CONNEAUT SCHOOL DISTRICT

COACHES' ATHLETIC HANDBOOK

2026-2027

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NOTE:

All school policies in the athletic/extra-curricular handbook are as up to date as possible. However, school policy is ever-changing. Please check the Conneaut School District website for the most recent school policies.

APPLICABILITY

This handbook, although entitled "Athletic Handbook," is intended by the Board of School Directors to apply to all school-sponsored activities and programs of the District. Therefore, the use of the terms "athletic team," "sports team," "athlete," "athletics," "sports," and/or other similar terms in this Handbook shall mean and be defined to include extra-curricular activities and programs, school-sponsored activities and programs, as appropriate, unless the context in which it is used clearly evidences a contrary interpretation. It is specifically intended that student eligibility to participate in any activity shall apply equally to athletic, extra-curricular, and school-sponsored activities and programs.

ATHLETIC PHILOSOPHY

A basic goal of the athletic program of the Conneaut School District is the development of the individual athlete's body, mind, and spirit. Additionally, the promotion of team spirit and positive school spirit is to be encouraged for all students.

Athletic team membership requires a strong cooperative contribution for group success. Being an integral part of athletic teams requires from an individual a contribution that surpasses one's own desire for success. This exercise should result in a positive benefit for other important life experiences.

Interscholastic competition will be the primary means used to maximize a student's athletic skills. Sportsmanlike conduct, including fairness, courtesy, self-control, and a positive attitude, shall be promoted at all levels of athletic competition as well as in practice sessions.

ATHLETIC COMMITTEE – Policy #005 – Local Board Procedures;

Board committees can divide the labor of governing into manageable categories, enabling Board members to address matters in greater detail than is possible at the full Board level. The Board recognizes that there has been an increase in matters associated with athletics and, in order to better address these issues, the Board has created the Athletic Committee of the Board. The Committee will work as an intermediary between the Board, the administration, booster clubs, parents/guardians, and athletic participants in discussing recommendations to present to the entire Board. The final goal of the Committee is to improve the athletic programs in the District by improving the quality of the programs for the benefit of the athletic participants.

Guidelines:
The Athletic Committee shall be composed of three members of the School Board, with no more than two board members from any one voting region. The Superintendent, Athletic Directors, secondary building principals, and Assistant Athletic Directors are invited to attend all meetings as ex officio members. Minutes of the proceedings will be taken and kept on file for future reference.

The functions of the Committee shall include:

- Review of policies and procedures relating to athletic programming.
- Hear complaints filed by athletic participants, parents/guardians, coaches, booster clubs, and community members.

- Address all other matters necessary to ensure the quality of athletic programming for the District.

The Committee shall make recommendations to the Board and shall act in an advisory capacity, but shall not take action on behalf of the Board. The Committee shall report to the Board as needed. Committee reports should be presented to the Board for consideration in written form. All Committee meetings shall be scheduled in accordance with the Pennsylvania Open Meetings Law.

Conneaut School District
Head Coach Interview Team

PRINCIPAL & ASSISTANT PRINCIPAL - CASH HIGH SCHOOL

AND

ATHLETIC DIRECTOR & MEMBERS OF THE ATHLETIC COMMITTEE

NOTE: When interviews are being conducted for a head coach position, any or all of the Athletic Committee will be a participant-in the interview process.

SPORT	CASH	**CAMS**
FOOTBALL	X	X
BASEBALL	X	
SOFTBALL	X	
BASKETBALL		
Girls	X	X
Boys	X	X
VOLLEYBALL		
Girls	X	X
Boys	X	X
CROSS COUNTRY		
Girls	X	
Boys	X	
GOLF		
Girls	X	
Boys	X	
WRESTLING		
Girls	X	X
Boys	X	X
SOCCER		
Girls	X	
Boys	X	
LACROSSE		
Girls	X	
*Boys		
FOOTBALL CHEER	X	
SWIMMING CO-OP W/MASH		
*Girls	X	
*Boys	X	
TRACK		
*Girls	X	
*Boys	X	

*Boys Lacrosse, Swimming and Track are the only sports not sponsored by Conneaut School District, but under certain criteria are eligible for a varsity letter.

HIGH SCHOOL PRINCIPAL — AUTHORITY AND RESPONSIBILITY

The high school principal is responsible to the Superintendent of Schools for the conduct of all aspects of the program of studies (to include all athletics and instruction) that occur as some part of the high school program. The principal is responsible to the PIAA in matters pertaining to interscholastic athletic relations. (Article IX, Section 1, PIAA Constitution.) Selected elements of these duties may be delegated to other persons. But the responsibility for the delegated sections remains primarily with the principal.

ATHLETIC DIRECTOR - AUTHORITY AND RESPONSIBILITY

The high school athletic director is directly responsible to the high school principal for supervision of the entire athletic program. Duties include, but are not limited to, the procurement of all athletic equipment, management and accountability of all finances, development of schedules of games and practices, coordination of physical examinations and the sports medicine program, awareness of safety issues, and contracting with appropriate officials. (For the current school year, assistant athletic directors will report to their building principal and the athletic director. The assistant athletic directors will assist in the scheduling of practices, games, transportation, etc., at the middle school level).

The athletic director will work closely with the supervisor of buildings and grounds to prepare, maintain, and develop athletic fields/facilities that permit student athletes to function at their optimum level.

The athletic director will be responsible for having Conneaut School District Identification Badges for all coaches and volunteers in your building:

COACHING DUTIES AND RESPONSIBILITIES

1. The coach or designee shall attend PIAA-sponsored Rules Interpretation Meetings for their respective sports. This is in compliance with PIAA regulations concerning the same.

2. It is mandatory that all coaches hold a meeting with parents and players prior to the start of each athletic season. At these meetings, the following items will be discussed: athletic eligibility, team rules, player insurance information, First Aid information and procedures for injuries, practice and game schedules, ImPACT Policy, attendance, and any other information appropriate to both parents and players.

3. All coaches are responsible for the issuance and collection of equipment relative to their sport. (Assistant athletic directors at the middle school level will be responsible for the collection of equipment relative to the middle school sport). Coaches must submit all records, keys, and equipment to the athletic director within two weeks of the close of the season. Not meeting these conditions will result in the holding of the final payment of the supplemental contract. Final payment will be completed upon meeting these conditions. The athletic director will keep the principal or designee informed of the status of equipment.

4. It is especially important that the coach set the proper example of self-control over language and expressions.

5. The coach will ensure that all team members conduct themselves with propriety and in the spirit of good sportsmanship, both in athletic contests and in practice sessions. Special attention should be directed to ensure that no team members use abusive or foul language while at practice or during athletic contests.

6. The athletic director in each building will work with the coaches to establish a practice schedule for fall, winter, and spring sports. All practices are posted and updated for coaches on the CASH Athletic Facility Google Calendar. Seasonal schedules will be available on the CASH athletics website. Once practice schedules are established, changes should only be made on an emergency basis. If any changes are made, notification to the athletic director must be made. Students should not be penalized for not being able to attend a practice when a coach finds it necessary to make an abrupt change in the practice schedules. Practices should not continue beyond the advertised ending time. All coaches given keys to buildings/facilities shall show the utmost responsibility in the ongoing security of that building before, during, and after open gyms, practices, and games. Propping entrance doors to the buildings with shoes, wood blocks, etc. is PROHIBITED.

7. Each coach shall establish a set of rules and regulations for his/her particular sport prior to the start of the practice season. A copy of these rules shall be submitted to the athletic director and approved by the building principal and athletic director.. Also, these rules shall be sent home to respective parents, signed, returned, and kept in a file by the head coach.

8. A coach must be at school prior to the expected arrival time of team members for any practice sessions, scrimmages, or games for supervision. At no point should student athletes be left at the building without supervision before any practice, game, or scrimmage.
9. The coach is expected to remain at school until all team members have left the building and premises after games (both home and away) and practices. The responsibility for the supervision of students does not rest with the custodians. It clearly rests with the coach in charge. Merely being in the building or somewhere near the students does not constitute supervision.

   After the building has been emptied, it is the responsibility of the coach in charge to inspect and ensure that the facilities are reasonably clean and properly locked. If parents are late in picking up their child after a game and/or practice, coaches may warn parents that it may become necessary to exclude that student from further participation.

10. Coaches are expected to monitor the locker room both at home and at away events. Athletes should not be left unmonitored.

11. Coaches and students must exhibit exemplary behavior and are not excused from observance of standard school practices, i.e., not smoking, drinking, chewing snuff, etc.

12. Coaches will refrain from any actions that may unduly contribute to unacceptable crowd behavior.

13. The head coach shall promptly notify appropriate news media of game results via telephone, fax, or e-mail.

14. Student conduct that is of a nature defined in the Student Rights Responsibilities, Policy No. 235, will be processed under the defined guidelines. Action taken under this area will be pre-confirmed with the principal and the middle school principal. It is understood that a coach has broad latitude in setting standards of conduct and performance within the confines of that sport's activity; however, excessive physical activity that is not normally expected of all team members or that is excessive from an individual standpoint will not be permitted. In keeping with the Student's Rights Responsibilities, Policy No. 235, school code, no teacher or coach has the authority to suspend or expel students from the classroom or school programs.
    After pre-season tryouts, coaches shall have the responsibility to set team numbers based on overall team needs, members needed to run a full program, and in consideration of the safety of individuals.

15. Coaches are required to check attendance bulletins daily to ensure the eligibility of their students. **Coaches must also check their mailboxes on a daily basis while in season and periodically during the out-of-season time frame.**

16. Attempts should be made by coaches to attend all in-season Booster Club meetings and other athletic functions and be responsible for assuring the accurate preparation of forms as indicated by the school's athletic director or principal. Working cooperatively with school booster clubs and other community groups is expected.
17. Coaches are encouraged to work with each other and extra-curricular advisors when students participate in more than one school activity, which may require the student to miss a practice or game.

18. Every coach must give full cooperation to all members of the school's coaching staff, recognizing that each athletic activity is just one facet of the overall school curriculum. Coaches are not permitted to excuse students from classes or study halls for the purpose of athletic activities without the permission of the principal or assistant principal.

19. Paid coaches will be evaluated by the principal and athletic director at the conclusion of each sport season prior to receiving final compensation. (See #3, #4, and #7 above regarding equipment, keys, etc.) (See Coaching Evaluation Attachment).

20. Coaches are not permitted to allow students to begin practice on the first official day of the regular sport season without turning in to the coach a completed P.I.A.A. C.I.P.P.E. form or a P.I.A.A. Re-Certification form. The coach MUST make sure the physical form is completed. NO EXCEPTIONS.

21. Coaches are responsible for choosing their own tournaments in conjunction with the athletic director. If any of these tournaments exceed 75 miles one way, C.S.D. policy requires them to submit the proper paperwork – Field Trip Form – to obtain Board approval at least one month in advance of the tournament.

22. In the event that any of our athletic teams will be traveling and staying overnight, coaches must be cognizant of Conneaut School District Policies 231 and 317. Both of these policies explain in detail Guidelines and Responsibilities as well as penalties for both the students and the coaches/chaperones. These policies are located on the Conneaut School District website. It is the coaches/chaperones/parents/students responsibility to know these policies.

23. The head coach of each program may choose their assistants and volunteer staff from high school down to 5th and 6th grade programs to be submitted to the athletic director, principal, and school board for approval. Procedure for approving and reapproving coaches is as follows: The head coach will select their coaching staff and submit their names on the "cover sheet" to the athletic director(s) at their appropriate school. Completed "Blue Coaching Forms" go directly to the building-specific principal to be signed, and then all names will be submitted for school board final approval.

