

NORWIN ATHLETIC DEPARTMENT



HANDBOOK

TABLE OF CONTENTS

<u>Overview</u>	<u>3-4</u>
Mission Statement	3
Philosophy.....	3
Middle School Philosophy.....	3
Sports Offered.....	4
<u>Expectations & Roles</u>	<u>5-10</u>
Expectations of the Student-Athlete.....	6
Attendance.....	6
Equipment	6
College Bound Athletes	6
Social Media.....	6
General Expectations	7
Expectations of Parents.....	8
Parent/Student/Coach Relationship.....	9
<u>Policies.....</u>	<u>11-33</u>
Interscholastic Athletics	12
Athletic Procedures	13
Physical Exams	16
Booster Groups	17
Sudden Cardiac Arrest	20
Hazing	21
Concussion Protocol	22
Eligibility	24
Curriculum Guidelines.....	24
Social Media.....	25
Communication with Students	29
<u>Procedures</u>	<u>34-39</u>
Media Relations	35
Athlete Discipline.....	37
Team Commitment.....	38
Squad Selection.....	39
<u>Sportsmanship.....</u>	<u>40-44</u>
Expectations	41
Ejections.....	43
PIAA Code of Ethics.....	44

MISSION STATEMENT

The Norwin School District interscholastic athletic programs will serve as an integral part of the overall educational experience for both members of the District and Norwin community.

PHILOSOPHY

The Norwin School District believes that a comprehensive program of student activities is vital to the educational development of the student. The Norwin Athletic Program has as its purpose to afford experiences not provided in the school's curriculum while producing successful and competitive programs. The interscholastic athletic program shall be primarily for the benefit of the students who participate either directly or indirectly. Participation in the athletic program is a privilege granted to those interested students who meet the minimum standards of eligibility. Interscholastic activities shall be kept in proper perspective and must supplement the academic program. A sound athletic program provides students with opportunities for physical, mental, and emotional development. Such a program generates special skills in the activities of the student's choice while developing the following characteristics: loyalty, cooperation, enthusiasm, motivation, self-discipline, self-setting goals, good sportsmanship, enthusiasm, loyalty, and school spirit. The interscholastic athletic program should also provide an arena where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the modern day world.

MIDDLE SCHOOL PHILOSOPHY

The foundation of a successful high school program is rooted by the development of student-athletes at the middle school level. In an effort to serve the overall philosophy and goals of the athletic department, student-athletes participating in interscholastic athletic programs at the middle school level will work to develop a strong work ethic, fundamental skills, and team concepts.

SPORTS OFFERED AT NORWIN

MALE SPORTS

HIGH SCHOOL

- | | | |
|---------------------------------------|-----------------------------------|------------------------------|
| 1. Baseball (Freshman, JV, Varsity) | 5. Golf (Varsity) | 9. Tennis (JV, Varsity) |
| 2. Basketball (Freshman, JV, Varsity) | 6. Lacrosse (JV, Varsity) | 10. Track/Field (Varsity) |
| 3. Cross Country (Varsity) | 7. Soccer (Freshman, JV, Varsity) | 11. Volleyball (JV, Varsity) |
| 4. Football (Freshman, JV, Varsity) | 8. Swimming (Varsity) | 12. Wrestling (Varsity) |

MIDDLE SCHOOL

- | | |
|---|---|
| 1. Basketball (7 th {2}; 8 th {2}) | 4. Track/Field (7 th & 8 th Combined) |
| 2. Cross Country (7 th & 8 th Combined) | 5. Wrestling (7 th & 8 th Combined – 9 th Grade is eligible) |
| 3. Football (7 th & 8 th Combined) | |

SPORTS OFFERED BY SEASON

	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country	(MS, V)	Basketball (MS, FR, JV, V)	Baseball (FR, JV, V)
Football	(MS, FR, JV, V)	Swimming (V)	Lacrosse (JV, V)
Golf	(V)	Wrestling (MS, V)	Tennis (JV, V)
Soccer	(FR, JV, V)		Track/Field (MS, V)
			Volleyball (JV, V)

FEMALE SPORTS

HIGH SCHOOL

- | | | |
|---|---------------------------|--|
| 1. Basketball (JV, Varsity) | 5. Golf (Varsity) | 9. Swimming (Varsity) |
| 2. Cross Country (Varsity) | 6. Lacrosse (JV, Varsity) | 10. Tennis (JV, Varsity) |
| 3. Cheerleaders (Freshman, JV, Varsity) | 7. Soccer (JV, Varsity) | 11. Track/Field (Varsity) |
| 4. Field Hockey (JV, Varsity) | 8. Softball (JV, Varsity) | 12. Volleyball (Freshman, JV, Varsity) |

MIDDLE SCHOOL

- | | | |
|--|---|---|
| 1. Basketball (7 th {2}; 8 th {2}) | 3. Cross Country (7 th & 8 th Combined) | 5. Track/Field (7 th & 8 th Combined) |
| 2. Cheerleading (7 th & 8 th Combined) | 4. Softball (7 th & 8 th Combined) | 6. Volleyball (7 th {2}; 8 th {2}) |

SPORTS OFFERED BY SEASON

	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cheerleading	(MS, FR, JV, V)	Volleyball (FR, JV, V)	
Cross Country	(MS, V)	Basketball (JV, V)	Lacrosse (JV, V)
Field Hockey	(JV, V)	Cheerleading (MS, FR, JV, V)	Softball (MS, JV, V)
Golf	(V)	Swimming (V)	Track/Field (MS, V)
Soccer	(JV, V)	Volleyball (MS)	
Tennis	(JV, V)		
Basketball	(MS)		

NORWIN ATHLETIC DEPARTMENT



EXPECTATIONS/ROLES

EXPECTATIONS OF THE STUDENT-ATHLETE

Attendance:

- Students absent from school beyond 10:30 a.m. will not be permitted to participate that evening in any interscholastic activities. Prior approval must be obtained for exceptional cases through the Principal and Director of Athletics. Excused absences must be approved by the Director of Athletics prior to an athlete participating in that day's activities. Coaches should only allow an athlete to participate after conferring with the Director of Athletics (not taking the athlete's word).
- Students are also expected to report on time and be in attendance for the full day following events and activities.
- Based on PIAA Guidelines a student absent during a semester for 20 or more days shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of 60 school days following that 20th day of absence. Exceptions are made when there is a consecutive absence of five or more school days due to confining injury or other state-approved reasons for school absence.
- A student who will miss classes to participate in an athletic event will have his/her name reported on the Daily Absentee Bulletin. Students must submit work that is due the day of the absence in order to receive full credit. In other words, students may not expect full credit for work submitted late as a result of a pre-arranged athletic absence. Work missed due to athletic participation must be completed in the manner designated by the teacher or school policies.

