

***PRINCETON DAY SCHOOL  
ATHLETICS***



***2019-20***

***Parents Handbook***

# PDS Parents Guide for Interscholastic Athletics

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## ***Athletic Philosophy***

Princeton Day School offers an extensive interscholastic athletic program, which includes 25 sports and 74 teams. Over 50% of our students enrolled in the Upper School, and over 85% in the Middle School participate on an interscholastic team.

Athletics at Princeton Day School play an integral role in the overall education of each student. We believe in the classical ideal of "*mens sana in corpore sano*" -- a sound mind in a sound body" -- with a dedication to the lasting values of personal integrity, responsibility, commitment, teamwork and sportsmanship.

The program is extensive enough to prepare gifted athletes to compete at the college level while also ensuring that all students are exposed to the lifelong benefits of athletics and physical fitness.

At the Middle School level, our program serves as a transition from recreational play to a more organized and structured team activity. Participation is our primary goal, along with developing athletic skills and a sense of responsibility and commitment to the team.

At the Upper School level, the junior varsity teams are geared toward learning the fundamental skills needed in order to play at a more competitive level. At this developmental stage, playing time is earned by demonstrating both sincere commitment and necessary skills. The success of our JV program is not defined by its record, but by its level of improvement throughout the course of the season.

Our finest athletes in terms of ability, and attitude are chosen to represent our School in varsity interscholastic competition. At this level we expect complete commitment to the team. In order to maximize success, playing time and other strategic decisions are determined solely by the coaching staff. We strive to win but our emphasis is not on winning at any cost. Personal integrity, responsibility, commitment, teamwork and sportsmanship remain our highest priorities.

## ***Sports Offerings***

**Fall:**            *Girls-* V & JV & MS Cross Country  
                         V & JV & MS Field Hockey  
                         V & JV & MS Tennis  
                         V & JV & MS Soccer  
                         V & JV & MS Volleyball

*Boys-* V & JV & MS Cross Country  
                         MS Football  
                         V & JV & MS Soccer

**Winter:**        *Girls-* V & JV & MS Basketball

V & JV & MS Ice Hockey  
 V & JV & MS Fencing  
 V & MS Squash (Co-Ed)

*Boys-* V & JV & MS Basketball  
 V & JV & MS Ice Hockey  
 V & JV & MS Fencing  
 V & MS Squash (Co-Ed)

**Spring:** *Girls-* V & JV & MS Lacrosse  
 V & JV & MS Softball  
 V & MS Figure Skating (Co-Ed)  
 V Golf  
 MS Track & Field

*Boys-* V & JV & MS Lacrosse  
 V & JV & MS Baseball  
 V & JV & MS Tennis  
 V & MS Figure Skating (Co-Ed)  
 V & JV Golf  
 MS Track & Field

## Sports Seasons

US Fall Season	8/19 - 11/1
MS Fall Season	9/03 - 11/1
Interim MS Activities – (Fall Coaches)	11/4
US Fall Sports Awards	11/5
MS Fall Breakouts	10/5
US Winter Season	11/11-2/21
MS Winter Season	11/11 - 2/21
MS Mini-Week	2/07 - 2/13
Interim MS Activities – (Winter Coaches)	2/19 - 2/24
US Winter Sports Awards	2/26
MS Winter Breakouts	2/25
US Spring Season	2/26 - 5/18
MS Spring Season	2/26 - 5/22
Spring Break	3/9 - 3/20
Interim MS Activities – (Spring Coaches)	5/26 - 5/28
US Spring Sports Awards	5/22
MS Sports Assembly & Breakouts	5/27

## ***Upper School Team Philosophy***

### ***Varsity***

Our finest athletes in terms of ability and attitude are chosen to represent our school in varsity interscholastic competition. At this level we expect a complete commitment to the team. In order to maximize success, playing time and other strategic decisions are determined solely by the coaching staff. Thus, there may be contests in which some athletes do not play. Varsity athletes are expected to strive for excellence in their sport(s), attend camps and clinics, and to train under the guidance of our Sports Performance Coach. We ask parents to be mindful not to schedule appointments and/or vacation time that conflicts with varsity practice or game times. It is important to the success of the team and to the development of your child that he or she commits fully to the team.