ATHLETIC PRACTICES

Conneaut School District has a closed practice rule in which all athletic practices are considered closed to all individuals but team members, coaches, and other related team personnel. Parent/guardian(s) are permitted to enter the practice area 15 minutes prior to the announced practice ending time.

DISTRICT ATHLETIC POLICY AND REGULATIONS

Athletic Ticket Sales: All persons attending home athletic contests where admission is charged must present purchased tickets of admission, including family pass holders, senior citizens (age 65 or above), and veterans. The following exceptions apply:

- Athletes whose names appear on the Eligibility List for that particular sport.
- Athletic Director, officials, scorers, timers, coaches, managers, and statisticians.
- Cheerleaders associated with the game or match being played.
- Members of any band and its director designated to play at the athletic event.

- Adult auxiliary helpers doing videotaping and helping with the public address system. Holders of current District 10 passes, District 10 gold cards, or other approved Conneaut School District passes.
- Media representatives assigned to cover a particular game or match.
- Scouts from opposing non-league and league scheduled schools, with identification.
- On-duty police.
- Under school-age children when accompanied by a parent.
- Any person approved by the principal of the building or the designee, i.e., visiting principals, college scouts, etc.

All Conneaut School District students gain entry to athletic events for free. Conneaut School District students under the age of 13 must be accompanied by an adult. Visiting K-12 students are required to purchase a ticket. **Building Loan Key**: Each coach who has been issued a key or keys for access to athletic facilities or supplies must return them to the principal or his designee within 2 weeks of the close of the season. Upon separation from the school and program, the key or keys must be returned to the athletic director.

VOLUNTEERS – School Board Policy No. 915

Definition: Athletic volunteer shall mean an unpaid volunteer regularly assisting coaches in an athletic activity and providing services on a regular and/or daily basis during a sports season. Athletic volunteers may work directly with student athletes on activities and techniques. While they are under the direction of a paid coaching staff, they may, on occasion, have direct contact with students in the absence of direct supervision of paid athletic coaches. Athletic volunteers may be asked to assume the responsibilities of a paid athletic coach in an emergency situation. Prior to an athletic volunteer being approved, he/she must secure a recommendation in writing from the head coach of the sport in which they wish to volunteer.

Volunteers shall be utilized to assist paid coaching personnel. Volunteers will work under the direction of the head coach and shall not be asked to assume the professional responsibilities of the school staff, except in an emergency where the team coach is unable to complete his/her normal duties and in the absence of an approved assistant coach.

These individuals must comply with Act 34 Clearance procedures (PA Criminal History Report), Act 151 (Child Abuse Clearance), Act 114 (Federal Criminal Report – FBI fingerprints), and have a tuberculosis examination. The following are P.I.A.A. requirements for volunteers: 1.) Concussion in Sports, 2.) Sudden Cardiac Arrest and 3.) Safe School courses a.) First Aid and b.) Principles of Coaching. Volunteers will be evaluated yearly by the head coach of that sport. Head coaches shall advise the school's principal on their evaluation of volunteers. The principal retains the right to terminate the help/work of volunteers for cause. There are restrictions on the number of volunteers permitted as per "Guidelines for the Appointment of Volunteer Coaches." Athletic volunteers may begin performing their duties only upon the Superintendent's approval. The Superintendent shall submit to the Board the names of all the athletic volunteers for Board approval at the next public Board meeting occurring after the Superintendent's approval. The Board retains the right to withdraw approval for any athletic volunteer approved by the Superintendent with or

without cause. If approval for a volunteer is withdrawn by the Board, the athletic volunteer shall immediately cease performing volunteer services for an athletic activity.

First Aid: Coaches must be prudent in offering any type of first aid to an injured athlete when an injury occurs during a practice or game situation. Administration of any medication is not permitted. If an injured athlete needs to be transported to a medical facility for medical diagnosis or treatment, the coach should first seek parental or guardian approval. Should the coach not be able to talk with any parent, guardian, or other relative in the absence of a parent/guardian, and the injury seems serious, the student should be transported to a local doctor's office (if on duty) or to the emergency room of a hospital. The local ambulance service is usually available for these emergencies. The Conneaut School District is a participating member of Meadville Medical Center's Sports Medicine Program and makes a conscientious effort to have first aiders in attendance during practices and games. Each coach is required to take a mandatory first aid class and become certified in CPR. Maintaining a valid CPR card is also mandatory. New coaches must be certified prior to the beginning of the sport he/she is coaching. The completed Supplemental Position/Volunteer Information sheet and record of first aid and CPR training will be filed in the Principal's office.

Scouting Rules and Regulations:

All teams are given a HUDL account and can scout teams digitally. Coaches may still scout in person, but the district will not pay mileage.

Sports Events Rules and Regulations:

- Tickets can be sold until the end of the third quarter (equate this to all sports).
- Persons are able to leave the field or game area, who have paid and return without paying again as long as they have a ticket or are properly marked to prove they have paid.
- Admission may be denied to persons who are intoxicated and/or appear to be under the influence of a controlled substance.
- Have police and/or principals eject persons who are drinking alcohol or using narcotics on school property and/or who are creating problems that threaten the safety of the persons attending the game or playing in the game, or are substantially disrupting the game atmosphere.
- No admittance of unauthorized persons into the locker rooms.
- No unauthorized persons on the team bench or in the playing area.
- Deny admission to students who are currently under suspension or expulsion.
- Have persons arrested who refuse to comply with rules, regulations, and policies, with the understanding that these persons could be permanently barred from school activities after proper Board action, which may include a hearing before the School Board. For example, newspaper persons can request permission to enter the locker room to talk with a coach after a game, but permission should be obtained in advance through proper channels. The principal or his designee is the only person who can give approval. Parents, boosters, friends, or relatives of the team cannot receive permission to enter the locker rooms or be

on the team bench without just cause. Just cause for a parent to be in the locker room would be to take their child to a doctor.

- Prudent judgment shall be exercised by the proper coaches, athletic director, and/or principal in the playing of music prior to games. Excessively loud music is prohibited. "Excessive" is defined as that above the normal level of conversation.
- No unauthorized persons in the auxiliary gym, weight room, or back hallways during athletic events.

Student Insurance: The Conneaut School District provides limited accident insurance when an athlete incurs an injury during practice, game, or approved activity. It should be the responsibility of the coach and said student to complete the proper paperwork required to ensure payments to designated institutions. Insurance forms can be obtained through the principal's office.

Coaches are to be familiar with Policy 915 – SCHOOL VOLUNTEERS

SUPPLEMENTAL ATHLETIC CONTRACT

Applications: When an athletic coaching position vacancy exists, the job will be posted in all buildings. All of those interested in applying for vacant positions must submit their application of intent **in writing** to the high school principal or personnel specialist as specified.

- After postings are completed and applications received, a committee made up of the principal and athletic director, along with members of the Athletic committee and/or volunteer members from the Board of Education, will conduct interviews of those applicants. As a result of these interviews, the hiring principal will make a recommendation to the Board in a timely fashion for approval.

The school principal will attempt to recommend ***coaches*** according to the following guidelines when feasible:

a. **Incumbent Coaches:** When the high school principal, in conjunction with the athletic director, agrees to continue with the incumbent coach for an additional year, that position will not need to be posted and advertised as an open or vacant position. The incumbent coach will only need to make known his/her intention to return by the application dates noted above. The principal will then forward the coach's name at the appropriate time for Board approval.

b. **Changing Coaches**: When the high school principal, in conjunction with the athletic director, decides that a coaching change is needed, the incumbent will be notified in writing and the position will be declared open or vacant, and the position posted and advertised appropriately.

c. **Contractual Responsibilities:** It shall be the professional responsibility of all coaches to comply with the guidelines established in the Athletic Handbook and other directives from the principal or athletic director and Board of Education.

d. **Payment**: Payment to the coach shall be made in accordance with the current Conneaut Education Association Collective Bargaining Agreement and in accordance with the requirements listed herein.

STUDENT ELIGIBILITY AND CONSENT – (School Board Policy No. 123)

Eligibility

- To conform to PIAA regulations, student athletes in Conneaut School District may compete for junior varsity or varsity competition in grades 9 through 12 in all sports including cheerleading. Students in grades 7, 8, and 9 must also conform to PIAA regulations and are eligible to participate on the junior high level.
- The principal and athletic director are responsible for determining the eligibility of students involved in extra-curricular activities.
- Student scholastic eligibility shall be determined on a weekly basis during each grading period by maintaining a sixty-five percent (65%) in a minimum of six (6) out of eight (8) courses. Students cannot fail the same course two (2) weeks in a row. Students who participate in any extracurricular activity are subject to this requirement.

  Students who do not meet the requirement in the preceding paragraph are given a one (1) week warning to become eligible. During this week, the student athlete may practice and play in games. If the student remains ineligible the following week, they are classified as ineligible #1, which means they may practice but cannot participate in games. If the student remains ineligible the third week, they are classified as ineligible #2, which means they cannot practice or play in any contest. Student athletes who are ineligible for three (3) consecutive weeks (not counting the

  warning week) OR a combination of four (4) weeks of ineligibility during the course of the season is dropped from their team roster. PIAA does require that all students must be passing four (4) full credit courses at all times to be eligible.

- Eligibility for all students involved in extra-curricular activities will be completed/determined on a week-to-week basis. Grades in each subject will be calculated as a cumulative grade across one grading period.

- At the end of the week preceding the first PIAA sanction, athletic contest or competition, eligibility will be determined for the week. Athletic Directors will run eligibility from Synergy every Friday at 10:00 am. Students and coaches will be informed on that day of the student's eligible status. Eligibility will continue to be determined throughout post-season play.

  At the end of a semester, the grade for the course (final average) will supersede the six-week grade in determining week-to-week eligibility. If a student fails a class but passes the six weeks, the student will be ineligible. If a student fails the six weeks but passes the class, they will be allowed to participate.
- The Conneaut School District academic guidelines for the minimum number of credits passed per year are (6) out of (8). This translates into a student must pass 6 out of 8 credits taken in each grading period, and no student may fail more than (1) credit per grading period and remain eligible for extracurricular activities. If a student, at the end of a grading period, is academically ineligible, that student will be required to sit out of practices and games for (10) consecutive school days. At the end of the 10-day ineligible period, a student must be passing all subjects currently being taken to be reinstated into the extra-curricular program. The Conneaut School District requires minimum academic guidelines that are higher than the PIAA minimum standards. However, the 10-day exclusion from extra-curricular activity does follow PIAA guidelines. The exclusion period will begin the day after report cards are distributed
- At the end of the school year, a student cannot be failing more than two credits. If so, the student will be suspended from extra-curricular activities for the first 10 days of the next school year. This also excludes students from pre-season workouts.
- If the proper number of credits is successfully completed over the summer to correct the deficiency, the student shall be eligible for extra-curricular activities beginning immediately.
- Students participating in athletic events and/or extracurricular activities of any type shall be in attendance at school as follows: middle school by 9:00 a.m. and high school by 10:00 a.m.

  If a student arrives late to school on or before the designated time, a valid excuse must be presented. If a student is absent from school or arrives after the designated time, that student is automatically ineligible to participate in the practice or event for that day. Exceptions are medical excuses, family emergencies, school-related activities, legal appointments, or an unusual event that is beyond the student's control that must be approved by the principal.
- A student who has been absent from school during a school year for a total of 20 days or more shall not be eligible to participate in any extra-curricular practices or contests. Once a student has missed 20 or more days, she/he must be in attendance for a total of 60 school days following her/his 20th day of absence. During the 60 days, the student is ineligible to participate in any extracurricular activity. Exceptions are as follows: confining illness, quarantine, confining injury, death in the immediate family, court-issued confinement, court or legal-issued absences. Absences that are out of the ordinary and do not fit any of the guidelines above could be reviewed by a special committee made up of the athletic director and the principal. Attendance at summer school does not count toward the 60 days required.

