

# Marple Newtown High School Athletics



Principal:	John Beltrante
Athletic Director:	Chris Gicking
Assistant Athletic Director:	Julie Rufo
Assistant Athletic Director:	Sean Spratt
Assistant Athletic Director:	Leah Graeff
Secretary:	Susan Becker
Athletic Trainer:	Logan Barlok
Strength Trainer:	Tyler Anhalt

## Welcome to Marple Newtown High School Athletics

You play an important role in the future of our student athletes, and we thank you in advance for your time and contribution. We want our student athletes leaving MNHS with options for their future. In order for that to come to fruition, student athletes must take care of their academics, contribute to their community, succeed on the fields and be good character people.

It is vital that you nurture them in the right direction. Be sure to communicate your expectations with your students and hold firm to your expectations. We are looking to Raise the Bar this year and need your help to do so.

High school sports are about competition. In order to be successful, we will need to incorporate our Six Pillars of Character into all we do and stress them each day:

*hard work, sportsmanship, integrity, citizenship,  
respect and responsibility*

- I. Hard Work** – show up on time, well organized, efficient, structured – Plan for Success, set goals; team and individual
- II. Responsibility** – It is your job to make practices fast paced and focused.
  - **Supervision** – Student athletes must be supervised at all times: locker room, weight room, bus, field, waiting for pick up, etc.
  - **Preparation** – prepare thoroughly each day in order to maximize practice time and meet the needs of your student athletes.
  - **Communication** – Be clear with parents, athletes, coaches, etc. as to the direction of your program and the expectations for all involved.
    - Call the newspapers in a timely manner.

**It is the coaches' responsibility to report scores immediately following each contest to the following publications:**

**Daily Times:** [sports@delcotimes.com](mailto:sports@delcotimes.com)

**Inquirer:** The Score Service is reachable by phone at 215-854-4570 or 1-800-756-4570; by email at [highschoolscores@philly.com](mailto:highschoolscores@philly.com);

**Remember each sport has other websites etc. to report the score.**

<http://www.districtscores.com/>

**Lauren Devlin for the League:** [Lauren.Devlin@rtsd.org](mailto:Lauren.Devlin@rtsd.org)

### **III. Respect**

- As representatives of the Marple Newtown School District, it is important that we treat all people with respect.

### **IV. Integrity**

- Model the appropriate behavior for student athletes at all times.
- Be on time, no tobacco, vape, or foul language, dress appropriately, etc.

### **V. Sportsmanship**

- Our goal is to win the CAL Sportsmanship Award. This is one of the most important aspects of what you do as a coach. Win with class and lose with dignity. Sportsmanship needs to be a focus of every program.

## **VI. Citizenship**

- Come up with a community service program for your sport, assign responsibilities to your captains and leaders. **Giving back is very important!**

### **Points of Emphasis**

1. **Clearances** – call HR at 610-359-4267 if you have not done so. You are not allowed to coach until you have all of your clearances. Safe schools trainings are included in this!
  2. All paid coaches on staff are to call Janeen Partridge at 610-359-4267, in order to set up a time to get an i.d. badge. This badge will also serve as a key to certain areas of the building. I will go over the hours at the meeting.
  3. Be sure you review with your team the eligibility and behavioral expectations set forth for all involved in extracurricular activities.
  4. **LOCKER ROOMS:**  
**THERE MUST BE A COACH IN THE LOCKER ROOM AT ALL TIMES!!!!**
  5. **Social Media:** Please think before you post, retweet etc. We want our social media posts to be professional  
**Send me any information pictures etc. that you want tweeted to my work phone.**
  6. **Attendance** –If students are not in school prior to 9 a.m. or absent, they are not permitted to participate that day, unless they have an excused lateness through the Administration. **Make the students aware of this policy immediately.** If a student has an early dismissal, they may only participate if they have been cleared by Administration.
  7. **Captains** – submit names to me asap, assign responsibilities to captains and monitor their performance in such a role. We are going to place pictures of all varsity captains around the gym. Andrew Kane coordinates picture dates.
  8. **Boosters** – Please give me name and email address for those running your boosters.
  9. **Schedules** – Leagueminder is our scheduling program. Parents can access schedules by doing the following: <http://mntigers.digitalsports.com/> From there, parents can select fall-winter-or spring sport they want to view.
  10. **Athletic Training:**
- Injuries** – Please communicate with the trainer regarding injuries. Report them to Logan upon knowledge and see the injury all the way through with the trainer. If doctor's clearance is necessary, be sure all forms are turned in to him.
- \*\*Be clear on Concussion rules and Sudden Cardiac Syndrome: Remove any player who shows signs, symptoms or behaviors consistent with a concussion or SCS. Direct them to see the trainer.**

Sue Becker, Julie Rufo, Chris Gicking and/or Logan will process all paperwork and communicate with you in regards to eligibility of your athletes.