### ***Junior Varsity***

Junior varsity teams are geared toward learning and improving the fundamental skills needed in order to play at a more competitive level. At this developmental stage, coaches attempt to give all players adequate playing time, but they also take into account commitment, attitude, and game situations. The success of a JV program should not necessarily be defined by its record, but by individual and team improvement throughout the season.

## ***Middle School Team Philosophy***

By promoting participation, our Middle School program provides interested students an interscholastic athletics program which we feel is age appropriate for sixth, seventh and eighth graders. Our goals for the middle school program are to:

- Develop skills and strategies
- Create a sense of team
- Foster responsibility and commitment

Coaches do their best to give each player as much playing time as possible, but are also mindful of the importance of keeping the game competitive.

At the Middle School level, whenever possible, we field both a "blue" and a "white" team for each sport. The blue team is the more experienced group and is generally comprised mostly of eighth graders with several well-skilled younger athletes from the seventh and possible sixth grades. The white team(s) may include sixth, seventh and eighth graders. When necessary, a second white team will be created to accommodate interest.

## ***MS Practice/Game Information & Guidelines***

Athletics practices or games will take place on cycle days **1, 2, 4, 5, 6**.

- **Cycle day 3** will be an athletics **Rest Day**. Games and practices will not take place on Day 3.
- **Cycle Day 7** will be an athletics **Game/Scrimmage Day or Rest Day**. Team practice will NOT take place on Day 7, but interscholastic or intra-squad games may be scheduled on Day 7.

During **Fall** and **Spring** seasons, practices will occur from **2:20-3:45 p.m.** on **Days 1, 2, 4, 5, 6.** During the **Winter** season *only*, staggered practice/study halls will occur from **2:20-4 p.m.** on **Days 1, 2, 4, 5, 6.** Teams will practice for a portion or all of the 2:20- 4 p.m. time frame and this will ensure ample practice time for athletes on shared indoor court spaces. Day 3 remains a **Rest Day** during the winter season (no practice). Day 7 remains a **Game/Scrimmage Day or Rest Day** in winter season (no practice, but refer to your game schedule per sport).

### Fall/Spring Middle School Practice Schedule 2019-20

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
2:20-3:45	2:20-3:45	<u>Rest Day</u>	2:20-3:45	2:20-3:45	2:20-3:45	<u>Game/ Scrimmage Day or Rest Day</u>

### Winter Middle School Practice Schedule 2018-19

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
2:20-4:00	2:20-4:00	<u>Rest Day</u>	2:20-4:00	2:20-4:00	2:20-4:00	<u>Game/ Scrimmage Day or Rest Day</u>

### Important MS Athletics information

- In the event of inclement weather, Fall and Spring sports will dismiss at 3:20pm so that those kids who need to can ride the buses home.
- A parent meeting is mandatory and especially important since PDS Athletics will be a new experience for many of our parents and students. Coaches will contact parents to set up a parent meeting prior to or at the first game of the season.
- Coaches will create a parent email address list and touch base on weekly basis.
  - **Communication is the most important thing in the Middle School. Communicate with your coach often when you have questions.**
- Participation is a primary goal in the MS. We will make every effort to accommodate all skill levels to meet our athletes at their level. We aim to be as competitive as we can while keeping the goal to help our athletes improve.
- There are times when we needed to limit the number of participants in a particular sport due to facilities restrictions. MS Squash is limited to participation of 7-8th graders due to our limited space.
- Practices are never canceled. If not outdoors, we will meet indoors and move to our "inclement weather schedule" and dismiss at 3:20 on these days.

## ***Coaches: Educators and Role Models***

- Educate our student-athletes by teaching personal qualities, such as integrity, responsibility, commitment, teamwork, and sportsmanship.
- Measure your success by your ability to influence your student-athletes in three areas: Effort, Teamwork, and Attitude (ETA).
- Ensure that the safety and welfare of your players remain your first priority.
- Discourage all forms of player ridicule and hazing.
- Respect the judgment and interpretations of the officials.
- Refrain from using any profanity or abusive language.
- Emphasize to your players the importance of doing their very best in all areas of school.

