regarding our athletic department and athletic teams. The MTSD athletic website is a valuable source of information for student-athletes and parents. Please use <https://www.mtwp.net/athletics/> as a primary source of information for MTSD athletics. Also, the athletic office at the high school can be reached at (717) 560-3098 to answer questions regarding athletic programs.

Every coach will distribute team information to student-athletes and parents. This information will include practice schedule, communication plan, team expectations/rules, parent expectations, and contact information. Coaches may also include directions to away games, coaching philosophy, mission statement, and other information. Coaches are encouraged to respond back to parents and student-athletes within 24 hours of receiving a message.

Coaches are encouraged to use a group messaging application such as Remind or GroupMe to communicate with their respective teams. Parent and Team group-chats should be separated. Coaches should not be texting student-athletes individually and student-athletes should be encouraged to email coaches.

Additionally, coaches should make every effort to provide weekly Sunday emails to student-athletes and parents providing information on the upcoming week.

The information outlined in the following section will provide a general overview of the policies, protocols, and policies for MTSD athletics. Participation on a Manheim Township athletic team can be viewed in three parts during the school year. The three parts are preseason, in-season, and out-of-season.

Preseason Information

Defined Season of MTSD Interscholastic Athletic Teams

Unlike many club or youth teams, MTSD interscholastic athletic teams have a defined season, with a definite start date and end date. During the defined season, a MTSD student-athlete is expected to make the MTSD athletic team a priority over all other MTSD interscholastic athletic teams, club teams or youth teams. If a student-athlete cannot make the commitment to make the in-season team a priority, the student-athlete may be asked to not participate on the interscholastic athletic team. Any potential conflicts should be discussed with the head coach prior to the start of the season.

For senior high teams, the first day of mandatory fall practice is three weeks prior to Labor Day, with the exception of football, which begins mandatory heat acclimatization four weeks prior to

Labor Day. Junior high teams begin practicing one week after the senior high teams in the fall and spring seasons, and on the same date for the winter season. Below are the start dates for the 2024-2025 seasons.

Fall Season	Senior High-August 12	Junior High teams -August 19
Winter Season	Senior High-November 15	Junior High teams –November 18
Spring Season	Senior High-March 3	Junior High teams -March 10

Preseason Information from Coaches

Manheim Township coaches will provide student-athletes and parents/guardians with information regarding the season at least one month before the start of the season. This information will include, but is not limited to, practice and game schedules, team guidelines, coaches' contact information and information regarding athletic physicals. Some coaches may have a parents' meeting and other coaches may provide the student-athlete and parents/guardians an information packet. For team specific questions, student-athletes and parents/guardians may contact a head coach via email. All head coach email addresses can be found on the MTSD athletics website under the specific sport season.

PIAA Athletic Physicals and Healthy Roster

As a member of the PIAA, the MTSD is required to have an updated (after May 1 of the current school year) and completed athletic physical form on file prior to a student-athlete participating in a tryout or practice. The PIAA physical form, called a Comprehensive Initial Pre-Participation Physical Examination (CIPPE) form, is the form that is required to be used for the athletic physical examination.

All athletic training paperwork including CIPPE form will be required to be filled out electronically via our new HIPAA compliant Electronic Medical Record (EMR) system called Healthy Roster. This system is specifically designed to be used by Athletic Trainers for medical documentation purposes. Video tutorials and a step by step guide to creating a Healthy Roster account and completing all necessary forms for participation can be found via the link below. All parents must have a Healthy Roster account created in order to view their athletes profile and submit the PIAA physical forms. Any questions regarding Healthy Roster or any aspect of athletic physicals can be directed to Stephanie Haele at haefelst@mtwp.net or 717-560-3106.

<https://www.mtwp.net/healthy-roster/healthy-roster-step-by-step/>

Preseason Workouts

Leading up to the first day of mandatory practice for each season, MTSD coaches will hold occasional voluntary preseason workouts. These preseason workouts are offered to the student-athletes to become familiar with the coaching staff and potential teammates. The coaches use the preseason workouts to generate interest in the upcoming season. Per PIAA rules, preseason workouts are voluntary and attendance cannot be used as criteria during tryouts.

In-Season Information

Selection of Teams

The head coach of any MTSD sport has the responsibility to select the members of a team on the varsity, junior varsity, and junior high teams and to assign a player to a position on the team. In accordance with the philosophy of the MTSD athletic program, coaches are encouraged to keep as many students on an athletic team without unbalancing the integrity of the team and allowing for acceptable playing time for each student-athlete. Time, space, facilities and the ability to supervise student-athletes will place limitations on the number of student-athletes participating on a team. However, when determining the number of student-athletes that will be retained on a team, the coaching staff should strive to maximize the opportunities for MTSD students. For some MTSD teams, it is necessary to make “cuts.” If cuts are necessary, coaches are to communicate this process prior to the tryout period and use discretion and sensitivity when informing the students who are not able to participate on the team.

Hazing

Hazing actions are not to occur on MTSD athletic teams. These actions are contrary to the philosophy and mission of the MTSD athletic program. Hazing actions of any type are prohibited at all times regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist, permit, condone, ignore, or tolerate any form of hazing. The MTSD coaching staff will discuss the dangers of these actions to the student-athletes. If hazing or bullying actions are experienced, observed or suspected, it is to be immediately reported to the coach or school administration. (See School Board Policy 247)

Injuries to Student-Athletes and the Role of the Athletic Trainer

The MTSD provides full-time and part-time certified athletic trainers (AT). Our athletic trainers are highly-trained allied healthcare professionals who possess an in-depth knowledge of human kinesiology and sports medicine. The MTSD athletic trainers specialize in the prevention, evaluation, and rehabilitation of athletic injuries, as well as first aid and emergency medical care.