Equipment:

Every student participating in interscholastic athletic competitions will receive all proper equipment, including uniforms. When joining an athletic team, the student assumes full responsibility for appropriate care and timely return of all equipment that has been issued. When a student fails to return equipment or pay for equipment damaged beyond normal "wear and tear," he/she will not be permitted to participate in another activity. The coach will issue a Delinquent Obligation Notice to the Administration and Athletic Office. School records will be held until the student returns the equipment or pays for its replacement. Students with delinquent obligations will not be permitted to participate in Commencement Activities.

College-Bound Student-Athletes:

- In order to practice and play as a freshman at a NCAA Division I or II College or to receive a scholarship, the student-athlete must satisfy the requirement of the NCAA. Student-athletes must have eligibility for practice and competition in the freshman year as certified by the NCAA Eligibility Center. Information, brochures, and forms are available in the Athletic Office.
- The NCAA Eligibility Center has been established to review core courses and high school transcripts for all prospective Division I and Division II student-athletes. To be reviewed, students must register with the NCAA Eligibility Center. Student-athletes should contact their school counselor or Athletic Director for more information regarding the Eligibility Center.
- Students should notify their respective coach if they have an interest in participating in intercollegiate athletics. The coach will then provide assistance to those students.

Use of Social Media:

The Norwin School District Athletic department recognizes and supports its student-athletes' rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each student-athlete must remember that playing and competing for The Norwin School District is a privilege, not a right. As a student-athlete, you represent the School District and you are

expected to portray yourself, your team, and School District in a positive manner at all times. Any online postings must therefore be consistent with federal and State laws, and team, Athletic Department and Norwin School District policy.

If you participate on a social networking site, you must keep the following guidance in mind:

- Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online - even if you limit access to your site. Information (including pictures, videos, comments, and posters) may be accessible even after you remove it.
- Use caution when adding someone or inviting someone to be a friend. Many individuals are looking to take advantage of students-athletes, to get close to student-athletes to give themselves a sense of membership, or to gain information about you, your teammates, or your team for the purposes of sports gambling or negative publicity.
- Limit information about your whereabouts or plans to minimize the potential of being stalked, assaulted, or the victim of other criminal activity.
- What you post may affect your future. Many employers and College admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posters).
- Similar to comments made in person, the Department of athletics will not tolerate disrespectful comments and behavior online, such as:
 - Derogatory or defamatory language;
 - Comments that create a serious danger to the safety of another person or that constitutes a credible threat of serious physical or emotional injury to another person; Comments or photos that describe or depict unlawful Assault, abuse, hazing, harassment, sexual contents, or discrimination; selling, possessing, or using controlled substances; or any other illegal or prohibited conduct.

General Expectations:

- Athletes and managers are not to be excused from classes by coaches for any reason without prior approval from the Director of Athletics.
- Student-athletes must follow all guidelines set forth in the Norwin School District Student Handbook(s)
- Student-athletes must meet all requirements of the WPIAL and PIAA
- Student-athletes must demonstrate true sportsmanship and accept victory and defeat
- Student-athletes must respect the property and facilities of their school as well as others
- Student-athletes must display self-discipline, respect authority, and place team goals above personal objectives
- Student-athletes must establish goals and strive to achieve them

EXPECTATIONS OF PARENTS

Parents/Sportsmanship:

Role models are more important than ever in today's society. You can serve as a role model for others the next time you display good SPORTSMANSHIP at a school athletic event. A good sport is courteous and maintains self-control under all circumstances. Remember to be a fan and not a fanatic when attending any school athletic event. SPORTSMANSHIP is the number one priority at the scholastic level, so BE A SPORT every time you attend an event.

Parent Code of Conduct:

- Do not yell instructions or criticisms to the players.
- Make no derogatory comments to players, other parents or fans, officials or coaches.
- Do not interfere with your child's coach.
- Be willing to let the coach be responsible for your child during the duration of the contest.
- If necessary, remind those around you of the rules.
- Provide unconditional love, acceptance and emotional support to your child regardless of the game's outcome.

General Expectations:

- Be supportive of their child and his/her team regardless of your personal philosophies, opinions, and experiences
- Be proactive contributors by displaying a positive, supportive demeanor in the community and at events
- Abide by all Norwin School District policies, rules, and procedures
- Follow the procedures set forth in this handbook with regards to addressing questions and concerns
- Ensure that your child adheres to team rules, practices schedules, coaching strategies, and expectations
- Attend any and all necessary meetings regarding your child's program

Parent/Student/Coach Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the others and provide greater benefit to the student.

General Expectations:

- In order to operate a successful program, it is important that coaches, parents, and student-athletes understand each other's goals and expectations
- Therefore, coaches will meet with parents and student-athletes in advance of the season to discuss and outline rules and expectations
- This meeting will involve the issuing of schedules, rules, and goals along with information regarding team requirements

Parent Expectations:

- Attend the pre-season meeting and as many season events as possible
- Maintain realistic expectations for their children
- Be supportive of their child's participation by not challenging or second-guessing the philosophies and decisions of the coaching staff
- Exhibit good sportsmanship
- Follow proper channels to resolve conflict

Student-Athlete Expectations:

- Adhere to all rules and regulations set forth by the school and coach
- Represent the district in a positive manner at all times while demonstrating good sportsmanship
- Attend all practices and team functions (only coach approved excused absences are permitted)
- Comply with all district policies and regulations

Coach Expectations:

- Responsible for Rules and Regulations for their program
- All schedules and rules will be approved by the Director of Athletics and distributed to parents and student-athletes by the coach
- Coaches will be present to supervise student-athletes at all times when students-athletes are participating under the auspices of the school (Unsupervised practices are not permitted on school premises)
- Coaches must provide supervision after practice until all students have left the campus
- Ensure safe practices are followed at all functions

Proper Communication:

- Communication you should expect from your child's coach
 1. Expectations the coach has for your child as well as all the players on the squad.
 2. Locations and times of all practices and contests.
 3. Team requirements, i.e. fees, special equipment, off-season conditioning.
 4. Procedure should your child be injured during participation.
 5. Team rules and guidelines, and lettering requirements.