## ***Program and Player Development***

### ***All Coaches***

- Encourage our students to be multi-sport athletes.
- Organize practice sessions that are challenging and productive.
- Develop your assistants to ensure that teaching styles and philosophies are consistent.
- Inform players about camp and clinic possibilities.
- Communicate regularly with the Director of Athletics. Keep lines of communication open for all sensitive issues and disciplinary problems.

### ***Varsity Coaches***

- Provide direction and vision for the entire program, grades 6-12. Promote a close bond with the middle school program: varsity/MS practice day, inviting MS team to attend a game, MS clinic run by the varsity team, etc.
- Work to "recruit" our middle school athletes; make them feel as appreciated and wanted as those from off campus.
- Work with the Athletics and Admissions Department to help identify and attract student-athletes from other schools.
- Work with College Counseling's Athletics Liaison to identify schools for players who have expressed interest in playing college athletics.
- Keep accurate and up-to-date statistics, along with any individual and team awards, recognition. A season end form for varsity teams will be kept on file in the athletic office (see appendix for form).
- Communicate with local media to make sure all game scores and statistics are reported consistently. Be sure that all comments are positive and complimentary. Newspaper contact information included in the Appendix.
- Attend local New Jersey NJISAA coaching clinics each year.

## ***Team Selection Process***

Although we would like to have every player who tries out for a team earns a spot on the team he or she desires, this is unfortunately not always possible. Constraints on practice facilities, team size, skill level and student interest, may make it necessary to limit the number of players on a particular team or program.

All interested middle school athletes will be placed on a team that fits his/her skill level whether it be Blue, White or White 2 teams. We place the highest priority on finding quality athletic experiences for all of our student athletes, and placing the athlete on the appropriate skill level team is the first step in this.

Though rare, roster limitation may be necessary for certain sports that have facilities limitations. Since "cuts" are difficult at any age, the coaching staff will make every effort to handle these situations with tact and sensitivity. Coaches must meet with the Director of Athletics throughout the middle school team selection process and before making final roster decisions.

PDS will ensure that all interested players will be afforded a three-day evaluation process to select players onto appropriate teams. If any athlete is required to be cut from a team, the coach must discuss with the Director of Athletics for approval prior to consulting individually and privately with the individual(s) about the decision. If possible, coaches will discuss other forms of involvement with the team such as managing or scorekeeping.

## ***Captain Selection***

It is recommended that captains are selected for each varsity team. This is an important office and selection should not be taken lightly. Coaches will lead the selection, but players can be involved in a secret ballot. Two to four captains should be selected, and the nominees should be upperclassmen. Captains should be selected just prior to the upcoming season and not at the end of a season for the next year. Varsity teams who want to have leaders for the off-season can appoint unofficial "off season captains" to lead off-season workouts, but formal captains will be selected in the weeks preceding the season.

- At the Junior Varsity level: captains are optional.
- At the Middle School level: honorary weekly or game day captains is policy.

## ***Upper School Managers***

Varsity and junior varsity teams may find it necessary and helpful to have a team manager or managers. The manager role may include assisting with scoring and timing, setting up playing areas, keeping track of equipment and inventories, keeping stats and filming.

**\*\* Managers receive community service hours and not a grade. \*\***

### **Guidelines**

- Students are to be in grades 9-12 (no Middle School)
- Game attendance is mandatory. Practice attendance is recommended.
- Attendance is not required for overnight trips.



## ***Practice Guidelines***

- Team practices on school days must not exceed 2 hours and must be supervised by the coaching staff. **Mandatory Captain practices without supervision are not allowed.**
- Practices on school days are limited to one practice session per day M-F.
- Middle School teams do not practice or play on weekends or holidays with the possible exception of Fall and Spring Weekends.
- Sunday practices are only permitted with Athletic Dept. approval.
- Students may not be allowed to participate in after school activities if they arrive to school after an unexcused absence of an academic class.
- On Saturdays with ACT/SAT testing, practices and games may not begin until 2:00pm.
- There are no regular season practices or games on religious holidays or on days in which the school is closed due to inclement weather. Tournament games can be an exception.
- Practices and games during the winter and spring vacation period are to be scheduled for only one of the two vacation weeks.
- Coaches will notify parents and athletic office in advance when planning morning or Saturday practices.