Bryan will copy emergency forms and give one to you. **Keep a copy of the emergency information sheets with you at all times.** A copy will remain on file with Bryan.

**Water:** Coolers will be stored in the trainer's office and are to be filled by members of your program in the ice/water room. Return coolers to the trainer's office after all games and practices. Logan's hours may change weekly. He will not be here for all practices. He will let you know his schedule in advance. In the event Logan is not here and something occurs, make sure to follow protocols listed below:

- a. Have your medical kit with you at all times. Let Logan know when you may need something; more ice, etc.
- b. In the event of a serious injury where you think an athlete may need to go to the hospital, call the parents and see if they can get the student to the ER.
- c. If something is more critical, such as a head and/or back injury, call 911 and then call the parent, me, Julie, Sean, or Leah.
- d. Any injury that occurs when our trainer is not present, away games included, please email Logan the nature of the injury, so he can follow up with the athlete when they return to school; [athletictrainer@mnsd.org](mailto:athletictrainer@mnsd.org) and or

11. **Early Dismissals for 3:45 games.** Students should be informed that they will be dismissed at 1:15 for after school games and the bus will leave at 1:30. It is their responsibility to remember to leave class on time (reminding the teacher before class and at dismissal time politely) and they will need to make up any missed work.
12. **Athlete/Parent Manual & Coaches Manual** – Read through each and be familiar with their contents.
13. **ROAR award** –The ROAR Award is presented seasonally to the program with the highest GPA. The winning program is awarded with a luncheon and receives a certificate outlining their accomplishment. The winning program is engraved on the trophy which is displayed outside the weight room.
14. **Activity Fee:** A fee of \$75 per student or \$150 for a family is required of our student athletes. The fee will be paid once per year and covers participation in all eligible activities. For sports, payment must be turned in to the athletic office before trying out or practicing.
15. **Music:** Music is only allowed with no lyrics for games!!

### **Other Items with which to be familiar:**

**Senior pictures** – Please use Mike DiTrollo from Active Image Media (610-220-4044).

**Awards** – the school will pick up \$50 towards the awards: Please use Ed Matsko at Crown Trophy to order those awards; 610-259-9704. Using Crown Trophy will help to maintain consistency in the style of the award for all teams.

**Practice Schedule** –**Chris Gicking** will handle turf, weight room and gym schedules. If you need to enter the building on any days when school is not in session, you must communicate your needs to Chris in advance, so I can put you on the building schedule.

**Open Gyms**- You can have open gyms 3 times a week in the off season. **HOWEVER**, 10 days before the start of the official season, you can't play/practice etc. with any other team. Please see me if you are not clear.

- **10 Day Competition Rule** –

- ... “*Out of season competitions are prohibited 10 days prior to the start of each sports season by any ~~student~~ school affiliated team enrolled at a PIAA member school*”.

**Turf usage**- all games and practices on the turf field must be coordinated through our office. Practice time is extremely limited. Please make sure when using the turf field to have students clean up trash, return benches, and return and lock goals to the red clay area.

**Games** – Please have student-athletes dress uniformly on game days; either a jersey of shirt and tie, or nice clothes.

**Bathrooms** – They are supposed to be locked and unlocked by the custodians each day. Please let us know if that is not being done.

**Conditioning of athletes** – be sure there is adequate cardio and strength conditioning. **\*\*Be sure there is an adequate progression of skills/experience for the activity.**

**Cuts – Check with me prior to making any cuts.** Please keep written documentation of how you evaluated your athletes during tryouts. Keep documentation and be objective.

**Equipment** – Keep accurate records of everything you hand out. Record jersey #'s that you give to each child. Prepare a list w/ all of this info. And keep it in your records. We cannot hold kids accountable for lost items if we do not keep accurate records.

**\*\*You will be responsible to get back all equipment and return it to storage. It is expected that 100% of what you hand out, is collected. If you notice uniforms that are in bad shape, let us know, as we may be able to recondition some things. We are on a 5 year cycle for new uniforms.**

**Athletes of the Month** – Please attempt to nominate a deserving senior, student-athlete each month. We will have a male or female each month from the entire athletic program.

**Storage** – no students are allowed into general storage areas without a coach being present. Doors must be locked at all times and never be propped open.