- Communication coaches expect from athletes
 1. Notification of any schedule conflicts in advance.
 2. As your children become involved in the athletic programs they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.
- It is very difficult to accept your child's not playing a much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as the following must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

There are situations that may require a conference between the coach and the parent. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If you have a concern to discuss with a coach, the procedure you should follow:

- Call or email to set up an appointment and clearly state the purpose for the meeting.
- DO NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution:

- Call and set up an appointment with the athletic director to discuss the situation (all prior steps must be followed).
- At this meeting the appropriate next step can be determined.

NORWIN ATHLETIC DEPARTMENT



POLICIES

Policy 123 - INTERSCHOLASTIC ATHLETICS

Purpose

The Norwin School Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all students of the District and to the Norwin community.

Definition

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

Authority

It shall be the policy of the Norwin School Board to offer opportunities for participation in interschool athletic programs to male and female students on an equal basis in accordance with state and federal regulations.

The Board approves a program of interscholastic athletics. The Superintendent of Schools shall direct the development of uniform procedures for physical examinations of students who wish to participate in interscholastic athletics and for students who require medical treatment as a result of their participation in athletics.

Those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association (PIAA) and Western Pennsylvania Interscholastic Athletic League (WPIAL) shall be adopted. Such standards shall be regularly reviewed by the Director of Student Activities and Transportation to ascertain that they continue to be in conformity with the objectives of this District.

Members of athletic teams will not be excused from physical education classes and will be required to dress for these classes unless excused by the physical education instructors. 123-2

Students who live within the boundaries of the Norwin School District and who are properly enrolled in a home schooling program (as defined by the Pennsylvania School Code of 1949, as amended) or who are enrolled in the District are eligible to try out for and participate on District athletic teams. Students who attend private or parochial schools and who live within the boundaries of the Norwin School District are not eligible to try out for or participate on District athletic teams, subject to review by the School Board on a case-by-case basis

Delegation of Responsibility

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

Guidelines

Male/Female Athletic Opportunities Report

In accordance with Pennsylvania law, by October 15 of each year beginning in 2013, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and expenditures made available to District's male and female secondary school students during the preceding school year.

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the District's website.

The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.

Procedure 052 - ATHLETIC PROCEDURES

Athletic Guidelines:

The purpose of these guidelines is to provide coaches of athletic teams with procedures that are consistent and reasonable for all athletic activities. Knowledge of these guidelines and consistency in their implementation will provide an efficient and effective sports program.

Following these guidelines will help coaches manage their teams and provide a positive experience for student participants. Athletic programs are an extension of the education process.

Coaches' Responsibilities:

Each varsity head coach is responsible for all students and assistant coaches participating in the activity. The procedures and responsibilities listed within and outlined by each individual organization are important and must be followed. It is the varsity head coach's duty to ensure that all assistant coaches and students are knowledgeable in regard to their responsibilities.

Head coaches are responsible to the Director of Student Activities and Equipment Manager for an accounting of all team uniforms and other equipment issued by the School District at the conclusion of the season. Coaches will not be paid their coaching stipend until this accounting is made.

Coaches must assist the Director of Student Activities in securing all necessary information for student participation in District athletics such as parent and physician consent forms and insurance information, and to insure that all assistant coaches follow District policies and procedures. ***No student may begin practice without a signed physician and parent form.***

All must encourage students to maintain academic eligibility and shall assist the Director of Student Activities in checking eligibility requirements.

Supervision:

All team activities (games, practices, meetings) must be attended and supervised by a coach or assistant coach employed or approved by the School Board.

When an activity has concluded, a coach must remain until all students have departed.

Coaches must ensure that team members are never unsupervised.

Coaches must make every effort to prevent accidents, and if an injury or accident should occur, it must be reported to the athletic trainer and a report filed as soon as possible, but within 48 hours. Physical training and conditioning prior to and during the season is an important part of preparing teams for competition and as a safeguard against injury. Coaches are to give serious attention to this aspect of their duties.

When using school facilities, home or away, coaches are responsible for leaving the facility in appropriate condition when they depart.

Coaches will not schedule activities or practices when school is not in session unless permission is obtained from the Director of Student Activities, Building Principal or Assistant. District Procedure 705 shall be followed in scheduling of activities or practices.

Coaches must educate students on their responsibilities as members of the team and continue to reinforce the athlete's responsibilities consistently. Athletes are responsible for their behavior at all

times. All rules enumerated in the student handbook apply as well as those instituted by the coach, which must be approved by the District, in advance.

Transportation:

When an activity takes place off campus, all participants must travel to and from the activity with their teams. School buses will be used for most trips. No student should be allowed to drive or ride with others unless the parents/guardians give prior written permission after approval is granted by the Coach and Director of Student Activities. All transportation arrangements are to be made through the office of the Director of Student Activities.

Rules:

Teams may establish individual guidelines which assist in the operation of their organization. These guidelines must comply with District policies and procedures at all levels.

Each coach is to furnish his/her team rules to the Director of Student Activities and Principal prior to the start of the team's season.

Coaches will adhere to all rules and regulations established by the P.I.A.A. and/or W.P.I.A.L. The Director of Student Activities can provide these for each coach. Mandatory rules interpretation meetings must be attended by the Head Coach from each sport.

Team rules and regulations are to be reviewed with team members and parents prior to the start of a team's season.

Rosters:

All coaches will provide the Director of Student Activities with a list of their team's members and other pertinent information as designated by the Director of Student Activities. Information is to be updated and copy provided as changes occur.

Absenteeism:

Any student who is absent from school cannot participate in any athletic activity for that day. A student must be present in school for at least one-half of the instructional day to be considered in attendance for that day. Exceptions regarding participation in athletic activities may be made by the building principal and/or the Director of Student Activities.

Any student who has been absent from school for ten (10) days or more in a school year cannot participate in athletic activities for the remainder of that school year. Other attendance rules as established by the P.I.A.A. also will apply.

Any student tardy ten (10) or more days in a school year relinquishes his/her privilege to participate in athletics for the remainder of the school year.

Suspension:

Any student suspended from school is excluded from participating in the activity for the duration of the suspension.

Any student suspended four (4) times in a school year will relinquish his/her privilege to participate in athletic activities for the rest of that school year.

Loss of Privileges:

Loss of student privileges for some disciplinary reasons (including attendance, tardiness and behavior) include the privilege to participate in athletic activities. The Student Handbook lists these reasons.