## ***Practice/Game Eligibility***

In accordance with NJSIAA, the following guidelines are in effect for all PDS teams and players.

- **Team**
  - All teams must practice one calendar week prior to first contest
- **Players**
  - All athletes must have participated in 5 days of practice before playing in a contest. This applies to all athletes who may have joined a team after the start of the season.
  - Athletes who switch teams during the same season must practice 3 days before game play
  - Athletes who join the team after lengthy injury or illness must practice 5 days with the Athletic Trainer's approval before game play.
  - Athletes who participate in football must begin with 3 days of no contact.

## ***Player Expectations***

- Athletes on all levels are expected to attend ALL school practices and games.
- PDS doesn't tolerate any form of player hazing whether there is willful participation or not.
- All unexcused absences will be treated as a class cut and will be reported to the MS/US office.
- Athletic participation is a privilege and not a right. The use of drugs, tobacco or alcohol is harmful to personal health and undermines the mission of athletics. Therefore, the use, or possession is considered a violation of one's commitment to team and will result in suspension or dismissal.
- Athletes may not switch sports during the season without prior permission of both the Head Coach and the Athletic Director.

- If an athlete withdraws, or is asked to leave a team, they must return all issued equipment immediately.
- In the middle school, if an athlete withdraws from a team, they must enroll in the Sports & Activities class the following day as necessary.
- In the event of an early dismissal from school for a contest, students are expected to meet with their teachers beforehand to make up any work that they will miss.
- Athletes are responsible for their uniforms and all issued equipment. Loss of any equipment or PDS property will result in the athlete being charged at the cost of re-purchasing the item(s) plus a re-order fee of up to half the value of the item.
  - Athletes will not be allowed to try out for a team until all school issued equipment and uniforms from the prior season have been accounted for.
- Athletes are required to attend the season-end (US) or year-end (MS) awards ceremony.

### ***Player Suspension***

Suspensions and sanctions are a sensitive issue for all so the Athletic Director must be consulted before action. The head coach may suspend an athlete from participation only after consultation with the Athletic Director.

Offenses that may provoke disciplinary action include, but are not limited to:

- the use of profanity
- excessive tardiness
- unsportsmanlike behavior
- missing a practice or game without a reasonable excuse
- use of alcohol, drugs or other banned substance

NOTE: A player or coach disqualifications from a contest results in an automatic two game suspension per league rules.

### ***Student Athlete Concussion Return to Play Protocol***

Once a student athlete sustains a head injury which is then diagnosed by a physician as a concussion, the student athlete will be put into the Return to Play Protocol.

Step 1- Once the student athlete is asymptomatic, they will take a post-concussion ImPACT test. The results of this test will be compared to the baseline test the student athlete took earlier at the beginning of the school year. If results are problem free and the student athlete has no recurrence of any symptoms for 24 hours they will then progress to step 2.

Step 2- Exertional test. This will be done on a treadmill or stationary bike as administered by the Athletic Trainer. If student athlete does not experience any symptoms for 24 hours they will progress to step 3.

Step 3- Modified/non-contact practice with team. This can consist of jogging, running, skill drills. If student athlete does not experience any symptoms for 24 hours they will progress to step 4.

Step 4- Full contact practice with team with no restrictions. If a student athlete does not experience any symptoms for 24 hours they will progress to step 5.

Step 5- Full return to play with no restrictions.

If at any time during this return to play protocol the student athlete develops symptoms they will revert back to previous step and then progress as stated above.

### ***Transportation Guidelines***

For safety and legal reasons, PDS provides transportation to and from all away games.

The following procedures should be followed:

- Coaches must travel with the team and maintain team control.
- Coaches must have a cell phone and a PDS Emergency Phone # Card.
- Teams must be prompt and ready for departure at specified times.
- Teams must ensure that the bus is left clean.
- Coaches must ensure that all members of the team travel to and from games on the bus. If it is absolutely critical for a student to use other means of transportation, they may do so only if the parent(s) have given written or verbal permission to the coach or athletic department.
- With the head coach's permission, parents in attendance may transport their child home after an away game.
- Appropriate dress is expected for travel when team is changing at visiting site. This will be communicated by the head coach.