- A four-member panel will be appointed at each school to deal with only the most difficult eligibility concerns, which occur between grading periods. This panel will consist of the principal, guidance counselor, athletic director, and one teacher to be named at each school.
  The appointed teacher will serve for a minimum of one (1) year. (This panel concept was taken from input suggested by P.I.A.A.)

Physicals and Parents

Student athletes are required to have an annual physical prior to the first scheduled practice. If parents have their own insurance and/or wish to have their family physician perform the physical at the parents' expense – that is permitted. However, P.I.A.A regulation requires that the standard C.I.P.P.E. 6 section form be utilized – no exceptions. These forms are available in the office at the high school and middle school. Parents must complete Sections 1-5 prior to the physical. Section 6 will be completed by the examiner.

Concussions/ImPACT

Immediate Post-Concussion Assessment and Cognitive Testing (ImPACT) is a concussion management tool utilized in concussion recovery to provide objective data to healthcare providers. All student-athletes are required to complete testing biannually to log individualized baseline scores. All suspected and diagnosed concussions must be evaluated by Meadville Medical Center Sports Medicine's Licensed Athletic Trainers and physician, with return to play clearance provided once management procedures have been completed. No additional healthcare providers may provide concussion clearance unless referred directly from the Athletic Trainer. The athletic department will follow the procedure outlined in policy 123.3, concussion management, as it relates to guidelines for concussion protocol.

Sports Medicine

Sports Medicine services are provided through a collaborative agreement between Conneaut School District and Meadville Medical Center Sports Medicine.
Contact information for Sports Medicine: 814-333-5214 or athletic_trainers@mmchs.org
All home varsity sporting events as well as select away events, junior high events, and practices are attended by a Sports Medicine staff member for initial injury recognition, immediate treatment, and referral as deemed necessary. Additionally, Licensed Athletic Trainers are available daily for injury prevention education, injury rehabilitation, orthopedic referral, and other services. No-cost walk-in injury clinics are available bi-weekly at MMC Vernon Place for injury evaluation and treatment.

Home-Schooled Students

Home-schooled students are permitted to participate in the interscholastic athletic activities of the School District of their residence. Home-schooled students must meet the equivalent participation eligibility criteria and try-out criteria as students enrolled in the District. Further, home-schooled students must comply with all policies and rules of the governing organization of the activity, including interscholastic athletics

Charter and Cyber Charter School Students

Charter and cyber charter school students are permitted to participate in the interscholastic athletic activities of the School District of their residence, provided the charter school or

cyber charter school does not conduct the same activity. Such students must meet the equivalent participation eligibility criteria and try-out criteria as students enrolled in the District. Further, charter and cyber charter school students must comply with all policies and rules of the governing organization of the activity, including interscholastic athletics.

Coaches are to be familiar with Policy 123, INTERSCHOLASTIC ATHLETICS

GYM AND FACILITY SCHEDULING

- The principal or the athletic director will arrange and publish a daily or weekly schedule for use of the athletic facilities. Coaches should plan their practices in order that all teams begin and finish scheduled sessions on time. The coach is responsible for the security of the equipment, the facility, and the building at the completion of the practice session.
- The scheduling of practices and games on snow days is left to the discretion of the building principal.

SCRIMMAGES

Alumni or other adult participation in practices or scrimmages is prohibited (unless you are a coach or approved volunteer).

TRANSPORTATION - AWAY GAMES AND MATCHES

- Only team members (including statisticians and managers), cheerleaders, and coaches for the sport would normally ride the team bus. Exceptions are permitted only with the written consent of the high school principal.
- Team members, support personnel, and coaches are expected to ride the team bus to the game and from the game or match. All stops must be approved by the athletic director or principal.
- Parents who wish to provide their child's transportation to or from the game or match must present a written request to the coach before team departure to the game.
- Once a departure schedule has been established, changes should only be made on an emergency basis.

TRAVEL

Travel for athletic teams in non-region/non-league events will be limited to a seventy-five (75) mile radius. Any travel beyond seventy-five (75) miles, with a limit set at 125 miles, from the District boundaries on (non-school days only) must have prior Board approval. Payment for mileage exceeding 150 miles round trip and an hourly rate for the bus driver of two (2) hours must be paid to the District by other sources, such as booster organization or team funds.

UNLAWFUL HARASSMENT – See Attached School Board Policies No. 103, 103.1, and 104

Definition:

- It shall be a violation of this policy for any District employee or student to harass another District employee or student through conduct or communication.
- The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability.
- The term ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.
- The term sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.
- The term District employee shall include all professional employees, clerical, classified employees, and administrative employees of the District, and shall, for the purposes of this policy, also include independent contractors and subcontractors, and District volunteers.

Coaches are to be familiar with Policies 103, 103.1, and 104, UNLAWFUL HARASSMENT

HAZING – See Attached School Board Policy No. 247

Definition:

For purposes of this policy, **hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

- **Endanger the physical health** shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug, or controlled substance, or other forced physical activity that could adversely affect the physical health or safety of the individual.

- **Endanger the mental health** shall include any activity that would subject any individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Coaches are to be familiar with Policy 247, HAZING

BULLYING, CYBERBULLYING, HARASSMENT, AND INTIMIDATION ~

See Attached School Board Policy No. 249

Definition

The District Board of Education establishes that bullying, cyberbullying, harassment, intimidation means any written, verbal or physical act or gesture that takes place on school property within the school day, at any school-sponsored function or to and from school, including on a school bus, or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: (1) substantial interference with a student's education; (2) creation of a threatening environment; or (3) substantial disruption of the orderly operation of the school.

Bullying, cyberbullying, harassment, or intimidation, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying, cyberbullying, harassment, or intimidation.

Coaches are to be familiar with Policy 249 Bullying, Cyberbullying, Harassment, and Intimidation.

PUPILS DRESS AND GROOMING – School Board Policy No. 221

The Conneaut School District dress code will be followed as written and/or revised from time to time. See Policy 221 and/or the current handbook.

Coaches are to be familiar with Policy 221 – Dress and Grooming

DISCLAIMER - Activities NOT Sponsored by Conneaut School District.

Any group (example: athletic booster groups or a club) sponsoring camps, trips, or events that are outside of the school district's realm. All correspondence that goes to parents/guardians of the athlete or club member **MUST** include a disclaimer that states that the camp, trip or event is not sponsored or endorsed by the Conneaut School District.

This disclaimer is not to discourage outside camps, trips, or events. The purpose of this disclaimer is to ensure that all parents/guardians are aware that the camp or event is not sponsored by Conneaut School District.

> The Conneaut School District has not sponsored this activity and does not assume any responsibility or liability for this activity. Participation is completely voluntary. The District is providing no supervision for students participating in this activity, and assumes no responsibility for the care or safety of the students during the activity. Any employee of the District involved in this activity is not acting in his/her capacity as an employee or agent of the District. The activity is being sponsored and conducted in whole as an activity of the __group. Insurance coverage or other resources of the District will not be available to satisfy any claims arising from involvement in this activity.

CONNEAUT SCHOOL DISTRICT COACH TRAINING

Training is a mandatory requirement for all coaches in the Conneaut School District. Coaches must complete the following coursework and training prior to the first day of their respective seasons:

- Concussion and sudden cardiac arrest training each year. Certificates must be emailed or given to the athletic director.
- CPR/First Aid certified every 2 years. Copies of their certificates must be emailed or given to the athletic director.
- Fundamentals of Coaching and Sports First Aid training through NFHS, ASEP, or Safe Schools/Vector. This training has to be completed once within your first 2 years of coaching.

OTHER ATHLETIC POLICY – ADOPTED 2/12/2014

VARSITY JACKETS

The Conneaut Area Senior High All Sports Boosters will adopt an official school jacket that will be available for purchase by the student after the following requirements have been met:

- Students must earn one varsity letter
- Managers earn one-half of a varsity letter during a sports season
- Student athletes may purchase a varsity jacket after meeting the requirements noted above. Student athletes may receive all or partial payment toward their jacket, provided they meet the requirements established by the All Sports Boosters.

ATHLETIC BANQUETS:

Coaches may conduct their postseason banquets in a manner that they choose. Conneaut School District will provide a cost per head for each team member, coach, and manager. All other expenses can be paid from specific sports booster accounts. Head coaches should coordinate with their team liaisons for the organization of their banquets. Coaches and liaisons may still use Conneaut School District facilities at no cost for their banquets, but the date and time must be coordinated with the athletic director.

INDIVIDUAL ACCOMPLISHMENTS

There are cases where individuals within sports will be recognized on our gymnasium walls. These will include boys/girls who score 1000 points or more in the sport of basketball; boys/girls who have recorded 100 wins or more in the sport of wrestling; wrestlers who win District titles, Regional titles, State titles, and/or a State medalist; and cross-country boys/girls who win District titles, State titles, and/or State medalists. Qualifiers in any of these sports may be noted in school trophy cases, but their names are not to be included on wall achievements.

PLAY-OFF TRANSPORTATION

Athletic teams that are invited to postseason play-off contests will be transported via school bus if the contest is conducted within Crawford County. Contests scheduled outside of our county will be transported by Anderson coaches. An exception to this policy is the first round contest, which will utilize school buses.

PLAY-OFF MEALS

The Conneaut School District will be responsible for assuming the cost of a post- game meal for all teams reaching the District X championship and all games beyond. The All-Sports Boosters may provide post- game meals for 1st or 2nd round games. Meals are not to exceed $15.00 per person for dinner. If there is a need for breakfast and/or lunch, the cost per meal is not to exceed $10.00, respectively. These costs do not include gratuity. Individuals who compete above District levels will be compensated for meals, transportation, and lodging by the Conneaut School District.

GAME MANAGEMENT RESPONSIBILITIES

Janitorial staff will assume the responsibility for setting up and tearing down for athletic events in all gymnasiums under the direction of the athletic director. Any additional help by the coaching staff /players, or managers will be greatly appreciated but not required.

NCAA Guideline to Lightning Safety

The NCAA Committee on Competitive Safeguards and Medical Aspects of Sports acknowledges the significant input of Brian L. Bennett, ATC, College of William and Mary, and Ronald L. Holle and Raul Lopez of the National Severe Storms Laboratory, in the development of this guideline.

Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, the National Severe Storms Laboratory (NSSL) estimates that 100 fatalities and 400-500 injuries requiring medical treatment occur from lightning strikes every year. While the probability of being struck by lightning is extremely low, the odds are significantly greater when a storm is in the area, and the proper safety precautions are not followed.

Prevention and education are the keys to lightning safety. Education begins with background information on lightning. The references associated with this guideline are an appropriate resource. Prevention should begin long before any intercollegiate athletics event or practice. The following steps are recommended by the NCAA and NSSL to mitigate the lightning hazard:

- Designate a chain of command as to who monitors threatening weather and who makes the decision to remove a team or individuals from an athletics site or event. An emergency plan should include planned instructions for participants as well as spectators.

- Obtain a weather report each day before a practice or event. Be aware of potential thunderstorms that may form during scheduled intercollegiate athletics events or practices.

- Be aware of National Weather Service (NWS) thunderstorm "watches" and "warnings" as well as the signs of thunderstorms developing nearby. A "watch" means conditions are favorable for severe weather to develop in an area; a "warning" means that severe weather has been reported in an area, and everyone should take proper precautions.