Fund Raising:

All monies collected and spent by student organizations must be accounted for through the Student Activities Fund and in compliance with school policies and procedures.

All fund raising activities by student organizations must have the prior approval of the Building Principal and the Superintendent of Schools. Fund raising forms are available in the school office.

Monies spent from the Student Activities Fund are to be spent for and by students for the benefit of students of the Activity, who raised the funds. Expenditures from the funds are to have prior approval by students. The approval should be documented in the minutes of the organization's meeting.

Chain of Command:

The proper chain of command for any inquiries dealing with athletic activities begins with the Head Coach, followed by the Director of Student Activities before moving to the building administrator.

Coaching Ethics:

Coaches shall

Treat all players fairly in an unprejudiced manner.

Teach athletes to win through legitimate means. Striving to win at any cost is unethical.

Treat visiting teams and coaches with respect and courtesy. Give opponents full credit when they win.

Encourage student and adult spectators to be courteous and sportsman-like to visiting teams, spectators and officials.

Control his/her temper at all times. Discourage profanity and obscene language.

Comply with school and PIAA rules.

Teach by word and action ethical behavior to their team.

Procedure 123 - PHYSICAL EXAMINATIONS AND PARTICIPATION

1. All Students who wish to participate in interscholastic athletics must receive a physical examination no more than 60 days prior to the official WPIAL start date for the activity. These examinations will be conducted by the school physician at no charge to the student or the student may choose to be examined by his/her family physician at his/her own expense.
2. Students who report injuries as the result of their participation in athletics will be evaluated by the school physician and/or trainer first, who may refer the student for appropriate treatment to another physician or specialist.
3. No student may participate in the program of interscholastic athletics who has not maintained a record of academic proficiency, attended school regularly or returned all school athletic equipment previously assigned to his/her possession.

Policy - 123.1 - BOOSTER GROUPS

(Please also reference the Booster Handbook)

Purpose

The District recognizes the important role assumed by booster/support organizations for the benefit of Norwin students. Though not officially affiliated with, or directly overseen by the District, booster/support organizations must follow appropriate guidelines to assure their effective operations.

Definition

Booster/support organization(s) are typically made up of an organized group of parents and/or interested residents of the District who 1) have been recognized as a booster/support organization by the School Board, 2) operate as a Pennsylvania non-profit organization, and 3) exist with the primary purpose of supporting and promoting recognized sporting/activity groups at Norwin School District, by uniting students, parents, coaches, sponsors, faculty, staff and community in a way that enhances the sharing of school spirit, and provides moral as well as financial support.

Authority

Parent(s) and/or resident(s) may contact the head coach, advisor, principal, and/or the Director of Student Activities to request recognition as a booster/support organization.

The Board may, upon written request of a head coach, advisor, principal, and Director of Student Activities recognize the formation of a booster/support organization.

Should the Board deem that the efforts or activities of any booster/support organization are not in the best interest of the District, recognition of the booster/support organization may be withdrawn.

Guidelines

1. Booster/support organizations exist at the discretion of coaches/sponsors, administration, and the Board to promote athletics and activities in a manner consistent with the educational mission of the Norwin School District.
2. Booster/support groups may assist the District organization by providing supplemental financial and logistical and/or support for athletics and activities.
3. Booster/support groups are to increase the opportunity for communication between parents/guardians and coaches/sponsors in areas of common interest.
4. It is understood by all members of booster/support groups that the District shall be responsible for:
 - supervising athletics and activities
 - selecting, evaluating and monitoring athletic and activity personnel
 - the selection, purchase, use, maintenance and storage of equipment
 - ensuring that District athletics and activities adhere to District, league and state rules and regulations
 - hiring and supervision of officials
 - transportation of participants to and from regular functions and district facilities
 - maintenance and administration of athletic department and co-curricular activities funds
 - all decisions concerning the program operations, maintenance and administration of athletic programs and school sponsored activities

5. Any concerns or issues of individual members of booster/support groups or of the booster/support group must be raised and discussed in accordance with the following chain of command:

- Step 1 Coach/activity sponsor
- Step 2 Director of Student Activities
- Step 3 Building principal
- Step 4 Assistant Superintendent of Secondary Education
- Step 5 Superintendent of Schools
- Step 6 Board of Education

Neither individual members of booster/support groups nor groups as a whole should contact central administration or school board members regarding concerns or issues related to booster/support groups or athletic/co-curricular activities directly without following the steps listed above.

6. By-laws must be submitted at least two (2) weeks prior to the beginning of the season, then re-submitted when changed or amended.
7. Booster/support groups must provide a list of current officers, their phone numbers, and addresses to the Director of Student Activities and building principal. Lists of officers are to be submitted annually, at least two (2) weeks prior to the beginning of the season.
8. All fundraising activities sponsored by booster/support groups must follow legal guidelines. The Director of Student Activities and building principal must be informed of the fundraising activities in advance of the activity to prevent conflicts with other organizations. The District reserves the right to limit the amount or type of fundraising activities.
9. The extent of student participation in fundraising activities of booster/support groups shall have no implications on the opportunities for student participation in the activity or sport or on the receipt of awards or benefits distributed by the booster/support group.
10. Booster/support groups are to promote good sportsmanship and fair play. Individual members or groups that violate this provision will face loss of recognition as a booster or booster group and/or loss of privilege to attend related school sponsored activities. The rules for conduct include:
 - respecting opponents and other participants at all times
 - respecting coaches, officials and judges at all times
 - knowing and appreciating the rules
 - maintaining self-control
 - recognizing and appreciating the skills, talents and abilities of all participants
11. Booster/support groups must follow all District policies and procedures, including those pertaining to the use of District facilities. It is the responsibility of the booster group to be aware of these policies and procedures.
12. Booster/support groups must follow appropriate accounting practices, regulations and laws in collecting, maintaining and disbursing funds. Evidence of an annual audit must be provided to the Director of Student Activities at least two weeks prior to the start of a new fiscal year.
13. The Board requires that activities and programs sponsored by the booster groups not be in violation of P.I.A.A. or W.P.I.A.L. rules or other regulatory standards. The District does not assume any financial or legal responsibility for booster/support groups, and is expressly excluded from any liability a booster/support group may incur. To the extent that any booster/support group incurs legal liability from a third party, and the third party makes a claim against the

- District, the booster/support group shall indemnify and hold the District harmless for all costs and/or liability.
14. Any supplies and/or equipment purchased, donated, and/or given as a gift by a booster/support organization for the athletic program and/or student activity shall become the property of the District. The Director of Student Activities and principal determines the level of maintenance and repair for this District property.
 15. The District is not responsible for any equipment supplied by a booster/support organization which is lost or stolen.
 16. Booster/support groups shall not use the District's tax-free number for purchases. With the approval of the Director of Student Activities, principal and Business Manager, booster groups may donate funds for particular purchases which shall be made by the District utilizing its sales tax exemption. All such purchases must benefit the entire student body and shall become the property of the District. No direct payments outside P.I.A.A. or W.P.I.A.L. regulatory standards/guidelines may be made to athletes.

