

DAMSELS

2026-2027
Union High School
Athletic Coaches Handbook

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The Union School District Athletic Handbook has been written and issued to each coach to serve as a resource manual concerning our athletic policies, rules and regulations. The specific rules and regulations governing our athletic programs are consistent with the policies of the Pennsylvania Interscholastic Athletic Association (PIAA), District IX, the Keystone Shortway Athletic Conference (KSAC), and Union School District.

This handbook is not intended to repeat the PIAA, KSAC and school district policies, but to outline certain policies and procedures unique to our Athletic program. If you have any questions or need clarification, please contact the Athletic Director.

In addition to the coaches receiving our athletic handbook, the Athletic Director will conduct a mandatory athletic informational meeting prior to the start of each PIAA sports season. Each coach will be required to sign the Union School District Athletic Handbook Acknowledgement annually and the form will be kept on file in the athletic department.

It is my hope that this handbook will be used to make each coach's experience easier, more consistent, and gratifying. This handbook will assist Union coaches in understanding the policies and philosophy of the athletic department while detailing their responsibilities in making our program a successful one in which each student athlete can develop to their fullest potential. This handbook will be reviewed on an annual basis.

The Union School District recognizes that interscholastic sports are an extension of the total educational program within our district; therefore, we place a strong emphasis in performing in the classroom as well as athletically. The value of good citizenship and high behavioral standards apply equally to all activities and disciplines. Our athletic program creates an atmosphere of unity and fosters school and community spirit. We pride ourselves on teaching the life concepts of honesty, sportsmanship, discipline, integrity, and responsibility as we strive to develop well rounded student-athletes.

Scott Kindel
Athletic Director

Terry McCullough
Assistant Athletic Director

UNION SCHOOL DISTRICT ATHLETICS
INTERSCHOLASTIC SPORTS PROGRAMS

Offerings

Sport	Gender	Levels of Play	Season
Volleyball	Girls	Varsity	Fall
Football	Boys/Girls	Varsity and Junior High	Fall
Basketball	Girls	Junior High	Fall
Cheer	Boys/Girls	Varsity and Junior High	Fall/Winter
Soccer	Boys/Girls	Varsity (Coed Jr. High)	Fall
Basketball	Boys/Girls	Varsity and Junior High (boys only)	Winter
Wrestling	Boys/Girls	Varsity and Junior High	Winter
Track	Boys/Girls	Varsity	Winter/Spring
Softball	Girls	Varsity	Spring
Volleyball	Girls	Junior High	Spring
Baseball	Boys	Varsity	Spring

Cooperative Sponsored Athletic Programs

Union has cooperative athletic arrangements with A-C Valley and Redbank Valley for sports that are listed below. Union School District athletes will adhere to academic rules and regulations for eligibility for Union School District.

Hosting District	Sport	Gender	Levels of Play
Union	Football	Boy/Girls	Varsity and Junior High
A-C Valley	Golf	Boys/Girls	Varsity and Junior High
Union	Baseball	Boys	Varsity
Union	Basketball	Girls	Varsity and Junior High
A-C Valley	Track	Boys/Girls	Varsity
A-C Valley	Softball	Girls	Varsity
Redbank Valley	Soccer	Boys/Girls	Varsity (Junior High coed)
Redbank Valley	Wrestling	Boys/Girls	Varsity and Junior High

PIAA Eligibility of Student Athletes:

Age

A student shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen (19), with the following exception:

- If the age of 19 is attained on or after July 1st, the student shall be eligible, age wise, to complete through that school year.

Attendance

To be eligible to participate in an extracurricular practice or event, a student athlete must be in attendance for the entire school day. Student athletes who are sent home by the school nurse shall be excused for that day and are not permitted to practice or participate in an event that day. **Student athletes arriving late to school after 9:00 am will not be permitted to participate in extracurricular practice or event that day unless due to one of the following reasons:**

Approved college visit
Doctor's appointment
Approved school sponsored field trip
Approved religious activity
Court appearance
Death in family
Absence approved by the principal

These absences will not result in denial of participation; however, the student athlete must provide documentation from the appropriate professional/institution indicating participation. (Dr. excuse, note from the college visited, subpoena, etc.)

The season starts on the first official start-date of the PIAA sport season and ends on the last play date.

Student athletes who participated in a practice or event after the close of a school day and who are absent for the next morning and/or afternoon session(s) on the day following the activity and whose absence have been determined to be illegal or unexcused, shall not be allowed to participate in the practice or event for that day.

Attendance - Academic Year

A student athlete who has been absent from school during a semester for a total of twenty (20) days shall not be eligible to participate in any athletic contest until he or she has been in attendance for a total of forty five (45) days following his/her twentieth (20) day of absence. Attendance at summer school does not count toward the forty-five (45) days. Days absent from school do not count towards the forty-five (45) days.

Attendance - Suspension or Expulsion

A student athlete who is suspended from school may not practice or participate in any event on any day during the period of suspension. **The same applies for in-school suspensions.** If a student athlete has been expelled he/she is ineligible for practices and events during the period of expulsion. Reason for expulsion and suspension shall provide permanent removal of the student athlete from extracurricular activities for the duration of the suspension or expulsion.

Academic Eligibility

- From the list submitted by the coach, the Athletic Department will complete the appropriate PIAA eligibility forms prior to the start of the season on the PIAA website.
- Grades will be checked weekly by the Athletic Department on the last day of school each week. Ineligibility will be determined by any student failing two or more credits will be declared ineligible. Approved cyber and home school students are required to provide the athletic department with updated grades by noon on Monday each week. If grades are not submitted by the cyber or home school student they are ineligible to participate for the entire week. Note: Titusville Rockets grades are checked on Monday of each week by 12:00.
- Students who are declared ineligible will not be permitted to play from the Sunday of the week they are declared ineligible to the following Sunday.

- Students who are declared ineligible may practice the following week if they attend after school tutoring and have the tutoring form filled out by the teacher in charge of tutoring. **Students may not attend or travel with the team to PIAA contests for the period of time they are ineligible or attend any events.**

The Athletic Director or Assistant Athletic Director will also inform head coaches of any ineligible student athletes. Coaches are informed on Wednesday each week about students in jeopardy of failing for the week.

Student Conduct

The use of illicit drugs are unlawful and possession and/or use of alcohol and tobacco is wrong and harmful.

1. Drugs and Alcohol – The use of and/or possession of drugs on school property during the season or in school is prohibited.

A. 1st Offense
   a. Immediate removal from the current team or activities that are in season, or currently participating in and ineligible for a minimum of 30 calendar days or the length of the school suspension or expulsion, whichever is greater.
   b. Students will not be eligible to practice or compete during the length of the sports suspension or expulsion until the full term of their sports suspension is served.

B. 2nd offense
   a. Ineligible to practice or compete for one calendar year from the anniversary date of the offense.

2. Tobacco Usage – The use of tobacco or nicotine delivery devices on school property is prohibited by a team member.

A. 1st offense – Suspension from team and/or activity for <u>seven calendar days</u> from the date of infraction

B. 2nd offense – Removed from team and/or activity for <u>14 calendar days</u> from the date of infraction.

C. 3rd offense – Removal for remainder of season

**** Players will still be able to practice with the team during team suspension; they just will not be permitted to participate in games or activities. (Players cannot participate in or attend contests or practice during the time they are suspended from school.)

The advisors and coaches have the right to discipline any student involved in any incident that may not be covered in the rules which may be deemed improper. Extracurricular activities are open to all students of mental, or physical ability, religion, race, gender or orientation.

Curriculum

Only full-time student athletes regardless of age may participate in interscholastic athletics. To be eligible for interscholastic athletic competition, a student athlete must pursue a curriculum defined and approved by the principal as a full-time curriculum.

Semester Rule

A student athlete shall not represent his/her school in interscholastic athletics if he/she has:

- Been in attendance more than 8 semesters beyond the 8th grade.
- Played six seasons beyond the 6th grade or four seasons beyond the 8th grade in any one form of interscholastic athletics.

Certificate of Eligibility/Physical Forms

Union's Athletic Trainer or designee will prepare preliminary rosters for all sports from the PIAA Comprehensive Initial Pre-Participation Physical Evaluation he/she has received. The Athletic Trainer or designee will email the preliminary rosters to the Athletic Director and Head Coaches. The head coach is then responsible to provide both the Athletic Director and Trainer with a roster of student athletes on their first official PIAA practice. The head coach must provide an updated roster anytime there is a roster change. Any new student athlete joining a team will need to meet with the Athletic Trainer or designee before participating in a practice.

The Athletic Director or designee will submit and maintain the PIAA Certificates of Eligibility for each sport. The head coach is required to sign off on the PIAA Certificate of Eligibility confirming all information is correct before the Athletic Director uploads the form to PIAA. This PIAA Certificate of Eligibility will be submitted prior to the first event.