- Know where the closest "safe structure or location" is to the field or playing area, and know how long it takes to get to that safe structure or location.

  Safe structure or location is defined as:

  - ❖ Any building normally occupied or frequently used by people, *i.e.*, a building with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using shower facilities for safe shelter and **do not use** the showers or plumbing facilities during a thunderstorm.
  - ❖ In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled-up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof, which dissipates the lightning strike around the vehicle. **DO NOT TOUCH THE SIDES OF THE VEHICLE!**

- Be aware of how close lightning is occurring. The flash-to-bang method is the easiest and most convenient way to estimate how far away lightning is occurring. Thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment and its distance from the observer. To use the flash-to-bang method, count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how far away (in miles) the lightning is occurring. For example, if an individual counts 15 seconds between seeing the flash and hearing the bang, 15 divided by five equals three; therefore, the lightning flash is approximately three miles away.

Lightning awareness should be increased with the first flash of lightning or the first clap of thunder, no matter how far away. This activity must be treated as a wake-up call to intercollegiate athletics personnel. The most important aspect to monitor is how far away the lightning is occurring, and how fast the storm is approaching, relative to the distance of a safe shelter. Specific lightning-safety guidelines have been developed with the assistance of the National Severe Storms Laboratory (NSSL).

- As a minimum, NSSL staff strongly recommend that by the time the monitor obtains a flash-to-bang count of **30** seconds (equivalent to six miles), all individuals should have left the athletics site and reached a safe structure or location. Athletics events may need to be terminated.
- The existence of blue sky and the absence of rain do not protect from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.
- If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees, and lower your head. Minimize contact with the ground, because lightning current often enters a victim through the ground rather than by a direct overhead strike. **MINIMIZE YOUR BODY'S SURFACE AREA AND MINIMIZE CONTACT WITH THE GROUND! DO NOT LIE FLAT!** If unable to reach a safe shelter, stay away from the tallest trees or objects (such as light poles or flag poles), metal objects (such as fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.
- A person who feels his or her hair stand on end, or skin tingle, should immediately crouch, as described in item 3.
- Avoid using the telephone except in emergencies. People have been struck by lightning while using a landline telephone. A cellular phone or a portable remote phone is a safe alternative to landline phones if the person and the antenna are located within a safe structure or location and if all other precautions are followed.
- When considering resumption of an athletics activity, NSSL staff recommends that everyone should ideally wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.
- People who have been struck by lightning **do not** carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need emergency help quickly. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.

Note: Flash-to-bang count, weather watchers, real-time weather forecasts, and commercial weather warning devices are all tools that can be used to aid in decision-making regarding stoppage of play, evacuation, and return to play.

Conneaut School District **Head Coach Evaluation Form**

2026/2027

School:_____

Coach Name: _____

Sport: _____

Evaluator: _____

Evaluation Period: _____

Date: _____

Rating Scale: 4 = Exceeds | 3 = Meets | 2 = Needs Improvement | 1 = Unsatisfactory

I. PROGRAM ORGANIZATION & MANAGEMENT

Criteria	1	2	3	4	Comments
Preseason planning & organization					
Practice planning & efficiency					
Supervision of athletes					
Equipment & facility management					
Compliance with school policies					

II. COACHING, TEACHING & SCOUTING

Criteria	1	2	3	4	Comments
Knowledge of sport					
Skill instruction & development					
Game strategy & adjustments					
Athlete development					
Use of positive coaching techniques					
Opponent scouting preparation					
Use of film/analytics for scouting					
In-game adjustments based on scouting					

III. STUDENT-ATHLETE DEVELOPMENT

Criteria	1	2	3	4	Comments
Promotes academic success					
Character & sportsmanship					
Leadership & development					
Inclusivity & respect					
Discipline & accountability					

IV. PROFESSIONALISM & COMMUNICATION

Criteria	1	2	3	4	Comments
Communication with athletes					
Communication with parents					
Staff collaboration					
Professional conduct					
Responsiveness					

V. PROGRAM RESULTS & COMMUNITY IMPACT

Criteria	1	2	3	4	Comments
Team competitiveness					
Program growth					
Program promotion					
Community involvement					
School representation					

VI. SAFETY & COMPLIANCE

Criteria	1	2	3	4	Comments
Athlete safety					
Rule compliance					
Emergency preparedness					
Injury reporting					
Risk management					

VII. OVERALL SCORING SUMMARY

Category	Total Points	Max Points
I. PROGRAM ORGANIZATION & MANAGEMENT		Max 20
II. COACHING, TEACHING & SCOUTING		Max 32
III. STUDENT-ATHLETE DEVELOPMENT		Max 20
IV. PROFESSIONALISM & COMMUNICATION		Max 20
V. PROGRAM RESULTS & COMMUNITY IMPACT		Max 20
VI. SAFETY & COMPLIANCE		Max 20

Overall Total _____/ 132

Overall Rating: _____

Conneaut School District **Head Coach Evaluation Form**

2026/2027

Season Accomplishments:

Overall Record:_____wins, _____losses, _____ties
League Record:_____wins, _____losses, _____ties
Region Info:
District 10 Info: Team _____
Individuals _____
PIAA State Info: Team _____
Individuals _____

Strengths:

Areas for Improvement:

Goals for Next Season:

The signature of the coach below does not necessarily indicate agreement with the above evaluation; but indicates he/she has seen it. The coach may attach a memo explaining his/her disagreement(s) regarding any aspect of the evaluation.

Evaluator Signature: _____Date: _____

Principal Signature: _____ Date: _____

Coach Signature: _____Date: _____

Head Coach

Conneaut School District
219 West School Drive
Linesville Pennsylvania 16424
Telephone: 814-683-5900

Supplemental Position Information Sheet

1. Name _____

2. Address _____City _____State _____ Zip Code _____

3. Home Telephone Number _____ Cell Number _____
   Work Telephone Number_____ Email Address _____

4. Who/what is your present employer/employment? _____

5. Sport you wish to coach: _____

6. Why are you interested in coaching this sport? _____
_____
_____
_____
_____

7. What are your qualifications to coach this sport/coaching skills you bring to this sport? _____
_____
_____
_____
_____

8. All individuals who work with children in the State of Pennsylvania must secure a Pennsylvania State Police Criminal Record Check, a Pennsylvania Child Abuse History Clearance through the Department of Public Welfare and a Federal Criminal History Record Check.

Do you hold current background checks:

--- (Please answer yes or no) -----
____ Act 24 (Arrest/Conviction form)
____Act 126 (Mandated reporter training)
____ PA State Police Criminal Record Check Act 34
____ PA Child Abuse History Clearance – Act 151
____ FBI Fingerprint - Act 114

9. CPR Certification Current ___No ____Yes if yes, expiration date _____

10. Approvals

Please Fill out Reverse Side

_____ _____
Principal Date

_____ _____ Date of Board Approval ___/____/____
Superintendent Date

Supplemental Forms revised 3/2024 by the Superintendent's Office
Original forms must be in blue and a copy will be returned to the building principal upon board approval.
This form is appended to the Athletic Handbook which shall be updated whenever this form is revised.

HEAD COACH

Conneaut School District

SUPPLEMENTAL CONTRACT REQUEST

Please add the following name:

_____

For the position of Head Coach for which sport:

_____

Boys or Girls (please circle one)

School Building: _____

Coach Address:

Street _____

City _____ State _____ Zip Code_____

Interviewed for this supplemental position were the following people:

1.
2.
3.
4.
5.

For Central Office use Only:

Clearances viewed

Act 34 _____ (date) _____ (already on file)
Act 151 _____ (date) _____ (already on file)
Act 114 _____ (date) _____ (already on file)
Act 24 _____ (date) _____ (already on file)
Act 126 _____ (date) _____ (already on file)

CPR : Yes _____ (date) No _____

Form must be submitted to the Superintendent's Office

Supplemental Forms revised 3/2024 by the Superintendent's Office
Original forms must be in blue and a copy will be returned to the building principal upon board approval.
This form is appended to the Athletic Handbook which shall be updated whenever this form is revised.

Assistant Coach

Conneaut School District
219 West School Drive
Linesville Pennsylvania 16424
Telephone: 814-683-5900

Supplemental Position Information Sheet

1. Name _____

2. Address _____City _____State _____ Zip Code _____

3. Home Telephone Number _____Cell Number _____
   Work Telephone Number_____ Email Address _____

4. Who/what is your present employer/employment? _____

5. Sport you wish to coach: _____

6. Why are you interested in coaching this sport? _____
_____
_____
_____
_____

7. What are your qualifications to coach this sport/coaching skills you bring to this sport? _____
_____
_____
_____
_____

8. All individuals who work with children in the State of Pennsylvania must secure a Pennsylvania State Police Criminal Record Check, a Pennsylvania Child Abuse History Clearance through the Department of Public Welfare and a Federal Criminal History Record Check.

Do you hold current background checks:

--- (Please answer yes or no) -----
____ Act 24 (Arrest/Conviction form)
____Act 126 (Mandated reporter training)
____ PA State Police Criminal Record Check Act 34
____ PA Child Abuse History Clearance – Act 151
____ FBI Fingerprint - Act 114

9. CPR Certification Current___No ____Yes if yes, expiration date _____

10. Approvals

Please Fill out Reverse Side

_____ _____
Principal Date

_____ _____ Date of Board Approval ___/____/____
Superintendent Date

Supplemental Forms revised 3/2024 by the Superintendent's Office
Original forms must be in blue and a copy will be returned to the building principal upon board approval.
This form is appended to the Athletic Handbook which shall be updated whenever this form is revised.

ASSISTANT COACH

Conneaut School District

SUPPLEMENTAL CONTRACT REQUEST

Please add the following name:

_____

For the position of Assistnat Coach for which sport:

_____

Boys or Girls (please circle one)

School Building: _____

Coach Address:

Street _____

City _____ State _____ Zip Code_____

Interviewed for this supplemental position were the following people:

1.
2.
3.
4.
5.

For Central Office use Only:

Clearances viewed

Act 34 _____ (date) _____ (already on file)
Act 151 _____ (date) _____ (already on file)
Act 114 _____ (date) _____ (already on file)
Act 24 _____ (date) _____ (already on file)
Act 126 _____ (date) _____ (already on file)

CPR : Yes _____ (date) No _____

Form must be submitted to the Superintendent's Office

Supplemental Forms revised 3/2024 by the Superintendent's Office
Original forms must be in blue and a copy will be returned to the building principal upon board approval.
This form is appended to the Athletic Handbook which shall be updated whenever this form is revised.

Conneaut School District
219 West School Drive
Linesville Pennsylvania 16424
Telephone: 814-683-5900

Volunteer Coach

Supplemental Position Information Sheet

1. Name _____

2. Address _____City _____State _____ Zip Code _____

3. Home Telephone Number _____ Cell Number _____
   Work Telephone Number_____ Email Address _____

4. Who/what is your present employer/employment? _____

5. Sport you wish to coach: _____

6. Why are you interested in volunteering this sport? _____
_____
_____
_____
_____

7. What are your qualifications to coach this sport/coaching skills you bring to this sport? _____
_____
_____
_____

8. All individuals who work with children in the State of Pennsylvania must secure a Pennsylvania State Police Criminal Record Check, a Pennsylvania Child Abuse History Clearance through the Department of Public Welfare and a Federal Criminal History Record Check.