Policy 123.4 - SUDDEN CARDIAC ARREST

Purpose

The Board recognizes the importance of ensuring the safety of students participating in the District's athletic programs. This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest or similar trauma in student athletes.

Definition

For purposes of application of this policy, "athletic activity" shall mean all of the following:

1. Interscholastic athletics.
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
3. Noncompetitive cheerleading that is sponsored by or associated with the school.
4. Practices, interschool practices and scrimmages for all athletic activities.

Delegation of Responsibility

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the District's Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

Guidelines

The District may hold an informational meeting prior to the start of each athletic season for all competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, pediatric cardiologists, and athletic trainers.

Removal from Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designated by the District, exhibits signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.

Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating further in athletic activities until cleared for return as described below.

Return to Play

The coach shall not return a student who has exhibited signs or symptoms of sudden cardiac arrest to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner or cardiologist.

Training

Prior to coaching an athletic activity, all coaches shall annually complete a sudden cardiac arrest training course offered by a provider approved by the PA Department of Health.

Penalties

Beginning July 30, 2014, a coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:

1. For a first violation, suspension from coaching any athletic activity for the remainder of the season.
2. For a second violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
3. For a third violation, permanent suspension from coaching any athletic activity.

Procedure 204 - HAZING

1. Soliciting, encouraging, aiding or engaging in hazing by any student, coach, sponsor, volunteer, chaperone or other School employee is prohibited as a violation of this policy.
2. Students engaged in hazing shall be subject to one or more of the following disciplinary actions, following due process:
 - removal from activity
 - conference with parent/guardian
 - charges filed with appropriate law enforcement agency
 - other measures as listed in the Student Rights, Responsibilities and Discipline Code
3. Students engaged in hazing that endanger the mental or physical health or safety of another individual may also be subjected to one or more of the following disciplinary actions, under due process:
 - suspension for up to ten (10) days
 - expulsion
 - referral to local police
4. All head coaches and activity sponsors shall review the District policy on hazing prior to the beginning of the academic year or their respective season with their assistants and the students and sign off that the coaches and sponsors have completed this requirement.
5. Employees engaged in hazing may be subject to suspension or discharge.
6. Individuals engaged in hazing who are not students or employees shall be subject to exclusion from school programs and school grounds.
7. Local law enforcement officials may be contacted by District administrators and/or appropriate legal proceedings may be instituted with the District Magistrate or in any court of competent jurisdiction for any violation of the District's Student Rights, Responsibilities and Discipline Code, where appropriate.
8. Incidents of hazing should be reported using the following chain of command:
 - first, the coach, sponsor or teacher
 - second, the building administrator
 - third, the District administrator who will investigate reports of such incidents immediately.
9. Building administrators shall maintain records of such incidents and the responses taken.

Procedure 211.5 - STUDENT CONCUSSION PROTOCOL

In recent years, public attention has been focused on concussions and the impact and treatment of concussions as they relate to student academic and athletic performance. With regard to student academics, in some instances a concussion's effects last only a comparatively short time, and a student is able to continue his or her studies with a limited amount of temporary accommodations. In other instances, the effects of the concussion may linger for many months and require significant instructional modifications or accommodations which last a significant period of time. The uncertain duration of concussion symptoms makes it difficult for the District to determine whether to treat concussions as temporary conditions or as potential disabilities. This Procedure is intended to set forth a uniform protocol to be followed at the building level whenever a Norwin student has been diagnosed with a concussion.

With regard to athletic competitions, recent Pennsylvania legislation, Act 101 of 2011, imposes requirements on the District's athletic and medical staff, and this procedure will describe the specific steps to be taken to carry out the requirements of the Act.

Building-Level Academic Protocol

1. The protocol set forth in this Procedure commences when a student or parent presents a Norwin school with documentation of a concussion and recommended accommodations from a physician. School representatives, along with the parents/guardians, will review the accommodations to determine appropriateness.
2. The school, through the building principal, shares the accommodations with the school nurse, the respective guidance counselor, the school athletic trainer when appropriate, and the student's teachers and documents that the accommodations were shared with those personnel.
3. Teachers will follow the accommodations as appropriate for a period as indicated on the doctor's note, but not to exceed nine weeks. Typically, a student will see his or her physician for an evaluation a few weeks after the injury. The student may or may not return with an updated accommodation form following the return visit. If the student returns and needs continued accommodations, those accommodations will be implemented by a team which can include a principal, nurse, counselor, school psychologist, teachers, and athletic trainer when appropriate. If, upon the student's return from the follow-up visit, this team concludes the condition will be long-lasting or the injuries severe based on doctor's report and other information presented, they may recommend evaluation for development of a 504 plan at this time. Depending on the extent of the injury, a full evaluation could come before a 504 plan is recommended to be developed.
4. After the initial period of nine weeks from the injury date, the team (principal, nurse, respective counselor, school psychologist, teachers, and athletic trainer when appropriate) should meet to determine whether to recommend an evaluation for a 504 plan or special education services, due to the District's legal obligation under Child Find. The student's parent or guardian shall be notified by the building principal of the team's concern and impending request for an evaluation or decision to not recommend an evaluation.
5. In the event that instructional accommodations are made or proposed which are significant either in duration or in reducing the quantity or quality of work expected from a student, the team, in conjunction with Central Administration, shall determine whether a student's transcript or grading shall be modified to reflect the accommodations. Whenever possible, the student and his or her family will be notified of the potential notations or grading changes in advance. Generally,

these shall consist of grading courses on a pass/fail basis rather than a letter/number basis and/or noting on a student's transcript that modifications were made to course content.

6. If an evaluation for 504 plan eligibility or special education services is recommended, the student will continue to receive accommodations as recommended by the student's physician or Concussion Clinic. If the student qualifies for services, the accommodations will be included in the 504 Plan or the IEP.