### ***Athletic Grades & Reports***

The head coach of each team will draft a Pass/Fail grade and an athletic comment for all team members at the end of the season. Grades and reports are to be completed using FAWeb. Grades and comments are due at the end of each season.

### ***Athletic Awards***

At the varsity level, the coaching staff will present three awards:

**One (1) Varsity Team Award:** Presented to the player who contributed the most to the success of your program.

**Two (2) Coaches' Awards:** Presented to players who exemplified a special quality deserving of recognition. i.e. leadership, sportsmanship, most improved, unsung hero, etc.

At the junior varsity level, the coaching staff will present:

**Two (2) Coaches Awards:** to players who exemplified a special quality deserving of recognition.

\*A varsity player will be presented a letter for their first season lettering in a particular sport.

\*There are no seasonal individual athletic awards at the Middle School level.

## ***Athletic Awards Ceremonies and Team Parents***

### ***Upper School***

The Athletic office will plan and execute a seasonal Sports Awards Assembly during the school day where all award winners will be announced. Head coaches will provide award winner descriptions and descriptions of their season to the Director of Athletics prior to the Assembly. Each team is required to organize a team "break-out" party to end their season. Upper School teams will announce team award winners, recognize all members of the team, and thank parents and team parents for their support at this party. This is a great opportunity to end seasons on a positive note and every effort should be made to do this well. Working with a team parent to help organize the party is encouraged. Any off-campus party must be limited in cost to no more than \$15 per person so that it isn't cost prohibitive to any family to attend.

### ***Middle School***

Coaches will work with team parents to organize an end of season break-out party for their team. This is a great opportunity to end seasons on a positive note and every effort should be made to do this well. The party will be on campus in a location designated by the Athletics Office and coaches will talk briefly about their season and then have some time for the team to socialize one last time as a team for that season. Coaches will work with Team parents to organize drinks and light refreshments for the parties to make things festive and fun.

## ***Year-End Special Recognition Awards***

Three awards are presented at the end of the school year which underscore sportsmanship and citizenship. In addition, each award also has a special emphasis.

### ***Upper School Awards***

- **Gold "P"**: Emphasizes excellence in athletics and participation on varsity teams.
- **Frankie K. Sportsmanship Awards** - Emphasizes integrity, quiet leadership and selflessness.
- **PDS Scholar-Athlete Awards**- Emphasizes academic achievement by student-athletes.

### ***Middle School Awards***

- **Silver "P"**: Presented on the Middle School level- Emphasizes excellence in athletics and participation on teams.
- **Panther Awards** - Emphasizes integrity, quiet leadership and selflessness.

## ***Summer Recess, Out-of Season & Pre-Season Guidelines***

### **Summer Recess**

Under state rules coaches may instruct their athletes during summer recess, however:

- No issuing of school equipment
- Student attendance is optional

## **Out-of-season**

NJSIAA's regulations state that out-of-season refers to the period of time from the final game of the season to that season's next official starting practice date, excluding the Summer Recess. Coaches may not coach or instruct their athletes during this time.

Out of season conditioning programs are encouraged, but they may not be formal practices with PDS team coaches. Even under the guidance of a trainer who is not on the team's coaching staff, out-of-season instruction poses a number of unique institutional challenges. If conducted they can be held so as not to interfere with other in-season sports. PDS head coaches may not instruct or attend. In addition to the restrictions above, other guidelines may apply.

## **Pre-Season**

Many of our teams encourage optional out-of-season training for their players to prepare for their upcoming seasons. As teams and players have become more competitive, this has become more widespread. PDS counts on multi-season athletes to make our teams work and so we must share our players. Our seasons have blurred and the below guidelines have been created to protect the in-season team and their players, and support the teams who are training players for their upcoming seasons. It is our hope that our student-athletes **NOT** be over-programmed and overstressed, nor placed in an untenable situation between demands of in-season and upcoming season coaches. The following guidelines should be followed when planning out-of-season training:

1. Any athlete who is currently playing with a team, which is in season, may not participate in pre-season workouts for another team until the completion of their current season.
2. Pre-season workouts cannot last longer than one hour on a weekday, or an hour and a half on a weekend.
3. Pre-season workouts must start no more than 4 weeks before the season begins.
4. All pre-season workouts are voluntary and not mandatory for seasonal participation, therefore cannot be used as a "try out" for the upcoming season.
5. PDS Coaching staff may not be involved in teaching or leading the pre-season workouts for his/her team. They must be led by a student or non-PDS coach/trainer.
6. All pre-season workouts must be cleared through the PDS Athletics office.