When a Manheim Township student-athlete is injured during a practice or competition, the student-athlete is to seek the care of the MTSD athletic trainer immediately. The athletic trainer will evaluate the injury, determine the treatment plan, and refer the student-athlete to a physician if necessary. The Manheim Township athletic trainers can offer multiple in-house therapeutic treatments to student athletes. All treatments offered are at the discretion of the athletic trainer and will only be performed if deemed necessary

If a student-athlete is not practicing due to an injury, the head coach will notify the MTSD athletic training staff and the student-athlete must be under the care of the MTSD athletic

training staff. The student athlete and their family reserves the right to seek a second opinion from a physician, however proper documentation and medical clearance must be provided to the athletic trainer prior to return to activity. Any student athlete that seeks medical care from a physician during their athletic season must submit to the MTSD athletic trainer documentation regarding the diagnosis, prescribed treatment and the date the student-athlete may resume participation. Without this documentation, the athlete may not participate in practices or competitions.

Concussions:

- Per the MTSD concussion policy (See SB Policy 123.1), all student-athletes presenting with signs and symptoms of a concussion will be evaluated by an athletic trainer. If a head injury is deemed a concussion, the student-athlete will be held from further activity for that day and placed into concussion protocol. Coaches are required to immediately notify the athletic trainers of all student-athletes who have sustained a head injury/concussion at away events so that the protocol can be followed. Once a student athlete is diagnosed with a concussion by the athletic trainer, they must complete the return to play protocol in its entirety, even if a physician clears the student for immediate return to activity.

Heat Stroke:

In the event of a suspected heat stroke the Manheim Township Athletic Trainers employed by Orthopedic Associates of Lancaster may use a rectal thermometer in order to accurately diagnose and appropriately treat heat stroke. In any instance of use of the rectal thermometer, the patient will be appropriately draped and covered to provide modesty due to the sensitive nature of this life-saving measure.

Daily and Semester Attendance Eligibility

To participate in extracurricular activities and interscholastic athletics, a student must be in attendance the **FULL SCHOOL DAY** on the day of the event or activity. A **FULL SCHOOL DAY** shall mean being in attendance no later than thirty minutes after the start of the school day and leaving no earlier than thirty minutes prior to the end of the school day. Any student arriving later than thirty minutes after the start or leaving more than thirty minutes prior to the end of the school day nevertheless may be considered to attend a full school day if they submit a late arrival or early dismissal note from a parent/guardian, with an attached explanatory note from a physician. Exceptions to this provision may be granted by the building administration only under exceptional circumstances. Per the PIAA, a student-athlete is ineligible to participate on an athletic team after the 20th absence (excused or unexcused) of the semester. Coaches are sent an attendance report each day.

Transportation of Student-Athletes to Away Events

Participation on a MTSD athletic team requires the student-athlete to use the MTSD approved transportation to and from away games. The MTSD will provide transportation for all student-athletes in school-authorized vehicles when a contest has been scheduled at an opponent's facility.

All MTSD student-athletes are expected to ride the school provided transportation to and from away games. The only exceptions are: 1) If there is a conflict with a MTSD school activity. 2) A family emergency. In both cases, the head coach must be given a written request from the parent/guardian prior to the event and the coach must approve the request.

Booster Clubs/Parents Groups and Fundraising

The purpose of booster clubs and parent groups is to support the student-athletes and the coaching staff. Booster clubs and parent groups should be well organized with officers (president, vice-president, secretary and treasurer) and a written constitution. Booster clubs and parent groups should meet on a regular basis and use Roberts Rules of Order. Booster clubs and parent groups do not have input regarding MTSD coaching, administrative or personnel decisions. A financial report is required from each Booster club by August 1st of each year.

The MTSD athletic department provides everything necessary for the MTSD athletic teams to compete and be competitive in the Lancaster-Lebanon League and PIAA. These items are: coaching staff and athletic trainers, uniforms, all necessary equipment, facilities, transportation to away competitions and game officials. Booster clubs and parent organizations may elect to provide the athletic teams with items beyond the necessary items. Often this is done through fundraising. Booster clubs and parent groups must keep in mind that the fundraising is for the “wants” and not the “needs” of the team.

Booster clubs and parent groups cannot require MTSD student-athletes and parents/guardians to fundraise or make a donation to participate on any MTSD interscholastic athletic team. Booster clubs and parent groups may not use the MTSD tax-exempt status. For additional information on the role of booster clubs in the MTSD athletic program, please see the Booster Club Handbook or refer to School Board Policy 915.

Individual Team Competition Schedules

The MTSD athletic department uses Arbiter for scheduling competitions. To locate an individual team’s schedule, go to the MTSD athletic website and click on the “Manheim Township Athletic Schedules” link on the front page. Schedules for sports will be listed on that page and are updated in real time.

MTSD Multiple Sport Athletes

Senior high student-athletes playing multiple sports for the MTSD are not to workout with out-of-season MTSD teams without the permission of the in-season coach. If a student-athlete attends an out-of-season workout while participating on an in-season team, the out-of-season MTSD coach will inform the student-athlete that he or she cannot participate in the out-of-season workout. The out-of-season coach should contact the in-season coach to ask permission for the student-athlete to participate in an out-of-season workout. An out-of-season coach is not to direct a student-athlete to ask an in-season coach if he or she can participate in an out-of-season workout. The decision of the in-season coach is final and the out-of-season coach will comply.