Athletic Protocol

1. In conjunction with Pennsylvania Act 101 of 2011, the "Safety in Youth Sports Act," on an annual basis the District shall distribute to all students participating in athletic activity the written information developed by the Pennsylvania Department of Health and Department of Education, and students and their parent or guardian will complete sign-off sheets to indicate their receipt of the information.
2. Under the Act, coaches of athletic activities are required to complete a concussion management certification training course offered by a provider approved by the Pennsylvania Department of Health. Athletic coaches shall not be permitted to commence coaching during a given season until proof of course completion has been provided. Further, all District athletic coaches shall be required to review the requirements of the Act and sign a statement indicating they have done so.
3. Baseline Reading: During the first weeks of the respective athletic season(s), in conjunction with and under the guidance of the Excelsior Health Sports Medicine Center, student-athletes in interscholastic sports are offered the opportunity to have a baseline concussion test administered to them. The purpose of the test is to establish a pre-concussion baseline of cognitive memory and reaction time. While baseline testing is offered to all interscholastic athletes, it is highly recommended that student-athletes in the following sports complete the test because of a higher risk of concussions: Football, Boys' and Girls' Soccer, Boys' and Girls' Basketball, Wrestling, Field Hockey, Lacrosse, Baseball, Softball, and Cheerleading. Parents/guardians are required to sign a form indicating their approval or denial for their children's participation in this test.
4. During cases of student injury in which a concussion is suspected, the athlete must be cleared by a doctor before they are able to practice or participate in sporting competitions.
5. A doctor, athletic trainer and an ambulance shall be available during Norwin High School home varsity football games. Athletic trainers shall be on duty during all other Norwin High School athletic events, and shall also be on call for Norwin Middle School athletic events. Emergency Medical Technicians from Rescue 8 in North Huntingdon are available, if needed, to be called to any sporting events.

Procedure 259 - STUDENT ATHLETES ELIGIBILITY

All students who wish to participate in Norwin athletics are required to meet attendance and academic eligibility requirements established by the district, WPIAL and PIAA. Students who do not meet these requirements will not be permitted to participate.

The head coach of each sport will provide the Athletic Director with a roster of all participants prior to the start of the season and update him/her as needed throughout the season. Every week, the Athletic Director will review course grades and determine whether or not the student/athletes are eligible to participate that week.

If the student/athlete is not eligible, the Athletic Director will inform the student, coach and building principal. If the student/athlete is a Norwin resident who attends a charter school, the Athletic Director will make the necessary arrangements with the Charter School to insure that weekly eligibility rosters are complete and the results sent to him/her. Norwin residents attending a charter school will be subject to the attendance and academic eligibility requirements established by the District, WPIAL and PIAA. Norwin residents attending a charter school who do not meet attendance and academic eligibility requirements will not be permitted to participate in Norwin athletics.

If the student/athlete is a Norwin resident who is enrolled in a home school program, the supervisor of the home school program will be responsible to submit weekly eligibility information to the Athletic Director concerning the student/athlete's academic progress and attendance for the previous week. Norwin residents enrolled in a home school program will be subject to the attendance and academic eligibility requirements established by the District, WPIAL and PIAA. Norwin residents enrolled in a home-school program who does not meet attendance and academic eligibility requirements (including the failure to submit the eligibility information on time to the Athletic Director) will not be permitted to participate in Norwin athletics.

CURRICULUM ELIGIBILITY GUIDELINES

A student must pursue a curriculum defined and approved by the principal as a full-time curriculum and must maintain acceptable grades as certified by the principal. Eligibility is cumulative from the beginning of a grading period and is reported on a weekly basis. Students must be passing four (4) full-credit subjects to be eligible for the following week.

The student must have passed at least four (4) full-credit subjects, or the equivalent, during the previous grading period. Late work may be made up, providing it is in accordance with the regular policies of the school.

In cases where a student's work in any preceding grading period does not meet the standards described above, the student shall be ineligible to participate in interscholastic athletics for the first 15 school days of the next grading period.

Upon completion of the school year, the student's final grades and credits in his/her subjects, rather than his/her grades and credits for the last grading period, shall be used to determine eligibility for the next grading period.

Newly enrolled students must meet and comply with curriculum eligibility requirements. The academic standing required for the preceding grading period or previous year shall be obtained from the records of the last school attended by the student.

Policy 802 – SOCIAL MEDIA

Purpose

Social media is one of the fastest-growing modes of communication in today's world. Social media can be used either as part of the Norwin School District's educational mission or as part of an individual User's personal online presence. Mobile electronic devices, portable or stationary computers, and District networks and systems, as well as Users' networks, systems, computers, and devices are available for (or provided for) Users to carry out their social media activities. The purpose of the Norwin School District ("District") Social Media Policy is to establish rules and guidance for the use of social media by students and employees (collectively "Users"). Users should be guided by this Policy to avoid social media uses or errors which could have wide-ranging harmful effects, such as violations of the District's Code of Conduct or the Pennsylvania School Code, disclosure of confidential information or harm or hindrance to the District's educational mission.

Definitions

Social Media¹ – includes websites that incorporate one or more of the following:

Blogs – are web logs or journals where authors and users can post textual, audio, or video content, and where some permit others to post comments on their blogs. Some websites enable individuals to create free standing blogs, other special interest websites use blog tools and message forums to engage users.

Microblogs – are websites and spaces that allow users to post short blog entries. Twitter is an example, as well as other sites that invite users to post short status and location updates such as Facebook and Foursquare.

Social networks – are websites where users can create customized profiles and form connections with other users based on shared characteristics and interests. Websites such as Facebook and MySpace tend to foster personal social contact among "friends," while websites such as LinkedIn are oriented toward professional networking. Some School Districts and businesses are also establishing a presence on social networks.

Media sharing – are websites where users post and share videos, audio files and/or photos as well as tag them to enable searchability. Examples include YouTube, Flickr, Picasa, and Google Video.

Wikis – are resources or documents edited collaboratively by a community of users with varying levels of editorial control by the website publisher. Wikipedia is an example.

Virtual worlds – Web or software-based platforms that allow users to create avatars or representations of themselves, and through these avatars to meet, socialize and transact with other users. Second Life and other virtual worlds are used for social purposes and e-commerce, non-profit fundraising, and videoconferencing.

For purposes of this Policy, "Social media" also includes communication, collaborative sharing, and reaching students, employees and guests for educational purposes using District-provided websites, platforms, resources, or documents. Examples include but are not limited to Google Apps, Teacher Tube, and Moodle.