**Transportation** – There must be a coach on the bus at all times! Students who wish to ride home from an away contest with their parent must provide a note to the coach in advance. Keep a copy of any notes you receive. I will be in constant communication with the bus garage. Feel free to check with me regarding rescheduling.

## **Important Board Policy**

### **123 Interscholastic Athletics**

#### **Purpose**

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.

Athletic programs must have clearly defined objectives compatible with district educational goals and objectives, recognizing that students differ physically, emotionally, and intellectually.

Interscholastic competition must be an outgrowth of physical education and intramural programs where students develop skills and learn to participate competitively.

Interscholastic programs foster the growth of school loyalty within the student body as a whole and stimulate community interest. The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.

### **Definition**

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

### **Authority**

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.[\[4\]](#)

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be free of injury; and undergo a physical examination by a licensed physician.[\[4\]](#)

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

The Board directs that no student may participate in interscholastic athletics who has not:[\[4\]](#)

Met the requirements for academic eligibility.

1. Maintained a record of academic proficiency sufficient to ensure that participation in interscholastic athletic activities will not interfere with academic achievement.
2. Attended school regularly.[\[5\]](#)
3. Been in attendance on the day of the athletic event or practice for the hours required.
4. Returned all school athletic equipment previously used.

### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:[6]

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made in school to complete a transaction outside of school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.

### **Delegation of Responsibility**

The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events. S/He shall inform the Board of changes in that schedule as they occur.

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

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

The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.[\[7\]](#)[\[8\]](#)

### **Guidelines**

Interscholastic athletics should:

1. Be controlled by the school administration and free of external pressures.
2. Be supervised by trained school district personnel, with the emphasis on teaching and participation.
3. Provide an opportunity for participation without discrimination.

4. Offer opportunities for competition at higher skill levels so participants can further develop potential.
5. Encourage students to respect others and their skills and abilities, regardless of race, creed, sex, or social class.
6. Develop a continuing interest and desire to encourage lifetime participation in athletics.
7. Include training in appropriate behavior, game ethics, and fair play to extend to nonparticipating students and spectators.

## **247 Hazing**

### **Purpose**

It is the policy of the Marple Newtown School District to provide 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 school district and are prohibited at all times.

This policy defines hazing, specifies and describes prohibitions, outlines reporting procedures, and provides for the undertaking of appropriate preventative, remedial and/or punitive actions.

### **Definitions**

The term **hazing** as used in this policy means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the recognition of the Marple Newtown School District.

For purposes of this definition of hazing, any activity as described shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

The term hazing for purposes of this policy does not mean merely discourteous acts; hazing involves significantly more egregious conduct.

The term **school personnel** as used in this policy means School Board members, school employees, agents, volunteers, contractors and/or persons subject to the supervision and control of the school district.

### **Guidelines**

#### **Prohibitions**

No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist, engage in any hazing activity on school property, during the use of school facilities or during school-sponsored activities, services and/or team or organization/group events at any site.



It shall also be a violation of this policy for any school personnel to condone or tolerate any form of hazing in connection with a Marple Newtown School District organization which has come to his/her attention.

When hazing occurs it may include instances involving, but not be limited to the following:

1. Any brutality of a physical nature, such as whipping, beating, branding, paddling, electric shock, exposure to weather, placement of harmful substances on the body, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual.
2. Any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced simulation of actions of a sexual nature, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.
3. Any willful destruction or removal of public or private property or negligence in regard to that destruction or removal.

#### Procedures for Notification

The district shall inform students, parents/guardians and school personnel that hazing will not be tolerated by means of one (1) or more of the following methods:

1. Distribution of policy.
2. Publication in handbooks.
3. Information session(s).
4. School district website: [www.mnsd.org](http://www.mnsd.org).
5. Posting of notices/signs.
6. Other means of notice to be implemented by the district.

#### Procedure for Reporting, Investigating and Resolution

##### Reporting -

1. The hazing complaint officials for purposes of this policy are the principal in each building and/or the district's athletics director. They are directly responsible for directing the investigation of any allegation of hazing.
2. Any school personnel who hears, observes or otherwise becomes aware of hazing, or who reasonably believes that hazing has occurred, must take prompt and appropriate action to stop hazing and prevent its recurrence. In the event that said personnel is unable to take prompt and appropriate action, said personnel shall report the incident or complaint of hazing to the hazing

officials designated by this policy within one (1) school day or as soon as practicable thereafter.