Student-athlete participation in club teams during the PIAA season is not recommended. The expectation for senior high student-athletes is to make a full commitment to the MTSD team

during the PIAA season. It is important for student-athletes and parents/guardians to recognize that in-season high school athletic teams take precedence and priority over club teams. Attempting to participate on both MTSD senior high teams and club teams in the same season may present a conflict that will result in limited opportunities on the MTSD senior high teams.

Recognition of Seniors at a Home Competition

This recognition is usually called “Senior Recognition Night” and often scheduled prior to the varsity competition of one of the last regular season home competitions. The decision of when the recognition will be held can be determined by the head coach and the booster club. For recognition events held after the junior varsity game and before the varsity game, the athletic department and the booster club will work together for a brief, respectful, and meaningful recognition for the senior student-athletes. The athletic department will provide an announcer for senior recognitions at all venues that have access to a microphone. The student-athlete profiles should be limited to the name of student-athlete, name of parents/guardians, number of years the student-athlete participated on the team, position on the team, and future plans. Additional information or recognitions are to be reserved for post-competition recognition or the end-of-season banquet.

Varsity Letters

The criteria for a student-athlete earning a varsity letter will be an evaluation by the coach or coaches concerning the amount of games or meet time played by the athlete along with the following guidelines:

- Baseball, basketball, field hockey, football, lacrosse, soccer, softball = Participation in 50% or more of total innings/periods.
- Cross Country, swimming, track and field – Average score of 1 point or more per meet.
- Golf, tennis, volleyball, wrestling – Participation in 50% of competitions.

Varsity letters will be awarded on the recommendation of the varsity head coach for cheerleaders, managers, and athletic training student aides. Seniors not meeting the requirements will be awarded a letter only by the recommendation of the varsity head coach.

Varsity letters will be awarded in each sport the first time an athlete meets the requirements. In succeeding years when a varsity letter is earned, pins and bars will be issued in lieu of a varsity letter. An athlete must finish the season in good standing to earn an athletic award, including a varsity letter. The varsity head coach has the final recommendation that can supersede any or all of the above criteria. Areas a coach can use to recommend a letter include: attitude, attendance, self-discipline, character, skill development, leadership qualities, and loyalty of student-athletes.

Post Season Information

End-of-Season Gathering

At the conclusion of the season, it is customary for a MTSD team to have a social activity to commemorate the season. For junior high teams, the gathering is generally informal. For the

senior high teams, the gathering is more formal. The gatherings are not funded by the MTSD athletic department.

Care must be taken by booster clubs not to provide student-athletes with gifts or awards that may be in violation with PIAA rules and regulations. **Article II of the PIAA Constitution and By-Laws** addresses amateur status of student-athletes and can be found at www.piaa.org. Any questions regarding amateur status should be directed to the Director of Athletics.

When planning and holding the end-of-season banquet/gathering, booster clubs should be sensitive to the following issues:

1. Formal banquets are expensive. MTSD athletic teams may have picnics/pot luck dinners held on MTSD property or at public parks. These venues provide a pleasant and relaxed atmosphere for honoring student-athletes and their families.
2. Banquets can be lengthy. Repetition of activities, remarks, and recognitions of individuals or groups may lead to restlessness among some attendees and create distraction from the positive nature of the occasion. Organizers should be mindful of reasonable expectations for length not to exceed two hours.
3. Permitting senior-driven activities such as senior farewell speeches, gag gift presentations, and video presentations involve a risk. Prior to the banquet, organizers are to communicate behavior expectations to the student-athletes to reinforce standards of appropriate behavior or to prevent embarrassment or other negative effects to either the presenter or audience.
4. Alcoholic beverages are not to be made available to any attendees of a MTSD athletic team banquet/gathering.

School-Issued Equipment Return

Each MTSD athletic teams issue school owned equipment to student-athletes during each athletic season. The responsible care of this equipment is the responsibility of the student-athlete. If school-issued equipment is lost or damaged, the student-athlete is responsible for paying for the replacement cost of the lost or damaged equipment.

If, at the conclusion of the season school-issued equipment is not returned and the student-athlete has not paid the replacement cost, the student will have an outstanding obligation. For an underclassman, the outstanding obligation will prevent the student-athlete from participating during a future athletic season. For a senior, an outstanding obligation will prevent the student from participating in the commencement ceremony.

End-of-the-Season Meeting with Coaching Staff

Many MTSD coaches will schedule a time to meet with each student-athlete at the end-of-the-season to discuss the student-athlete's progress throughout the season and to discuss future involvement on the team. If a coach does not initiate an end-of-the-season meeting with a student-athlete or student-athlete and parent/guardian, student-athletes and parents/guardians are encouraged to request an end-of-the-season meeting with the head coach.

IMPORTANT SCHOOL BOARD POLICIES

BOARD POLICY 218.4: Extracurricular, Co-Curricular, and Interscholastic Sports and School Privileges

Purpose: This policy shall supplement and not replace Board Policy 227 regarding controlled substances and suspension and expulsion.[1]

Definition: For purposes of this policy, controlled substances shall be defined in accordance with Board policy.