Information required on the PIAA Certificate of Eligibility form:
1. Name of athlete, listed alphabetically by grade
2. Birthdate
3. Age on last birthday
4. Place of birth
5. Seasons of competition beyond 8th grade
6. Semesters of attendance beyond 8th grade

Physical Examination

No student athlete will be eligible to participate in open gyms, practices, scrimmages, and/or events unless the student has completed a Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) performed by an authorized medical examiner and they have completed the PIAA CIPPE (updated by PIAA for the current school year) form and submitted it to the Athletic Director/Athletic Trainer's office.

By signing the PIAA CIPPE form, the authorized medical examiner certifies that the student athlete is physically fit to commence practice and participate in the sports program approved by the student's parent/guardian.

The PIAA CIPPE may not be completed earlier than May 1st of the prior school year and shall be effective until the last event scheduled for the PIAA Spring season.

The PIAA CIPPE must be returned one week prior to the first PIAA official practice to the Athletic Director/Athletic Trainer's office for retention. The PIAA CIPPE form will be checked to make sure they are completed.

A student athlete who submitted an initial PIAA CIPPE form and wants to participate in a subsequent sport in the same school year must complete Section 7 of the CIPPE form to be eligible. The student athlete will not be allowed to participate in practices, scrimmages and/or events until this form has been submitted to the Athletic Director/Athletic Trainer's office. Any student athlete that had an injury in a prior season will be required to have Section 8 completed by his/her doctor prior to participating in the new season.

Insurance

Insurance is required for all student athletes. The Athletic Trainer or designee will verify from the PIAA CIPPE that all student athletes are covered under an insurance plan and this information will be kept on file in the Athletic Trainer's office.

IMPACT Testing and Cardiac Arrest

Student athletes in grades 7th, 9th and 11th (as well as any new athletes in 10th or 12th) must complete baseline ImPACT concussion testing prior to the start of their season. Also any athlete who suffered a recent head injury must take the post-concussion ImPACT test and be cleared by their physician and /or concussion specialist in order to return to play.

If a sports official, athletic trainer, coach or physician removes a student athlete from an event due to exhibiting signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion,

and/or balance problems) the student athlete may not return to participating in practices, scrimmages, and/or events until cleared by a licensed physician of medicine or osteopathic medicine who is sufficiently familiar with current concussion management.

Baseline ImPACT testing dates are determined between the Athletic Trainer and Athletic Director before each PIAA season

All coaches shall annually, prior to coaching, complete a concussion and cardiac arrest management certification training course.

PIAA Emergency Form and CIPPE Forms

Copy of the PIAA Emergency form must accompany head coaches to all practices and events. The original forms will be filed in the Athletic Trainer's room. All PIAA Emergency forms and CIPPE forms must be turned in on the first official PIAA practice or the student-athlete will not be permitted to practice.

Amateur Status

A student athlete must be an amateur in order to be eligible to participate in any PIAA sponsored interscholastic athletic event. Amateur status, and eligibility, is lost if the student athlete, their parent/guardian receives money or property for or related to the student athlete's athletic ability, participation, performance, services or training in a sport. We will follow the current PIAA NIL and Amateur Status policies.

A student athlete may be recognized and receive awards for their participation only from Union, school-affiliated booster club, the sponsor of an athletic event, a non-profit service organization approved by our school district, or the news media.

Consent of Parent/Guardian

A student athlete is eligible only if there is on file with the Athletic Department a certificate (PIAA CIPPE form) signed by their parent/guardian consenting to participate in the particular sport involved.

Out of Season Participation

All PIAA sports have a defined season. If Union's school team conducts practice and/or participates in inter-school practices, scrimmages, and/or events outside that PIAA defined season, your team will be penalized.

PIAA Sportsmanship Information and Guidelines:

The Sportsmanship Message

The following message is read by PIAA Officials to Team Coaches and Captains prior to each event.

"PIAA requires all registered sports' officials to enforce the sportsmanship rules for coaches and contestants. Actions meant to demean opposing players; team, spectators, officials, and/or coaches are not in the highest ideals of interscholastic education and will not be tolerated. Let today's contest reflect mutual respect. Coaches please certify to the umpire that your players are legally equipped and uniformed according to NFHS rules. Good luck in today's contest."

THE FUNDAMENTALS OF SPORTSMANSHIP

PIAA and its member schools are strongly emphasizing the importance of GOOD SPORTSMANSHIP. The one thing we need to realize is that many people have not had GOOD SPORTSMANSHIP explained to them. Hopefully the following will help everyone to understand their responsibilities at a Contest.

1. Gain an understanding and appreciation for the rules of the contest.

The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions of officials, coaches, or administrative decisions. The spirit of GOOD SPORTSMANSHIP depends on conformance to a rule's intent as well as to the letter of a given rule.

2. Exercise representative behavior at all times.

A prerequisite to good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior that is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

3. Recognize and appreciate skilled performances regardless of affiliation.

Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents GOOD SPORTSMANSHIP but also reflects a true awareness of the Contest by recognizing and acknowledging quality.

4. Exhibit respect for the Officials.

The officials of any Contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the Contest are a part of the Contest. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

5. Display openly a respect for the opponent at all times.

Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative for your school, team, or family. This fundamental is the Golden Rule in action.

6. Display pride in your actions at every opportunity.

Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, athlete, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

SPORTSMANSHIP: THE ONLY MISSING PIECE IS YOU! GUIDELINES FOR BEHAVIOR-

Of the Coach:

- Exemplify the highest moral character, behavior, and leadership; adhering to strong ethical and integrity standards. Practicing good sportsmanship is practicing good citizenship!
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the Contest in letter and in spirit.
- Set a good example for players and spectators to follow: please refrain from arguments in front of players and spectators; no gestures which indicate officials or opposing coaches do not know what they are doing or talking about; no throwing of any object in disgust. Shake hands with the officials and the opposing coaches before and after the Contest in full view of the public.
- Respect the integrity and judgment of Contest officials. The officials are doing their best to help promote athletics and the student/athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of all people at the event.

- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Please confine your remarks to Contest statistics and to the performance of your team.
- Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.

- Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
- Be no party to the use of profanity or obscene language, or improper actions.

Of the Student Athlete:

- Accept and understand the seriousness of responsibility, and the privilege of representing your school and your community.
- Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- Learn the rules of the Contest thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the sport.
- Treat opponents the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work and team effort that is required of your sport?
- Wish opponents good luck before the Contest and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
- Respect the integrity and judgment of Contest officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of the officials and all people at the event.

Of Other Support Groups (Band, Booster Club, Etc.):

- Establish themselves as leaders in their conduct before, during and after Contests. Always provide positive support for your team, rather than intimidating or ridiculing the other team.
- Assist cheerleaders with cheers, chants, etc., and be a working part of pep assemblies, with preparation, organization, and involvement.
- Treat opposing players, coaches, spectators and support groups with respect and enthusiasm.
- Conduct themselves in an exemplary manner. Remember, you represent your school both home and away.
- Respect the integrity and judgment of Contest officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your group, your team and your community, in the eyes of all people at the event.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.

Of Spectators:

- Remember that you are at a Contest to support and cheer for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
- Remember that interscholastic athletics are a learning experience for students and that mistakes are sometimes made. Praise student athletes in their attempt to improve themselves as students, as athletes and as people as you would praise a student working in the classroom.
- A ticket is a privilege to observe the Contest, not a license to verbally assault others and be generally obnoxious.
- Learn the rules of the Contest so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home.
- Respect the integrity and judgment of Contest officials. Understand that they are doing their best to help promote the student athlete, and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.
- If a spectator is removed from a home or away contest, just like a student-athlete they will not be permitted to attend the next HOME contest.
- Refrain from the use of any controlled substances (alcohol, drugs, tobacco, etc.) before, and during Contests and afterwards on or near the site of the Contest (i.e. tailgating).
- Use only those cheers that support and uplift the teams involved.

- Recognize and compliment school and athletic administrators for their efforts in emphasizing the education benefits of interscholastic athletics and the role of good sportsmanship to that end.

- Be a positive role model through your own actions and by censuring those around you whose behavior is unbecoming.
- Follow proper processes in presenting concerns related to athletic programs by referring to the district's "Communication Flow Chart" listed on the Parent Portal page of the district's website. Never address coaches at a contest, but rather schedule an appointment if necessary.

Of the Media:

- Promote ideals and fundamentals of good sportsmanship.
- Report acts of good sportsmanlike without giving undue publicity to unsportsmanlike conduct.
- Refrain from making negative comments towards participants, coaches, or officials. After all, the interscholastic athletic arena is a classroom. Would you make negative comments about teachers teaching students and students trying to learn?
- Recognize the efforts of all who participate in the Contest.
- Report facts without demonstrating partiality to either team.

