

State College Area School District  
**ATHLETICS DEPARTMENT**

[www.scasd.org](http://www.scasd.org) > activities > athletics



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Sports Schedules are available at the following website: [www.highschoolsports.net](http://www.highschoolsports.net)

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# State College Area School District Athletics Department

## Booster Organizations

### **Athletics Philosophy**

The PIAA-affiliated athletics program in the State College Area School District is a co-curricular activity. It is supported by an athletic philosophy, which was developed and approved by the Board of School Directors to ensure the implementation of the program in accord with the educational goals of the school district. A copy of the philosophy and program objectives are included in **Appendix A**.

### **Purpose**

The State College Area School District Board of School Directors accepts the concept of cooperation, encouragement and support given by approved Booster Organizations to the school district's various PIAA-affiliated interscholastic athletics programs.

### **Authority**

The Board further recognizes and declares that the role of an approved Booster Group is to assist and support but not to direct, interfere with, nor supplant the staff, existing facilities or athletics programs of the school district. It must be clearly understood by all booster club members that all school district sponsored activities are under the control, direction and supervision of the Board of School Directors through its building principals and their designee, the Director of Athletics. The Director of Athletics will serve as the immediate liaison to the Booster Organizations.

Booster Organization activities may strive to achieve the following objectives:

1. To promote fan support, spirit and sportsmanship.

2. To assist the District by providing supplemental benefits and services to student-athletes.
3. To increase the opportunity for communication between parents/guardians and coaches in areas of common interest.

## **Organization/Communication**

Booster Clubs shall be governed by a published constitution and by-laws which are consistent with the philosophy, mission and policies of the SCASD (**see Appendix B for sample**). A full complement of persons filling the elected offices of President, Vice-President, Secretary and Treasurer, as well as any additional offices, are responsible for carrying out the decisions of the membership.

When organizing or reorganizing, Booster Groups must make every effort possible to notify all interested persons in a timely way of meetings and activities.

## **Recognition**

In order to gain and retain the recognition of the Board of School Directors as an Approved Booster Organization and, thereby, eligible to work with the respective school district sport which it supports and for which it receives the SCASD's cooperation and assistance in its activities, a booster group must complete the following requirements:

1. Submit a copy of the group's current constitution and by-laws to the Athletics Director prior to the start of the season.
2. Forward to the Athletics Director a listing of current officers' names, phone numbers and addresses prior to the beginning of the season.
3. Prior to the beginning of the season, submit to the Athletics Director a copy of the organization's financial report. The report should include all of the following:
  - A proposed budget for the forthcoming fiscal year with anticipated expenditures and revenues (including fund raising activities).

- An actual budget for the previous fiscal year with documented expenditures and revenues.
  - A verification of the Booster Group's FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited.
4. Be a participatory member of the Athletics Director's pre-season organizational meeting for Booster Club Presidents or their representative.

## **Not-For-Profit and Tax-Exempt Status**

Non-profit status is a state law concept. Non-profit status may make an organization eligible for certain benefits, such as state sales, property, and income tax exemptions. Although most federal tax-exempt organizations are non-profit organizations, organizing as a non-profit organization at the state level does not automatically grant the organization exemption from federal income tax.

Booster Clubs, although under the direction of the SCASD, do not automatically meet the state or federal qualifications for recognition as a not-for-profit organization or a tax-exempt organization. Booster clubs may not use the SCASD tax-exempt number for purchases of goods or services, but rather, must obtain their own exemption status from the state and federal governments.

Booster clubs that do apply for and obtain not-for-profit or tax-exempt status are subject to all declaration, deduction and filing requirements as set forth by the state and federal governments.

To apply for state tax-exempt status, you may download **Form REV-72** from the Pennsylvania Department of Revenue website: [www.revenue.state.pa.us](http://www.revenue.state.pa.us)

To qualify as an organization that is exempt from federal income taxes, an organization must meet requirements set forth in the Internal Revenue Code. See Types of Tax-Exempt Organizations or Publication 557 for more information at the Internal Revenue Service website: [www.irs.gov](http://www.irs.gov)

## Guidelines for Fundraising

Fundraising activities by Booster Groups may be approved by the Athletics Director upon the Booster Group's securing official approval for the specific fundraiser, submitting a proposal in writing to the Athletics Director for each activity (**see Appendix C**), and acknowledging compliance with the following rules:

1. Fundraising projects should be limited so as not to put undue pressure on community businesses or individuals. Clubs are discouraged from involving themselves in fundraising projects that would be in excess of their projected needs for that sport season. Each club should undertake no more than one major fundraising project per season.
2. Student-athletes are not to be required to take part in fundraising activities, nor are they to be singled out if they do not wish to participate in the fund raising activity. In no circumstance are students to be asked to participate in door-to-door fundraising.
3. Where advertisements are solicited for programs or other publications, the use of advertisers who are typically associated with the sale of alcoholic beverages and tobacco products is not permitted.
4. Small games of chance or lotteries shall not be permitted, except as licensed by the Pennsylvania Small Games of Chance Act. Currently, a request for such a permit must be directed to the Centre County Treasurer's Department.
5. Booster Clubs must follow standard accounting practices in maintaining and disbursing funds which comply with The Pennsylvania Solicitation of Funds for Charitable Purposes Act (Act #1990-202).
6. Booster Groups shall not use the SCASD tax-exempt number for purchases. Groups should strongly consider filing with the Commission of Charitable Organizations, Department of State, as a charitable, non-profit organization to secure their own tax-exempt number.
7. All foods sold as fundraisers during the school day will follow the standards listed below:
  - Packages will be in single serving sizes.
  - Foods of Minimal Nutritional Value (USDA regulation 7CFR 210 and 220) will not be available at any time during the school day.
  - Foods will not contain added sugar as the first ingredient.

- Foods will not be fried.

## **Guidelines for Making Contributions to the School District**

The State College Area School District supports contributions to the Athletics Department. However, Booster Club donations to individual sports must be made with the advice and approval of the Athletics Director. This is necessary to ensure equity among programs in keeping within the guidelines of Title IX\* and to protect the athletes from potential violations of PIAA regulations concerning amateur status. It is the responsibility of the school to ensure that equivalent benefits and services are provided to teams and team members of both sexes. In the event one sex receives benefits and services from a booster club that cannot be provided to athletes of the other sex, the school ultimately is responsible to take action that ensures equivalent benefits and services for both sexes. This means that the school district could require booster clubs to make equivalent donations of benefits and services to either sports team or could even refuse the clubs' initial donation.

If a Booster Club wishes to make a contribution to the Athletics Department in excess of \$1000, they must adhere to the policy established by the school district for the receipt of gifts by organizations outside the district. The gift policy is included as **Appendix D**.

*\*Title IX is part of the Education Amendments of 1972 that prohibit sex discrimination in educational institutions that receive federal funds.*

## **Guidelines for Using School District Facilities**

Booster Clubs must adhere to the School District Policy #707 regarding the use and scheduling of facilities. Facilities should be scheduled for all Booster Club meetings and any other times the Booster Club wishes to use the facilities for their activities. The attached policy, **Appendix E**, describes, in detail, the procedures necessary for the scheduling of facilities. The facilities-use form is available in the school office of the building the club wishes to use, from the Director of the Physical Plant or the Athletics Office at the High School North Building, Room 870.

Booster Clubs operating concession stands at school events are limited to the lobby area when indoors. They should assist in keeping food and drink out of restricted areas (gymnasiums). When running concessions out of doors, they

should assist in keeping the area litter free. **Appendix F** is a reminder about the use of the HSN concession stand.

## **Guidelines for Booster Club Sponsored Fan Buses to Away Games**

Fan Bus trips that are sponsored by booster clubs are considered by the school to be "school-related activities" if students are involved and solicitation for participants is done within the schools.

All such activities should be approved in advance by the building administration and written permission from the parent/guardian must be received before the student is permitted to go to the event.

In securing building administration approval, it is suggested that the following details be determined:

- How will the trip be announced to the general student population?
- What is any cost expected for the bus? For admission to the event?
- How will sign-ups and excursion permit distribution and collection be handled?
- Who will serve as chaperones on the trip? Will school district staff be in attendance?
- With whom will a copy of the itinerary and the student roster be left in State College? Who will be the contact person both on the bus and in State College?
- What is the time/location of departure and return?

It is important to communicate this information with both high school offices and the athletics office as far in advance of the trip as possible. Each office can assist with expediting the tasks that need to be completed.

Written permission from the parent of each student can be secured on the "SCASD Excursion Permit." Forms are available in the main offices of each secondary building. Permits should be collected prior to the bus departing the school lot.