Do you hold current background checks:
--- (Please answer yes or no) -----
____ PA State Police Criminal Record Check Act 34
____ PA Child Abuse History Clearance – Act 151
____Act 126 (Mandated reporter training) ____ FBI Fingerprint - Act 114

9. CPR Certification Current ____No ____Yes if yes, expiration date _____
10. Approvals

Please Fill out Reverse Side

_____ _____
Principal Date

_____ _____ Date of Board Approval ___/____/____
Superintendent Date

Supplemental Form revised 3/2024 by the Superintendent's Office
Original form must be in blue and a copy will be returned to the building principal upon board approval.
This form is appended to the Athletic Handbook which shall be updated whenever this form is revised.

VOLUNTEER COACH

Conneaut School District

SUPPLEMENTAL CONTRACT REQUEST

Please add the following name:

_____

For the position of: _____
Boys or Girls

School: _____

Volunteers Address:
Street _____
City _____ State _____ Zip Code_____

For Central Office use Only:

Clearances viewed
Act 34 _____ (date) _____ (already on file)
Act 151 _____ (date) _____ (already on file)
Act 114 _____ (date) _____ (already on file)
Act 126 _____ (date) _____ (already on file)

CPR : Yes _____ (date) No _____

Form must be submitted to the Superintendent's Office

Supplemental Forms revised 3/2024 by the Superintendent's Office
Original forms must be in blue and a copy will be returned to the building principal upon board approval.
This form is appended to the Athletic Handbook which shall be updated whenever this form is revised.

CONNEAUT SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES
TITLE: ORGANIZATION
ADOPTED: August 8, 1984
REVISED: June 9, 2021

Organization Meeting

The school directors shall meet and organize annually during the first week in December. Notice of the time and place of the organization meeting shall be given to all members of the Board of School Directors by mail at least five (5) days before the proposed meeting by the Secretary of the Board. The organization meeting shall be a regular meeting.

Order

The organization meeting shall be called to order by the past President who shall preside over the election of a temporary President from among the holdover members of the Board. The Secretary of the Board shall be secretary of the meeting. The certificates of the election or appointment of all new school directors shall be read, and a list of the legally elected or appointed and qualified school directors prepared by the Secretary of the Board. The temporary President shall administer the oath or affirmation of office to such school directors as have not previously taken and subscribed the same.

Officers

Election of officers shall be by a majority of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two candidates who received the greatest number of votes.

1. The school directors shall annually, during the first week in December, elect from their members a President and Vice-President who shall serve for one (1) year.

2. The school directors shall annually, during the month of May, elect a treasurer who shall serve for one (1) year beginning the first day of July after such election. The treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and s/he may be a member of the Board.

   The school treasurer shall not enter upon his/her duties until s/he has furnished bond in accordance with law and with the approval of the Board. The school treasurer shall be compensated in such a manner and at a rate as the Board shall determine.

3. The school directors shall, during the month of May in every fourth year, elect a secretary who shall serve a term of four (4) years beginning the first day of July following such election.

Vacancies in any office shall be filled by the school directors and such

appointed officers shall serve for the remainder of the unexpired term. The same school director may not hold more than one office of the Board. Officers of the Board may be removed from office for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the officer charged shall have been given due notice of the reasons therefor and an opportunity for a hearing and provided that said removal has been approved by the affirmative vote of a majority of the full number of school directors.

Appointments

The Board shall appoint:

1. A tax collector, where a tax collector is not elected to collect taxes, or where there is a vacancy or where an elected tax collector refuses to qualify;

2. School physician;

3. School dentist;

and the Board may appoint a school solicitor, an independent auditor, delegates to a state convention or association of school directors, and such other assistants, clerks and employees as the Board deems proper.

The District has been assigned as a member of the Northwest Tri-County Intermediate Unit No.5 (IU-5). The District is entitled to one representative board member as a member of the IU-5 Board of Directors. The IU-5 Board representatives serve three-year terms, with terms beginning in July of the year of appointment. In May of any year in which the District's IU-5 Board member's appointment expires, the Board shall appoint one of its members to serve. In the event that the District's IU-5 Board seat becomes vacant for any reason, the Board shall appoint one of its members to serve the remaining term. Any Board member shall be eligible for appointment.

The District is participating school district in the operation of the Crawford County Career and Technical Center (CCCTC). The District is entitled to three representatives on the Joint Operating Committee (JOC) of the CCCTC. Each JOC member is appointed to a three-year term. In any year in which one or more of the District's JOC representatives' appointment expires, the Board shall appoint members to serve. In the event that any of the District's JOC seats become vacant for any reason, the Board shall appoint one of its members to serve the remaining term. Any Board member shall be eligible for appointment, and the District's JOC representatives shall not be limited to one representative from each of the District's voting regions with no more than two board members from any one voting region.

Appointees of the Board may be removed from office for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the appointee so charged shall have been given due notice of the reasons therefor and an opportunity for a hearing and provided that said removal has been approved by the affirmative vote of a majority of the full number of school directors.

Resolutions

The Board may at the organization meeting but shall prior to July 1 next following:

1. Designate a depository for school funds.
2. Designate a newspaper of general circulation as defined in accordance of law.
3. Designate a day, place and time for regular meetings.

Committees

Committees of school directors shall, when specifically charged to do so by the Board, unless the Board of School Directors acts as a Committee of the Whole, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

Committees shall report to the Board monthly at such times and places as designated by the Board President. Committee reports presented to the Board for consideration of formal action must be written. All reports should state if the recommendation carries the support of a majority of the committee in addition a minority report may be filed.

All committee meetings shall be scheduled in accordance with the Pennsylvania Open Meetings Law.

Ad hoc committees may be created, charged and assigned a fixed termination date which may be extended from time to time by the President.

CONNEAUT SCHOOL DISTRICT

No. 915

SECTION: COMMUNITY
TITLE: SCHOOL
ADOPTED: VOLUNTEERS
REVISED: July 13, 2022

1. Purpose

The Board of School Directors of the Conneaut School District recognizes the valuable talent and skills of members of the community which may serve to enrich the educational, co-curricular and extracurricular activities of the students of the Conneaut School District. In order to expose students to the benefits of the diverse talents and skills in this community, the District shall maintain a program of school volunteer assistance and training.

2. Authority

The Board of School Directors may adopt and enforce reasonable rules and regulations as governs school volunteers' participation in the activities of the District. In this regard, the Board recognizes that there are different types of volunteer.

3. Definitions

Classroom volunteers shall mean volunteers to assist in classroom activities and curriculum-related projects during the school day under the direct supervision of a classroom teacher and may include volunteers assisting in co-curricular and extracurricular activities.

Athletic volunteer shall mean unpaid volunteer regularly assisting coaches in an athletic activity and providing services on a regular and/or daily basis during a sports season. Athletic volunteers may work directly with student athletes on activities and techniques. While they are under the direction of a paid coaching staff, they may, on occasion, have direct contact with students in the absence of direct supervision of paid athletic coaches. Athletic volunteers may be asked to assume responsibilities of a paid athletic coach in an emergency situation. Prior to an athletic volunteer being approved, he/she must secure a recommendation in writing from the head coach of the sport in which they wish to volunteer.

4. Guidelines

The basic requirements for volunteer service shall be interest and enjoyment in children and a belief that they can learn.

The Board shall provide authorized volunteers the same liability insurance coverage as provided for employees of the District.

The Board requires that all volunteers undergo a tuberculosis examination prior to being approved as a volunteer in accordance with the regulations of the Advisory Health Board.

The Board will accept an affidavit in lieu of an examination in which circumstances

warrant such action.

The results of all required medical examinations shall be made known to the Superintendent on a confidential basis. In the event of an unsatisfactory report, the Superintendent shall follow Board policy relating to Disqualification by Reason of Health.

Procedures

The Superintendent shall maintain supervisory control over the program and shall provide for administrative guidelines and the implementation of volunteer services in each school.

Classroom volunteers –

1. Classroom volunteers shall not be asked to assume the professional responsibilities of the school staff, and shall not assume instructional aide responsibilities, but will work under the direction of the staff members, providing help in activities which are supportive, reinforcing or enriching in nature. Among other permitted activities, classroom volunteers may engage in reading to students and listening to students reading aloud.
2. Classroom volunteers will not be involved in the direct disciplinary action involving a student or the administration of first aid, except in an emergency situation.
3. Classroom volunteers who do not provide care, supervision, guidance, or control of children and not have routine interaction with children shall not be required to provide Act 34, Act 151 or Act 114 clearances prior to their performing volunteer service; provided, however, that any volunteer who provides care, supervision, guidance, or control of children or who has routine interaction with children, shall comply with the mandatory criminal history background check requirements under Act 34 of 1985, the mandatory official clearance statement requirements of Act 151 of 1994 and the mandatory federal criminal history record requirements under Act 114 of 2006. Prospective classroom volunteers who have been continuous residents of Pennsylvania for the past ten (10) years shall not be required to submit a federal criminal history record if they swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under 23 Pa. C.S.A. §6344 (c).
4. For the purposes of this policy, the Conneaut School District will pay the costs of the Act 34 criminal history background check, the costs of the Act 151 of 1994 Official Clearance Statement from the Department of Public Welfare of the Commonwealth of Pennsylvania and the cost of the Act 114 federal criminal history record, if required. The Conneaut School District shall not pay the cost of the Act 114 federal criminal history record if the prospective classroom volunteer meets the qualifications to swear or affirm in writing that they are not disqualified from service but opts not to provide such a statement.

5. Prospective classroom volunteers must submit the required clearances prior to the commencement of their volunteer service. Classroom volunteers are required to provide the Conneaut school District with updated clearances every five years.
6. No classroom volunteer shall participate in any activity without the prior knowledge and approval of the building principal. Classroom volunteers who require clearances under this policy, shall be reported to the Superintendent, who shall approve their participation as volunteers. The names of these individuals will be reported to the Board of School Directors by the Superintendent at the next Board meeting after Superintendent approval is given.
7. If a classroom volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the classroom volunteer must provide the Superintendent or their designee with written notice not later than seventy-two (72) hours after the arrest, conviction, or notification that the person has been listed as a perpetrator in the statewide database. A classroom volunteer who willfully fails to disclose such information shall be subject to discipline up to and including termination or denial of their volunteer position.

Athletic Volunteers –

1. All requests for athletic volunteers shall be submitted to the Superintendent by the head coach of each sport and the building principal prior to the first day of practice or prior to the athletic volunteer beginning to work with the student athletes. No athletic volunteer shall perform any service with regard to the sports program until after s/he has been approved by the District Superintendent for that volunteer position.
2. No candidate for an athletic volunteer position shall be employed until such candidate has complied with the mandatory criminal history background check requirements under Act 34 of 1985, which shall report that the candidate has not been convicted within five (5) years immediately preceding the date of the criminal history report of any of the offenses enumerated in Act 34 of 1985, and the District has had an opportunity to evaluate the results of that report. The criminal history background report required herein shall not be dated more than one (1) year prior to its date of submission to the District.
3. No candidate for an athletic volunteer position shall be accepted until such candidate has complied with the mandatory official clearance statement requirements of Act 151 of 1994 and has submitted an official clearance statement obtained from the Department of Public Welfare of the Commonwealth of Pennsylvania in the immediately preceding year indicating that the candidate has not been named as a perpetrator of an indicated or founded report and is not named as an individual responsible for injury or abuse to a child, or is not named in the indicated report for a school employee or a founded report for a school employee.
4. No candidate for an athletic volunteer position shall be accepted until such candidate has complied with the mandatory federal criminal history record check

requirements under Act 114 of 2006, which shall report that the candidate has not been arrested as enumerated in Act 114 of 2006. Candidates for an athletic volunteer position who have been continuous residents of Pennsylvania for the past ten (10) years shall not be required to submit a federal criminal history record if they must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under 23 Pa. C.S.A. §6344(c).