Of Contest Officials:

- Accept your role in an unassuming manner. Showboating and over-officiating are not acceptable.
- Maintain confidence and poise, controlling the Contest from start to finish.
- Know the rules of the Contest thoroughly and abide by the established PIAA Code of Ethics.
- Publicly shake hands with coaches of both teams before the Contest.
- Never exhibit emotions or argue with participants and coaches when enforcing rules.
- When watching a Contest as a spectator, give the Contest officials the same respect you expect to receive when working a Contest.

Of School Administrators:

- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the conference/league and PIAA.
- Provide appropriate supervisory personnel for each interscholastic athletic event.
- Support participants, coaches and fans whose team displays good sportsmanship.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
- Attend events whenever possible and function as a role model – show good sportsmanship. This includes communicating with spectators during an event as to what is acceptable and unacceptable behavior.

Of the School Governance Board:

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

Acceptable Behavior:

- Applause during the introduction of players, coaches, and Contest officials.
- Players shaking hands with opponents who foul out while both sets of fans recognize the player's performance with applause.
- Accept all decisions of Contest officials.
- Cheerleaders lead fans in cheers in a positive manner.
- Handshakes between participants and coaches at the end of the Contest, regardless of the outcome.
- Treat competition as a Contest, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance and coaching.

- Applause at the end of the Contest for performances of all participants.
- Everyone showing concern for an injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior:

- Yelling, waving arms or objects during opponent's free throw attempts.
- Disrespectful or derogatory cheers, chants, songs, or gestures.
- Criticizing officials in any way, displays of temper with an official's call.
- Cheers that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming loss of Contest on officials, coaches, or participants.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the contest.
- Doing their own cheers instead of following the lead of cheerleaders.
- Wearing extreme or unusual clothing or excessive face or body painting that detracts from the action on the playing surface.

Rules for the Conduct of Student Athletes: (School Board policy 123)

Participation on an interscholastic athletic team is a privilege, not a right. Student athletes who participate in sports are expected to accept the responsibilities that are granted to him/her by this privilege. All student athletes will be held accountable to follow the individual rules as communicated per the following:

- Coaches' handbook
- Union's rules, regulations and policies
- Pennsylvania Interscholastic Athletic Association (PIAA)
- Keystone Shortway Athletic Conference (KSAC) policies

Union's Athletic department's goal is to commit to our student athletes by:

- Identifying the importance of and opportunities to develop our student athletes' leadership skills
- Emphasizing at all times the importance of good sportsmanship
- Teaching teamwork
- Competing with pride and honor in pursuit of winning
- Winning with humility and losing with dignity
- Supporting our student athletes through positive coaching
- Leading our student athletes calmly through adversity, revealing the importance of character
- Treating all student athletes in a firm, fair consistent manner at all times without favoritism and apply all rules and procedures consistently throughout the season
- Modeling inclusivity not exclusivity

Student athletes, coaches, and staff of Union Athletics will commit themselves to the following core values:

- Sportsmanship
- Team Before Self
- Respect
- Integrity
- Honestly
- Leadership
- Work Ethic

All student athletes at Union School District are bound by the following general rules and regulations in addition to each sport's unique rules and regulations detailed in the sports handbook. All rules and regulations shall be in conformity with regulations of the State Board of Education, PIAA and KSAC.

- Attendance at all scheduled practices is mandatory as long as the student attends school for the entire day practice is scheduled. (Please refer to the Attendance section.)

- Attendance at all events is mandatory. In order to participate in a scheduled event, the student must be in attendance for the entire day, unless the absence is an approved absence. (Please refer to the District's Student Handbook)
- Students must use school-provided transportation to and from all events requiring transportation (contests, mandatory practices), unless otherwise approved by the AD, Assistant AD, or Head of Athletics for a valid extraordinary circumstance.
- Students are responsible for any and all school-issued equipment, including a uniform that has been issued to them. Students must pay the school district the replacement cost for any equipment/uniforms not returned. (Please refer to the Equipment and Uniform section.)
- Eligibility- (Please refer to Eligibility and Attendance sections.)
- Student athletes will demonstrate good sportsmanship. As a PIAA member school, Union is committed to the goal that sportsmanship be recognized as an important part of interscholastic athletics. (Please refer to the Sportsmanship section.)
- Disrespectful behavior aimed at opponents, officials, spectators, coaches, administration, and/or team members will not be tolerated. This includes no tolerance for taunting opponents or questioning of officials' decisions.

The following rules apply to all student athletes involved in extracurricular activities. Penalties are enforceable for violations occurring: (a) at all times during the activity's season; or (b) at any time during school hours, on school property, at a school sponsored activity.

DRUG/ALCOHOL TESTING FOR CO-CURRICULAR ACTIVITY(IES) PARTICIPATION

Purpose

The Union School District considers participation in a co-curricular program, driving to school and the issuance of parking permits for parking on school property to be privileges and voluntary activities. As representatives of the school district and leaders in their schools, students involved in co-curricular programs and students who drive to school are expected to exemplify high standards by the public and are held in high esteem by other students. Participants in co-curricular programs and those who drive to school are expected to accept the responsibilities accompanying these opportunities.

Deterring drug use by school students is important. School years are the time when physical, psychological and addictive effects of drugs are most severe. The effects of a drug-infested school are visited not just upon the users, but upon the entire student body and faculty because the educational process is disrupted.

With regard to school athletes and student drivers, the risk of immediate physical harm to the drug/alcohol user or those with whom s/he is playing a sport or sharing the highway with is particularly high. Apart from psychological effects, which include impairment of judgment, slowing of reaction time, and a lessening of the perception of pain, alcohol and the particular drugs screened by this policy pose substantial physical risks to athletes and drivers. Co-curricular participants, whether athletes or not, are student leaders and, as such, serve as role models for their peers and for young children as well.

The use of drugs and alcohol by these role models exacerbates the problem of illegal substances in our schools.

The purpose of this policy is:

1. To prevent student participants in co-curricular programs and students with driving privileges from using drugs.
2. To protect the health and safety of students.
3. To prevent accidents and injuries, resulting from the use of alcohol or controlled substances
4. To provide drug and alcohol users with assistance programs.

Requirements

No member of a co-curricular program and no student who has been given permission by the school officials to drive to school and has been issued a school parking permit shall have a breath alcohol concentration of 0.02 or higher, and no student who has been given permission by school officials to drive to school and has been issued a school parking permit shall use any controlled substance, as verified by the testing of a urine sample. Co-curricular students shall notify the sponsor of their co-curricular program if they are taking any therapeutic drugs and shall supply a written certification from the physician prescribing the drug that the substance will not adversely affect the student's ability to safely and effectively participate in the co-curricular program. Student drivers shall provide the same notice and documentation to the school principal.

No student shall refuse to submit to an alcohol or controlled substances test required under this policy. Such refusal includes, by way of example and not limitation:

1. A student's failure to provide adequate breath for testing without a valid medical explanation after s/he has received notice of the requirement for breath testing in accordance with this policy.
2. A student's failure to provide adequate urine for controlled substances testing without a valid medical explanation after s/he has received notice of the requirement for urine testing in accordance with this policy.
3. A student's conduct that clearly obstructs the testing process. Any attempt by a student to adulterate a sample shall be treated as conduct that clearly obstructs the testing process.
4. Testing shall take place when the student is at school, when the student is participating in the co-curricular program, or otherwise as designated by this policy.

Scope

This policy shall apply to students participating in co-curricular programs in the district's secondary schools, middle schools, high schools and voluntary at the elementary grades, and those who have been given permission by school officials to drive to school and/or have been issued a parking permit. Co-curricular participation shall include all interscholastic athletics, clubs, and other activities in which students participate on a voluntary basis and for which credit is not awarded toward meeting graduation requirements. A list of the co-curricular activities in a school shall be available from the principal.

There may be four (4) types of tests: random testing; reasonable-suspension testing; return-to-activity testing; and follow-up testing.

Random testing may be conducted on a monthly basis for the co-curricular and driving students. The students selected for testing shall be chosen at random. Selection shall be by a scientifically valid method. Each student shall have an equal chance to be selected with each random sampling. Random testing shall be unannounced and spread reasonably throughout the year. When the student is notified that he/she has been selected, the student shall proceed to the test site immediately.