*Sample Excursion Permit:*

<b>Excursion Permit</b> <b>State College Area School District</b>	
Name of Student _____	
Teacher in Charge _____	
Date of Excursion _____	Place of Excursion _____
Type of Transportation _____	
I hereby grant permission for the above named student to participate in the excursion and release the State College Area School District from all damages that might occur as a result of the excursion.	
_____	_____
Signature of Parent/Guardian	Date

**Guidelines for Non-routine Interscholastic Athletics Team Travel**

Sponsorship of a team competition by a booster club, which requires air travel, pre or post-season training/competition or involving special invitation, must be processed well in advance of the event through the Athletics Office as follows:

1. Coach Submits a completed request form (**Appendix G**), and any additional information about the trip to the Director of Athletics. The identification of the funding donor is important.
2. Athletics Director reviews forms/information
3. If approved, the gift is deposited in the SCASD athletics fund for disbursement for expenses.
4. Normal procedures are then taken to execute the trip--except in times of a high national security alert. During such a time, a committee comprised of the Director of Secondary Education and the Associate Principals must approve all requests.

## Guidelines for Sponsoring Banquets

It is recommended that all banquet activities be scheduled following the completion of the season's schedule. The dates of state championship events are available in the Athletics Office. Care must be taken by Booster Clubs not to provide athletes with gifts or awards that may be in violation of the rules and regulations of the Pennsylvania Interscholastic Athletic Association. A violation of the PIAA rules and regulations, Article II, on amateur status and awards is attached as **Appendix H**. Any questions regarding articles to be given should be directed to the Athletics Director at the High School North Building. Questions regarding any gift may need to be directed to the Executive Director of the PIAA.

When planning and carrying out banquets, Booster Clubs should be sensitive to the following issues:

1. The expense that will be incurred by those wishing to attend; picnics and potluck dinners held in school cafeterias or public park facilities are inexpensive options that can provide a pleasant atmosphere for honoring athletes and their families.
2. The implications the various activities planned for banquets may have on the diverse ethnic and religious cultures that may be represented in the team membership. The use of opening and closing religious remarks and activities should be carefully planned to be inclusive of all groups represented. In certain circumstances consideration may need to be given to the choice of food or foods offered.
3. The length of the banquet. Repetition of activities, remarks and recognitions of individuals or groups may lead to restlessness among some attendees and create distraction from the positive nature of the occasion. Organizers should be mindful of the occasion. Organizers should be mindful of reasonable expectations for length being approximately two hours.
4. The results of opening up certain parts of the agenda to student-athlete driven activities. Typically, these include: Senior farewell speeches, gag gifts to teammates and slide/video presentations. Communication between the banquet planners and the athletes is necessary before the banquet to reinforce standards of appropriateness for such activities in order to prevent embarrassment or other negative effects to either the presenters or the audience.
5. Alcoholic beverages **are not** to be made available to **any attendees** of a SCASD interscholastic sports banquet.

## **Guidelines for Providing Gifts and Mementos to Team Members**

It has become a tradition for Booster Clubs to provide team members with gifts and mementos at the season ending banquet. To ensure equality of treatment of athletes participating in the State College Area School District athletics programs and to reduce the burden on Booster Clubs to raise large sums of money, the following gifts may be provided to team members:

- Freshmen - Team and/or individual picture plaques
- Sophomore - Team and/or individual picture plaques
- Junior - Team and/or individual picture plaques
- Senior - Team and/or individual picture plaques; Maroon Wool letter blanket with a chenille "S" or the State College Area High school embroidered on the blanket (identification of the sport would also be acceptable)

In cases where an athlete has already received a blanket, a gift of comparable value would be acceptable.

As a reminder, a violation of the rules and regulations of the PIAA regarding amateur status would affect the eligibility of the student for one year from that violation (**see Appendix H**).

Gifts from Booster Clubs for coaches should be kept at modest levels. Tokens of appreciation provided to the coaching staff of a sport should not exceed the cost of those provided to senior athletes.

## **Guidelines for Assisting with Directions To Away Competitions**

Booster Clubs can be instrumental in disseminating directions to away competitions. Directions to individual sites are available in the Athletics Office. Club Members are encouraged to work with the coach to use that collection to assemble appropriate packages for each year. Distribution to athletes and parents can be arranged as a fundraiser or benefit to membership in the club.

## **Guidelines for Spectator Conduct At Interscholastic Athletic Events**

Interscholastic athletic events are among the most popularly attended school-sponsored activities. Spectators at an athletic contest, take on the important role of representatives of our school district. Actions are seen and comments are heard by family and friends, opposing fans, local community residents, the media, coaches and athletes. Our school district expects that all spectators will conduct themselves in a way consistent with our theme of respecting the rights, person and property of others.

The following rules of sportsmanship for spectators at State College Area School District events outline how you can contribute to making these contests a positive experience for all persons in attendance:

1. Learn the rules of the sport so that you can understand and appreciate the action that takes place.
2. Treat visiting players, coaches, cheerleaders and fans with courtesy as you would a guest in your own home.
3. Accept that athletics are a learning experience for the participants and value the athletes' efforts.
4. Respect the integrity and judgment of officials.
5. Cheer for your team, not against your opponent.
6. Show concern for an injured player, regardless of the team.
7. Follow the facility rules set by the game-site management/administration.
8. Do not attend events under the influence of any controlled substances (alcohol, drugs, tobacco, etc.) that will alter your thoughts and reactions to the situations of the contest.

We invite you to support our athletic teams with the "Spirit of the Lion" throughout the school year.

## **Guidelines for Adhering to SCASD Facility Rules**

The following behaviors are unacceptable by spectators at SCASD athletic sites:

1. Cheers/chants/songs/signs/banners and gestures which are obscene, taunting, disrespectful or derogatory
2. Displays of anger or profanity that draw attention away from the contest
3. Throwing any object within the stands or onto the playing surface
4. Standing during play in any area other than the identified student section of the bleachers; no standing on the court during play
5. Not complying with officials' decisions regarding the use of artificial noise makers and sounds meant to distract players at key times in the contest
6. Bringing food or drink into the gym; water and sports drinks are allowed only in the team bench area for the athletes and coaches
7. The use of "silly string," confetti, or like products in the gym
8. The use of tobacco products on school district property

If these behaviors are observed, SCASD event management staff will request the behavior be stopped immediately. Failure to comply with this request may result in the individual's removal from the venue and suspension from attendance at future school-sponsored events.

Dressing in "crazy" or unusual attire is permitted at SCASD events. However, care should be taken by the dressers to protect their regular clothing and valuables that are brought into the facility. Bathrooms and locker rooms should not be used for changing clothes or storage of clothing and valuables without administrative permission.

## **Guidelines for following PIAA Tournament Rules For all Facilities**

The following behaviors are prohibited by spectators:

1. Unsportsmanlike banners and signs that are posted or displayed

2. Any banner or sign that may be carried; banners and signs must be stationary
3. Throwing confetti, toilet paper rolls, or other objects
4. Waving streamers, shakers, or pom-poms to distract players
5. Provocative antics or stunts
6. Sirens, whistles, artificial noisemakers, or portable listening devices without earphones
7. Menacing actions and gestures toward opposing players or officials
8. Any bands or organized instrumental groups (Basketball events only)
9. Spectators seated behind the free throw lanes disconcerting the free-thrower (Basketball events only)

Please note that any violation of this conduct code could result in the offending school being disqualified from further participation in the tournament.

General regulations for coach/spectator decorum for all sports as offered by the PIAA are included in **Appendix I**.

## **Guidelines for Interscholastic Sports Team Websites**

Booster clubs may elect to maintain a website for their representative team. If the club determines that it would like to do so, District and Athletic website policies and guidelines must be followed. These policies and guidelines are included in **Appendix J**.

## **Guidelines for the use of Copyrighted Materials**

When performing club business, Booster club organization members are expected to follow the application of "fair use" principles as defined by the Congress of the United States in the Federal Copyright Law of 1976, and the

Digital Millennium Copyright Act of 1998. General guidelines for using copyrighted materials for educational purposes may be found on the SCASD website at [scasd.org](http://scasd.org) > home > academics > libraries. Questions about the application of "fair use" principles may be directed to the Director of Athletics.

## Appendices

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Appendix B.....	Sample Constitution/Bylaws
Appendix C.....	Fundraising Proposal Form
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.....	SCASD Website Policy/Online Acceptable Use Policy



## **PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS PROGRAMS**

The Board of School Directors believes that the purpose of an interscholastic athletics program is to provide learning experiences that will contribute to the personal, physical and psychological development of the individual student athlete. These learning experiences will be consistent with the educational goals of the State College Area School District as outlined in its Statement of Organizational Purpose and will complement the academic program of the District. Hence, participation in interscholastic athletics can serve an important role in meeting the needs of secondary-level students within the total educational process.

The State College Area School District interscholastic athletics program is both voluntary and competitive and will be designed to meet the needs of student athletes. In order to participate, student athletes must be physically healthy, academically qualified, and willing to make a significant personal commitment to maximize the development of their knowledge, skills, and attitudes relative to the particular sport.