Authority

The School District has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored on and over the District's CIS systems² or using District-provided computers or electronic devices and to monitor, record, check, track, log, access or otherwise inspect its CIS systems.

The above applies no matter where the use occurs, whether on District property, at District events, or connected to the School District network, or when using mobile computing equipment and telecommunications facilities in protected or unprotected areas or environments, directly from home, or indirectly through another social media or internet service provider, as well as by other means. All actions must be conducted pursuant to the law, assist in the protection of the School District's resources, insure compliance with this Policy, its procedures, or other School District policies, regulations, rules, and procedures, social media and internet service providers terms, or local, state, and federal laws.

The District will cooperate to the extent legally required with social media sites, internet service providers, local, state, and federal officials in investigations or with other legal requests, whether criminal or civil actions.

Guidelines

The Administration will develop and distribute Procedures regarding this Policy.

Delegation of Responsibility

The District intends to strictly facilitate a learning and teaching atmosphere, to foster the educational purpose and mission of the District, and to protect its computers, devices, systems, network, information and data against outside and internal risks and vulnerabilities. Users are important and critical players in protecting these District assets and in lessening the risks that can destroy these important and critical assets. Consequently, Users are required to fully comply with this Policy and its accompanying administrative procedures as well as the District's Acceptable Use Policy #802 and all other relevant District policies, administrative procedures, social media terms of use, and local, state and federal laws.

Users must immediately report any violations of this Policy or suspected violations to the Building Principal or Technology Coordinator. Conduct otherwise will result in actions further described in the Consequences for Inappropriate, Unauthorized and Illegal Use section found in the last section of this Policy, and provided in other relevant District policies and administrative procedures. If a User believes there is a conflict in the requirements they are to comply with they must bring the matter to the attention of their supervisor, teacher, or administrator (as applicable) who will in turn assist the User.

It is the responsibility of all Users to carefully consider their behavior and what they place online when communicating with or "friending" any individual. The District's Technology Staff is authorized to access Users' postings on public locations and on District servers, hard drives, systems, and networks under the direction of the Superintendent, and/or designee, law enforcement, a court order, a subpoena or other legal action or authority. Users may not coerce others into providing passwords, login, or other security access information to them so that they may access social media or locations that they have no authorization to access. Users should note that information that they place in social media and designate as private can be accessed in litigation, can be distributed by their friends, and can be accessed in other various legal ways.

The Superintendent, and/or designee, is hereby granted the authority to create additional administrative procedures to carry out the purpose of this Social Media Policy.

Regulations

It is often necessary to access Users' School District accounts in order to perform routine maintenance and for other lawful reasons. System administrators have the right to access by interception, and to access the stored communication of User accounts for any reason in order to uphold this Policy, accompanying administrative regulations, the law, and to maintain the system. **USERS SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, RECEIVE, OR DISPLAY ON OR OVER THE SCHOOL DISTRICT'S CIS SYSTEMS, AND**

THE SCHOOL DISTRICT'S AUTHORIZED THIRD PARTIES' SYSTEMS, INCLUDING THEIR PERSONAL FILES OR ANY OF THEIR USE OF THESE SYSTEMS. The School District reserves the right to access, view, record, check, receive, monitor, track, log, store, and otherwise inspect and utilize any or all CIS systems, and authorized third parties' systems, and to monitor and allocate fileserver space. Users of the School District's CIS systems, and third party systems, who transmit or receive communications and information shall be deemed to have consented to having the content of any such communications accessed, viewed, recorded, checked, received, monitored, tracked, logged, stored, and otherwise inspected or utilized by the School District, and to monitor and allocate fileserver space. Passwords and message delete functions do not restrict the School District's ability or right to access such communications or information.

Users are responsible for their own behavior when communicating by use of social media. Users will be held accountable for the content of the communications stated/posted on social media locations where such communications, materially disrupt school operations and are not otherwise-protected speech. Users are responsible for complying with the School District's employee and student conduct requirements. Users may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others.

Subject to the above limitations, inappropriate communications shall not be included in User's social media, including but not limited to (i) confidential, personally identifiable, and protected District information about students or employees; (ii) child pornography, sexual exploitation, bullying/cyberbullying, , (iii) defamatory or discriminatory statements and images, (iv) proprietary information of the District, , (v) infringed upon intellectual property, (viii) terroristic threats, and (ix) illegal items and activities.

Users may not use their personal computers, devices, services, systems, and networks for non-educational purposes during the time they are required to be fulfilling their work, learning, school responsibilities, or other requirements. Users may not use commercial social media during their work or school responsibilities unless approval has been granted by the Building Principal or Technology Coordinator, and the commercial social media has been opened for that person(s) and purpose only (see also relevant sections of the District Acceptable Use Policy #802).

Where Users place their communication in "privacy" marked social media, they cannot expect that their information will not be disclosed by a person within their "private marked group". Such information may be disclosed by others within the "private group", or the information may be discovered as part of the discovery process in litigation, or it may be disclosed by other means. The School District may be provided this information and be required to investigate it further. Information that the School District obtains may be disclosed without limitation for purposes of investigation, litigation, internal dispute resolution, and legitimate business purposes regardless of whether the particular User is involved.

Information that a User deleted may be recovered indefinitely by the District.

The Superintendent, or designee, may provide training for employees and instructional sessions for students to assist them in appropriate use of social media, and complying with the requirements of this Policy, and its accompanying administrative regulation(s), procedures, and rules.

A User who has a material connection with the District and endorses a District product or service may have an obligation to disclose that relationship when the User makes such a statement using social media. The User should contact the Superintendent, and/or designee, to assess the various factors applicable in determining whether disclosure is applicable.

Users may not use the name of the “Norwin School District” or its logo or mark in any form in social media, on District internet pages or websites, on websites not owned or related to the District, or in forums/discussion boards, to express or imply the official position of the District without the expressed, written permission of the Superintendent, and/or designee. When such permission is granted, the posting must state that the statement does not represent the position of the District.