## ***Athletic Trainer***

**Henry Minarick** is our full-time ATC (Certified Athletic Trainer) and he is the only one allowed to dispense needed supplies from the athletic training room. Henry may be reached at **609-462-9622**.

Notify our head ATC of all injuries. In turn, he will communicate serious injuries to the A.D., Division Heads, and the school nurse.

Our ATC, in conjunction with the athlete's physician, will determine when an athlete can safely resume athletic participation. He will keep all medical records and is the person who will release players to return to practice after an injury.

Please notify our ATC if there is a shortage of any medical supplies in your medical kit.

## ***Patrick Kerney Fitness Center***

**Darius Young** is our Sports Performance Coach and he can be reached at **609-647-2297**. He can set up programs for your team and individuals.

To better promote health and safety, and to improve individual and team performance, we encourage in-season varsity teams to take advantage of our weight room facility and to contact our Sports Performance Coach to schedule a convenient time. It is paramount that as student-athletes play multiple seasons that they have a consistent weight training regimen to best benefit them and the teams that they play on.

## **The Role of the Student-Athlete**

### ***Academics***

Academics at PDS certainly do come first and it is imperative that you maintain your grades in all subjects. Do note, however, that annual studies conducted by the Department of Education have clearly shown that students who participate in co-curricular activities do better in their class work, in part because they have better learned the skill of successful time management.

### ***Sportsmanship***

While Princeton Day School takes great pride in winning, we discourage any and all pressures that might impede good sportsmanship. An undue emphasis on winning can easily leave the false impression that a student's athletic experience has value only if the competition results in a win. We urge our coaches to teach with a broader purpose in mind. They instruct, inspire and prepare our students so they can give their best effort and, win or lose, accept the outcome with maturity and grace.

### ***Fitness***

We expect our athletes to prepare for their upcoming season. Being prepared both physically and mentally will set the stage for a rewarding season. Follow your coach's recommendations for the best routine. Equally important, eat balanced and nutritious meals, get the proper amount of sleep, and consult our athletic trainer at the initial stage of any injury.

### ***Dedication***

Once you are placed on a team, we expect that you will remain committed for the entire season. You are expected to be on time, prepared, physically fit, and focused in practices and games, in addition to, maintaining a positive attitude towards your teammates and coaches.

### ***The Role of a Parent***

We believe that a partnership among parents Coaches and players provides the foundation for a successful athletic program and team experience. We urge parents to attend the coaches/parent meeting to learn more about the expectations of our program at PDS and the role of a parent. To help ensure the best experience for your child a parent should:

***Be enthusiastic and encouraging***

Parents should support their children to do their best at whatever level they participate.

***Let the Coach be the Coach***

When on the sidelines, parents should resist the temptation to "coach," recognizing that you may confuse or contradict our coaches sideline instruction.

Support PDS Coaches: Regardless of a parents' sports experience, one should not publicly criticize the coach or teammates. It is crucial to the team's spirit and success that players develop a respect for their coach.

***Sportsmanship***

Demonstrate good sportsmanship at all times towards opponents, coaches, teammates, officials, and other spectators. We ask this of our players and it is paramount that their role models do the same.

## NON-DISCRIMINATION/NON-HARASSMENT POLICY

It is the policy of PDS to provide a work environment free from all forms of unlawful discrimination. Discrimination based on an employee's race, color, religion, creed, national origin, sex, sexual orientation, age, physical or mental disability, veteran status, genetic information or any other protected status, as defined by federal, state or local law, is strictly prohibited and will not be tolerated by the School.