All athletic teams will operate under the leadership and supervision of an effective coaching staff committed to accomplishing the educational goals of the school system. Members of the coaching staff will employ safe and educationally sound techniques designed to actively promote the development of the student athlete as a whole person. Also, coaches will be expected to continually improve their coaching techniques through participation in appropriate professional development programs.

The school administration, especially the Athletics Director, Assistant Athletics Director and the secondary principals, will provide a supportive environment for the coaches and athletes at all levels. All district administrators will be committed to the philosophy stated herein.

The interscholastic athletic program will be increasingly competitive as students' progress through the junior high, the junior varsity and the varsity levels. The earlier levels will serve as developmental programs for the more advanced levels. Team goals will reflect these goals. Varsity Coaches will work with junior varsity and junior high coaches to coordinate the developmental aspects of the program in each particular sport.

At the junior high/middle school level of interscholastic competition, coaches will place a strong emphasis on instruction and maintain sufficient levels of participation in that sport to allow the individual student athlete to develop his/her athletic potential. Participation and development of skills in a sport will be valued above the winning of contests. The needs of the team should be balanced with the developmental needs of the individual team members. The number of participants accepted for membership on a team, however, must support this commitment to high levels of instruction and participation.

At the junior varsity level, instruction and the development of individual skills for all athletes will continue to be emphasized. However, team success in inter-school competition will also be valued. Athletes will become increasingly aware of the importance of teamwork and a positive attitude toward team success. The number of athletes selected for the team will allow the

coaches not only to instruct and assist the participants in their individual development but also to teach teamwork as an important factor in interscholastic competition.

At the varsity level of interscholastic competition, coaches will have the dual responsibility of fostering individual skill development and achieving team success. To achieve this end, the most effective student athletes judged by the coaching staff, regardless of grade level, will be given the opportunity to further develop their athletic abilities and to participate at the most advanced levels of interscholastic athletic competition. Coaching emphasis will be placed on helping the members of the team to work together and to develop a strong desire to attain the highest possible levels of team success.

The superintendent is directed by the Board of School Directors to develop, disseminate, maintain, and periodically revise the administrative procedures, including but not limited to handbooks for coaches and student athletes, necessary to implement the intent of this policy as well as an annual evaluation process for coaches. Appropriate in-service programs for coaches relative to this policy and the above procedures will also be provided.

### **PROGRAM OBJECTIVES**

- I.** To complement the primary function of the school; that is, instruction.
- II.** To develop a positive program of interscholastic athletics in the State College Area School District
- III.** To represent the State College Area School District and its interscholastic athletic program in a positive and constructive manner.
- IV.** To strive for playing excellence that will produce successful teams within the bounds of a sense of fair play and mental health of the student athlete.
- V.** To Provide the opportunities to the individuals:
  - a. Physical, mental and emotional growth and development
  - b. Acquisition and development of special skills in activities of his/her choice.
  - c. Development of desirable social traits such as loyalty, cooperation and fair play.
  - d. Development of leadership skills.
  - e. Achievement of goals.
  - f. Worthy use of leisure time.
  - g. Practice of self-discipline, self-motivation, and fair play.
  - h. Commitment to team goals over personal effort and recognition.
- VI.** To develop an athletic program that meets a wide range of interests.

CONSTITUTION OF \_\_\_\_\_ HIGH SCHOOL BOOSTER CLUB

**ARTICLE I: Name**

The name of this organization shall be the \_\_\_\_\_ High School Booster Club.

**ARTICLE II: Purpose and Function**

It is the purpose of the \_\_\_\_\_ High School Booster Club to encourage and support the \_\_\_\_\_ High School Interscholastic Athletics Philosophy and all sport activities.

**ARTICLE III: Membership**

Membership shall be open to any person who subscribes to the purpose and function of the \_\_\_\_\_ High School Booster Club.

**ARTICLE IV: Board of Directors**

Section I - The affairs of the club shall be managed by a nine (9) member Board of Directors who shall comply with the Constitution and By-laws of the \_\_\_\_\_ High School Booster Club. The Athletic Administrators shall represent the administration of \_\_\_\_\_ High School and shall serve as an ex-officio member of the Board of Directors. A representative of the coaching staff, to be determined by the coaching staff may also serve as an ex-officio member of the Board of Directors.

Section II - No member of the Board of Directors shall serve more than three (3) consecutive years, including the fulfillment of an unexpired term of a previous board member.

**ARTICLE V: Officers**

The officers of the club shall be adult members and shall consist of the President, a Vice-President, Secretary and Treasurer.

**ARTICLE VI: Meetings**

Section I - Two (2) regularly scheduled meetings shall be held annually. An annual meeting shall be held in May and a membership meeting shall be held in September.

Section II - Meetings other than the two (2) yearly meetings will be conducted upon call of the President or any five (5) members of the Board of Directors.

**ARTICLE VII: Amendments**

These Articles of the constitution may be amended at a meeting of the membership by a two-thirds (2/3) affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days prior to the meeting.

**BY-LAWS OF THE \_\_\_\_\_ HIGH SCHOOL BOOSTER CLUB**

**ARTICLE I: Membership**

Section I - Qualification

A. Persons who subscribe to the purpose and function of the \_\_\_\_\_ High School Booster Club.

B. Annual dues for membership shall be five (5) dollars for family membership and three (3) dollars for single membership.

Section II - Representation

Each adult member is entitled to one vote when personally in attendance at meetings of the club.

**ARTICLE II: Board of Directors**

Section I - Number and Term of Office

The business and operation of the club shall be managed and controlled by a board of nine (9) directors who shall be elected by a plurality vote of the members at the annual (May) meeting. Three (3) directors shall be elected each year for a term of three (3) years, except at the first election, when the terms shall be determined as a result of a draw once the Board has been elected. The draw for the first year shall be, three for a term of three (3) years, three for a term of two (2) years and three for a term of one (1) year.

Section II - Vacancies

In case of any vacancy on the Board of Directors, a successor to hold office for the unexpired term shall be elected by the members at the following meeting.

Section III - Meetings

Board of Director's meetings shall be held at the time and place called by the President

Section IV - Quorum

A majority of the directors present at a scheduled meeting shall constitute a quorum for the transaction of business.

**ARTICLE III: Officers**

Section I - Officers

The officers shall be elected by the Board at a meeting of the Directors following the annual (May) meeting. The Board, from their number, shall elect for the ensuing year, a President, Vice-President, Secretary and Treasurer.

Section II - Vacancies

## Appendix B (continued)

In case of a vacancy of any office, this vacancy shall be filled by the Board of Directors.

### Section III - Duties

#### A. The President:

1. Shall preside at all meetings of the club and of the Board of Directors
2. Shall personally represent the club or appoint a delegate where representation is deemed advisable.
3. Shall appoint committees and committee chairmen.
4. Shall effect compliance with the rules, regulations, and policies of the Board of Education and the \_\_\_\_\_ High School Athletic Department.

#### B. The Vice President:

1. Shall have such powers and perform such duties as may be delegated to him/her by the President.
2. In the absence or disability of the President, he/she shall perform the duties and exercise the powers of the President.

#### C. The Secretary:

1. Shall keep the minutes of all meetings of the Board of Directors.
2. Shall keep such other records as directed by the Board of Directors
3. Shall sign with the President, or with the Vice-President, all contracts in the name of the club.
4. Shall perform all the duties usually incident to the office of Secretary, subject to the control of the Board of Directors.

#### D. The Treasurer:

1. Shall keep the financial records of the club, collect dues, pay bills on approval of the Board of Directors, and have custody of all funds and property of the club.
2. Shall perform all the duties usually incident to the office of the Treasurer, subject to the control of the Board of Directors.
3. Shall be bonded as prescribed by the Board of Directors.

### **ARTICLE IV: Finance**

The funds are to be deposited in a bank approved by the Board of Directors and may be withdrawn on the signature of the Treasurer and President or Vice-President.

### **ARTICLE V: Fiscal year**

The fiscal year of the Booster club shall begin August first and end July thirty-first.

### **ARTICLE VI: Basic Policies of Operation**

The following are also policies of the club:

- A. The club shall be non-political and non-sectarian.

## Appendix B (continued)

B. The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or any purpose which cannot be appropriately related to the objectives of the organization.

C. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statement) in any political campaign on behalf of or in opposition to any candidate for public office.

D. Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board of Directors.

E. In the event of the dissolution of the club, its assets shall be distributed to the \_\_\_\_\_ High School Athletic Department and in accordance with the non-profit status provided by the Internal Revenue code as from time to time amended.

### **ARTICLE VII: Amendments**

These By-Laws may be amended at a meeting of the membership by a two-thirds affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting.

### **ARTICLE VIII: Parliamentary Authority**

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and By-laws.

### **ARTICLE IX: Finances**

The following language details the financial policies of the club:

A. The funds of this association shall be used to further the purpose expressed in Article II of this Constitution. They shall be disbursed only by the Treasurer upon the approval of the Board of Directors by properly drawn warrants upon the deposits of the association.