3. Anyone (student, parent/guardian or other interested party) who believes, in good faith, that hazing has occurred shall inform any school personnel and/or one of the complaint official(s) designated by this policy. The complaint may be made orally or in writing.
4. Anyone making a complaint in good faith shall do so without fear of any repercussion whatsoever.

### Investigation

1. An investigation shall be completed by the hazing official within ten (10) school days from the date of the complaint or report.
1. The investigation may consist of personal interviews with the complaining student(s), the alleged perpetrator(s) and any other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. Parents/Guardians of students involved will be informed of this investigation.
1. In determining whether alleged conduct constitutes a violation of this policy, the hazing complaint official should consider all surrounding circumstances. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
1. In addition, the Marple Newtown School District may take immediate steps, at its discretion, to protect the reporting student, alleged hazer, witnesses and school employees pending completion of an investigation of alleged hazing and may make any appropriate referrals for assistance, including, but not limited to: counseling, rape crisis intervention, notification of police, etc.
1. The hazing complaint official shall make a written report to the Superintendent upon completion of the investigation. The report shall include a determination as to whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

### Resolution

1. Following the investigation, the hazing complaint official shall recommend to the Superintendent and/or school principal what action, if any, is required to stop hazing from recurring and to consequence offenders.
1. The Marple Newtown School District shall take appropriate action in all cases where the hazing complaint official concludes that this policy has been violated. Actions include, but are not limited to, the following:
  - a. Establishment of more vigilant security measures.
  - a. Warning, education, counseling, suspension, dismissal, or termination for any student or employee who is determined to have violated this policy.
  - a. Reporting of criminal conduct to the appropriate law enforcement agency.

1. The school principal shall maintain the written report of the investigation and the results in his/her office including follow-up documentation that actions of resolution were effective.

### Reporting of Potential Physical and/or Sexual Abuse

Several behaviors listed as hazing may also constitute physical or sexual abuse. The term **physical abuse** is defined as the intentional infliction of bodily harm. The term **sexual abuse** is defined as any acts by a person involving sexual molestation or exploitation of another person, including but not limited to rape, sodomy or any lewd or lascivious conduct. Thus, under certain circumstances, some hazing may also be possible physical and/or sexual abuse under Pennsylvania law. Such abuse is subject to the duties of mandatory reporting and must be reported to the appropriate authority within twenty-four (24) hours of the time the educator becomes aware of the suspected abuse.

### Confidentiality

The Marple Newtown School District recognizes that both the reporting student(s) and the alleged hazer have strong interests in maintaining confidentiality of the allegations and related information. The privacy of the reporting student(s), the individual(s) against whom the complaint is leveled and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate actions, and to comply with any discovery or disclosure obligations.

### Alternative Complaint Procedures

In addition to, or instead of, filing a hazing complaint through this policy, a person may choose to exercise other options, including but not limited to filing a complaint with outside agencies including the police or filing a private lawsuit.

## **248 Unlawful Harassment**

### **Purpose**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

### **Authority**

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. [\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

### **Definitions**

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct: [\[2\]](#)

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when: [\[4\]](#)

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute **sexual harassment** include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

### **Delegation of Responsibility**

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer. [\[5\]](#)

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

### **Guidelines**

Complaint Procedure – Student/Third Party

#### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

#### **Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### **Step 3 – Investigative Report**

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

### **Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

### Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

## **249 Bullying/Cyberbullying**

### **Purpose**

Creating and maintaining a safe and welcoming learning environment for all students is a high priority in all school district schools. A safe school environment free from bullying is necessary for students to learn and achieve high academic standards. Bullying behavior disrupts the educational or learning process, and may present an obstacle to the academic, vocational, social, emotional, and other development of students. Bullying and cyberbullying can also escalate into more serious violent or cyberspace crimes. Therefore, bullying and cyberbullying will not be tolerated.[\[1\]](#)

### **Definitions**

**Bullying** - For the purposes of this policy, **bullying** means an intentional electronic, written, verbal or physical act, or a series of acts (a) directed at another student or students (b) that is severe, persistent or pervasive, and (c) that has the effect of doing any of the following:

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

The school district is not prohibited from defining bullying in such a way as to encompass acts that occur outside of the **school setting** if those acts (1) substantially interfere with a student's education; (2) create a threatening environment; or (3) substantially disrupt the orderly operation of the school.[\[1\]](#)

For example, bullying could be cyberbullying, and/or a form of harassment in which the behavior is intended, or perceived to intend, to harm or cause distress to another. It may include, but is not limited to, actions such as verbal taunts, physical aggression, extortion of money or possessions, including any discriminatory statements prohibited by and consistent with the school district's nondiscrimination and harassment policies.