5. The Conneaut School District will pay for the cost of the Act 34 criminal history background check, the cost of the Act 151 of 1994 official clearance statement from the Department of Public Welfare of the Commonwealth of Pennsylvania and the cost of the Act 114 of 2006 federal criminal history record, if required. The Conneaut School District shall not pay the cost of the Act 114 federal criminal history record if the prospective athletic volunteer meets the qualifications to swear or affirm in writing that they are not disqualified from service but opts not to provide such a statement.
6. Prospective athletic volunteers must submit the required clearances prior to the commencement of their volunteer service. Athletic volunteers are required to provide the Conneaut School District with updated clearances every five years.
7. Athletic volunteers may begin performing their duties only upon the Superintendent's approval. The Superintendent shall submit to the Board the names of all athletic volunteers for Board approval at the next public Board meeting occurring after the Superintendent's approval. The Board retains the right to withdraw approval for any athletic volunteer approved by the Superintendent with or without cause. If approval for a volunteer is withdrawn by the Board, the athletic volunteer shall immediately cease performing volunteer services for an athletic activity.
8. Criminal history background checks and official clearance statements shall be required for athletic volunteers because athletic volunteers may be asked to assume responsibilities of the paid coaching staff in certain circumstances and may perform activities in direct contact with students under circumstances which do not allow direct supervision by paid coaching staff members.
9. If an athletic volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the athletic volunteer must provide the Superintendent or their designee with written notice not later than seventy-two (72) hours after the arrest, conviction, or notification that the person has been listed as a perpetrator in the statewide database. An athletic volunteer who willfully fails to disclose such information shall be subject to discipline up to and including termination or denial of their volunteer position.
10. When any member of the District administration becomes aware that an athletic volunteer is performing services without approval of the Superintendent, the administrator shall immediately remove the athletic volunteer from the activity and shall immediately report the same to the Superintendent and the Board.

11. Limits on the number of athletic volunteers that may be used in specific sporting activities may be established from time to time by the Board. Where the Board has not established limits on the number of athletic volunteers, a coach in any sport may request approval for the number of volunteers which the level of student participation requires or which can effectively support the paid coaching staff. Coaches should not request approval for more athletic volunteers than the paid coaching staff can appropriately supervise. The Board delegates to the Superintendent the right to limit the number of athletic volunteers for any specific sporting activities at any time that, in the opinion of the Superintendent, effective supervision of volunteers is lacking.

References:
School Code – 24 P.S. Sec. 111, 510, 1418, 1419
State Department of Health Regulations – 28 PA Code Sec. 23.44
Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.
Board Policy – 315, 415, 515

Conneaut School District

SECTION: PROGRAMS

TITLE: INTERSCHOLASTIC ATHLETICS

ADOPTED: August 8, 1984

REVISED: January 11, 2023

POLICY 123. INTERSCHOLASTIC ATHLETICS

1. Purpose

A basic goal of the athletic program of the Conneaut School District is directed toward the development of the individual athlete's body, mind and spirit. Additionally, the promotion of team spirit and positive school spirit is to be encouraged for all students.

Athletic team membership requires a strong cooperative contribution for group success. Being an integral part of athletic teams requires from an individual a contribution which surpasses one's own desire for success. This exercise should result in a positive benefit for other important life experiences.

Interscholastic competition will be the primary means used to maximize a student's athletic skills.

Sportsmanlike conduct shall be promoted at all levels of athletic competition as well as in practice sessions.

2. Authority

Academic

Student scholastic eligibility shall be determined on a weekly basis during each grading period by maintaining a sixty-five percent (65%) in six (6) out of eight (8) courses (or seven (7) courses). Students who participate in any extracurricular activity are subject to this requirement.

Students who do not meet the requirement in the preceding paragraph are given a one (1) week warning to become eligible. During this week the student athlete may practice and play in games. If the student remains ineligible the following week they are classified as ineligible #1, which means they may practice but cannot participate in games. If the student remains ineligible the third week they are classified as ineligible

#2, which means they cannot practice or play in any contest. Student athletes who are ineligible three (3) consecutive weeks (not counting the warning week) OR a combination of four (4) weeks of ineligibility during the course of the season are dropped from their team roster. PIAA does require that all students must be passing four (4) full credit courses at all times to be eligible.

Use of Final Grades at End of School Year

Any student who fails more than one (1) credit upon completion of a grading period will fall into the P.I.A.A. mandatory exclusion of ten (10) days out-of-sport activity for grade deficiency. This requires a student to pass six (6) out of eight (8) credits. The exclusion of a student would occur the day after report cards are handed out. This revision becomes effective at the beginning at the 2011-2012 school year.

The Athletic Scholastic Eligibility Form shall be used on a weekly basis to determine the student's eligibility to participate in interscholastic athletics and any extracurricular activity.

Code of Conduct

The intent of the Conneaut School District is to encourage all of our student athletes to be positive role models for the remainder of our student body. Our goal is to require and maintain the highest level of integrity, character, and sportsmanship as possible. This includes behavior of its student athletes both outside of the defined sports program as well as within. Because our student athletes are well-known and recognized both in the schools by their fellow students as well as in the community, they continue to represent the Conneaut School District and its schools even when not engaged in athletic practice and competition. Accordingly, these athletes are to be held accountable for their actions at all times. Thus, it is the policy of the Board that student athletes shall be responsible to conform to the school rules of student conduct, not only while in school, but also outside of school and off campus during the times that their sport is in season. Failure to conform to the rules of student code on campus or off campus shall result in team disciplinary consequences, which may include suspension and/or expulsion from their respective sport, as deemed appropriate by the high school principal and/or middle school. Examples of behavior that would warrant this type of action, include, but not limited to, use of drugs and/or alcohol and illegal activities of a serious nature both on and off campus. Final action will be taken after discussion with the coach, the principal, and the Superintendent, pursuant to the standards set forth in the Athletic Handbook.

How Absence Affects Eligibility

A student who has been absent from school during a semester for a total of twenty (20) or more school days shall not be eligible to participate in any athletic contest until s/he

has been in attendance for a total of sixty (60) school days following his/her 20th day of absence, except that where there is a consecutive absence of five (5) or more school days, due to confining illness; injury; death in the immediate family as directed in Section 1154 of the Public School Code of 1949, as amended; court subpoena; or quarantine, such absence may be waived from the application of this rule by the District committee. Attendance at summer school does not count toward the sixty (60) days required.

Absence from school for an entire semester, or for several semesters, shall disqualify a student for the same period as stated in this section.

In cases where a student's work in any preceding grading period does not meet the standards provided for in this article, said student shall be ineligible to participate in interscholastic athletics for the first twenty (20) school days of the next grading period, except as provided above in Use of Final Grades at End of School Year.

Physicals and Parents/Guardians

An annual physical examination will be given once a school year by an authorized physician. Physical examination cards with doctor and parental signatures are required for all students prior to the first day of practice. A P.I.A.A. Comprehensive Initial Pre-Participation Physical Evaluation form must be completed by the parent/guardian prior to the medical examination. The physical C.I.P.P.E. file will be kept on file in either the nurse or first aiders' office of the building.

Travel

Travel for athletic teams in non-region/non-league events will be limited to a seventy-five (75) mile radius. Any travel beyond seventy-five (75) miles from the District boundaries must have prior Board approval. Payment for mileage exceeding 150 miles round trip and hourly rate for the bus driver must be paid to the District by other sources such as booster organization or team funds.

Example:

If team A travels to a tournament with a round trip total mileage of 200 miles, their team funds will be charged for fifty (50) miles at the current rate per mile. Presently in 2018-19, it is $ .62/mile or $31.00. The team funds will also be charge for two (2) hours of driver time at the current rate, regardless of how much extra time is required. The current rate in 2018-19 is $18.00/hr. or an additional charge of $36.00. In the case of Team A above, they would receive an invoice for $67.00 with payment to be made to Conneaut School District.

If Team B is traveling to a two (2) day wrestling tournament, charges over and above

what is listed above include $30 per day - including 1st day. The extra 2 hours charged is covering one (1) hour on the way to destination and 1 hour as they return home. Drivers to all tournaments (boys and girls volleyball, cross-country invitationals, and wrestling) receive their normal hourly rate during the course of the tournament and this charge is bid and paid for by the District. The driver's lodging and meals must be provided out of team funds. Example: Team B for a two (2) day wrestling tournament is traveling 250 miles round trip (charged 100 miles x $.62/mile or $62.00) two (2) hours for the two (2) days inclusive (2 hrs @ $18.00 = charge of $36.00); and two (2) days per diem (2 days @ $30.00/day or $60.00 charge). The club would be charged from their funds $62.00 + $36.00 + $60.00 for a total to be invoiced at $158.00, not counting food and lodging expenses.

Transportation – Away Events

1. Only team members (including statisticians and managers), cheerleaders and coaches for that sport normally ride the team bus. Exceptions are permitted only with written consent of the high school principal.

2. Team members and support personnel are expected to ride the team bus to the event and from the event. All stops for departures of persons must be approved by the principal in accordance with all current transportation laws and regulations.

3. Parents/Guardians who wish to provide their child's transportation to or from an event must present a written request to the coach before team departures to the event.

4. Once a departure schedule has been established, changes would only be made on an emergency basis.

Preseason Practice

A boy or girl may begin practice for a team sport only after the physician/parent/guardian consent card has been properly signed by both parties and returned to the coach in charge. The consent card and the insurance statement forms should be filed in the principal's office.

Practice sessions for a particular sport must conform to P.I.A.A. calendar dates and/or Conneaut School District dates. In recognition of the merits and value of preseason conditioning, a full preseason practice schedule will be completed by each athlete before participation in his/her first game.

Normally, absences from preseason practice due to illness would also have to be made up before the student's first competition. Exceptions to this preseason practice rule would have to be approved by the coach and the principal before the student's first game.

Post-Season Playoff Participation

Decisions on whether to opt-in or opt-out of District 10 playoff competition will be made by the administration by considering whether: 1) the team has achieved a .500 or better winning percentage in all of their contests; 2) if the team achieves a.500 or better winning percentage in District 10 Region contests; 3) if the team finishes in the top half of all teams in their classification; 4) if the "opt in/out" deadline is prior to the end of the season contests, the record at that time can be used for all of the above criteria; 5) if a team fails to meet any of the criteria above at the time of the "opt out" deadline but enough wins can still be accomplished in their remaining scheduled games, then that team will be considered eligible for play-offs. Student-Athlete safety as well as other factors not listed in the policy may also be considered.

ImPACT Testing

The Board requires that each student participating in an interscholastic athletic program take the computerized program called ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) prior to participation in any preseason training or practice in order to provide a baseline assessment. Further, the Board requires that each student athlete that is believed to have suffered a head injury during practice or competition retake the exam to help determine the extent of the injury, the location of the injury, and when the injury has ceased. ImPACT is a noninvasive test, the results of which should be shared with medical experts to determine when a student's return-to-play is appropriate and safe. Test results shall be disclosed to the student's parents/guardians, the student's personal physician, and the coaching staff for the sport in accordance with the privacy provisions of applicable law. No student shall return to play unless the student is released by our Certified Athletic Trainer from Meadville Medical Center under the guidelines of Dr. Paczkoskie or other designated health care professional with concussion training. This release to play will come only after the post-injury ImPACT assessment has been reviewed and determined that it is appropriate and safe for the student to do so.