B. The President of the association shall have the authority to authorize expenditures up to one hundred dollars (\$100.00) each month from the association's funds when it is not feasible to call a special meeting of the Board of Directors. A report of these expenditures shall be given at the next regular meeting.

## Appendix B (continued)

C. This association is organized as a non-profit organization per section 501©(3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any fund or property remaining shall be turned over to the \_\_\_\_\_ Board of Education.

D. All funds collected by the offices or members of the Board of Directors shall be deposited in an account approved by the Board.

E. The Treasurer of the association shall pay by check all debts of the association within seven (7) days after receipt or on approval by the Board of Directors.

F. The Treasurer of the association must be bonded in the amount set by the Board of Directors. The fee for the bond is to be paid for by the association. The bond must be payable to the \_\_\_\_\_ Board of Education. No bonding company report shall be made public to the Board of Directors or Officers of the association.

G. All projects that require financial obligation of the club as proposed by coaches will be presented to the Board of Directors by the Coordinating Vice-President, on the approval forms as stipulated by the Board of Directors. This will be done at the May meeting in order for the newly elected Board of Directors to plan their budget for the following year. The budget shall normally be voted on at the June meeting. Budgets may be changed by a vote of the Board.

H. Total expenditures cannot exceed approved total budgeted amounts without the approval of the Board of Directors. No single item expenditure can exceed more than 5% of the budgeted amount for that item. Item is to be defined as those approved by the Athletic Booster Club, listed on the "Itemized Request for Funds" form and submitted to the President of the Athletic Booster Club Board. Unused funds cannot be applied to other items without the approval of the Board of Directors.

I. An annual audit by one or more non-Board members shall be required. The treasurer will be required to submit a detailed report at the end of each year. The incoming President and one other officer shall select an auditor or auditors. A formal letter by the auditor or auditors shall be standard procedure expressing the findings and will be filed in the records of the Club.

## ARTICLE X: Amendments

This Constitution and By-Laws may be amended at any Annual Meeting of the association by the affirmative vote of two-thirds of the members present, provided that any proposed change shall be presented for discussion and debate no later than the April meeting and that it be listed on the agenda for the Annual Meeting.

**Appendix B (continued)**

A revision of this Constitution and By-Laws has been approved by a two-thirds affirmative vote of the members present at the Annual Meeting held on \_\_\_\_\_ and is in effect beginning \_\_\_\_\_.

**ARTICLE XI: Signatures of Officers**

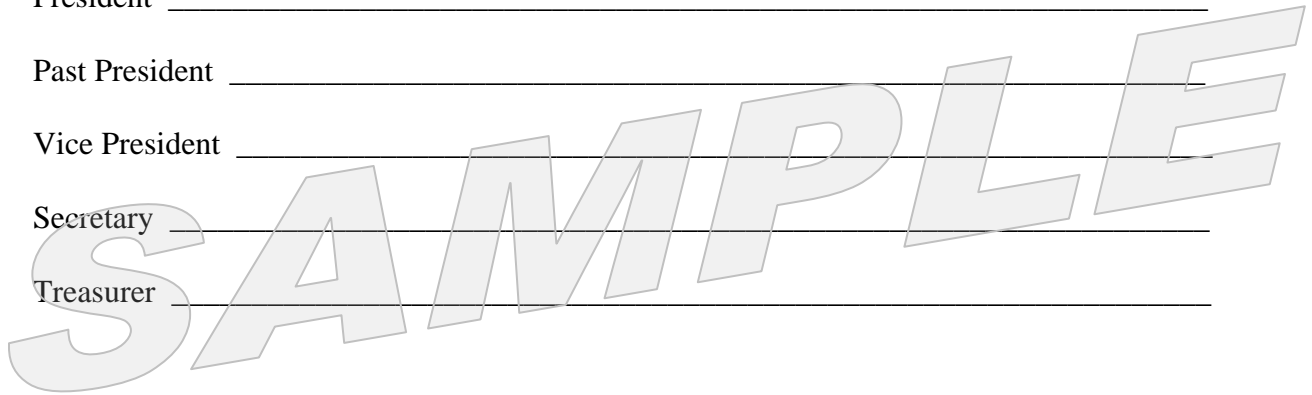
President \_\_\_\_\_

Past President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_





## State College Area School District Athletic Booster Club Proposed Fundraising Activity

Booster Club Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

I. Nature of Activity \_\_\_\_\_

\_\_\_\_\_

II. Date(s) of Activity \_\_\_\_\_ to \_\_\_\_\_

Month/Day/Year

Month/Day/Year

III. Anticipated Use of Revenue \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IV. Financial Goal \_\_\_\_\_

\_\_\_\_\_

Booster Club President - Signature/Date

\_\_\_\_\_

Booster Club Treasurer - Signature/Date

Approve

Disapprove

\_\_\_\_\_

Athletics Director - Signature/Date

**GIFTS AND DONATIONS TO THE  
STATE COLLEGE AREA SCHOOL DISTRICT**

No. 913.3  
SECTION: COMMUNITY  
TITLE: GIFTS TO THE DISTRICT  
ADOPTED: May 11, 1998  
REVISED: August 12, 2002

**913.3. GIFTS TO THE DISTRICT**

1. Background

The State College Area Board of School Directors recognizes the desire on the part of individuals or public or private organizations to make gifts of funds, materials, capital equipment, real estate, or services to the school district. In an effort to ensure and to enhance the possibilities for excellence in education, the Board finds it desirable to develop alternative sources of support for district programs and facilities. All private support must be consistent with the educational mission and goals of the district and with contemporary standards of good taste within the State College community.

2. Objective

It is the objective of this policy to establish parameters for the acceptance of gifts by the SCASD. This policy falls under and is subject to the general provisions of the Private Fundraising Policy (913.1) and extends and replaces Section 3-3-27 of the Policy & Procedure Manual as amended on 5/11/98. It governs all gifts to the district, including endowment gifts, non-endowed scholarships and awards, and contributions to support the district's schools, facilities, programs, organizations, and activities for project-related expenditures.

3. Authority

The Board has the authority to accept such gifts and donations as may be made to the district or any school within the district. The Board also reserves the right to decline to accept any gift.

It is the policy of the Board that:

1. Individuals or organizations desiring to make gifts to the school district should counsel with the Superintendent or his/her designee regarding the acceptability of anticipated gifts.
2. Every five (5) years, the Board shall consider a recommendation from the CAC for Private Fundraising to set the minimum amount for "major" gifts. Until further changes, gifts with a value of \$25,000 or more shall be considered "major" gifts. The Superintendent shall refer all "major" gifts and all gifts involving significant costs for installation or for maintenance for consideration and decision by the Board.

## Appendix D (continued)

3. It shall be the responsibility of the administration to comply with the district's Gift Recognition Policy (913.2) and related procedures.
4. The administration will ensure that no significant lasting inequities will occur in programs across the district.

Any gift accepted by the district shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the district. The district shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated. As instructional equipment becomes more complicated and diverse, it is imperative that attention be given to technological and curricular compatibility and to potential maintenance costs over time. The district will make every effort to honor the intent of the donor in its use of the gift. If at any time this becomes impossible, as determined by the district, the Board reserves the right to utilize any gift it accepts in the best interest of the educational program of the district and in such manner as most closely accomplishes the donor's original intent. Unless explicitly stated by the district, acceptance of a gift shall not be considered an endorsement by the district of a commercial product or business enterprise, organization, or institution of learning.

### 4. Guidelines

Gifts shall:

1. Enhance student education and achievement.
2. Assist in the continuation of existing educational and extracurricular programs and facilities
3. Assist in the development and funding of new educational and extracurricular programs and facilities.

The district generally prefers donations or gifts to contracts or commercial agreements. Thus, the potential for turning contractual or commercial propositions into gifting opportunities will be explored before any other action is taken. This will be the responsibility of a specially appointed Review Committee consisting of representatives of the CAC for Private Fundraising and the CAC for Finance, the Board, and the administration. The Board may ask the Review Committee to investigate, evaluate and/or consider proposed alternative sources of support and to report its findings and recommendations to the Board.

When a private contribution necessitates a contract or a commercial agreement, the following factors must be addressed: specific goals; expected outcomes; benefits to the district; specific activities; donor recognition (Policy No. 913.2); rights and responsibilities of the parties; timeframe or term; and evaluation criteria.

## **Appendix D (continued)**

Factors to be considered before entering into an agreement or accepting a gift include but are not limited to:

1. The extent to which the gift would limit or restrain the district's discretion or its ability to pursue other opportunities.
2. The extent to which the gift would impose any obligation on the district, either presently or in the future, financial or otherwise.
3. The extent to which the gift would constitute a conflict of interest or create the appearance of or potential for a conflict of interest.
4. The extent to which the gift would interject advertising or commercialism into the schools or classrooms, or extracurricular and other venues.