The term cyberbullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

#### **Authority**

The Board prohibits all forms of bullying. Any violation of this policy shall be considered an infraction of the Code of Student Conduct, with discipline implemented accordingly, and on a case-by-case basis. All bullying behavior that is believed to be violation of the Pennsylvania Crimes Code will be reported to the police.[\[1\]](#)

This policy shall be implemented through the cooperative efforts of the Board of School Directors, Superintendent, the Superintendent's Team, the building administrators, the school employees, the parents/guardians, the students, the school volunteers, law enforcement, and the school district's community.

Any person discovering bullying shall report the incident to a Marple Newtown School District teacher, counselor, or administrator. School employees will provide immediate interventions consistent with this policy. Students are also required to immediately report 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(s) must (a) ensure that this policy is reviewed annually with students, and (b) in cooperation with other appropriate school district administrators ensure that this policy is reviewed every three (3) years, then, if applicable, recommend necessary changes to the Board of School Directors.[\[1\]](#)

The school district administrators must annually provide the following information with the Safe School Report:[\[1\]](#)

1. The Board of School Director's Bullying Policy.
2. A report of the school district's bullying incidents.
3. Information on the development and implementation of the bullying prevention, intervention, and education programs.

### **Guidelines**

The Code of Student Conduct, which shall contain this policy, must be disseminated annually to students.[\[1\]](#)[\[2\]](#)[\[3\]](#)

This policy must be accessible in every classroom. The policy must be posted in a prominent location within each school building where notices are usually posted, and posted on the school district's website.

### **Bullying Prevention, Intervention, and Education Programs**

The school district must educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.[\[4\]](#)[\[5\]](#)

Bullying prevention, intervention, and education programs must also be provided that consists of school-wide actions, classroom-level activities, individual interventions, and community involvement.[\[6\]](#)[\[1\]](#)[\[7\]](#)

1. School-wide actions include, but are not limited to, training for school staff and students and adoption of the following district-wide anti-bullying rules:
  - a. We do not bully others.
  - b. We help students who are bullied.
  - c. We include students who are left out.
  - d. We tell an adult at school and an adult at home when somebody is being bullied.
2. Classroom level activities include, but are not limited to, consistent interventions, use of rules, reinforcement of pro-social behavior and incorporation of bullying themes.
3. Individual interventions include, but are not limited to, follow up with both victims and bullies that may include consequences, provisions for making restitution, and counseling referrals, as appropriate.
4. Community involvement encourages partnerships with families, community organizations and agencies to implement the school district's bullying prevention, intervention, and education programs.

### **Complaint Procedure**

When a student believes that s/he is a victim of bullying, the student and/or parent(s)/guardian(s) shall promptly report a complaint of bullying, orally or in writing, to the building principal, counselor, teacher or another school employee. If the building principal is the subject of a bullying complaint, the student and/or



parent(s)/guardian(s) shall promptly report the complaint directly to the Superintendent or Superintendent's designee.

All school employees are required to report alleged violations of this policy to the building principal or the principal's designee. An employee shall be subject to disciplinary procedures consistent with the current collective bargaining agreement (if applicable), school district policy, federal, state, and local laws for failure to report.

Complaints of bullying must be investigated by the principal/principal's designee, or Superintendent/Superintendent's designee, as applicable, promptly, and corrective action must be taken when allegations are verified. Confidentiality of all parties must be maintained, consistent with the school district's legal and investigative obligations. The incident must be maintained as a confidential record in the discipline file of both the victim and the bully.[\[8\]](#)

The building principal/principal's designee or Superintendent/Superintendent's designee will contact the parent/guardian of both the bully and the victim.

#### Consequences for Violations

A founded charge against a school district employee shall subject such employee to disciplinary action, up to and including discharge.[\[1\]](#)[\[3\]](#)[\[9\]](#)

A founded charge against a school district student shall subject such student to disciplinary action. Appropriate consequences and remedial actions range from positive behavioral interventions to and including suspension or expulsion, and may include counseling (within and/or outside of the school), parental conferences, detentions, separating the student(s) being bullied from the perpetrator(s), warnings, usage restrictions, loss of school privileges, reassignment (including but not limited to another school building, classroom, or school bus), exclusion from school-sponsored activities), oral or written reprimands, detentions, suspensions, expulsions, referral to law enforcement officials, and/or legal proceedings.