Harassment based on sex or other protected characteristics is a form of discrimination that is also prohibited by state and federal law. Sexual and other forms of unlawful harassment will not be tolerated. Such conduct will result in disciplinary action up to and including termination.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors sexually explicit or offensive comments, jokes, pictures, internet downloads, sexual comments about a person's appearance, dress or anatomy, unwelcome physical touching or contact or other conduct and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a sexually intimidating, hostile or offensive work environment.

It is expected that every employee will treat every other staff member, student and visitor with respect, courtesy and professionalism. It is also expected that no employee will interfere with any other employee's ability to work; this includes, but is not limited to, racist behavior, sexual harassment, physical abuse and/or verbal abuse which includes making professionally damaging statements. Failure to meet this expectation is grounds for dismissal.

Any employee who believes they have experienced such conduct by anyone, including a supervisor, co-worker, or by other persons doing business with or for the School should tell the offender that such conduct is unwelcome and unacceptable. **Such conduct, when experienced or observed, should also be reported immediately to the Head of School, any member of the Leadership Team, or the Director of Human Resources.** The Head of School or Head of School's designee will conduct an investigation. All complaints shall remain confidential to the extent practicable, given the need for possible investigation and/or resolution of the complaint.

If the School determines that an employee has violated this policy or has engaged in inappropriate or unprofessional behavior, appropriate disciplinary action may be taken against the offending employee, up to and including immediate termination of employment.

The School forbids any form of retaliation against any employee for filing a good faith complaint under this policy or for assisting in good faith in a complaint investigation. Any employee who feels they have been retaliated against for filing a complaint under this policy or assisting in an investigation should immediately report such retaliation to Head of School or Director of Human Resources.



## CHILD SEXUAL ABUSE/MOLESTATION PREVENTION POLICY

It is the policy of PDS to create a safe environment for the students entrusted to the School's care. In order to achieve this, Princeton Day School has a "zero tolerance" policy relating to sexual abuse/molestation of children. This policy outlines mandatory procedures that must be followed when one learns of or witnesses sexual abuse or molestation.

Child Sexual Abuse/Molestation is defined as any sexual activity with a child and may take the form of inappropriate sexual contact or interaction for the sexual gratification of an adult or older adolescent. In addition to direct sexual contact, child sexual abuse also occurs when an adult engages in indecent exposure to a child with intent to gratify their own sexual desires, asks or pressures a child to engage in sexual activities, displays pornography to a child, or uses a child to produce child pornography.

For the protection of both adults and children, certain behavioral standards for interacting with minors should be observed, including but not limited to:

- When working one-on-one with a child, be sure to choose a space which is well lit, observable and interruptible
- PDS faculty and staff are strongly discouraged from using their personal vehicle to drive students under any circumstances, including school-sponsored trips. Nothing in this policy is intended to interfere with the ability of such employees to drive their own children. The policy is also not intended to prevent such faculty/staff parents, outside of school hours and for non-school purposes, from using their personal vehicles to drive or carpool the friends of their children, provided that the parents or legal guardians of those friends grant permission.
- Aside from the use of *FirstClass* (the PDS email system) faculty and staff should not have direct, one-on-one electronic contact with students

Take action to prevent abuse. Everyone plays an important role in the prevention of Child Sexual Abuse. Be vigilant in your observation of any changes in a student's behavior, listen actively and carefully and pay attention to how a student communicates.

### **REPORTING/INVESTIGATION:**

***"If you see something, say something."*** Any employee who has concerns, suspicions, witnesses or learns of such conduct by anyone, including a supervisor, co-worker, or by other persons doing business with or for the School must report it immediately to the Head of School, any member of the Leadership Team, or the Director of Human Resources. All employees of the school are mandatory reporters and cannot ignore/dismiss any instances in which they are perceived as inappropriate. All complaints shall remain confidential to the extent practicable, given the need for possible investigation and/or resolution of the complaint. If the suspected victim is a minor, the appropriate agency will be notified.

PDS takes allegations of sexual abuse seriously. Once the allegation is reported, the Head of School or his designee will initiate a prompt, thorough and impartial investigation to determine if there is a

reasonable basis to believe that sexual abuse has been committed. If the subject of the investigation is an employee, the School reserves the right to place that employee on a leave of absence or reassign that employee to a position with responsibilities that do not involve interaction with students. To the fullest extent possible, but consistent with the legal obligation to report suspected abuse to the proper authorities, the School will strive to keep the identities of the alleged victim(s) and subject of investigation confidential.