## **Board Policy 707: Use of School Facilities**

State College Area School District, Policy 707. Use of School Facilities

### **1. Purpose**

Recognizing the community need for school facilities for recreational, social, and educational purposes, the Board of School Directors has devised this policy which encourages public use of the District's facilities. The Board believes that these endeavors are consistent with the spirit of the public schools. The Board further believes that the District facilities should not be used primarily for individual or corporate financial gain.

### **2. Authority**

It is the intention of the Board of School Directors that the school facilities will be available primarily for use by organized residents and community groups within the confines of the State College Area School District. These groups are permitted to use school facilities when such use conforms to the established regulations and does not interfere with the school programs or school maintenance. School facilities may not be used for any activity and/or event forbidden by law or policy.

The Board believes that appropriate fees shall be assessed the user to cover operation and maintenance costs, particularly additional energy consumption. The Board further believes that time during the year must be allowed for detailed maintenance and cleaning of the school facilities. Generally, maintenance/cleaning has priority over public use of the school facilities during June, July, and August because it is during this period that the schools are readied for the coming school year and most contract maintenance is completed.

### **3. Guidelines**

#### **A. General**

1. This policy does not create any rights to the use of school buildings and grounds.
2. The Board of School Directors reserves the right to refuse for cause any individual or organization use of school buildings and grounds at any time.
3. The Board of School Directors reserves the right to revoke any permit that has heretofore been approved.
4. The availability of the school facilities shall at all times be subject to the conveniences, requirements, and activities of the school.
5. The School District reserves the right to assign necessary employees to staff the building at the expense of the organization using the facilities.
6. The School District reserves the right to refuse any application if personnel are not available to accommodate the event(s).

## Appendix E (continued)

### B. Eligibility

1. School, school-related, community or civic/service, and other organizations offering a program of sound educational, civic, recreational, or cultural value that is instructive and beneficial are eligible to use the school facilities. Governmental agencies may use school facilities for hearings and public meetings. Religious organizations may hold worship services during non-school hours.
2. At the secondary level, religious secular meetings that are student initiated and supervised by a school employee may be permitted during non instructional time. School employees who are present, as monitors, may not direct, control, or participate in the meeting. Non instructional time occurs before school convenes in the morning and after school is dismissed in the afternoon.
3. Non school persons are prohibited from directing, conducting, or regularly attending student-initiated meetings of a religious or political nature.
4. Eligibility will be verified by administrative review. Then, if eligibility is contested, the request will be referred to the Board of School Directors.

### C. Ineligibility

1. The School District has a compelling interest to shield its students and personnel from harassment as well as vulgar, obscene and/or inflammatory speech or other similar activities that are not compatible with the mission and function of the School District. No organization shall utilize school facilities for any purpose that would tend to violate these interests.
2. No meeting shall be held in or on school facilities for purposes that are essentially commercial in nature.

### D. Definitions

1. School Organizations- Organizations whose primary purpose and function is support of educational activities of the State College Area School District. This includes student organizations, community education, PTA/PTO, booster clubs, and other citizen advisory groups approved by the Board.
2. Booster Club- A booster club is an organization that promotes, assists or augments the mission of the State College Area School District. Acknowledgement by the District of such an organization's existence is confirmed by the club providing a current list of the names, addresses and phone numbers of all officers as well as a copy of its constitution and by-laws. As a recognized representative of the District, a booster club's actions shall be the responsibility of the State College Area School District. The District's publication "Guidelines for Booster Clubs" provides specific recommendations for a booster club's role.
3. School Related, Community, Civic/Service Organization - Any non-profit organization within the State College Area School District whose primary purpose is the betterment of the community and the providing of service to the residents in general.
4. Community - The geographical area encompassed by the State College Area

## Appendix E (continued)

School District.

5. Personnel Fee - Fee charged to building users for personnel costs incurred as a result of a given activity. This includes, but is not limited to, custodians (weekend and week nights after 11:00 p.m.), pool staff, technology staff, stage technicians, maintenance staff and security. A fee schedule is attached.

### E. Categories of Individuals, Groups, and Organizations

The individual groups and/or organizations that may request permission to use the State College Area School District facilities are defined as follows.

1. Class A - State College Area School District related organizations - Organizations whose primary purpose and function is the support of educational activities of the State College Area School District.
2. Class B - Centre Region Municipal and Centre County Governmental Organizations - Departments of the Centre Regional Municipal and Centre County Governments, including Centre Region Parks and Receptions.
3. Class C - Non-profit/Non-school Related Organizations - Non-profit organizations within the State College Area School District whose primary purpose is the betterment of the community and the providing of service to the residents in general.
4. Class D - Private Interest Groups - Other private organizations providing programs which are instructive and beneficial to the participants.

### F. Application for Use

1. Requests for the use of facilities by Class A groups must be made on forms provided for this purpose and submitted through the building principal. Class B, C and D requests must be on forms provided for this purpose and submitted to the physical plant office at least two (2) weeks prior to the scheduled event.
2. In the case of athletic related booster clubs, all facility requests must have an officer's and head varsity coach's signatures. Additionally, facility requests by booster clubs must receive the approval of the athletic director regardless of the facility requested. Attachment B outlines acceptable "Class A privileges".
3. Applications will be reviewed and approved and such application shall not be considered accepted until approved in writing.
4. An authorized representative of the organization making the application shall sign each application.

## Appendix E (continued)

5. Organizations whose applications are approved will be mailed signed contracts.
6. Applications that are denied will be returned to the requesting organizations with an explanation for the denial.
7. Activities may be postponed or canceled by the applicant, but request for same must be received at least two (2) days in advance, except in emergencies. Applicants failing to comply with this regulation will be required to pay fifty percent (50%) of their fee in order to cover the incurred operating cost.

### G. Fee Schedule

Fees shall be assessed to groups using school facilities. Specific rates will be determined by the district administration and updated on an annual basis.

All rental fees and/or other charges are due and payable within thirty (30) days after the billing date. Checks should be mailed to the State College Area School District, Attention: Physical Plant Office, 131 West Nittany Avenue, State College, Pennsylvania 16801-4899. No payment shall be made directly to employees for fees generated by this policy.

Fees will be assessed according to the following schedule (with additional fees for special use areas):

Class A - No Fee

Class B - Personnel Fee

Class C - Personnel Fee and Operating Fee

Class D - Personnel Fee and Rental Fee

#### Special use area fees:

- Pool - All Class B, C and D groups will be assessed actual personnel fees at all times.
- Computer Labs - All Class B, C and D groups will have a technology staff member present during lab use and pay associated costs.
- Stage - All Class B, C and D groups will be assessed for district supplied stage technicians when lights and other stage equipment are used.
- Memorial Field - All Class C and D groups will be assessed staffing costs.
- All Class B, C and D groups will be assessed electric cost if lights are used.
- Kitchen - All groups will arrange for use of kitchens through the office of the director of food services. All requirements of the food service policy must be met.
- A food service employee shall be on duty whenever the kitchen facilities are used for which an extra charge will be made. Only school food service employees are permitted to operate kitchen equipment. Food Service charges will be billed separately.



## Appendix E (continued)

- Other - Fees may be assessed for use of any district owned equipment. Arrangements for use of any equipment must be requested and approved in advance.
- The district may require an applicant to secure police protection and assume associated costs for any event.

### H. Scheduling

1. Applications will be accepted up to but not more than one year in advance. Scheduling will be completed on a first come/first serve basis with the following exceptions:

- \* a. Class A groups will be given first priority in use of facilities. They may negate any previously approved contracts if a conflict occurs.
- \* b. Class B will have second priority. They may negate other Class C or D contracts but not Class A contracts.

(The State College Area School District reserves the right to defer scheduling of certain facilities to Centre Region Parks and Recreation, at its discretion.)

### I. Rules and Regulations for use of School Facilities are as follows:

*(exceptions to any of the rules must be secured from the building principal and/or Physical Plant Office prior to the event).*

1. Any organization or group using the approved school facilities is responsible for admittance and the conduct of both participants and spectators and shall make adequate provisions to handle anticipated crowds, etc.
2. Any organization or group using the approved, designated school facilities shall designate one (1) member of the group as being in charge and responsible for supervision of the activity in the facility in use. This person shall, in turn, be responsible to the building principal and the staff on duty.
3. All permits issued shall be for specific areas and for specific hours. It shall be the responsibility of the organization and the person in charge of the group using the facilities to have complete control over all persons involved and to see they are restricted to the portion of the building requested for the activity and that the remainder of the building is not entered or molested.
4. The use of any building is automatically canceled when the facilities have been closed by school authorities because of local, state, or natural disaster or emergencies such as fire, flood, storms, or mechanical failure, etc. When classes are canceled or dismissed early due to inclement weather, all building activities for that evening are canceled.
5. Organizations or groups shall be responsible for any damage to the buildings. Groups shall leave facilities in the condition they found them. Damages to school

## Appendix E (continued)

and theft of school property are to be paid by the organization using the school facilities (upon demand).