Any violation of this policy shall be considered an infraction of the Code of Student Conduct and any other applicable school district policy, with discipline implemented accordingly on a case-by-case basis. Any violation of the Pennsylvania Crimes Code will be reported to law enforcement.

Victims and their parents/guardians shall be made aware of appropriate counseling, agency services and safety plan developments described in the school district's victimization procedures.

#### Retaliation

The school district prohibits reprisal or retaliation against any person who in good faith reports an act of bullying. The principal/principal's designee, in accordance with the Code of Student Conduct and/or other school district policy, will determine the consequences and remedial actions for students, and the Superintendent/Superintendent's designee for employees. Any violation of the Pennsylvania Crimes Code will be reported to law enforcement.

#### False Reports

The principal, in accordance with the Code of Student Conduct and/or other school district policy, will determine the consequences and remedial actions for a student

found to have falsely accused another as a means of harassment, intimidation or bullying. The Superintendent will determine consequences and remedial actions for an employee found to have falsely accused another as a means of harassment, intimidation or bullying. Any violation of the Pennsylvania Crimes Code will be reported to law enforcement.

## **915 Booster Clubs and Parent Organizations**

### Purpose

The Board recognizes and appreciates the cooperation and support given by booster clubs and parent organizations (collectively referred to as "organizations") to various athletic, extracurricular, and student club activities of the schools. It is the Board's desire to maintain the continuing good relationship between the District and the organizations to serve the basic educational goals of the District.

These collaborative activities should be consistent with the philosophy and objectives of the District and its Board's policies. In this regard, the equity principles and compliance benchmarks described in Title IX law must be used to guide fundraising efforts and resource allocation decisions.

### Authority

Any organization associated with the school district athletic teams, student activities or other school programs must be approved by the school district through application to the Superintendent or designee and approval by the Board of School Directors.

The District reserves the right to request additional information. A list of recognized organizations will be maintained by the Superintendent. Only those organizations approved by the Board will be recognized by the school district as official and permitted to use the school district name.

The Board of School Directors, the administration and all other personnel of the District shall each endeavor to foster a positive and productive relationship with organizations and shall also support these organizations when they operate to benefit the District.

### Guidelines

In order for this process to flow appropriately, the following guidelines are put in place by the Board:

### Organization

The Board shall provide organizations opportunities to support local school athletic, extracurricular, and student club efforts. Each organization must maintain current by-laws which, among other things, define who can be a member. Organizations shall also follow the District's rules regarding constitution and by-laws as promulgated in the Administrative Regulation related to this Policy.

The by-laws or similar rules must be consistent with the philosophy, mission and policies of the Marple Newtown School District. These by-laws, at a minimum, contain the following elements:

- The official name of the organization/group
- The group's purpose
- The group's membership eligibility criteria

- A specific statement that there be no discrimination
- Dues, if any
- Names and titles of officers
- The duties of said officers
- Meeting schedules and requirements
- The names of all subcommittees of said organization
- Procedures to amend the by-laws or adopt additional by-laws via ratification procedure, if appropriate

Each organization shall yearly submit a listing of its officers to the appropriate District administrative liaison after the annual organizational meeting of the organization. These officers will include a minimum of President, Secretary and Treasurer.

The building Athletic Director shall be the administrative liaison for organizations that support District athletic programs in that building.

Building principals or their designees shall be the administrative liaison for building-based organizations that support District extracurricular and student club activities. The Superintendent shall designate the administrative liaison for all non-athletic District-wide organizations.

Each organization must appoint an organization liaison for purposes of communications with the District. This appointed liaison must be an officer of the organization. The District's Athletic Director shall maintain a list of organization appointed liaisons for applicable District athletic programs, building principals shall maintain a list of organization appointed liaisons for applicable extracurricular and student clubs in their respective buildings, and the designated administrative liaison shall maintain a list of organization appointed liaisons for all nonathletic District-wide booster clubs.

Each organization shall submit a Treasurer's or financial report including bank of record, and a record of all receipts and expenditures at least one (1) time per year. A copy of each financial or Treasurer's report and a copy of the June 30th bank statement shall be submitted to the principal or designee no later than July 30.

#### Other Guidelines and Restrictions(Pol. 707)[2]

The following classifications of individuals are not eligible for membership in organizations:

1. District or homeschooled students.
2. District employees unless they are the parent/guardian of a student participating in the sport or activity.
3. Coaches of the sport in question, whether paid or volunteer.
4. Parent/Person who does not have a student on the team.

Coaches of District athletics or teacher activity sponsors/advisors should, when possible, attend the meetings of organizations in an advisory capacity.