Reasonable-suspicion testing shall be conducted when the sponsor of the co-curricular activity or Student Assistance Program team member has reasonable suspicion that a co-curricular student or student with driving privileges and/or a school parking permit is using or has used alcohol or controlled substances in violation of this policy. Reasonable suspicion shall be based on specific, contemporaneous, articulable observations of appearance, behavior, speech or body odors when the student is at school, at a school-sponsored event, or taking part in the co-curricular program. The alcohol test shall be conducted as soon as possible after observation, but no more than eight (8) hours after observation. If the test is not conducted within two (2) hours of the observation, records shall be kept stating why the testing was not performed within two (2) hours. A written record of observations shall be made and, in the case of controlled substance testing, the report shall be made within twenty-four (24) hours or before the release of the test results, whichever is earlier.

Reasonable-suspicion will include students not participating in an activity and will include students in grades 4-12.

Return-to-activity testing shall be required before a student is allowed to return to participation in a co-curricular activity or to resume driving to school after having violated any of the prohibitions in this policy relating to drug and alcohol use. The alcohol test shall show a result of less than 0.02 in order for the student to return to the co-curricular activity or to resume driving privileges. A controlled substances test shall be negative. (See section on Consequences for Violating Drug/Alcohol Policy or Testing "Positive" and Offenses).

Follow-up testing shall be required when any co-curricular student or student with driving privileges is in need of assistance in resolving problems associated with the use of alcohol and/or controlled substances as determined by a substance abuse professional, and shall be subject to unannounced testing as directed by the substance abuse professional. When required, a student may be tested a number of times. (See section on Consequences for Violating Drug/Alcohol Policy or Testing "Positive" and Offenses).

Procedures

As a prerequisite for joining and becoming a member of a co-curricular program and for the privilege of driving to school and/or obtaining a school parking permit, a student shall consent to testing for alcohol and controlled substances. Prior to admittance to each co-curricular program and to the receipt of driving privileges in a school year, a contract shall be signed authorizing the school district to collect urine, and breath samples. The contract shall be signed by a parent/guardian of a student. A contract shall be in effect for only (1) school year.

Testing shall be conducted according to established protocol. Breath alcohol testing shall be conducted by a certified Breath Alcohol Technician using an instrument approved by the National Highway Safety Administration as an evidential breath testing device. A breath alcohol concentration of 0.02 or higher shall be followed by a confirmation test at least fifteen (15) minutes after the screening test. Prior to conducting the confirmation test, the Breath Alcohol Technician shall obtain an air blank registering 0.000. Following the confirmation test, the student shall be given a printout of confirmation results, which shall be identified with a unique, sequential confirmation test number.

Urine samples shall be collected by trained medical personnel in a manner that balances the values of privacy and confidentiality with the accuracy of the tests. Tests shall utilize the split sample method and a laboratory which follows procedures required by the Substance Abuse and Mental Health Service Administration. The laboratory's chain of custody procedures shall be followed. There shall be an initial screening test using an immunoassay test. All specimens identified as positive in the initial screening test shall then be subject to a confirmation test using a gas chromatography/mass spectrometry technique. If the confirmation test is positive, the results shall be submitted to a medical review officer. The medical review officer shall conduct a review of the test to determine the existence of possible alternative medical explanations for the positive results. This review may include a medical interview and review of the student's medical history, or review of other biomedical factors and medical records. The medical review officer shall give the student or the student's parent/guardian an opportunity to discuss a positive test result.

When a medical review officer's services are used, the principal shall:

1. Make reasonable efforts to contact each student who submitted a specimen under this policy or the student's parent/guardian and to request that they discuss the results of the controlled substances test with the medical review officer who has been unable to reach the student or parent/guardian.

2. Notify the medical review officer within twenty-four (24) hours that the student or parent/guardian has been notified to contact the medical review officer. If the medical review officer believes that there is no adequate alternative explanation for the positive result, the positive result shall be reported to the Building Administrator, who shall forward the report to the student's principal. The test shall be reported as negative if a negative finding is found on the initial screening test, through the confirmation test, or through a determination by the medical review officer. Within three (3) days of notice of a positive result, the student or the student's parent/guardian may request a retest of the split sample that was retained.

3. In order to ensure the accuracy of the tests, samples shall be collected at the nurse's office within the school building. Specified control forms shall be utilized to ensure accurate identification of the sample and chain of custody. Techniques shall be adopted to prevent tampering. A certified laboratory shall be used for the tests.

4. Alcohol testing shall be conducted by a trained breath alcohol technician using an evidential breath testing device approved by the National Highway Traffic Safety Administration. Alcohol testing shall be conducted in a location selected for its visual and aural privacy for the student being tested. If a test result is 0.02 or higher, a confirmation test shall be performed at least fifteen (15) minutes later. The results of the confirmation test shall control whether the test is deemed positive or negative. The breath alcohol technician shall transmit all results to the school principal in a confidential manner.

5. All costs with the random testing shall be paid by the school district. The principal shall recommend the actions necessary to ensure that the school district can perform the testing described in this policy and has the services of a qualified medical review officer, a qualified substance abuse professional, and a certified laboratory. The testing lab will be instructed to test for one or more illegal drugs. Testing for controlled substances shall focus on a set of drugs selected by the school nurse in consultation with the secondary principals who shall decide which illegal drugs will be screened, but in no event shall that determination be made after selection of students for testing. Student's samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. An example of an appropriate set of drugs is the following group: marijuana; cocaine, to include crack; opiates, to include heroin and codeine; amphetamines, to include speed; phencyclidine, to include PCP and angel dust; barbiturates; benzodiazepines; methaqualone; methadone and propoxyphene. The results of the tests for alcohol and drugs shall be disclosed only to the student, his/her parents/guardians, and a limited class of school personnel who have a need to know; athletic director; the principal; the student assistance team; the substance abuse professional who works with the student; the guidance counselor, the coach and/or advisor; otherwise known as the implementation committee. These school representatives shall protect the confidentiality of test results.

Penalties

If the student tests positive for alcohol or controlled substances, the following responses shall be activated:

1. The principal or his/her designee shall hold a parental conference to discuss the results of the testing.

2. The student shall participate in the student assistance program. The student shall participate in a drug/alcohol assessment with a certified drug and alcohol evaluator. Failure to comply with the evaluator's recommendations shall result in dismissal from co-curricular activities, the loss of driving privileges to school and forfeiture of school parking permit.

3. Consequences for Violating the Drug/Alcohol Policy or Testing " Positive"

No student participating in this testing program shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any students' academic records. Information regarding the results of drug tests will be disclosed to criminal or juvenile authorities.

The records of all students who tested negative will be destroyed at the end of the school year. Only the records of those students who tested positive and whose penalties transcend the school year into subsequent school years shall have their records maintained.

A. First Offense

The student participant will be suspended for 30 calendar days from the sport or activity(ies) and parking privileges. The student will also be referred to a licensed facility for drug assessment. Participation is contingency upon the student following through and complying with the facility's recommendation. The student will also be required to submit weekly urine specimens, via the Vendor, for five weeks. The expenses of the assessment and the five (5) weekly drugs tests will be incurred by the parent or guardian. The student will also be referred to the SAP team of the appropriate building and receive an appropriate educational program.

B. The Second Offense Within a Six-Year Time Period

The student participant will receive a suspension of both athletic or activity(ies) and driving privileges for one calendar year. The student will also be referred to a licensed facility for a drug assessment. Participation is contingent upon the student following through and complying with the facility's recommendation. The student will also be required to submit weekly urine specimens, via the Vendor, for five weeks. The expenses of the assessment and the five (5) weekly drug tests will be incurred by the parent or guardian. The student will also be referred to the SAP team of the appropriate building and receive an appropriate educational program.

C. <u>The Third Offense Within a Six-Year Time Period</u>

The student participant will receive a permanent suspension of driving privileges as well as a permanent suspension from any sport or activity(ies). The student will also be referred to a licensed facility for a drug assessment. The student will also be referred to the SAP team of the appropriate building.

4. If any co-curricular student or student with the driving privilege and/or a school parking permit at any time refuses to submit a urine or breath sample for testing in accordance with this policy, the refusal shall be treated as an offense. Any covered student who attempts to obstruct the testing process, for example by adulterating a sample, shall be treated as having received a positive test result.

5. Since the presence of any prohibited substance does not necessarily mean that the student was in possession or under the influence of such substance on school premises, such detection shall not result in suspension or expulsion from school. School district and school-based policies relating to the use, possession, or distribution of illegal substances on school premises, on school buses and at school-sponsored events shall remain unaffected by this policy.

6. No student shall be penalized academically for testing positive for alcohol or illegal drugs. The results of alcohol and drug tests pursuant to this policy will be documented in any student's academic records.

Over-The-Counter Sports Enhancing Supplements

There exists several over-the-counter products known as sports enhancing supplements. The purpose of those supplements are to assist an athlete, enhance his/her overall physical development and some are designed to enhance a specific athletic event.