Student Awards

PIAA Recognized Athletics:

Qualification for award of an athletic school letter will be based on criteria that a student must participate in fifty percent (50%) of the units plus one (1) unit of which that varsity team is engaged during the regular season. The definition of **unit** for specific sports is as follows:

1. Baseball - innings.

2. Softball - innings.

3. Basketball - quarters.

4. Football - quarters.

5. Volleyball - game (three (3) games to each match/minimum).

6. Soccer - halves.

7. Lacrosse: Girls- halves; Boys - quarters

8. Golf - 9 holes = 1 unit

A baseball pitcher who plays no other position will be eligible having competed in twenty percent (20%) plus one (1) of the innings the team plays during the regular season.

A wrestler who is a designated participant in each weight class for fifty percent (50%) plus one (1) match is considered eligible.

Participants in cross country are considered eligible if they are among the first five (5) of the school's team in fifty percent (50%) plus one (1) of regular season meets.

Students involved in the P.l.A.A. cooperative agreement sport of swimming and those students that participate as an independent in track and field may earn a C.A.S.H. varsity letter by qualifying for entry into the District X Championshiop in these respective sports. Students in the self funded PIAA sport of boys' lacrosse may also earn a varsity letter in the same manner as all C.A.S.H. sports teams by playing in half of the halves plus one during the regular season. However, these teams will not be considered part of the C.A.S.H. All-sports Boosters for acquiring funds or be permitted discounts on varsity jackets for working concession stands. These students who earn varsity letters may purchase a varsity jacket after earning one letter at the retail cost.

In cases of exceptionality, the coach or sponsor may request that the principal of the school grant a variance to the aforementioned standards.

Cheerleading and Band:

Cheerleaders and members of the marching band in grades 9-12 are eligible for a school letter award, providing they participate in Half +1 unit of scheduled events between the first and last days of the school year. Students may occasionally be excused by the faculty sponsor with the approval of the building principal.

Academic:

Students in grades 9-12 who attain high honors as defined by the District's grading policy for three (3) of the four (4) grading periods will be awarded an academic school letter.

Letter Procedure:

To obtain a letter a student must be a member in good standing with his/her team/group throughout the lettered season.

The student will be awarded one (1) District-purchased chenille school letter during their high school experience. Additional awards will be in the form of a metal insignia appropriate to that activity.

The Conneaut Area Senior High All Sports Boosters will adopt an official school jacket that will be available for purchase by the student after the following requirements have been met:

1. Students must earn one (1) varsity letter.

2. Managers earn one half of a varsity letter during a sports season.

3. Student athletes may purchase a varsity jacket at cost from the Boosters after meeting the requirements noted above. Student athletes may receive all or partial payment toward their jacket provided they meet the requirements established by the All Sports Boosters.

All-Star Selection Dinner Meeting

Head coaches and one (1) assistant of the sport involved may attend the dinner. A standardized fee will be provided to cover expenses.

Scrimmages

P.I.A.A. prohibits the use of any alumni or other adults in any athletic practices or scrimmages without Board approval.

Athletic Coaches

The school principal will attempt to recommend coaches according to the following guidelines when feasible:

Fall Sports - March Board Meeting
Winter Sports - May Board Meeting
Spring Sports - December Board Meeting

Applications

All those interested in coaching an interscholastic sport for the following year must submit their application of intent in writing to the high school principal according to the posted deadline. Applicants must comply with all mandated clearance requirements.

Payment

Payment to the coach shall be made in accordance with the current Conneaut Education Association Collective Bargaining Agreement. Supplemental coach and volunteer pay will not be made to the individual if all clearances have not been received by the Central Office/Personnel Department.

Incumbent Coaches

When the high school principal, in conjunction with the Athletic Director, agrees to continue with the incumbent coach for an additional year, that position will not need to be advertised as an open or vacant position. The incumbent coach will only need to make known in writing his/her intention to return. The principal will then forward the coach's name at the appropriate time for Board approval.

When the principal, in conjunction with the Athletic Director, decides that a coaching change is needed, the incumbent will be notified in writing, and the position will be declared open or vacant and advertised appropriately.

Contractual Responsibilities

It shall be the professional responsibility of all coaches to comply with the guidelines established in the Athletic Handbook and other directives from the principal or Athletic Director.

Civilian Coaches

Only those personnel who are duly elected by the Conneaut School Board may coach, direct, supervise, or assist student athletes during practice sessions or games and matches on the playing field or the playing court.

SC 111
Title 22
Sec. 8.1 et seq

Volunteers

Volunteers shall be utilized to assist paid coaching personnel. Volunteers will work under the direction of the head coach and shall not be asked to assume the professional responsibilities of the school staff. These individuals must comply with all mandated clearance requirements and complete concussion training for coaches. There are restrictions to the number of volunteers permitted as per Guidelines for the

Appointment of Volunteer Coaches. Temporary Volunteers in extracurricular activities are permitted to work under the supervision of the head coach for a period not to exceed two (2) weeks. Temporary Volunteers must be reported to the Board on the appropriate form.[1][2]

Athletic Volunteers

No candidate for an athletic and/or volunteer or temporary volunteer position shall be employed until such candidate has complied with all mandated clearance requirements. Clearances must be dated less than one (1) year prior to submission and must be renewed every sixty (60) months.[1][2]

The Conneaut School District will pay for the cost of obtaining Act 34, Act 151, and Act 114 clearances. Volunteer coaches will be reimbursed for all mandated clearances upon receipt of payment(s).

When any member of the District administration becomes aware that an athletic volunteer is performing services without approval of the Superintendent, the administrator shall immediately remove the athletic volunteer from the activity and shall immediately report the same to the Superintendent and the Board.[3]

Limits on the number of athletic volunteers that may be used in specific sporting activities may be established from time to time by the Board. Where the Board has not established limits on the number of athletic volunteers, a coach in any sport may request approval for the number of volunteers which the level of student participation requires or which can effectively support the paid coaching staff. Coaches should not request approval for more athletic volunteers than the paid coaching staff can appropriately supervise. The Board delegates to the Superintendent the right to limit the number of athletic volunteers for any specific sporting activities at any time that, in the opinion of the Superintendent, effective supervision of volunteers is lacking.

Clinics and Conferences

The head coach of any particular sport will coordinate requests to attend clinics/conferences with the Athletic Director and building principal.

Where advisable in terms of clinic content, needs of coaches, and budget limitations, the Athletic Director and building principal will recommend attendance to the Superintendent. Where possible, this should be done at least sixty (60) days prior to the date of the clinic/conference.

The Athletic Director's budget for clinic/conference expenses for any sport will consist of the cost of registration and associated expenses, including but not limited to travel, lodging, and meals. Travel shall be by the most direct and economical route. In all

instances of travel and expense reimbursement, full itemization of expenditures, with receipts, shall be required, as specified on the District's reimbursement form. Those on District-approved travel shall exercise the same care in incurring expenses they would in traveling on personal business. Non-allowable expenses shall include individual travel insurance, entertainment expenditures, and the cost of alcoholic beverages. The District will reimburse up to sixty dollars ($60) per day for meals while on approved out-of-town trips. Coaches are required to turn in itemized receipts and will be reimbursed for meals, up to the sixty dollars ($60) per day maximum. No reimbursement shall be made for meals unless an overnight stay is required.

Professional staff members that coach shall not be required to use personal leave to attend a clinic/conference on days they are scheduled to work. More than one (1) coach from any one (1) program may be permitted to attend clinics/conferences when loss of school time or teaching responsibility is not required, provided the cost of registrations does not exceed the budget. Coaches are to complete the appropriate blue form titled "Request for education conference/workshop/clinic" and submitted for Board approval. For coaches who are not employed by the District, the District shall not be responsible for lost wages should these coaches opt to be absent from work in order to attend a clinic or conference.

In reviewing requests for attendance at clinics and conferences, the Athletic Director should reasonably limit the number of coaches from each program attending the same conference. Likewise, the Athletic Director, when reviewing requests, should give deference to those coaches who have not recently attended and those athletic programs which have not recently requested to have coaches attend a clinic or conference.

Home Schooled Students

Home schooled students are permitted to participate in the interscholastic athletic activities of the School District of their residence. Home schooled students must meet the equivalent participation eligibility criteria and try-out criteria as students enrolled in the District. Further, home schooled students must comply with all policies and rules of the governing organization of the activity, including interscholastic athletics.[5]

Charter and Cyber Charter School Students

Charter and cyber charter school students are permitted to participate in the interscholastic athletic activities of the School District of their residence provided the charter school or cyber charter school does not conduct the same activity. Such students must meet the equivalent participation eligibility criteria and try-out criteria as students enrolled in the District. Further, charter and cyber charter school students must comply with all policies and rules of the governing organization of the activity, including interscholastic athletics.[6]

Intramurals

There will be an annual determination of hours allotted for the purpose of conducting intramural activities at both middle school(s) and high school levels. Payment for these activities will be in accordance with the current Collective Bargaining Agreement between Conneaut Education Association and Conneaut school District. These monies will be used only for conducting intramural activities within the confines of our schools. Intramural programs are voluntary in nature and open to all students who wish to participate. These programs are not to be confused with development programs for specific sports that may occur outside of the realm of this policy.

CONNEAUT SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: Nondiscrimination/Discriminatory Harassment School and Classroom Practices–

ADOPTED: August 8, 1984

REVISED: March 13, 2019

Authority

The Board declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or impairment/disability.

The District strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the District and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The District shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The District shall make reasonable accommodations for identified physical and mental impairments that constitute impairments and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

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

Confidentiality

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

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or for opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, impairment/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For purposes of this policy, **harassment** shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or impairment/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and

2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs

offered by a school; or

2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or

3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or

4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. **Sexual violence** means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Human Resources Director as the District's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the District's nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.

2. Training - Provision of training for students and staff to prevent, identify and alleviate problems of discrimination.

3. Resources - Maintain and provide information to staff on resources

available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

4. Student Access - Review of programs, activities and practices ensuring that all students have equal access and are not segregated except when permissible by law or regulation.

5. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.

6. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.

7. Complaints - Monitor and provide technical assistance to building principals or designee in processing complaints.

The building principal or designee shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:

1. If the building principal is the subject of the complaint, refer the complainant to the Compliance Officer to carry out these responsibilities.

2. Inform the complainant about this policy including the right to an investigation of both oral and written complaints of discrimination.

3. Seek to obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians of the complainant that the complainant may be accompanied by a parent/guardian during all steps of the complaint procedure. When a parent/guardian requests confidentiality and will not consent to the alleged victim's participation in an investigation, explain that the school shall take all reasonable steps to investigate and respond to the complaint consistent with that request for confidentiality as long as doing so does not preclude the school from responding effectively to the discrimination and preventing discrimination of other students.

4. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another District employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual. When a parent/guardian has requested confidentiality and will not consent to the alleged victim's participation in an investigation, the Compliance Officer shall provide the parent/guardian with a letter containing information related to the District's legal obligations to conduct an investigation and address violations of this policy, and any other information appropriate to the specific complaint.

6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

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

The complainant or reporting employee may be encouraged to use the District's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report

objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Compliance Officer shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the District's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the

time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further District action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the District shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The District shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated

separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

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

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.

2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

CONNEAUT SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: Nondiscrimination – Qualified Students With Disabilities

ADOPTED: May 12, 2010

Authority

The Board declares it to be the policy of this District to ensure that all District programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The District shall provide to each qualified student with a disability enrolled in the District, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

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

The District shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Definitions

Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the District's educational programs, nonacademic services or extracurricular activities.

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.

Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.

Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent as the District's Section 504 Coordinator.

In addition, each school within the District shall have a Section 504 building administrator.

The District shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the District's web site, if available, and in the student handbook. The District shall notify parents/guardians of students residing in the District of the District's responsibilities under applicable laws and regulations, and that the District does not discriminate against qualified individuals with disabilities.

Guidelines

Identification and Evaluation

The District shall conduct an annual child find campaign to locate and identify every District student with a disability thought to be eligible for Section 504 services and protections. The District may combine this search with the District's IDEA child find efforts, in order to not duplicate efforts.

If a parent/guardian or the District has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the District shall provide the other party with written notice.

The District shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.

The District shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.

The District shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.

2. Are tailored to assess educational need and are not based solely on IQ scores.

3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the District shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.

The District shall not implement a Service Agreement until the written agreement is executed by a representative of the District and a parent/guardian.

The District shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.

Educational Programs/Nonacademic Services/Extracurricular Activities

The District shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the District determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.

The District shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest

groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.

Discipline

When necessary, the District shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.

Procedural Safeguards

The District shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.

Parental Request for Assistance –

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:

1. The District is not providing the related aids, services and accommodations specified in the student's Service Agreement.

2. The District has failed to comply with the procedures and state regulations.

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and District a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.

Informal Conference –

At any time, parents/guardians may file a written request with the District for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the District shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.

Formal Due Process Hearing –

If the matters raised by the District or parents/guardians are not resolved at the informal conference, the District or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.

Judicial Appeals –

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.

Complaint Procedure

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.

Step 1 – Reporting

A student or parent/guardian who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator.

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to

the District's Section 504 Coordinator.

The complainant or reporting employee is encouraged to make the complaint in writing, but oral complaints shall be acceptable. Oral complaints shall be documented by the Section 504 building administrator.

Step 2 – Investigation

Upon receiving a complaint of discrimination, the Section 504 building administrator shall immediately notify the District's Section 504 Coordinator. The Section 504 Coordinator shall authorize the Section 504 building administrator to investigate the complaint, unless the Section 504 building administrator is the subject of the complaint or is unable to conduct the investigation.

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

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the Section 504 building administrator shall inform law enforcement authorities about the incident.

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

Step 3 – Investigative Report

The Section 504 building administrator shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Findings of the investigation shall be provided to the complainant, the accused, and the District's Section 504 Coordinator.

Step 4 – District Action

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

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

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the District's Section 504 Coordinator within fifteen (15) days.

2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable investigation.

3. The Section 504 Coordinator shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the Section 504 building administrator who conducted the initial investigation.

CONNEAUT SCHOOL DISTRICT

No. 104

SECTION: PROGRAMS

TITLE: Nondiscrimination/Discriminatory Harassment – Employment Practices

ADOPTED: November 12, 1983

REVISED: March 13, 2019

Authority

The Board declares it to be the policy of this District to provide to all persons equal access to all categories of employment in this District, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages employees and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees.

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

Confidentiality

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

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability is a form of discrimination and is subject to this policy. A person who is not

necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For purposes of this policy, **harassment** shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's work performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and

2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive work environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, electronic, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or

2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or

3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Human Resources Director as the District's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and

complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer shall be responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of nondiscrimination procedures in the following areas:

1. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; District designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.

2. Training - Provision of training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.

3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure such as making reports to the police, available assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.

4. Complaints - Monitor and provide technical assistance to building principals or designees in processing complaints.

The building principal or supervisor shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from employees or third parties:

1. If the building principal or supervisor is the subject of the complaint, refer the complainant to the Compliance Officer to carry out these responsibilities.

2. Inform the employee or third party about this policy including the right to an investigation of both verbal and written complaints of discrimination.

3. Provide relevant information on resources available in addition to the school complaint procedure such as making reports to the police, available assistance from domestic violence and rape crisis

programs, and community health resources including counseling resources.

4. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.

5. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

Guidelines

Complaint Procedure – Employee/Third Party

Step 1 – Reporting

An employee or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the matter to the building principal or supervisor. Any person with knowledge of conduct which may violate this policy is encouraged to immediately report the matter to the building principal or supervisor.

If the building principal or supervisor is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer. The complainant or reporting employee may be encouraged to use the District's report form, available from the building principal, supervisor or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Compliance Officer shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place outside of school or school-sponsored activities, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person reporting the alleged discrimination, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the District's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties

shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and any other violation of law or Board policy which may warrant further District action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the District shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The District shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different law or Board policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with Board policies and administrative regulations, District procedures, applicable collective bargaining agreements, and state and federal laws.

<u>Appeal Procedure</u>

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.

2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

CONNEAUT SCHOOL DISTRICT
UNLAWFUL HARASSMENT COMPLAINT FORM

NAME:_____

DEPARTMENT/GRADE:_____

POSITION/HOMEROOM: _____

DATE:_____

Complaint of unlawful harassment:

1. Describe the incident, specifically including the date(s) of the incident(s), what happened, who was involved, and whether there were any witnesses, and anything else you believe is important for us to know.

_____

_____

2. Describe how the incident(s) you are complaining about has affected you:

_____

_____

3. What would you like to see done about this incident?

_____

_____

Signature:_____

Print Name:_____

Date:_____

No. 247

CONNEAUT SCHOOL DISTRICT
SECTION: PUPILS
TITLE: HAZING
ADOPTED: September 13, 2000
REVISED: May 8, 2019

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

2. Definitions For purposes of this policy **hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance or other forced physical activity that could adversely affect the physical health or safety of the individual.

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

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity even if a student willingly participates.

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

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

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy in accordance with the Code of

Conduct. Disciplinary measures may also include the imposition of fines, withholding of diplomas and transcripts pending compliance with district policy, probation, suspension or dismissal from the organization, educational program, or school-sponsored activity, expulsion, or a combination thereof. Where an organization has authorized hazing practices, penalties may also include rescission of permission for that organization to operate in the Conneaut School District schools or on district property. Such discipline may be imposed in addition to the enumerated district disciplinary procedures imposed for violations of the Code of Conduct.

The board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

4. Delegation of Responsibility

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

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

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

1. Posting of this policy on the Conneaut School District website.
2. Publication in handbooks.
3. Dissemination of this policy to all coaches and sponsors involved in any organization, educational program, or school-sponsored activity of the district.
4. Presentation at an assembly.
5. Verbal instructions by the coach or sponsor at the start of the season or program.

5. Guidelines

<u>Complaint Procedure</u>

1. When an individual believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.

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

No. 249

CONNEAUT SCHOOL DISTRICT

SECTION: PUPILS
TITLE: BULLYING, CYBERBULLYING, HARASSMENT AND INTIMIDATION
ADOPTED: December 10, 2008
REVISED: May 11, 2022

Purpose

The Conneaut School District believes that all students have a right to a safe and healthy school environment. The District, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

It is the policy of the District Board of Education to fully support the regulations and laws prohibiting discrimination, bullying, harassment, hazing, and intimidation because of race, religion, sex, sexual orientation, color, national origin ancestry, marital status, familial status, disability, medical condition, age, as well as sexual harassment, and to maintain a learning environment which is free of any area listed in the purpose statement.

Authority

All forms of bullying and cyberbullying by District students are hereby prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.

Students who have been bullied or cyberbullied shall promptly report such incidents to the building administrator/School District employee.

Complaints of bullying or cyberbullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

Definitions.

The District Board of Education establishes that **bullying/cyberbullying/ harassment/intimidation** means any written, verbal or physical act or gesture that takes place on school property within the school day, at any school-sponsored function or to and from school, including on a school bus, or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: (1) substantial interference with a student's education; (2) creation of a threatening environment; or (3) substantial disruption of the orderly operation of the school.

Bullying, cyberbullying, harassment or intimidation, like other disruptive or violent behaviors is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate bullying, cyberbullying, harassment, or intimidation.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the School District by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs and social media). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the Conneaut School District, offenders shall be the subject of appropriate discipline.

Bullying -A student is bullied when he or she is exposed, repeatedly and over time to negative actions on the part of one or more other students persons, and he or she has difficulty defending himself or herself (Olweus).

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Bullying may be intended to or involve:

1. Physically, emotionally or mentally harming a student.

2. Damaging, extorting or taking a student's personal property.

3. Placing a student in reasonable fear of physical, emotional or mental harm.

4. Placing a student in reasonable fear of damage to or loss of personal property.

5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

6. Any intentional written, verbal, or physical conduct or threat directed against a student or school employee.

7. Has the effect of substantially disrupting the orderly operation of a school.

8. Perpetuation of conduct by an individual or group, with intent to demean, dehumanize, embarrass, or incite a student or school employee.

9. Acting in a manner that has an effect substantially similar to the effect of bullying.

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

Delegation of Responsibility

Each staff member shall be responsible to maintain an educational environment free of bullying and cyberbullying.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyberbullying.

Students shall be encouraged to report bullying or cyber bullying complaints to building administrators/School District employees.

All professional employees who receive a bullying or cyberbullying complaint shall investigate to determine if bullying or cyberbullying has occurred or report the complaint to an administrator. If the behavior is found to meet the definition of bullying or cyberbullying, written documentation must be submitted to the building principal. All other employees shall refer any complaints to the building level administrator.

The building principal or his/her designee will inform parents/guardians of the victim and person accused.

Guidelines

Complaint Procedure

1. A student shall report a complaint of bullying or cyberbullying, orally or in writing, to the building administrator or District employee.

2. The building administrator will immediately investigate the alleged conduct that occurred. During the investigation, the victim's (target) interview and the accused interview will be documented and kept on record in the principal's office.

3. The building administrator may ask assistance from other District employees in the investigation process. Teachers of the student who was bullied (victim) will be informed of the situation.

4. After the investigation, the building principal will put in writing the

complaint and results of the investigation and shall take corrective action to ensure that any conduct found to be in violation of this policy ceases.

5. After three (3) accusations of a suspected bully or every time after a founded case, the accused bully will be required to participate in a session on bullying with the guidance counselor.

6. The parents/guardians of the student who was accused of bullying and the parents/guardians of the victim (target) of bullying will be informed of the incident and all offenses.

It is recommended that parents/guardians of the student who is identified as the bully and the parents/guardians of the victim (target) be invited individually into the school to discuss the situation and to help prevent any future occurrences.

Complaint Procedure

A student who violates this policy shall be subject o appropriate disciplinary action, consistent with the student discipline code, which may include suspension or expulsion.

Staff Development

All professional and support staff will be trained on dealing with bullying/ cyberbullying and updated on new regulations on a regular basis.

Notice

This policy shall be made available on the District's website, if available, and in every classroom. This policy shall be prominently displayed in each school building where similar notices are usually posted.

This policy and procedures for reporting bullying and cyberbullying shall be reviewed with students within ninety (90) days after adoption by the Board and annually thereafter.

Review

This policy shall be reviewed every (3) years.

Conneaut School District
ATHLETIC HANDBOOK

The Conneaut School District Athletic Handbook is an important collection of information that all coaches in the District need to be familiar with. Eligibility, School District policy, chains of command, and general guidelines for coaches are some of the more important contents of this Handbook. Whether you are a volunteer, a paid assistant, a resource person or a head coach, you are required to be familiar with the Athletic policies of the Conneaut School District.

I acknowledge receipt of the Conneaut School District Athletic Handbook and have reviewed its contents.

Print Name	**Position**
Date	**Signature**
School	**Activity Associated With**
Date	**Principal Signature**

THIS PAGE MUST BE COMPLETED
AND
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