When using any school facility for meetings, fundraising, socials, banquets, and other activities, organizations must complete the "Application for Use of Facilities Form" as per Board Policy 707.

Each organization shall name an FDIC insured depository bank into which all proceeds and receipts shall be deposited. Organizations must follow appropriate accounting practices in maintaining and disbursing funds.

Organizations are not authorized to use the District tax-free number for purchases.

Organizations seeking tax-free purchases should consider filing with the Bureau of Charitable Organizations, Department of State, as a charitable organization.

Organizations may not deny eligible students actively participating in the activity ("participating students") access to District athletic, extracurricular, or club activities. In addition, organizations shall not charge fees for services, which are already available free to District students. However, an organization may charge a student a fee to attend a recognition function, such as a banquet, in an amount not to exceed the actual cost to the organization.

Organizations are not permitted to use the District's name or logo without license or express permission granted in writing by the Superintendent or designee. If an organization desires to use a logo other than the designated District logo or colors other than the school colors (orange/black) on merchandise or for any other reason, such use must be approved in writing by the Superintendent or designee. Designated District logos shall be established in the Administrative Regulation accompanying this Policy.

The organizations shall prohibit the sale or consumption of alcoholic beverages and are to prohibit the use of any tobacco products at any and all functions on school district property or at any club or organization-sponsored function at which students are in attendance. This may include but not be limited to banquets, picnics, and team get-togethers including those held beyond the school year.

#### Budget

All organizations must elect or otherwise designate a Treasurer. The Treasurer will follow the District's rules as promulgated in the Administrative Regulation related to this Policy regarding the following:

1. Initial budgets
2. Uniform accounting procedures
3. Procedures for the internal audit process
4. Plans for fundraising activities and expenditures
5. Reporting of income and expenditures
6. Tentative goals for yearly carryover funds

#### Concerns

Concerns or issues of individual members of organizations regarding the organization should be made following the chain of command as indicated below:

- Step 1 - Organization officers[1]
- Step 2 - Designated administrative liaison
- Step 3 - Superintendent
- Step 4 - Board of School Directors

#### Fundraising and Communication

A key to the success of any organization is clear communications. It is required by the District's Board of School Directors that each organization have clear communications with their members as to the purpose of the organization and the desired voluntary commitment of the members. It is imperative for the organization to communicate with the parents/guardians at the first possible opportunity, prior to the start of the team season or beginning of the activity.(10 P.S. Sec. 311 et seq)

In order to avoid scheduling conflicts among fundraisers or support groups and student activity groups, plans (for dinners, product sales, etc.) will be submitted to the Superintendent or designee by July 15 of the prior year. Coaches and activity directors must approve support group fundraising plans. Approval must be received from the building principal and Superintendent or designee. The building principals will review fundraiser scheduling and the Superintendent or designee will make the decision when there are conflicts. Additional fundraisers may be added during the year if they are deemed necessary to support the organization. Building principals will continue to approve facility usage, and the athletic director is in charge of all athletic field usage.

Parents/guardians should be given the option to participate, donate money of equal value, or not participate in any fundraiser. In other words, mandatory fundraisers are not permitted.

District students are prohibited from participating or being a part of any activity that involve games of chance as per Pennsylvania law.

All gifts or awards shall be provided to the Superintendent or designee to allocate to the interscholastic programs as required by Title IX and District policy. Awards and gifts shall not be given to students, directly or indirectly. Further, any and all awards, gifts, or other items given to the participants or said programs shall not violate the policies of the school district, the state athletic association or the NCAA. This may include but not be limited to gifts of cash, gift cards, or gift certificates. This does not apply to Board approved scholarships or awards.

#### Charging a Booster Club or Parent Organization Fee Instead of Fundraising

Some of the organizations may choose to charge an approved donation instead of fundraising. The District does not oppose this as long as the guidelines as promulgated in the Administrative Regulation related to this Policy are established and followed.

#### Improvements to the District Buildings and Grounds

Proposed improvements to the District buildings and grounds being made by the organization must have the prior approval of the Superintendent. Paid consultants to

the organizations for various projects, including but not limited to construction, may not be engaged without School Board approval.

Pursuant to the Administrative Regulation accompanying this Policy, requests to the School Board for approval must be made in a timely manner so as to ensure that the Board will have adequate time to deliberate prior to making a decision at a public School Board meeting.