The Union School District wants to be clear in conveying the thought that the use of any supplement(s) or product(s) designed to enhance performance is not endorsed or condoned. It is our hope that parents will support our view that the use of such supplements should be prohibited.

As a means of conveying our opinions on the topic, our coaches, trainers and health teachers shall, through our curriculum and annual team orientations, address the issue with our students. The message we want to convey to our students is that preparation for athletic performance is best served through a proper and well-balanced nutritional diet and appropriate physical activity designed by our coaches, trainers and weight room supervisors.

Hazing

The policy of the Union School District and its Athletic Department 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 its athletic department and are prohibited at all times.

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage,

drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endangering mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced or threatened conduct that could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of an individual.

Authority

Any hazing activity, whether by an individual or group, shall be presumed to be a forced activity, even if the student willingly participates. Any acts of hazing may result in removal from that team up to the remainder of the school year

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

The board directs that no administrator, coach, sponsor, volunteer, or district employee shall permit, condone, or tolerate any form of hazing.

The District will investigate all complaints of hazing and will administer the appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subject to hazing to promptly report such incidents to the building principal, athletic director or coach.

Delegation of Responsibility

District Administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates the policy.

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

The District shall annually inform students, parents, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of

- Publication in handbooks
- Verbal instruction by the coach or sponsor at the start of the season or program.
- Posters in the locker room.

Guidelines: Complaint Procedure

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

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

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

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

If the investigation results in substantiated finding of hazing, the principal shall recommend the appropriate disciplinary action, as circumstances warrant, in accordance with the code of conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the team.

Bullying

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 an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of 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 have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

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]

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.[1][2][3]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[4][5][1]

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][3][6]

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. Recommend counseling/therapy outside of school.
10. Referral to law enforcement officials.

Harassment

Harassment is repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry sex, national origin, sexual orientation, age or handicap/disability which creates an intimidating, hostile or offensive environment. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Harassment, sexual or otherwise, is not permitted and students who violate this prohibition will be subject to consequences.

Scheduling of Events/Facility Usage

Practices

All scheduling will be done by the Athletic Director after consultation with the head coaches to ensure all facilities are optimally utilized. Union facilities are used by multiple school sanctioned teams and community programs/clubs which increases the need to coordinate the requests of all parties. Head Coaches will submit the times, dates and locations they

would like to hold their practices by the date communicated by the Athletic Director. The Athletic Director will review and coordinate all in-season sports requests. A draft of the practice schedule will be distributed to all in-season coaches for further review and comment.

No one is permitted to practice with a team who is not a member of that team. Members of a Junior High team who have their own season are not permitted to participate in two seasons. PIAA rules are very clear on this issue.

No alumni athlete, parent or community member is permitted to physically participate in or attend any practices with any current student athlete for any reason unless they have been board approved as a volunteer assistant. It is the responsibility of the coaching staff to ensure that facilities are secure and lights are off after practices, unless another coach is entering the building immediately following his/her scheduled practice. The head coach is also responsible for team members from the time they report for a practice/event until the time they leave at the conclusion of the practice/event.

Events

All sports at Union have starting and ending dates established by the PIAA. As a member of KSAC, all league games will be scheduled by KSAC. Non-league events will be scheduled by the Athletic Director after discussion with the head coach. No coach is authorized to schedule, postpone, change or cancel any event.

Scrimmages

All scrimmages must be approved and scheduled by the Athletic Director. A maximum of two scrimmages per sport are permitted.

Each "team" is limited to one (1) scrimmage on any given day, not to exceed two and a half (2 1/2) hours. A varsity "team" may scrimmage for 2 ½ hours and then a JV "team" may scrimmage for an additional 2 ½ hours. In addition, if there are enough players to split a "team" (i.e.: a varsity "1" and a varsity "2"), each "team" may scrimmage for 2 ½ hours, but players may not cross over.

A team may scrimmage more than one opponent; however, the total time of the scrimmage on any day may not exceed the time limit. Host team could scrimmage "Visitor A" for 1:15 hours and then

"Visitor B" for 1:15, or any other combination of time that does not exceed 2 ½ hours. This PIAA scrimmage policy applies to all PIAA sanctioned sports.

In-Season School Sanctioned Sports

Coaches, please refer to the "Practice" section of this handbook for procedures on scheduling. In addition to your approved practice schedule, Coaches are asked to provide at least a 72 hour notice, when submitting additional requests. Emergency requests will be accepted and accommodated if possible.

The key cards are on from 6:00 am through midnight, Monday through Saturday. The locker rooms are open so student athletes have access to the restrooms or to change. All facility usage must be on School Dude which includes main/aux gyms, fields and weight/fitness rooms.

Open Gyms

Coaches of off-season sports will submit their open gym times for approval. Once approved, coaches are responsible to put their approved dates and times on to School Dude to reserve their space. For open gyms during the summer, coaches will need to request the main gym entrance to be open. (ex. If your open gym is 9 to 11, a possible time request for the door to be unlocked is 8:45-9:30.) Coaches will be responsible to ensure no one else except their athletes enter. Coaches will need to communicate this to their student athletes. During the school year, the main gym entrance is open

according to all scheduled practices and events on School Dude. Students can participate in another sports open gym while participating in an "in-season" sport.

Weight/Fitness Room

Coaches need to request the weight/fitness room. Weight/fitness room needs to be supervised at all times by an approved school district employee/volunteer. The weight room will not be opened unless the approved school district employee/volunteer stays the entire time to provide direct supervision to the student athletes.

Athletic Contests

The number of athletic events in a particular sport shall be governed according to the criteria specified below. There shall be no exceptions to this policy. All scheduled events must be in compliance with PIAA event regulations. Each sport under PIAA has guidelines which determine how many scrimmages and events a sport may participate in. Advancements of teams to district and state competitions are subject to the approval of the Superintendent.

Student Athletes participating in (if district sponsors team/sport for the season):

1. Varsity football will participate in the District IX Schedule, including two scrimmages and up to 10 events. Additionally, districts and state playoffs may be scheduled.
2. Junior Varsity football will participate in the District approved schedule.
3. Junior High football will participate in the District approved schedule.
4. Boys and Girls Varsity and Junior Varsity Basketball will participate in two scrimmages, twenty two schedule points, league/non-league events, which may include a Tip-Off and Holiday tournament. Additionally, KSAC Championship, districts and state playoffs may be scheduled.
5. Boys and Girls Junior High Basketball will participate in the District approved schedule.
6. Varsity and Junior Varsity Volleyball shall be involved in two scrimmages, and 22 schedule points, league/ non-league and tournament events. Additionally, KSAC championship, districts, and state playoffs may be scheduled.
7. Junior High Volleyball will participate in the District approved schedule and up to two tournaments may be scheduled.
8. Varsity Boys and Girls Track will participate in the District approved schedule including up to three invitationals. Additionally, Redbank Valley Invitational, districts, and state playoffs may be scheduled.
9. Varsity Boys and Girls Golf will participate in the District approved schedule. Additionally, invitationals, districts, regional and state playoffs may be scheduled.

Tournaments/Scrimmages

Please provide the Athletic Director a list of proposed tournaments. The Athletic Director and the district will access the transportation costs of the proposed tournaments and determine the district's portion of the transportation cost. With that information, the head coach can determine which tournaments his/her team will attend and the additional cost, if any, that will need to be paid by the booster club.

Booster Tournaments

Tournaments will be organized by the sport's booster club. They are responsible to send out their flyers, register teams, secure and pay for officials, contract with an Athletic trainer and/or Physician along with janitorial services.

Referees and Officials

The Athletic Director will schedule and assign Referees/Officials for all school sanctioned events. Head Coaches may provide feedback regarding referees/officials officiating. Referees/Official's room is "off limits" to everyone including coaches, press, players and fans.

Facility Usage

Requests for use of the high school or elementary facilities shall be submitted through School Dude. School Dude is a very valuable and useful tool to coordinate facility usage. This system is easy to access and is available to all staff, coaches and community groups/clubs to gain access to the District's facilities. There are two tutorials on the school website under "Ground Use" tab to guide you to establish an account. To gain access to facilities, your request must be approved and put on School Dude.

The Board shall provide the use of school facilities when permission has been requested in writing and has been approved by the Superintendent in accordance with the following order of priority:

- Requests by school related organizations
- Requests by non-school related community activities
- Requests by private interest groups

The Superintendent or designee shall develop procedures for the granting of permission to use school facilities and shall promulgate rules and regulations for such use.

Coaches are to be the last to leave after a practice or event. Coaches are responsible for ensuring that the building is secure, and all equipment is stored properly. Head Coaches must emphasize to assistant coaches and student athletes not to wedge doors; thus leaving the facility unsecure. Coaches may not give their assigned keys to anyone to gain access to the facility. Coaches need to stress the importance of taking care of the facilities with the student athletes. Any damages to school facilities by a student athlete should be referred to the Athletic Director and High School Principal. The student athlete will be charged for repair/replacement of the facilities if found negligent.