Guidelines

Covered Students

This policy applies to all students of Manheim Township in grades 6 through 12. Parental permission to use, consume or possess any substance described herein does not negate the application of this policy by the district.

A student can be found guilty of violating this policy if there is an official police report, or if a parent/guardian notifies the administration, or if the student admits to participating, or if a professional staff member witnesses the violation.

Voluntary Admissions/Treatment

Any student who recognizes s/he has a controlled substance abuse problem and who voluntarily commits to a treatment program will not be subject to this policy's first offense penalty provisions provided that:

1. The admission by the student occurs based on the student seeking help and not as a result of an investigation initiated by the district or a law enforcement agency.
2. Any student who voluntarily admits to controlled substance use, abuse or dependency to any district staff member will temporarily forfeit participation in any school-sponsored club, activity, privilege or athletic team until a recommendation can be made by the Student Assistance Team. This recommendation shall be made within ten (10) school days of the date of the student self-referral. If the ten-day limit cannot be met, the student will be reinstated to the club activity, privilege or athletic team on a probationary basis pending the recommendation.

Prohibited Acts

1. Drug and Alcohol Violations – A student who possesses, uses, transmits, is under the influence of, or knowingly is at a location or in a vehicle where others are illegally possessing, using, transmitting, or under the influence of any controlled substance, violates this policy if the activities occur within the coverage described below.
2. Acts of Violence – A student who commits an act of violence violates this policy if the activity occurs within the coverage described below. An act of violence may include, but shall not be limited to, actions that if prosecuted criminally might constitute aggravated assault, sexual assault, simple assault, or other actions involving physical injury or abuse of other persons.

Coverage

1. The policy shall apply to conduct twenty-four hours per day, seven (7) days per week unless otherwise specified. This policy applies to actions that occur at any location, whether or not on school grounds.
2. Covered drug and alcohol violations can occur at any time during the academic school year, as well as during the season of any co-curricular or extracurricular activity or interscholastic sport in which the student is or plans to be a participant, including training camps.
3. Covered acts of violence can occur at any time during the calendar year.

Consequences

1. First Offense –

Suspension from participating in interscholastic sports, extracurricular activities, and loss of other school privileges, including parking privileges, for sixty (60) calendar days from the date of the determination that a violation has occurred. If, at the expense of the student, the student successfully completes a drug and alcohol program that is acceptable to the district, the period of suspension for a drug or alcohol violation may be reduced to forty (40) days.

2. Second Offense –

The same consequences as recited above under First Offense apply, except the suspension will be for 365 calendar days.

3. Third Offense –

The student will be permanently prohibited from participating in any interscholastic sport or extracurricular activity at Manheim Township School District, and from receiving any school privileges, including parking privileges.

A student who has been suspended or prohibited from participating in any extracurricular, co-curricular, or interscholastic sport activities under this policy shall be:

1. Ineligible for any awards or recognition for the activity from which the student has been suspended or removed if the student is under suspension when the regular season ends.
2. Removed from any office held in a school organization for the remainder of the school year and shall forfeit any awards or recognition for that activity.

Determination

For students participating in interscholastic sports or extracurricular activities, their senior advisor/head coach and the principal shall determine whether the student violated the provisions of this policy and shall impose the appropriate consequences within the terms of the policy. For all other students, their principal shall make the necessary determination and impose the appropriate consequences.

A student may request a review of the decision by submitting a written request for review to the principal within seven (7) days of the decision to impose consequences.

Upon receipt of a request for review, the principal will meet with the student, his/her parent(s)/guardian(s), advisor, coach, or others as deemed appropriate, to discuss the offense and imposition of the consequences. The decision of the principal shall be final.

Notification

Advisors and athletic coaches of interscholastic sports and extracurricular activities shall implement this policy with a written agreement to be signed by the student and his/her parent(s)/guardian(s), before the student may participate in the activities.

BOARD POLICY 227: Controlled Substances/Paraphernalia

Purpose: The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

Definition: For purposes of this policy, controlled substances shall include all:

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or over-the-counter drugs, such as aspirin, Motrin, Advil, cough syrup, etc., except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

For purposes of this policy, **paraphernalia** shall include all utensils or items, which in the judgment of the school district, are used, intended for use or designated for use to conceal, distribute, inject, ingest, package, smoke, store or use as a controlled substance or alcohol.

Authority:

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

The Board may require a student who has violated this policy to participate in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property or during nonschool hours to the same extent to as provided in Board policy on student discipline.[14]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.
2. Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school

property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be considered an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

Reasonable Suspicion/Testing

If, based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

BOARD POLICY 247: Hazing

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

Definitions: Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquor, drug, or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.

For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain.

For purposes of this policy, serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

Authority:

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal.

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Discrimination/Discriminatory Harassment

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.

Guidelines

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of distribution of written policy, publication in handbooks, verbal instructions by the coach or sponsor at the start of the season or program.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity

or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.

Complaint Procedure

A student who believes that s/he has been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination, or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.

Referral to Law Enforcement and Safe Schools Reporting Requirements -

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violation

An individual needing medical attention or seeking medical attention or seeking medical attention for another shall not be subject to criminal prosecution if s/he complies with the requirements under law, subject to the limitations set forth in law.

Students -

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and

regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Criminal Prosecution -

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.