6. Organizations using the school facilities must comply with state laws, local ordinances, and rules of the police and fire departments regarding public assemblies. The approved user must arrange for adequate police protection for all public assemblies.

7. Permits, once issued, may be sublet or transferred to any other person, company or organization.

8. Misuse of school facilities shall result in the termination of the agreement with a pro rated charge.

9. Outdoor school facilities shall be closed and off limits after dark except for those areas lighted for nighttime use.

10. If admission is charged, the applicant shall be fully responsible for paying any taxes required by law.

11. No changes or alterations shall be made to property without approval of the director of physical plant.

12. A representative of the physical plant department must inspect any additional electrical equipment used, which cannot be plugged into existing receptacles, and a temporary certificate issued. All equipment must be connected 24 hours before the activity and the sponsoring group must pay all costs. Applications for inspection must be given to the director of physical plant three (3) days before the activity is given.

13. The operation of lights, stage scenery, scoreboards, projectors, public address systems, and other school equipment requiring a skilled-operator shall be under the direction of an employee of the school district.

14. Equipment belonging to the school district may not be used unless specifically requested on the application and approved.

15. Any and all decorations to be used must be fire proof and subject to the approval of school officials. No open flame decorations shall be used anywhere in the buildings, no decorations in the auditoriums and foyers shall be fastened to any walls, ceilings, and/or floors. No decorations shall be fastened to the floors, walls, or ceilings with nails, screws, or any other fasteners that will damage the finish of the floors, walls, or ceilings. Any and all decorations, furnishings, and equipment shall be installed and removed by the user under the direction and supervision of the school staff, and any removal (along with debris) shall be completed immediately upon termination of the activity.

16. Use of tobacco products is not permitted on school property. Persons or organizations shall assume responsibility for making appropriate announcements to all persons in attendance pertaining to these regulations.

17. Weapons are not permitted on school property.

18. No intoxicants or drugs of any kind shall be permitted on any school premise at any time.

19. Gambling or other games of chance are prohibited.

## **Appendix E (continued)**

20. All refreshments or food must be served within cafeteria dining rooms or designated concession area.
21. Footwear and appropriate dress shall be worn inside the buildings. Sneakers or gym shoes shall be worn at all times when using gymnasiums for athletic purposes.
22. The school authorities may at their discretion take such action as may be necessary to preserve order and to protect school property, and the taking of such action shall not in any way relieve the applicant of his/her responsibilities in that regard.
23. The lessee shall provide a certificate of insurance. Certificate must be submitted with the application for permission to use school facilities. The minimum insurance limits provided shall be \$500,000 for personal injury and \$100,000 for property damage. The school district may waive this insurance requirement for routine meetings of organizations. The lessee will be informed of the required insurance at the time of the signing of the contract.
24. The lessee shall be required to execute and deliver to the school district, an agreement to be solely liable for any damages, accidents, or injuries which may occur to persons or property arising out of the use of the school district premises and also to indemnify and save harmless the school district, its agents and employees against any and all loss, damage, cost, and expense which the school district may hereafter suffer, incur, or be put to pay by reason of any accident, injury, or claim ascertained against the school district arising from the lessee's operations or activities.
25. No chairs and/or other obstructions may be placed in aisles, entrances, or exit areas (Pennsylvania State safety regulations).
26. All personal accidents, regardless of the severity must be reported to the building office and physical plant office.

### **Attachments related to Booster Clubs and PIAA**

State College Area School District, Policy 707. Use of School Facilities

#### **Attachment B**

Interscholastic athletic booster clubs are permitted the use of State College Area School District facilities with Class A privileges for the following purposes:

1. To hold regular and special club meetings to conduct business.
2. To operate a concession stand at interscholastic athletic competitions of their sports team.
3. To stage open gyms for SCASD interscholastic athletes under the supervision of the coaching staff during their sport's off- season.

**Appendix E (continued)**

4. To sponsor one fund raising clinic/competition/activity per year.

**Attachment C**

The Pennsylvania Interscholastic Athletic Association will be classified as follows:

1. Class A for the purpose of P.I.A.A. officials' meetings.
2. Class C for the purpose of staging P.I.A.A. post season tournament events.

APPLICATION FOR PERMISSION TO USE SCHOOL FACILITIES

Today's date: \_\_\_\_\_ Contract #: \_\_\_\_\_

Group/Organization: \_\_\_\_\_  
**Requesting group/organization will receive an approved copy of their request by mail.**

Building/Facility requested: \_\_\_\_\_ Number of persons attending \_\_\_\_\_

Purpose/Event \_\_\_\_\_ (meeting, camp, concert, practice, etc.)

Organization Category: **Circle One**  
 Class A State College Area School District      Class B Municipal and Government Organizations  
 Class C Non-Profit, Community and Civic/Svc      Class D Private Interest Groups

Date _____	Room/Area _____	From _____	(am/pm)	To _____	(am/pm)
Date _____	Room/Area _____	From _____	(am/pm)	To _____	(am/pm)
Date _____	Room/Area _____	From _____	(am/pm)	To _____	(am/pm)
Date _____	Room/Area _____	From _____	(am/pm)	To _____	(am/pm)
Date _____	Room/Area _____	From _____	(am/pm)	To _____	(am/pm)
Date _____	Room/Area _____	From _____	(am/pm)	To _____	(am/pm)
Date _____	Room/Area _____	From _____	(am/pm)	To _____	(am/pm)
Date _____	Room/Area _____	From _____	(am/pm)	To _____	(am/pm)
Date _____	Room/Area _____	From _____	(am/pm)	To _____	(am/pm)
Date _____	Room/Area _____	From _____	(am/pm)	To _____	(am/pm)
Date _____	Room/Area _____	From _____	(am/pm)	To _____	(am/pm)
Date _____	Room/Area _____	From _____	(am/pm)	To _____	(am/pm)

(If additional dates needed, please attach separate sheet)

Special equipment requested: \_\_\_\_\_

I have received and understand the State College Area School District Board of Education Policy relating to use of school facilities and accept responsibility for meeting the requirements and applicable fees stated herein. A Liability Insurance Binder is required for all Class B, C, and D categories. The undersigned, in consideration of the grant of permission to use certain premises of the State College Area School District, does hereby agree to indemnify and hold forever harmless the said State College Area School District, its successors and assigns, against loss from any and all claims, demands, suits, actions in law or in equity that may hereafter at any time be made or brought against the said State College Area School District arising out of or on account of any accident or injury to person or property sustained by any such person in consequence of the use of the premises of the said School District pursuant to the grant of permission by said School District to use such premises. After authorized representatives have signed the application, a contract exists. The Building Principal and/or Director, Physical Plant reserves the right to reschedule locations of groups as deemed necessary or to cancel contract due to school related activities.

Automatic External Defibrillators are available at various locations for use by trained persons. For more information contact the custodian or the Physical Plant Office at 231-1026.

Responsible Individual \_\_\_\_\_ Signature \_\_\_\_\_  
 (Print)

Street: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Director, Physical Plant \_\_\_\_\_  
 (Date)

## **To All Groups Using SCASD Concession Stands:**

*For everyone's health and safety, please follow these guidelines:*

- Encourage frequent hand washing of those persons assigned to work in the Concession Stand.
- If concession stand workers choose to wear food-service or medical gloves while performing their duties, ensure that the gloves are latex-free, disposable and are changed frequently throughout the day/evening.
- Discourage concession stand workers from handling both food and money; work assignments should be delegated to ensure that one person handles money and others handle the preparation and distribution of food and beverages.
- Food items may not be stored in the concession stand unless they are appropriately contained, labeled with the Booster Club's name, and stored in refrigerators. Please take all other food items with you at the end of each game/use.
- All paper and plastic products may be stored in the back room of the HSN Concession Stand and designated areas of all other concession stands provided that they are placed in sealed, plastic storage containers and are labeled with the Booster Club's name. Beverage cases may also be stored in the back room of the HSN Concession Stand and designated areas of all other concession stands, and should be labeled with the Booster Club's name. All stored items must be removed on the day following the sports teams' final home game or they will be discarded.
- Thoroughly clean all appliances, counters and sinks after each use.
- Place all waste in the appropriate garbage or recycling receptacles.
- Please report the damage or malfunction of any Concession Stand equipment to the Athletics Department.
- Remove all locks from drawers at the end of each season and empty their contents. Thoroughly clean the drawers.