Sunday Building Utilization

The Board establishes that use of school facilities on Sunday is strictly limited to after Church hours and non-mandatory.

School Cancellations

In the event of a school cancellation, flexible instruction day or early dismissal of school as directed by the Superintendent due to inclement weather, the following rules apply:

- All home practices, and events, will be canceled.
- Participation in away events will not be permitted.
- If an early dismissal occurs, all practices and events will be canceled.
- In the event of a school closing or early dismissal for a reason other than inclement weather, events may or may not be permitted at the discretion of the Principal and/or Superintendent.
- Other situations will be handled on a case by case basis

The Athletic Director will be responsible to notify all parties involved in the events for that day. Head coaches will be responsible to inform their homeschool and cyber/charter student athletes.

Travel/Transportation

Participants are expected to travel as a unit. The high school provides transportation to and from "away" athletic contests and other events. All student participants are required to use school transportation unless they are granted prior written permission from the coach/sponsor. The school realizes that extenuating circumstances do occur. In these situations parents can sign their child out at the contest and they may ride home with them. **Our policy prohibits student-athletes from riding with other parents, students or non-family members. A student-athlete must be signed out by their parents in the presence of a coach.** Each request will be evaluated individually. Under certain circumstances an excuse may be issued to cover an entire season.

Unless permission has been granted as per the guidelines above, no student is allowed to ride with anyone other than his/her own parents/ guardians to or from school-sponsored "away" events. Any student wishing to be dropped off on his/her way home must also fill out a prior approval form and file it in the office by 9 a.m. on the day of the event. Under certain circumstances an excuse may be issued for an entire season. Please fill out the school issued alternate bus departure waiver form.

Missing Student Athlete Procedure-

The following procedure must be followed when a student athlete has been identified as missing.

- Check the premises for the student and alert game staff
- Check the bus to see if the student has reported
- Attempt to call the student by cell phone if available to verify location and safety
- Call the parents/guardian of the student
- Notify the Athletic Director or Principal of the incident (prior to leaving the location of the contest)
- Notify the police that a student athlete is missing
- One coach (salaried/or board approved volunteer) stays at the venue of the contest while the other coach returns to Union High School with the rest of the team. The Athletic Director will come to the venue if requested
- Complete an Incident Report to record the incident
- Coordinate with the Athletic Director/ Principal to impose disciplinary consequences if applicable

Playoffs

For an open playoff system, in which team record does not determine eligibility for participation, a team must have .500 or better record at the time of the District Deadline against teams within its own classification to be eligible to enter the playoffs. A team that is eligible to participate in a closed playoff system, in which participation is by invitation only, may enter the playoff system with a record below .500.

School Van Usage Guidelines

Union School District has passenger vans available for use by district authorized drivers. The school van's intended use is for the benefit of Union students and thus the following guidelines will be used:

School sanctioned events scheduled by the district will have permission to use the school vans, and the fuel will be paid for/reimbursed by the District. Events not scheduled by the School District must go before the Superintendent and/or School Board who will decide:

1. If the organization/school personnel may use the school van.
2. If the District will pay for/reimburse the organization for fuel.

In all cases involving conflicts of scheduled use, in-season school sanctioned events and official school activities will be given preference. Requests to use the van should be submitted one month prior to the requested date(s) of use. A field trip form will need to be completed for certain events. Once you have received approval for van use, please submit it onto School Dude to reserve the van.

Only paid employees of the district or Board approved volunteers may drive the van. Approved drivers of the school van must have a photocopy of their driver's license on file in the district office.

When using the school van please:

- Sign out the key with custodians and return to the custodian on duty
- Keep the van clean; remove your trash with you.
- All equipment should be removed at the end of each trip
- In the event of a maintenance problem, please notify the Athletic Director and/or the high school office.

Failure to follow the guidelines above may jeopardize future access to the school van.

Conflict Resolution

Below are guidelines to assist coaches, student athletes and their families to resolve conflicts that may arise in the course of a student athlete's participation in interscholastic sports. These guidelines will ensure fair, orderly and prompt resolution of issues that may arise concerning student athletes and their participation.

- Student athletes are encouraged to first speak directly to their head coach regarding their concerns.
- Parent/Guardian may request a meeting with the head coach; we encourage this only after their son/daughter has spoken to their coach.
- It is recommended that any meeting with the parent/guardian also includes their child.
- It is recommended, but at the coaches discretion, that the Athletic Director be present at the meeting.
- If a parent/guardian requests a meeting with the Superintendent and /or Principal, both the Head Coach and Athletic Director may be present.

The goal of these guidelines is to ensure that the individuals most familiar with the issue have an opportunity to respond to and resolve concerns.

Freshman Promotion

When an athletic team has a junior high program, the 9th grade student athlete should participate in the junior high sports program unless the head coach makes the recommendation that it will be more beneficial to the student athlete to participate at the junior varsity level. The head coach must discuss his recommendation at a meeting including the parents, JH Head Coach and Athletic Director.

Conditions that need to be met:

1. The Varsity/JV head coach provides rationale for the move.
2. The JH head coach agrees to the move.
3. The student athlete's parent/guardian agrees to move to junior varsity competition.
4. Both the Athletic Director and Principal sign off on the move.
5. The move is made prior to the 21st day of the season. Student athletes may not compete in interscholastic competitions until the move has been finalized. (They may participate in scrimmages if they occur before the 21st day of the season.)
6. Once a ninth grader has competed in a Junior High competition, they are not eligible to move up to the Varsity level for that season. Additionally, once a ninth grader has competed in a Varsity Level (which includes Junior Varsity) competition they are ineligible to compete at the Junior High Level.
7. A meeting with the coach, A.D.'s and parents must be arranged by the Coach.

Participation in Varsity/Junior Varsity Off-Season Open Gym/Open Field Activities

In-season Varsity Head Coaches should clearly communicate your expectations and reasons behind them to your student athletes concerning their participation in off-season open gym/open field activities. In-season sport activities take priority over off-season open gym/open field activities as a matter of courtesy and respect. When having these discussions with your athletes, please be aware that attendance at off-season open gym/open field activities is ultimately a parental decision. Off-season coaches should be considerate of the commitment our student athletes have already made to their current in-season sport. Open gym and open field activities cannot be mandatory and non-participation cannot have negative consequences on the student athlete.

Homeschool and Cyber-Charter Student Athletes

Homeschool and Cyber-Charter School students are eligible to participate in interscholastic athletics and extracurriculars at Union School District. A Parent/Guardian of the Homeschool or Cyber-Charter school student who wishes to have their child participate in athletics must register their child at least two weeks prior to the first PIAA practice or extracurricular practice/event date. Please have the parent/guardian contact the Athletic Director or High School Principal. The Homeschool and Cyber-Charter school students grades and attendance will be monitored to ensure eligibility for participation. Weekly academic eligibility reports must be emailed to the Athletic Director or Principal's office every Monday by noon. Homeschool and Cyber-Charter students will adhere to the same rules, policies and procedures. For additional information, please refer to the school board policy section of this handbook. Cyber-Charter schools must agree to pay the per student cost of participation before the student may participate with the team/activity.

Cyber and Charter School Fair Share Costs

Students residing in Union School District and participating in a sport/extracurricular at Union or participating in sports/extracurricular at one of our cooperative schools must receive permission from the Cyber or Charter School they are enrolled in to participate. It is the responsibility of the parents/guardians and cyber charter schools to obtain and complete the form titled "Request to Participate in District Extracurricular/Intramural Activities by Charter/Cyber Students" prior to participating in any Union District sponsored event. The form is attached at the end of the handbook. **Cyber or Charter schools must agree to pay the full cost of program participation for each activity or event as calculated by the total expenditures for each program divided by the number of participants on each activity's first official practice or event.**

Timeline for Student Athlete Participation

After the second event into the sport's schedule, a student may no longer go out for that sport. A meeting will be scheduled with the Athletic Director and Head Coach to discuss each situation. If a decision is made for the student athlete to join the team, the student athlete will have a minimum of five days of practice before they are eligible to participate in an event. In football, the student athlete will also be required to go through heat acclimation. Exceptions to the rule will be students that transfer into the school district and exchange students.

College Recruiting Information

Parents and students will ask questions regarding intercollegiate athletics, the recruiting process, and accessing the NCAA Eligibility Center site. The link below will provide you and your student athletes with information related to many aspects of intercollegiate athletics.

https://web3.ncaa.org/ecwr3/

If parents or student athletes have questions regarding academic eligibility for Division I or II collegiate athletes or are in need of assistance registering on the NCAA Eligibility Center site, please make an appointment with the guidance department.