BOARD POLICY 249: Bullying / Cyberbullying

Purpose: The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions: Bullying means conduct that occurs in a school setting which consists of an intentional electronic, written, verbal, physical or otherwise evidenced through conduct, act or

series of acts, directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

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

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Authority

The Board prohibits all forms of bullying by district students.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer/Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator/Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

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

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom, posted in each school building's office, and accessible through the District's website.

Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Discussion of the policy shall be included in the orientation of each new teacher and periodically through staff policy reviews.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Referral to law enforcement officials.

BOARD POLICY 123: Interscholastic Athletics

Purpose: The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement. The game activities and practice sessions provide opportunities to teach the value of competition, sportsmanship, and teamwork.

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

Authority

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal basis as is practicable and without discrimination, in accordance with law and regulations.

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

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

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

The Board directs that no student may participate in interscholastic athletics who has not:

1. Met the requirements for academic eligibility.
2. Complied with the requirements of the Athletic Handbook.
3. Complied with the requirements of the Code of Conduct for Interscholastic Athletics and Board policies and administrative regulations related to student discipline.
4. Attended school regularly.
5. Been in attendance on the day of the athletic event or practice for the hours required.
6. Returned all school athletic equipment previously used.
7. Adhered to applicable discipline standards.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.

3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and their parent/guardian shall sign and return the acknowledgement of receipt and review of the following:

1. Concussion and Traumatic Brain Injury Information Sheet
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet

The Superintendent or designee shall annually prepare, approve and present to the Board a program of interscholastic athletics, which shall include a complete schedule of events.

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

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

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

Guidelines

Male/Female Athletic Opportunities Report

By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.

The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.

BOARD POLICY 123.1: Concussion Management

Purpose: The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.

Definitions

Appropriate medical professional shall mean all of the following:

1. A licensed physician who is trained in the evaluation and management of concussions.
2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.
3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.

Athletic activity shall mean all of the following:

1. Interscholastic athletics.
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
3. Noncompetitive cheerleading that is sponsored by or associated with the school.
4. Practices, interschool practices and scrimmages for all athletic activities.

Delegation of Responsibility

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.

The Superintendent or designee shall develop administrative regulations to implement this policy, which shall include protocols for concussion management.

Guidelines

The school may hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.

Removal From Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.

Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.

Training

All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and

Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.

Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:

1. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season remainder of the season, and referral to the Superintendent for review and potential permanent suspension from coaching any athletic activity within the Superintendent's sole discretion.
2. For a **second** violation, permanent suspension from coaching any athletic activity.

BOARD POLICY 123.2: Sudden Cardiac Arrest

Authority: The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes.

Definition

Athletic activity shall mean all of the following:

1. Interscholastic athletics.
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the district , including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
3. Noncompetitive cheerleading that is sponsored by or associated with the district.
4. Practices, interschool practices and scrimmages for all athletic activities, as defined above.

Delegation of Responsibility

Each school year, prior to participation in an athletic activity, every student athlete and their parent/guardian shall sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet that includes information about electrocardiogram testing.

Guidelines

The school district may hold an informational meeting prior to the start of each athletic season for all competitors regarding the symptoms and warning signs of sudden cardiac arrest and information about electrocardiogram testing. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, cardiologists, and athletic trainers.

Removal From Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designated by the district, exhibits signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.

Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities.

Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner or cardiologist.

Training

All coaches shall annually, prior to coaching an athletic activity, complete the sudden cardiac arrest training course offered by a provider approved by the PA Department of Health.

Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:

1. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season, and referral to the Superintendent for review and potential permanent suspension from coaching any athletic activity within the Superintendent's sole discretion.
2. For a **second** violation, permanent suspension from coaching any athletic activity.

BOARD POLICY 915: Fundraising

Purpose: The Manheim Township School Board recognizes and appreciates the cooperation, encouragement, and support given by booster organizations and/or clubs to its sports and other extracurricular activities. The School Board desires to maintain collaborative relationships between the school district and the booster organizations and clubs to serve the basic educational goals of the school district.

Definition: For the purposes of this policy, a booster organization and/or club refers to any organization comprised of parents/guardians, community members or others who choose to support a Manheim Township School District sport or other extracurricular activity. Parent/Teacher organizations (PTOs) are not considered booster clubs under this policy. Only those booster organizations and clubs operating under bylaws approved by the School Board shall be authorized to use the school district name, resources and facilities. The booster organizations and/or clubs must adhere to all School Board, school district, and statewide rules and policies.

Authority

The School Board recognizes and declares that the role of any approved booster organization and/or club is to assist and support, but not to direct, interfere with, nor supplant the staff, existing facilities, resources or athletic programs of the school district. It is understood by all booster organizations and clubs and their members that all school district sponsored activities are under the control, direction, and supervision of the School Board through the school district's administrative team and the Director of Athletics. Booster organizations and clubs do not have the authority to direct the duties of a school district employee. Scheduling contests, rules for

participation, and all other criteria dealing with interscholastic programs are within the authority of the school district administration.

The school district shall not assume any liability for financial obligations undertaken by the booster organization or club.

Guidelines

In order to maintain good standing with the School Board, all booster organizations and/or clubs shall adhere to this policy and any administrative regulations adopted under this policy. Failure to comply shall result in the loss of School Board recognition and the privilege of utilizing or accessing school district resources and facilities. In the event that a booster organization or club fails to comply with the provisions of this policy, the Superintendent, upon the recommendation of either the Director of Athletics or the building principal, may recommend at any time to the Board that the approval of the booster organization or club be revoked.