If the School determines that any employee has violated this policy or has engaged in inappropriate or unprofessional behavior, appropriate disciplinary action will be taken against the offending employee, up to and including immediate termination of employment.

The School forbids any form of retaliation against any employee for filing a good faith complaint under this policy or for assisting in good faith in a complaint investigation. Any employee who feels they have been retaliated against for filing a complaint under this policy or assisting in an investigation should immediately report such retaliation to Head of School or Director of Human Resources.

## **Inclement Weather Guidelines for Practices and Games**

In the event of inclement weather during a practice or a game follow these procedures:

- During a game, the officials have control of contest so follow their lead but help them if you, as a coach, spot bad weather.
- Lightning/thunder: move to shelter immediately—play can resume 30 minutes after the last lightening sighting or sound of thunder.
- Tornado: move to building immediately (Hockey Rink, School Building)

\*The Athletic Trainer and/or administrator on site reserves the right to delay a game or practice for weather.

## **Important PDS Phone Numbers**

- Director of US Athletics, Tim Williams: **609-924-6700 x 1801, 609-477-6905**
- Director of MS Athletics, Scott Bertoli: **609-924-6700 x 1810, 609-306-2621**
- Athletics Assistant, Emily Shircliff: **609-924-6700 x 1800, 502-494-1432**
- PDS Security Cell Phone: **609-273-8800**
- Certified Athletic Trainer, Henry Minarick: **609-924-6700 x 1815, 609-462-9622**
- Equipment Manager, Chuck Papp: **609-924-6700 x 1825**
- Head of Upper School, Trixie Sabundayo: **609-924-6700 x 1701**
- Head of Middle School, Renée Price: **609-924-6700 x 1601**
  - 6<sup>th</sup> grade Dean Channing McCullough - [cmccullough@pds.org](mailto:cmccullough@pds.org)
  - 7<sup>th</sup> grade Dean Jonathan Martin - [jmartin@pds.org](mailto:jmartin@pds.org)
  - 8<sup>th</sup> grade Dean Nicole Mangino - [nmangino@pds.org](mailto:nmangino@pds.org)

## Emergency Procedure

**\*In the event of a serious medical emergency requiring life-saving efforts or where EMS response is obvious to a reasonable person, anyone can call 911 immediately.**

Once it has been determined that EMS is needed, the following protocol should be followed:

- If the ATC is not on scene, the Coach or designee will call 911 and designate someone to contact the ATC via radio or cell phone. The Coach or designee will stay with the injured person until ATC arrives.
- If an injury occurs and the ATC is at the scene, the ATC will assess the injury and direct a designee to call 911.
- The designee will provide EMS with details of the incident and resulting injury. EMS will dictate the call and gather all necessary information. Direct them to the main entrance of the school - 650 Great Road. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**
- The ATC will stay with the injured person to monitor their condition and administer necessary first aid.
- The ATC or designee will notify Security via two-way radio or cell phone of the EMS response.
- Security will meet the responding EMS vehicle at the main entrance and guide them to the patient's location.
- The ATC or designee will notify the injured person's emergency contact or parent and if on scene will accompany them in the ambulance.
- If the emergency contact or parent is not present or doesn't respond in a reasonable amount of time, a coach or adult designee will accompany the injured person in the ambulance and stay until emergency contact or parent arrives at the hospital.
- Away Contests – A coach or adult designee will accompany the injured player in the ambulance and will notify the emergency contact and ATC.
- Notify Athletic Director.

### Emergency Phone Numbers

1. **911**
2. Certified Athletic Trainer, Henry Minarick: **609-462-9622**
3. PDS Security Cell Phone: **609-273-8800**
4. Director of Athletics, Tim Williams: **609-477-6905**
5. Associate Athletic Director, Scott Bertoli: **609-306-2621**
6. Athletics Assistant, Emily Shircliff: **502-494-1432**

## Emergency Procedure Campus Map