COACHES GUIDE

Communication with Student Athletes and Parents/Guardians

Communication with student athletes and parents/guardians is extremely important. Head Coaches are required to use an app that stores communications with their student athletes and parents/guardians. This system is especially useful in allowing you to keep student athletes and parents updated on practices and events and including urgent changes to your schedule. Please do not provide your personal cell phone numbers to student athletes.

For example REMIND is a free, safe, and simple messaging tool that helps coaches share important updates and reminders with student athletes and parents. All personal information is kept private; you will never see each other's numbers.

Go to www.remind.com to establish an account for your sport. You will be given a team number and the option to print directions for signing up that you can distribute to your team. Please also include your parents/guardians, assistant coaches, board approved assistants and the Athletic Trainer on your REMIND account.

Emergency Response Plan

All coaches and board approved volunteers will be responsible to know and follow the Emergency Response Plan in the Sports Medicine Policies and Procedures.

Player/Parent Preseason Meeting

Head Coaches are to establish team rules, regulations, and clear expectations for student athletes during practices, events, and travel. These expectations are to be communicated in writing to students, parents, and any other personnel involved in the program. Your sports handbook must be approved by both the Athletic Director and High School Principal two weeks prior to the start of the season. All sport handbooks will be kept on file in the Athletic Director's office.

Coaches are required to conduct a preseason informational meeting with all potential student athletes prior to the start of their practices. Parents/Guardians may be invited at the head coach's discretion, but highly recommended. At this meeting, distribution of your approved sports handbook along with district policies and procedures is expected. Acknowledgement of receipt of your sports handbook must be confirmed by the student athlete and their parent/guardian's signature. The head coach shall be responsible for collecting the signed student athlete and parent/guardian acknowledgement forms. A copy of the acknowledgement of receipt will be kept on file in the Athletic Director's office.

Coaches should also use this opportunity to distribute practice, event, and transportation schedules. This will allow student athletes to arrange transportation in advance and adjust their work schedules if necessary. All practices must start and end at the pre-arranged approved times. Student athletes are not to call coaches by their first name. The title Coach, Mr./Mrs./Miss is to precede a surname.

Coaches Department Meetings

The Head coach is encouraged to meet regularly with his/her assistant coaches and board approved volunteers to standardize techniques, drills, system of play, and cover program rules. These meetings are important to ensure consistency and understanding of expectations within the different levels of the sports program. (JH, JV and Varsity)

Compensation Schedule

Coaching positions are paid when the pay sheet is returned to the Athletic Director. All equipment to be turned in and **inventoried** and keys should be turned in.

Guest Speakers or Coaches

If a coach has any guest speaker or guest coach they should follow the following guidelines:

1. The coach should get approval from the administration before having the guest speaker or coach in (a copy of the appropriate clearances should be given to the administration)
2. A letter should be sent home with the student-athletes notifying parents/guardians of the use of a guest speaker or coach.

3. The guest speaker or coach should be scheduled before or after practice and any student-athlete should have the right to not attend the speaker or coaching sessions without penalty.

Chain Of Command

Organizations work because the people in the organization practice sound group dynamics. Important components of those dynamics include a trust in leadership, a belief in the mission, and a willingness to work together and follow a proper "chain of command" when questions or concerns develop. Assistant Coaches and Board Approved Volunteers report directly to their respective head coaches. Head Coaches report directly to the Athletic Director who in turn is responsible to the High School Principal. Coaches should contact the Athletic Director directly with any questions concerning their program, policies, procedures, staff, athletes or parents.

Supervision

All coaches are responsible for supervision. Student athletes must be supervised at all times. This includes locker rooms, gyms, weight room/fitness center, on bus/van, lobby areas where they wait for rides, as well as practice and event areas. Coaches should make themselves visible in all areas as much as possible. Coaches should be the last to leave the facility after a practice or event.

Incident Reports

Incident reports are to be completed by the coaches and submitted to the Athletic Director for a written record of issues coaches are addressing and what steps have been taken with the student athlete. As requested, the Athletic Director will schedule a meeting with the athlete, parent/guardian, and Coach to address the issues and together, develop and implement a plan of action. Incident reports will be kept on file in the Athletic office.

Locker Rooms

No spectators or parents/guardians are allowed in the locker room before, during, or after a practice or event without prior head coach's permission. If a person needs to speak to a student athlete or coach, they will need to wait in the hallway.

All after school activities, including weight lifting, fitness workouts, open gyms and Junior High sports, may change in the locker rooms directly after school if no events are scheduled. All students must take all their belongings with them. No students will have access to the locker rooms once the teams take possession. The bathrooms in the main gym lobby will be available when locker rooms are in use.

When teams return from away events, the locker rooms will be open for your team to use the restroom or get changed. In the event when you return and an event is going on, the bathrooms in the auxiliary gym hallway will be open.

At no time is a member of the opposite sex allowed in a locker room that is not designated for their use. This is cause for immediate suspension and/or dismissal from the team.

A coach is expected to accompany the team and be in the locker room with the team to prevent damage to the locker room or other facilities. Coaches are encouraged to video the locker room at away contests without athletes present, before and after an event to and look for damages, so we know if a locker room or facility is damaged, if it was done by us or there prior to our arrival. DO NOT VIDEO THE LOCKER ROOM WITH *ANY* STUDENTS IN IT.

Equipment and Uniforms

The head coach is responsible for supervising the issuance of all equipment and uniforms to each student athlete. The head coach shall check his/her inventory annually at the beginning and close of each season in concert with the Athletic

Director. At the close of his/her season, the inventory shall be the basis for tentative budgeted equipment, materials and supplies for the following year. The coach will maintain a written inventory of uniforms and equipment issued to student athletes throughout the season. **Student athletes will sign for their equipment and uniforms.** When the equipment and uniforms are returned, both the student athlete and coach will sign off. The coach will submit a completed equipment and uniform inventory to the Athletic Director within two weeks after the conclusion of their sport season. Loss of equipment or uniform is the student athlete's financial responsibility. The head coach will provide the Athletic Director a list of student athletes that did not return their equipment/uniforms. The Athletic Director will bill the student athletes for the replacement cost of their equipment/uniforms. A student athlete will not receive his/her varsity letter and will be suspended from further sports programs. All locker rooms and storage closets must be kept neat and organized. The Athletic Director and head coach will do a walkthrough of his/her storage closet at the end of the season meeting.

All Conference

The Head Coach is responsible for the submission of the All Conference paperwork to the Athletic Director one day before they are due to the KSAC league. The KSAC League and Union School District requires the head coach to attend the All Conference Selection meeting so that Union student athletes will receive the recognition they have earned.

Failure to attend will result in a fine of $100.00 by the KSAC league. The head coach will be responsible to pay this fine. If the head coach has a conflict in attending this meeting, he/she must notify the Athletic Director immediately and the assistant head coach will be required to attend.

PIAA Rules Interpretation

Football, Volleyball, Basketball, Baseball, Softball, Track Head Coaches are required to attend a PIAA Mandatory Rules Interpretation meeting. Head coaches who fail to attend the mandatory PIAA meeting will be held personally responsible for fines levied against the District. Go to www.piaa.org to find the date and location of your PIAA Rules Interpretation meeting.

Budget Requests

The Athletic Director will provide head coaches requisition forms that will need to be completed and returned by a specific date. Head Coaches should follow the guidelines outlined below for completion of the requisition forms. Head coaches should schedule a meeting with their assistant coaches to review inventories and determine the needs of your sport. Please be very specific and detailed about the items you are requesting. Each sport will submit one budget together. The completed budget requisition forms must be submitted electronically to the Athletic Director by the due date.

Guidelines:

- Please complete a separate requisition form for each vendor. Include vendor's name, address, phone and fax number.
- Be specific, list quantity, item number, and provide a full description of the item including sizes, color, brand and cost per unit. If this item needs to be numbered or have a logo on the front/back, please include the logo, numbers, color design and location of the logo.
- Please mark the item if it cannot be substituted, "No Substitute"
- If you want a specific item from a specific supplier you must indicate that this is a "No Bid" item and you must provide a quote from the vendor. However, all "No Bid" items are subject to review and final approval by the administration.
- Please number the bottom of each page and include the total number of pages,

(ex. page 1 of 4). Please prioritize items.

- Be thorough; include any expenses that your sport incurs each year (scorebooks, etc.). If you have any questions or need assistance, please contact the Athletic Director.
- **Please attach your equipment and uniform inventories to your budget requisition forms.**

- Requisition forms handed in after the deadline may not be processed. Please make arrangements with the Athletic Director if additional time is needed.
- It is highly recommended that all head coaches address their budgetary needs at the conclusion of the current season during the end of the season meeting while discussing their equipment and uniform inventories.