Organization

In order to be recognized as a booster organization or club by the school district, each booster organization or club must have, and abide by, a written constitution and/or bylaws which must be submitted to the Director of Athletics or designee annually for review before the booster organization or club may use school district facilities resources and/or the school district name.

Upon review of the proposed booster organization or club's documentation, the Director of Athletics and/or building principal shall make a recommendation to the School Board or, in the event that the Director of Athletics and/or building principal feel that the booster organization or club should not be approved, so advise them of their deficiencies and/or other matters that must be remedied before a recommendation for approval may be submitted to the School Board.

Fundraising

The School Board recognizes that the focus of each booster organization or club is student-centered and, thus, these groups contribute in a material way through services, supplies, equipment and other ways to school district students. Often this can have a direct result that lessens the financial burden to the school district's taxpayers; however, it is the school district's responsibility to know what resources are coming into a program and to avoid any disparity that the resources may create.

Booster organizations or clubs who plan fundraising activities must complete the appropriate Fundraising Activity Form with required signatures prior to commencing such activities. The Athletic Director, building principal or his/her designee shall review all requests, and, to the extent possible, coordinate them to ensure that duplication is minimized, and that all booster organizations or clubs have a reasonable opportunity to engage in successful fundraising in support of their respective programs. Fundraising shall be principally undertaken during the competitive season for the sport or club. However, some out-of-season fundraising may be permitted, provided that it does not unduly conflict with in-season fundraising activities by other booster organizations or clubs.

Any and all fundraising activities shall conform with applicable statutes, rules, regulations, and policies, to include but not be limited to those promulgated by PIAA, Title IX, and the Manheim Township School District.

Booster organizations or clubs may sponsor fundraising activities carried out in the name of the school district. Students shall not be involved in fundraising activities throughout the school day without prior permission of the building principal or program advisor. Booster organizations or clubs may raise funds by concession stand sales, food sales, clothing sales, program sales, selling discount cards, letter campaigns, sports camps or similar activities with prior written permission of the Athletic Director, building principal or his/her designee.

Any and all fundraising shall be by and through the respective booster organizations or clubs. Coaches and members of the booster organizations or clubs are specifically prohibited from soliciting donations or otherwise engaging in fundraising activities in their individual names or capacities, whether it is for cash, checks, merchandise, or in-kind donations. All such activities shall be solely by and through the respective booster organization and/or clubs.

Each booster organization and/or club shall keep detailed financial records to document the receipt of revenues and expenditures. The records shall be made available to the school district. The booster organizations and clubs shall provide all information to the administration of the school district that is required for the school district to make disclosures to any governmental authority, including but not limited to, the Pennsylvania Department of Education and the Office for Civil Rights of the Department of Education.

All donations exceeding the donation amount determined in Policy 702, including donations of equipment, which require installation, storage, or maintenance, require formal acceptance by the School Board.[1]

Facility Rental

To ensure that custodial and security services (as necessary) may be available, booster organizations and/or clubs must complete the Manheim Township Facility Usage request as required of all outside groups. Booster organizations or clubs shall not pay Manheim Township School District employees directly for any services. School district employees shall be paid through the school district payroll system for any work performed for the rental of the facility.

Gifts

Booster organizations and/or clubs shall ensure that all money, gifts or awards shall not be given to students, coaches, or volunteers directly or indirectly, without the approval of the Athletic Director, building principal and/or his/her designee. Any and all money, gifts, awards, or other items given must not violate policies of the Manheim Township School District, P.I.A.A., Title IX, or the NCAA. Such gifts may include but are not limited to gifts of cash, gift cards, or gift certificates. (PIAA Bylaws Article II, Section 3)

Role of the Head Coach/Advisor

Each head coach and/or advisor is expected to have an active role in his/her respective booster organization and/or club and the decision-making process of the booster organization or club. However, the coach and/or the advisor shall not hold an officer position within the booster organization and/or club. S/He should be involved in the structure of the organization's meeting agendas and actively participate in booster meetings. If the head coach cannot attend, a representative from the coaching staff should attend.

Website and Social Media

Only a booster organization or club that has been approved by the Board is permitted to use the school district logo and name. Booster organizations and clubs that publish or have a social media presence shall follow the same publishing standards used by the school district on its website.

Banners/Signs

All banners and signs must have pre approval by the Athletic Director and/or designee before they are ordered and displayed on school grounds. All banners shall be purchased through the Manheim Township Education Foundation.

Banquets

In accordance with PIAA By-Laws, Article II, Section D: Students may attend, without charge of admission, athletic banquets sponsored by booster organizations and/or clubs. In an attempt to avoid potential conflicts, each organization and/or club should check with the Athletic Director/Advisor prior to scheduling recognition/end-of-season banquets.

Small Games of Chance

Gaming, lotteries, raffles, or any activities requiring license under Local Small Games of Chance are prohibited on school property.

OTHER IMPORTANT FORMS FOR REFERENCE

All forms can be found online electronically at www.mtwp.net/athletics. Scroll down to Athletic Downloads to access each document.

PIAA STEROID POLICY

The following is a state law adopted by Pennsylvania concerning the use of anabolic steroids by athletes participating on scholastic athletic teams:

The school directors in every school, in every school district in Pennsylvania shall prescribe, adopt and enforce rules and regulations to prohibit the use of anabolic steroids.

1st Offense – Suspension from school athletics for the remainder of the season.

2nd Offense – Suspension from school athletics for the remainder of the season and for the following season.