**Thank you for your cooperation!!!**

**SCASD Department of Athletics  
Application for Non-Routine Interscholastic Athletics Team Travel**

Team \_\_\_\_\_ Proposed Competition \_\_\_\_\_

Location \_\_\_\_\_ Date(s): \_\_\_\_\_

**Expenses**

Entry Fee \_\_\_\_\_

Transportation (Carrier(s)) \_\_\_\_\_

Lodging \_\_\_\_\_

Meals \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL PROJECTED EXPENSES:** \_\_\_\_\_

Source of Funding \_\_\_\_\_

\_\_\_\_\_

*Describe how this competition is educationally and physically sound for the athletes that are involved. How does it support the best interest of the individual sport? How does it support the overall athletics program? Please be specific; additional pages may be attached, if needed:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix G (continued)**

What is the qualifying criteria for entry? \_\_\_\_\_

\_\_\_\_\_

Which participant groups will attend? \_\_\_\_\_

\_\_\_\_\_

What is the itinerary for this travel proposal? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many days of school will be missed? \_\_\_\_\_

Is this an appropriate level of competition for this squad? \_\_\_\_\_

Title XI balance? \_\_\_\_\_

Presented By: \_\_\_\_\_ Date: \_\_\_\_\_

Athletics Director: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ AD Approve                      Date: \_\_\_\_\_

\_\_\_\_\_ AD Disapprove                      Date: \_\_\_\_\_



PIAA BY-Laws, Article II

**Amateur Status and Awards**

**Section 1. Amateur Status Required**

In order to participate in an interscholastic athletic contest, a pupil must be an amateur in the sport involved. An amateur athlete is one who engages in athletic competition solely for the educational, physical, mental, social and pleasure benefits derived therefrom.

**Section 2. Loss of Amateur Status**

An Athlete loses their amateur status in an interscholastic sport whenever:

- They or the school or organization which they represent, or the parent(s) or guardian(s), receives compensation, or other consideration, or an award not permitted under Section 4 hereof, for or related to their athletic ability, performance, participation, or services.
- They play on a professional team or as an individual professional.
- They receive consideration for becoming a member of an athletic organization or school.
- They sign a contract whereby they agree to compete in any athletic competition for consideration. It is not a violation for a high school baseball player to attend professional baseball try-out camp, provided:
  - That no expenses are paid them
  - Their participation is otherwise in conformity with the National Federation Major-Minor League Agreement.
- They accept compensation or other consideration for teaching, training or coaching a sport. It is not a violation of this rule for a high school athlete to receive normal and customary compensation for acting as an instructor in or officiating recreational activities, or for serving as a lifeguard at swimming areas.
- They sell or pawn their athletic achievement awards.

**Section 3. Definition of Consideration**

Consideration of cash, items which are the equivalent of cash, items which are a representation of value, and items which have intrinsic value other than those permitted under Section 4 hereof.

**Section 4. Permissible Awards**

A school may purchase a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal, plaque, or similar trophy, with appropriate institutional insignia or comparable identification, for an athlete who has earned the official school letter or award, and present the same at the time the official school award is made.

The sponsor or sponsors of an athletic event or group of events may purchase a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal, plaque, or similar trophy, with appropriate institutional insignia or comparable identification, for an athlete who has earned the official school letter or award, and present the same at the time the official school award is made.

A non-profit organization approved by the school principal, or the news media, may purchase a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal, plaque, or similar trophy, with appropriate institutional insignia or comparable identification, for an athlete, in recognition of his athletic ability or performance, and present the same at a time appropriate for such recognition.

The institutions listed above in Section 4 may also sponsor athletic banquets to which athletes may be invited, without charging admission to such athletes.

A pupil may accept from an institution of higher education which he visits in connection with prospective or possible attendance where as a student, reasonable expenses necessitated by such visit, and free admission to home athletic events of such institution which occur during such visit.



**SPORTSMANSHIP: "THE ONLY MISSING PIECE IS YOU!"**  
**PIAA Sportsmanship Program**

The purpose of *Sportsmanship: "The Only Missing Piece Is You!"* program is to educate, to promote, and assist in the perception of and the practice of those qualities which are inherent in good sportsmanship.

The ideals of sportsmanship apply equally to all disciplines. Individuals, regardless of their roles in interscholastic athletics, are expected to be aware of their influence on the behavior of others and act in a responsible manner at all times.

**What is Sportsmanship?**

The American Heritage Dictionary defines sportsmanship as "one who abides by the rules of a Contest and accepts victory or defeat graciously. The Pennsylvania Interscholastic Athletic Association, Inc. (PIAA) defines sportsmanship as "those qualities which are characterized by generosity and genuine concern for others. Furthermore, an awareness is expected of the impact of an individual's influence on others' behavior."

The ideal of sportsmanship permeates virtually every aspect of our culture. The ethic of fair play may be witnessed in all facets of life. However, its origin has been firmly established in sports, as conceptually and pragmatically a training ground for good citizenship and high behavioral standards. Sportsmanship is viewed by PIAA as a concrete measure of each school's and individual's understanding of their commitment to the educational nature of interscholastic athletics.

The responsibility for developing sportsmanship involves many different people. The complexity of this subject, in implementation, extends far beyond the boundaries of our definition. PIAA is philosophically and practically committed to the attainment and maintenance of all codes of behavior addressed in this manual.\* While enforcement of these codes has priority status, the recognition of exemplary behavior is a major goal of this effort.

In recent years, the ideal of sportsmanship has often been relegated to a secondary role. A need exists to again make this role primary and to restore placement of interscholastic athletics in an educational perspective. The problems are quite evident and will require a maximum effort by everyone involved to achieve the desired outcomes. The modes of behavior contained in the manual explicitly define what is expected. Willful compliance by all concerned is necessary to achieve the goals of sportsmanship.

Athletics and their companion, competition, may be the last stronghold of discipline in our society. Athletics in particular are called upon to absorb more of their responsibility for teaching basic social values. Any contribution of this magnitude requires the development of positive, definitive programs. The behavior expected of any participant (direct or indirect) must be

explicitly spelled out; to that end comes the purpose of this manual.\* The manual\* provides the PIAA member schools with a comprehensive perspective on the rules of sportsmanship. It serves as a behavior guide for all groups involved with interscholastic activity, as well as a source of preventative information. The following material offers direction and guidance, along with expectations that correspond to the goals indicated.

***“One man practicing good sportsmanship is  
better than 50 others preaching it.”  
-Knut Rockne***

## **The Fundamentals of Sportsmanship:**

### ***1. GAIN AN UNDERSTANDING AND APPRECIATION FOR THE RULES OF THE CONTEST.***

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

### ***2. EXERCISE REPRESENTATIVE BEHAVIOR AT ALL TIMES.***

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

### ***3. RECOGNIZE AND APPRECIATE SKILLED PERFORMANCES REGARDLESS OF AFFILIATION.***

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

### ***4. EXHIBIT RESPECT FOR CONTEST OFFICIALS.***

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

**5. DISPLAY OPENLY A RESPECT FOR THE OPPONENT AT ALL TIMES.**

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

**6. DISPLAY PRIDE IN YOUR ACTIONS AT EVERY OPPORTUNITY.**

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

**Guidelines for Behavior:**

**...SUPPORT GROUPS (BAND, BOOSTER CLUB, ETC.)...**

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

**...SPECTATORS...**

- Remember that you are at a Contest to support and cheer for your Team and to enjoy the skill and competition; not to intimidate or ridicule the other Team and its fans.
- Remember that interscholastic athletics are a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people as you would praise a student working in the classroom.
- A ticket is a privilege to observe the Contest, not a license to verbally assault others and be generally obnoxious.

## Appendix I (continued)

- Learn the rules of the Contest so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators, and support groups. Treat them as you would treat a guest in your own home.
- Respect the integrity and judgment of Contest officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either Team.
- Refrain from the use of any controlled substances (alcohol, drugs, tobacco, etc.) before, and during Contests, and afterwards on or near the site of the Contest (i.e. tailgating).
- Use only those cheers that support and uplift the Teams involved.
- Recognize and compliment school and athletic administrators for their efforts in emphasizing the educational benefits of interscholastic athletics and the role of good sportsmanship to that end.
- Be a positive role model through your own actions and by censuring those around you whose behavior is unbecoming.

\* The material presented in *Appendix I* is contained in Section VII of the PIAA® Handbook. For a complete copy of this section, log on to <http://piaa.org/resources/handbook>



# STATE COLLEGE AREA SCHOOL DISTRICT ATHLETICS DEPARTMENT WEBSITE GUIDELINES

Thank you for your interest in providing team-related information to the public by establishing and maintaining a SCASD-hosted website. Please read the District guideline information contained in Appendices A and B, and follow the instructions listed below.

## **What to do:**

- Contact the Athletics Office; request that a site be created for your group
- Obtain a copy of the District and Athletics Department website guidelines
- Provide the Athletics Office with a list of all persons that will be maintaining and/or editing the site. This list must include a Webmaster and an adult directly affiliated with team who will serve as an overseer for the site (*preferably the head coach*).
- Return a completed "Review of Policy and Guidelines" declaration to the Athletics Office
- Set up an account with the High School Schoolwires representative
- Attend a Schoolwires training session
- Provide the Athletics Department with an annual update of person(s) who oversee website

## **Information that MUST be included in the site:**

- List all coaches; include contact information
- Current team roster; include jersey numbers and positions
- Team schedule
- Directions to away venues
- List of Booster Club officers; include contact information

## **Information that may NOT be included in the site:**

- Personal contact information for students; this includes, but is not limited to phone numbers, mailing addresses or e-mail addresses.
- Links to corporate sites dedicated to the sale of goods or services.
- No direct links should be established to "youth" or "club" sites.