#### Recognition Functions (Banquets)

Organizations may sponsor athletic, extracurricular, or club banquets to which participating students may be invited either with or without charging admission to such students. Whenever possible, to avoid conflicting with other district events and demands on students and school personnel, a club or organization planning a recognition event shall request permission at least 30 days prior to the event and clear the date of the event with both the applicable District administrative liaison and the coach or activity sponsor/advisor.

#### Printed Programs

Organizations which print programs for any reason shall follow the procedures as outlined in the Administrative Regulation related to this Policy in regard to such printed programs.

#### Expenditures for Equipment, Supplies, Etc.

Any purchase of equipment or materials for a program shall have the prior written approval of the building principal and athletic administration for athletic programs. No direct payments may be made to student athletes for attendance at tournaments, camps, or the like.

#### Uniforms

All game uniforms shall be purchased by the District and governed by P.I.A.A.

The "game uniform" shall include any clothing that:

1. Displays the school colors or logo (except shoes).
2. Is purchased by the District.
3. Is worn during the athletic contest.
4. Is intended to be collected by the school at the conclusion of the season.

All gear and apparel such as coaching aid equipment items, bags, totes, etc., may be purchased and/or donated by organizations, corporate sponsors, or other non-school sanctioned entities to the District for use by the District team or student club.

Items purchased or donated other than by the District must meet the criteria as established in the Administrative Regulation related to this Policy.

#### Disbanding Booster Clubs or Parent Organizations

Should The Board deem that the efforts or activities of any organization are not in the best interest of the District, the authorization to operate the organization may be withdrawn.(20 U.S.C. Sec. 1681 et seq.)[\[3\]](#)

An organization may disband on its own accord by submitting a written notice to the designated administrative liaison within 30 days of disbanding. All monies remaining in the organization's account must be turned over to the District within 30 days of disbanding for use in connection with the team or activity which the organization had supported to the extent permitted by law, with any residual amount going to support District athletics or other student activities generally.

#### Exclusion from Liability

The District and its Board of School Directors does not assume any financial responsibility for organizations, and it also excludes itself from any liability such organizations may incur.

#### Compliance

Should any issues of compliance regarding this or other District Policy or Administrative Regulation emerge between an organization and the District, the Superintendent shall resolve the situation within established Board Policy and Administrative Regulations.

No organization shall engage in any activity outside established Board Policies and Administrative Regulations.

Violation of Board Policy, Board Administrative Regulation, Title IX of the U.S. Code, as well as any other applicable state or federal laws and regulations may lead to revocation of an organization 's function in District activities.

#### References:

School Code- 24 P.S. Sec. 511

Local Option Small Games of Chance Act- 10 P.S. Sec. 311 et seq.

Federal Anti-Discrimination and Civil Rights Law- 20 U.S.C. Sec. 1681 et seq. Board Policy - 229, 702, 707

**\*\*Have students remove spikes prior to entering school and/or boarding a bus.**

### **Important Contact Information**

1. Chris Gicking, Athletic Director  
Email: [cgicking@mnsd.org](mailto:cgicking@mnsd.org)  
School #: 610-359-4232  
Cell #: 484-358-4312, School cell 215-983-0752
2. Julie Rufo, Assistant Athletic Director  
Email: [jrufo@mnsd.org](mailto:jrufo@mnsd.org)  
Cell #: 610-291-5225
3. Sean Spratt, Assistant Athletic Director  
Email: [sspratt@mnsd.org](mailto:sspratt@mnsd.org)  
Cell#: 484-832-6191
4. Leah Graeff, Assistant Athletic Director  
Email: [lgraeff@mnsd.org](mailto:lgraeff@mnsd.org)  
Cell # 610-517-4173
5. Sue Becker, Athletic Secretary  
Email: [sbecker@mnsd.org](mailto:sbecker@mnsd.org)  
School#: 610-359-4232
6. Logan Barlok , Athletic Trainer  
Email: [athletictrainer@mnsd.org](mailto:athletictrainer@mnsd.org)  
Email: [logan2399.barlok@gmail.com](mailto:logan2399.barlok@gmail.com)  
Cell#: 484-951-7918
7. Sandra Brassell, Transportation  
Email: [sbrassell@mnsd.org](mailto:sbrassell@mnsd.org)  
School#: 610-359-4299 call until 4:30-5:00  
Cell#: 610-2020-1760
8. Mike Facciolo, Evening Custodian  
Email: [mfacciolo@mnsd.org](mailto:mfacciolo@mnsd.org)  
Cell#: 610-842-1832
9. John Beltrante, Principal  
Email: [jbeltrante@mnsd.org](mailto:jbeltrante@mnsd.org)  
School: 610-359-4214