3rd Offense – Permanent suspension from school athletics unless there has been a medical determination that no evidence of steroids exists.

The school requires each team member and team member's parents or guardians to be informed of the Code of Conduct, Tobacco, and PIAA Steroid policies in writing. In addition, please read and review the team rules and regulations included in these materials.

***Manheim Township High School
Extracurricular Activities and Interscholastic Sports
Participant Code Of Conduct***

Students who take advantage of extracurricular activities or interscholastic sport opportunities available at Manheim Township must:

Remember that academics come first

Students are expected to put forth their best effort in the classroom as well as in their activities. The grades of students who are involved in activities will be monitored on a weekly basis. Any students, who are reported failing two or more courses, are ineligible for a one week period (Sunday-Saturday). Coaches/Advisors are informed of ineligible students Friday of each week.

Weekly Eligibility Guidelines

1st Week - Student may practice, but cannot play in a scheduled contest. (This means the student can attend the club meeting but may not participate in them nor in any club activities).

2nd & 3rd Week - Student may not practice or play in a scheduled contest; the ineligible student is not permitted to attend practice even as an observer. (The student may not attend club meetings EXCEPT for those held during club period, which he/she should attend, but may NOT participate in any way.)

4th Week - The academically ineligible student is removed from the team. (The student must be removed from the club. If it is a club that meets during club period, the student is to be assigned to a club study hall.)

Report Card Eligibility Guidelines

At the end of a marking period, students involved in activities and who are failing two or more courses are ineligible for fifteen school days. After the fifteenth school day, the student's academic progress is checked on a weekly basis. This fifteen day policy carries over to the next fall sports season if a student is failing two or more courses at the end of the school year. Note: At no time during a period for which a student is declared ineligible should he/she travel with a team or activity group to functions away from the high school.

Report to school on time and attend all classes for which they are scheduled

To participate in extracurricular activities and interscholastic athletics, a student must be in attendance the full school day on the day of the event or activity. Full school day shall mean being in attendance no later than thirty minutes after the start of the school day and leaving no earlier than thirty minutes prior to the end of the school day. Any student arriving later than thirty minutes after the start or leaving more than thirty minutes prior to the end of the school day

nevertheless may be considered to attend a full school day if they submit a late arrival or early dismissal note from a parent/guardian, with an attached explanatory note from a physician. Exceptions to this provision may be granted by the building administration only under exceptional circumstances. Any student sent home by the school nurse is ineligible to practice or participate in an event that evening.

Abide by all school rules and regulations as outlined in the student handbook and any other guidelines or training rules set forth by the coaches/advisors that are responsible for extracurricular activities or interscholastic sports.

Rule or policy violations that result in suspension (ISS or OSS) from school during a given activity season will impact on extracurricular activity or interscholastic sport participation in the following ways:

1st Suspension - School consequences (no participation in activities during the period of suspension)

2nd Suspension - School consequences and forfeiture of participation in one game/activity beyond the period of suspension.

3rd Suspension - School consequences and removal from the activity for the remainder of the season.

Demonstrate loyalty to the extracurricular activity and interscholastic sport programs in which they agree to participate.

This means that to the maximum possible extent, students will schedule activities occurring outside of school such that they do not directly conflict with the extracurricular activity or interscholastic sport to which they have committed. Students who choose to participate in conflicting activities need to understand and accept that their level of participation may be affected in favor of other students who demonstrate a higher degree of loyalty to the school program.

Show respect to and for all individuals with whom they have contact while representing Manheim Township High School.

Failure to act in accordance with the high expectations established for Manheim Township students with respect to their language, gestures, and other actions will result in disciplinary action that could include dismissal from the team.

Possession and/or use of tobacco products on or off school property shall result in the following consequences:

1st Offense – Student will miss next scheduled contest/organization activity

2nd Offense – Student will be removed from the team/activity

These guidelines will be enforced by a committee to include an administrator appointed by the principal, the athletic director (if the issue involves athletics), an appropriate curriculum advisor (if the issue involves a non-interscholastic athletic club or organization), and any other member of the staff the principal designates.

Appeals of the decisions of this committee will be heard by the principal. His/her decision will be final and binding upon all parties.

Manheim Township School District Extracurricular Activities & Interscholastic Sports Policy Signature Sheet

The Manheim Township School District requires all participants in extracurricular and interscholastic sports to be informed of the documents listed below. These documents can be found at mtwp.net under "Athletics."

- Manheim Township School District Board Policy 218.4 regarding extracurricular activities, interscholastic sports, and school privileges
- Manheim Township School District Board Policy 227 regarding controlled substances
- Manheim Township School District Board Policy 123 regarding Interscholastic Athletics and Activities
- Manheim Township School District Board Policy 247 regarding Hazing
- Manheim Township School District Board Policy 249 regarding Bullying/Cyberbullying
- Participant Code of Conduct
- Overnight Trip Agreement
- PIAA Steroid Policy (athletics only)

Student participants and their parent/guardian need to sign this signature sheet to indicate they have read and reviewed the policies listed above. Please return this signed sheet to your coach or advisor.

Thank you for your prompt attention to this matter.

Sport/Activity/Club

Student Name (please print) Grade

Student Signature Date

Parent/Guardian Signature Date

MT Student Athlete and Parent Mandatory Training Meeting

I acknowledge that I have attended the mandatory preseason team meeting and affirm my understanding of the information presented at the **MT Student Athlete and Parent Mandatory Training Meeting**.