# STATE COLLEGE AREA SCHOOL DISTRICT ATHLETIC TEAM WEBSITE REVIEW OF POLICY AND GUIDELINES

The following person(s) will be responsible for maintaining and editing the **NAME OF TEAM**

Team website for the **SCHOOL YEAR** school year:

Webmaster	E-mail address	Phone
Head Coach or Designee		
Other		

I have read and understand the Athletics Department Website Guidelines, District Website Policy (*Appendix A*) and the District On-Line Acceptable Use Policy (*Appendix B*).

I agree to uphold the policies defined in these documents and understand that the content of this site will be monitored by SCASD Computer Services and Athletics Department personnel. I understand that if content found on this site is deemed inappropriate for any reason, I am responsible for editing the content as per the directive of the SCASD Athletics Director. I further understand that the District, at any time, has the right to remove any inappropriate information from the website.

Signature, Webmaster	Date
Signature, Head Coach or Designee	Date
Signature, Director of Athletics	Date



## STATE COLLEGE AREA SCHOOL DISTRICT

### Web Site Policy

Adopted 10/10/2005

#### **PURPOSE**

The purpose of the SCASD Web site is to provide timely, supportive, and educational information to parents, students, staff, the State College community, and other interested parties in an easy-to-access manner.

#### **GUIDELINES**

All Web site use and information must comply with the district Policy No. 815 Online Acceptable Use. (*See Appendix B*)

#### **Content:**

All subject matter on district-hosted Web pages must relate to curriculum, instruction, school activities, and information that is consistent with the district mission. The district Web site is not an open forum, and the District maintains sole and exclusive authority to regulate its content. Web pages for individuals or organizations not directly affiliated with the District are not allowed. All District Web pages should be of high quality in style, presentation, and accuracy, and must adhere to district Web publishing guidelines.

#### **Copyright**

All Web pages must comply with all state, federal, and international laws concerning copyright, intellectual property rights, and legal uses of network computers.

#### **External links.**

Links to external sites in Web pages must be related to curriculum, program, or business and be consistent with the district's mission. The district is not responsible for the content of external links, see disclaimer on our Web site. Links to advertisers may only be used after approval by the Board of School Directors and in accordance with Policy No. 913 Relations with Special Interest Groups. Links to personal web sites are not allowed.

**Use of Student Photographs:** Student photographs, which will appear in district and school publications and Web sites as part of school district publicity, can be used without securing parental permission unless parents have requested in writing that their student be excluded. Photographs of students appearing in district publications and Web sites may include one or all of the following: name, school, grade, class or activity, and student recognition or work project, and shall be otherwise in accordance with the requirements of Family Educational Rights and Privacy Act (FERPA). See Procedure #3-3-17 Use of Student Photographs.

**User Privacy:** Scasd.org is maintained by the State College Area School District. The district is committed to ensuring the privacy of all our Web site users. The district does not

## **Appendix J (continued)**

collect, without their knowledge, personal information about individuals who use our Web site. Please refer to the online privacy statement.

### **AUTHORITY/RESPONSIBILITY**

#### **Web site supervision**

The district has the responsibility for maintaining the quality and appropriateness of Web site content including that of organizational sites, school sites, and teacher pages. Individuals posting content to the Web site are responsible for adhering to policy and guidelines. The district reserves the right to remove any content, Web pages, or links deemed inappropriate or contrary to district policies.

## STATE COLLEGE AREA SCHOOL DISTRICT

### On-Line Acceptable Use Policy

Adopted 7/22/02

#### I. OBJECTIVE

The State College Area School District recognizes the value of using on-line computer resources and networks to gather information, promote communications and enhance student learning. In working to achieve its mission, the district also recognizes the need for responsible, ethical use of these resources in the support of curriculum development, instruction and the business operations of the school district. This policy establishes the parameters in which guidelines and procedures for students, staff and community are to function.

#### II. PROVISIONS

All uses of school district network facilities are intended to support and advance the educational mission of the district. It is the policy of the State College Area School District to prevent user access over its computer network to inappropriate materials via the Internet; prevent unauthorized access and other unlawful online activity; prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The school district will provide:

- a) the software and hardware necessary to make the networks function effectively and efficiently.
- b) educational materials and training for network use as appropriate.
- c) appropriate staffing to administer, operate and support the district systems.

The school district will develop and communicate:

- a) operational changes as appropriate.
- b) policies and procedures regarding use as appropriate.
- c) policies and procedures that protect the rights of users and their property and ensures the legal use of all software and protected materials (i.e. copyright, etc.)

The school district will:

- a) secure its networks and computing systems in reasonable and cost effective ways while making them accessible for authorized and legitimate use.
- b) maintain its networks and computing systems to ensure reliable, efficient

and effective use.

c) inform users of expected standards of conduct and disciplinary measures for not adhering to them.

d) to the extent practical, use technology protection measures (or "Internet filters") to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depiction of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. The use of State College Area School District networks and computing systems is a privilege that requires users to adhere to the policies and procedures established by the district. Violations will result in disciplinary action in accordance with school district discipline policies and may include loss of privileges or appropriate legal action.

The responsibility of the user is to:

a) adhere to all applicable state and federal laws.

b) adhere to all school district policies, procedures and guidelines.

c) use district networks and computing systems to further the mission of the school district and promote a positive learning environment.

d) respect the rights of others and their work at all times.

e) not disrupt the use or operation of district networks or computing systems.

f) not hold the school district liable for lost or disrupted information or services.

### **Educational Network Guidelines Adopted 7/22/02**

The State College Area School District (SCASD) strives to provide the most up-to-date technologies and information possible, recognizing their potential to enhance learning. However, network use involves many ethical questions and issues. Parents and guardians are urged to discuss school district policies and procedures as well as the proper and ethical use of networks before approving their use by a child.

All uses of the school district network facilities are intended to support and advance the school district's educational mission or other purposes as deemed appropriate by the board of school directors.

Access accounts for networks in the State College School District are governed by the policies and procedures established by the board of school directors. Individuals applying for and accepting a USER ID, are making a commitment to adhere to those policies and to conduct themselves according to the highest standards.

#### **Use Guidelines**

Access to inappropriate material as defined by school policy and by the Children's Internet Protection Act is prohibited. To the extent practical, steps shall be taken to promote the safety and security of users of the State College Area School District online computer

## **Appendix J (continued)**

network with using electronic mail, chat rooms or other forms of direct electronic communications.

Generation and/or transmission of any material in violation of any federal, state, or district regulation is prohibited. This includes, but is not limited to: violation of copyrights; using other protected materials without permission of the author; using threatening, obscene or racist language or material; unauthorized access, including so-called 'hacking'; unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Network administrators and supervising faculty members have the discretion to determine inappropriate use. Violations may result in loss of privileges pursuant to school discipline and/or legal action.

These guidelines will be revised and updated as needed.

### **User Ids**

Computer network accounts assigned to individuals consist of a unique User ID code and password combination. Users are not permitted to share accounts or passwords. Accounts will provide access to electronic mail, information and news, access to databases and web sites. All accounts will be issued for limited time frames. Accounts will be reviewed and extended as needed.

### **Security**

Users will be responsible for keeping individual accounts secure by keeping passwords secret and by using the client software provided by SCASD servers. The district has installed several security measures to ensure appropriate usage.

Any user/s who has a history of computer misuse may be denied access to an account. Use of encryption technology must be done with prior approval by the network administrator.

Users who believe they have identified a security problem, must notify an appropriate authority with the details of the problem as soon as possible.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the State College Area School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Computer Services or designated representatives.

### **Liability**

The State College Area School District does not guarantee service nor is it responsible for damaged or incorrect data. Use of any information obtained on the Internet or other network services must be undertaken at the individual's own risk.

## **Appendix J (continued)**

The school district shall not be held liable for the actions of individuals who choose to violate the acceptable uses of the network. In addition, each user and/or user's parent(s) or guardian(s) shall indemnify State College Area School District and hold it harmless from and against any damage, liability, loss, or deficiency arising out of or resulting from the user's use and/or misuse of the network.

### **Vandalism**

Vandalism includes any attempt to harm any hardware or software, or the data of another user of the network. This includes, but is not limited to the uploading or creation of viruses, worms or trojans. Unauthorized attempted entry to any computer system is grounds for cancellation of a user's account, and could be referred to the appropriate legal authorities.

### **Privacy**

E-mail is not guaranteed to be secure. The user should assume that communications sent via a network should be thought of as communications sent via post card. The SCASD provides no facilities for secure communications. In addition SCASD may access e-mail and/or files stored in user accounts where there is reason to suspect misuse.

### **Network Etiquette**

Users of SCASD network and computer systems are expected to follow accepted network etiquette procedures at all times.