The bids will be totaled for each sport and reviewed by the Athletic Director and Administration before submitting the budget to the School Board for review and approval.

The Athletic Director will write all purchase orders for equipment, uniforms and /or supplies. No coaches are permitted to order any supplies without the approval of the Athletic Director.

Outside Organizations (Booster Clubs)

Extracurricular booster clubs should not use "Union School District" as part of their or include a disclaimer when disseminating materials to identify that they are not affiliated with Union School District.

The Board recognizes and appreciates the interest and support of outside organizations of parents and interested community residents. The Board also recognizes the need for a clear working relationship between these organizations and the schools. The following policy statements shall help to maintain good relationships with existing outside organizations:

Fundraising and Finances-

- Union School District is not responsible for the finances, expenditures, or fundraising of any outside organization.
- Organizations may not utilize the school district's tax-exempt number or status

Donations to the District-

- Donations of uniforms, equipment, etc. must have approval of the School Board prior to purchase by outside organizations and subsequent receipt by the district
- Items donated to a school, team, and club or organization shall become property of the school district upon receipt
- The district will not accept or utilize items on loan from or leased from outside organizations.

Pennsylvania Department of Education (PDE) requires that Booster Clubs are required to report any spending that fits the following criteria:

- Equipment, uniforms, or any physical materials that are purchased and stays with the school district. Some examples include, uniforms, donations for scoreboards, helmets, balls, cones, bats, batting cages, rebounding machines, etc.
- Team shoes and clothing that remain with the players will not be recorded.
- Any money contributed to transportation during the regular season.
- Officials/referees/umpire payments
- Facility expenses- to rent a facility or for janitorial services at the high school.

News Media

Keep an accurate, balanced communication line with the media so that the sport coverage is adequate. The head coach is responsible to ensure that the media is aware of scores and highlights of their events. The local sports pages can serve as excellent public relations for our school community.

Name	Phone number	Email
Derrick	1.800.352.1002	sports@thederrick.com
Clarion News	814.226.7000	rpugh.theclarionnews@gmail.com
Butler Eagle		sports@thebutler eagle.com
Leader Vindicator	814.918.2003	richrhoades@thecourerexpress.com

PIAA Coaching Education Requirements

Coaches will be required by the District to have their courses completed within three (3) years of being hired. Please go to www.piaa.org website for complete details on these requirements. All coaches will need to create a coach's profile on the PIAA website to upload their certificates.

PA Department of Education Required Training Courses:

Coaches and Board Approved Volunteers must complete the following training annually, prior to the first PIAA official practice. These three trainings are free. Please upload your certificates to your coach's account on the PIAA website and provide the Athletic Director with a printed copy of your certificates.

Training Links:

NFHS Concussion Course

https://nfhslearn.com/course/61064/concussion-in-sports

NFHS Heat Acclimatization Course

http://nfhslearn.com/courses/34000/heat-illness-prevention

Sport Safety International Sudden Cardiac Arrest Courses

https://nfhslearn.com/courses/61032/sudden-cardiac-arrest

On-line CPR/First Aid Courses

www.red.cross.org

Hiring Process of Assistant Coaches

All District personnel policies and procedures will be followed when a vacancy opens in the Athletic Department. Head Coaches may make a recommendation to the Athletic Director for these positions. The Athletic Director and High School Principal will screen all applicants and schedule interviews accordingly. After interviewing, a recommendation for hire will be made to the Superintendent and School Board. If for a cooperative program hosted by Union School District, representatives from both districts shall be afforded the opportunity to be involved in the interview process. A recommendation will be made to the Joint Athletic Committee for their recommendation to the Board of the host school for hire.

Board Approved Volunteer Assistants

All volunteers must be recommended by head coaches and have the endorsement of the athletic department. The Head Coaches will be provided a deadline date that his/her candidate(s) must have their completed paperwork submitted to the Athletic Director. Adherence to the set deadline date will be enforced. Once his/her paperwork has been received, it will be forwarded to the district office and his/her name will be added to the school board agenda for approval. Volunteer Assistants must be approved by the school board before they can attend any event with the team.

Volunteer Assistants must obtain Act 34, Act 151 clearances and FBI fingerprinting, and complete PIAA coaching courses. Head Coaches must provide instruction and supervision to the board approved volunteer assistant(s). A volunteer assistant, under the direction of the head coach may work in the aux/main gym with student athletes while the head coach works in the other gym. Head Coaches will provide specific directions and monitor the volunteer assistant(s) as needed. Volunteer coaches should be active participants in practices. No volunteer coaches should just attend games.

Evaluation of Coaches

All Coaches will be evaluated annually. Head Coaches will be evaluated by the Athletic Director using the Coaches Evaluation form and the results will be discussed during the end of the season meeting, scheduled within two board meetings of the completion of the season. Head Coaches will evaluate their assistant coaches and board approved assistants using the Coaches Evaluation form. The Head Coach must bring these completed evaluations to the end of the season meeting.

Coaches Responsibility

Should a coach or volunteer assistant knowingly not adhere to the regulations and procedures specified in this manual, the following progression of district responses will result:

- Conference with Athletic Director
- Written directive from Athletic Director detailing non-compliance and possible sanctions.
- Limited suspension from duties (meeting including Coach, Athletic Director and High School Principal)
- Extended suspension from duties (meeting including Coach, Athletic Director, HS principal and Superintendent.
- Recommendation to the school board of directors for termination

Responses to major infractions, as identified by the administrator, may skip steps identified in the above progression cycle.

Weight/Fitness Room

Coaches have access to use the weight/fitness room with their team. Weight/fitness room needs to be supervised at all times by a board approved paid coach or volunteer. The weight room may not be opened unless the paid school district employee stays the entire time to provide direct supervision to the student athletes. Coaches are expected to provide access to the weight/fitness facilities to students after school hours, during the school year.

Union School District Athletic Coaches Handbook Acknowledgement

I acknowledge that I have received a copy of the Union School District Athletic Coaches Handbook and have been informed that I may meet with the Athletic Director to discuss and review this handbook. In addition, I understand I am responsible for following all guidelines, expectations, procedures and policies included in the handbook.

Name (print):_____

Signature: _____

Date: _____

Athletic Director Signature: _____

Union School District

Request to Participate in District Extracurricular/Intramural Activities by Charter/Cyber Students

Name of Cyber/Charter School in which the student is enrolled: _____

Address of the enrolled cyber/charter school: _____

_____

_____

Cyber/Charter contact/phone number: _____

Name of student requesting participation in USD extracurricular/intramural activities:

_____

Student's address in Union School District: _____

_____

_____

Student's phone number: _____

Grade level of student: _____

Extracurricular/Intramural activity for which participation is requested: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Cyber/Charter School Approval

I _____ approve this student's participation in Union
(Name of Cyber/Charter Representative)

School District's aforementioned/identified extracurricular/intramural activity and I verify that _____ Cyber/Charter School does not provide a comparable activity/program for this student's participation. I also agree that _____ Cyber/Charter School shall bear financial responsibility for this student's participation in the activity which shall be determined by dividing the overall cost to operate the extracurricular/intramural activity by the number of student participants enrolled in that activity.

I _____ do not approve of this student's participation in
(Name of cyber/charter representative)
Union School District's aforementioned/identified extracurricular/intramural activity.

Signature of Cyber/Charter Representative: _____ Date:_____

*Failure to pay full invoice within 30 calendar days of receipt shall result in suspension of student participation for all students of the aforementioned cyber/charter school until such time as full payment is received. Students shall not be permitted to participate until this form is received by Union School District.

Return to Competition Following an Extended Absence - Addendum

A student-athlete who misses an extended period of time must meet the requirements below before returning to competition. These requirements protect the health and safety of the student-athlete and teammates and ensure the athlete is properly prepared to compete.

1. Absence Due to Injury

A student-athlete who misses an extended period of time due to injury may not return to competition until both of the following have been met:

- The student-athlete has completed the amount of practice time determined necessary to safely resume competition.
- The student-athlete has been cleared to return by the head coach and/or the athletic trainer.

2. Absence Due to Suspension or Disciplinary Action

A student-athlete who misses an extended period of time due to suspension or other disciplinary action must complete the following before returning to competition:

- Collision/Contact Sports: The student-athlete must participate in a minimum of (2) full-contact practices before returning to competition.
- Non-Contact Sports: The student-athlete must participate in a minimum of one (1) full practice before returning to competition.

In all cases, these are minimum requirements. The head coach retains the discretion to require additional practice time before the student-athlete returns to competition.

Note: Student-athletes recovering from a concussion must also meet all requirements of the school's concussion protocol and state law, including written medical clearance.