Student Name (Print) _____

Sport _____ *Training Meeting Date:* _____

Student signature _____ *Date* _____

- *I attended the Training Meeting*
OR
- *I did not attend the Training Meeting but I have met with the coach, reviewed and understood the handout.*

Parent/Guardian signature _____ *Date* _____

- *I attended the Training Meeting*
OR
- *I did not attend the Training Meeting but have reviewed and understand the handout.*

MANHEIM TOWNSHIP SCHOOL DISTRICT

Overnight Field Trip Agreement

In order to be eligible to participate on an overnight school or school organization sponsored trip, students and parents are required to attend a mandatory pre-event meeting and become familiar with and agree in writing to the following:

During overnight trips and other school or school-sponsored trips, all school guidelines and policies remain in effect.

- *Policy 227 that deals with drugs, alcohol and other controlled substances, is one of these policies. Any violation of this policy could result in expulsion from school and charges by appropriate law enforcement agencies.*
- *Policy 218.4 that deals with drugs, alcohol and other substances, as well as acts of violence, is also in effect and any violation of this policy could result in a suspension from all student privileges and participation in any school-related activities.*
- *Policy 123 that deals with Interscholastic Athletics and Activities is also in effect and any violation of this policy could result in a suspension from all student privileges and participation in any school-related activities.*
- *Policy 247 that deals with Hazing is also in effect and any is also in effect and any violation of this policy could result in a suspension from all student privileges and participation in any school-related activities.*
- *Policy 249 that deals with Bullying/Cyberbullying is also in effect and any violation of this policy could result in a suspension from all student privileges and participation in any school-related activities.*

School employees and other identified adult chaperones are in charge of all trips and have the right to conduct searches of rooms, luggage and personal belongings.

Parents will provide phone numbers, including emergency phone numbers, where they can be reached at any time during the trip in the event of an emergency.

In the event that it becomes necessary to remove a student from a trip itinerary, parents agree to pay the necessary transportation costs and to meet the student at the point of arrival upon his/her return.

I have read and agreed to the above statements. I further understand that failure to abide by the above provisions will disqualify my son/daughter from taking part on the trip and that any costs which result from disqualification will become the responsibility of the parent. Manheim Township High School and Manheim Township School District are not financially responsible for any fees, deposits or other losses.

Student Name _____ **Date** _____

Student signature _____ **Date** _____

Parent signature _____ Date _____

Overnight Trip: Medications

(Prescribed and Over the Counter)

Dates of trip: _____

Location/destination: _____

Student's name: _____

Will your child require medications while away from home?

_____ **Yes**

_____ **No** (Stop here)

If **Yes**, will you be accompanying your child and available to administer these medications?

_____ **Yes**. I will administer required medications to my child. (Stop here.)

_____ **No**. I will not be available to administer my child's medication.

If you will not be available to administer medications to your child, will you delegate medication administration to a responsible adult?

_____ **Yes**. I will delegate medication administration to a responsible adult of my choosing. I understand that I may not delegate this responsibility to any school staff member, school designated chaperone, or secondary student. (Stop here.)

_____ **No**. I need the school to provide assistance with medication administration for my child.

Parent/Guardian Name (print): _____

Parent Contact Information: _____

CONSENT TO MANDATORY RANDOM TESTING OF URINE SAMPLES AND AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby acknowledge that I have received information on the Manheim Township School District Drug Screening Policy. I further acknowledge that I have reviewed the information and that I fully understand the provisions of the drug testing program and agree to comply with the terms and conditions set forth in the Policy.

I hereby consent and authorize the School District to collect a urine sample from my student and to have such sample tested for the presence of certain drugs and substances in accordance with the provisions of the Policy. I further authorize the School District to release confidential information related to the drug screening to the approved contractor, school principal, District Superintendent or designee, athletic director, the head coach, director or club sponsor/advisor of any interscholastic sport or club in which my student participates and/or members of the Student Assistance Program, all information and records, including without limitation the results of the drug screening or testing of my student's urine in accordance with the Policy. To the extent set forth in this Consent, I waive any privilege with regard to such information.

I hereby acknowledge that use of Cannabidiol (CBD) oil will not be accepted as a legitimate medical explanation for a positive test and use of CBD oil will be at my student's risk.

I hereby acknowledge that this Consent shall remain valid unless and until I notify the School District in writing of my desire to remove my student from the School District's drug testing policy.

I hereby release and discharge, for myself and my student, the School District and its directors, officers, employees and agents from and of all claims, rights, expenses, debts, demands, costs, contracts, liability, obligations, actions, and causes of action of every nature, known or unknown, whether in law or equity, which I or my student had, now has, or may have which is in any way connected with, or arises out of the drug screening process or the Policy.

Printed Student Name

Student Signature

Date

Printed Parent/Guardian Name

Parent/Guardian Signature

Date

School Building

Extracurricular/Co-curricular Activity



CLOSING COMMENTS

Student-athletes achieve the benefits of interscholastic athletic programs when all stakeholders fulfill their roles. The Manheim Township administration is confident that the *Student-Athlete and Parents/Guardian Handbook* is a resource that communicates the roles of the four important stakeholders (administration, coaching staff, student-athletes and parents/guardians) and the understanding that “we are all in this together” contributing to the effectiveness of the MTSD athletic program. We look forward to an outstanding 2024-2025 for Manheim Township Athletics!

GO STREAKS!

Tim Hollenback, Athletic Director
Manheim Township School District