Consequences for Inappropriate, Unauthorized and Illegal Use

Users must be aware that violations of this Policy, accompanying administrative regulation(s), or other School District policies, regulations, rules or procedures, or statutes, regulations and laws or unlawful use of social media systems and information, may result in loss of access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, student suspensions, employee suspensions (with or without pay for employees), dismissal, expulsions, breach of contract, penalties provided in statutes, regulations, and other laws and/or legal proceedings on a case-by-case basis. This Policy, and its accompanying administrative procedures, incorporate all other relevant District policies, such as, but not limited to, the student and professional employee discipline policies, the Code of Student Conduct, District Acceptable Use Policy #802, its accompanying administrative procedure, and copyright, property, curriculum, harassment, and discrimination policies.

¹ Social media can be engaged in by various ways, for example, through text messages, instant messages, and email by using personal accounts such as Gmail, Yahoo, and Hotmail on personally acquired services, systems, and networks, and/or through text messages, instant messages, and email by using School District accounts on School District services, systems, and networks. Personal digital assistants, cell phones, smartphones, computers, and other devices could be used to engage in social media. As well, chat services such as G-Chat, Blackberry Messenger, iChat, and FaceTime can be utilized. Additional social media may be developed in the future that may be covered by this Policy.

Policy 824 – COMMUNICATION WITH STUDENTS

Purpose

The Norwin School District expects all staff members, including teachers, coaches, counselors, administrators, support staff, independent contractors and their employees who interact with students or are present on school grounds and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this Policy, staff members also include school volunteers.

All District staff are expected to accept responsibility for their conduct, and to understand that their conduct may be regarded as representative of the District, and that even off-duty conduct may adversely affect the abilities of a staff member to effectively perform his/her job duties. Staff members are expected to abide by a professional standard of conduct and model good citizenship for students, parents, and the community.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools. Even if a student participates willingly in an activity, prohibited interactions between staff and students (regardless of the student's age) are a violation of this Policy.

Specifically, the District expects that its staff maintain professional relationships with students in particular, and any youth in general, and be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this Policy.

Employees must understand that even an appearance of inappropriate relationships will adversely impact their effectiveness in the school environment. Therefore, employees must be diligent in maintaining the highest ethical standards when interacting with youth both inside and outside the school environment and are strictly prohibited from forming such personal relationships with students outside the classroom.

Definitions

Communications:

For the purpose of this Policy, communications mean a communication transmitted verbally or by means of an electronic device or otherwise including, but not limited to, written paper, a telephone, cellular phone, computer, computer network, personal data assistant, or pager. Communications include, but are not limited to, e-mails, instant messages, text messages, and communications made by means of an Internet website, including social media and social networking websites.

Legitimate Educational Reasons:

For purposes of this Policy, legitimate educational reasons include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the staff member's job duties.

Staff: Staff is defined as the following:

1. Any individual employed by the District, including any student teachers and volunteers.
2. Employees of contractors or agencies and independent contractors who are assigned to or perform work within any school facilities, including student transportation.
3. The term Staff as used in this Policy does not include District students who perform services on a volunteer or compensated basis.

Student: Student is defined as any individual enrolled in the District

Delegation of Responsibility

The Superintendent or designee shall annually inform students, parents/guardians, and all staff regarding the contents of this Board Policy through employee and student handbooks, posting on the district website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this Policy.

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this Policy.

Prohibited Conduct

Staff is prohibited from engaging in any of the following types of prohibited conduct, regardless of whether the conduct occurs on or off school property or whether the conduct occurs during or outside of school hours. The following list of prohibited conduct does not, and is not intended to, constitute the entire list of conduct for which discipline may be imposed:

- A. Engaging in any romantic or sexual relationships with students, including dating, flirting, sexual contact, inappropriate physical displays of affection, or sexually suggestive comments between staff and students, regardless of whether staff or student initiates the behavior, whether the relationship is consensual, or whether the student has parental permission.
- B. Fostering, encouraging, or participating in inappropriate emotionally or socially intimate relationships with students in which the relationship is outside the bounds of the reasonable, professional staff-student relationship and in which the relationship could reasonably cause a student to view the staff person as more than a teacher, administrator, or advisor.
- C. Unless the student is a family relative, initiating or continuing communications with students for reasons unrelated to any legitimate educational purpose, including oral or written communication; telephone calls; electronic communication such as texting, instant messaging, email, chat rooms, Facebook, or other social networking sites; webcams; or photographs, electronic and online communications with students, including those through personal accounts, should be professional in content and tone.
- D. Unless the student is a family relative, socializing with students outside of class time for reasons unrelated to any legitimate educational purpose.
- E. Providing alcohol (regardless of age) or drugs – either prescription or illegal (except for those provided in accordance with District Policy for medication administration) – to students.

Communication with Students

- A. Unless the student is a family relative, staff may not list current students as “friends” on networking sites without written approval of the school principal.
- B. All electronic contacts with students should be through the District’s computer, e-mail, and telephone systems.
- C. Unless the student is a family relative, staff will not give out their private cell phone or home phone numbers to students without prior approval of the principal.
- D. Electronic communications that are prohibited are the following:
 - 1. Items with sexual content.
 - 2. Items exhibiting or advocating use of drugs, alcohol or other illegal activities.

3. Items that pertain to another student, including confidential information.

4. Any content that violates the District's policies and procedures.

E. Cell Phones

As a general rule, staff shall not contact student cell phones unless directed to do so by the parent/guardian of the student. Staff shall limit cell phone interaction with students to contact that pertains to legitimate school business. Legitimate school business is defined as the following:

1. Answering academic inquiries regarding homework, other classroom work or assignments.

2. Scheduling appointments for school related conferences and/or extra help.

3. Clarifying classroom expectations and/or assignments.

4. Notifications related to classroom, club or sports schedules, events, trips, assignments, and deadlines.

Cell phone contact with students shall be as brief and direct as possible. When brief contact is not sufficient and/or feasible to resolve the matter, where appropriate, teachers shall schedule face-to-face conferences during regular classroom and extra-help periods to confer with the student.

F. Text Messages

Any text messages by staff members, coaches and volunteers shall, as a general rule, be sent to the entire class, team, club or organization and not to any student individually. Exceptions may include situations involving confidential medical issues, emergencies or individual issues not involving the entire group. Staff shall not send messages containing material that:

1. May be perceived as profane, obscene, racist, sexist or promote illicit, illegal or unethical activity.

2. Can be interpreted as provocative, flirtatious or sexual in nature.

3. Is confidential information and not authorized for distribution.

G. Online Education

An online classroom is still a classroom. Though courses and/or assigned programs of home instruction may be online, appropriate classroom behavior is still mandatory. Respect for the participants is essential for learning and student achievement.

Staff communications with students during online education will be limited to legitimate school business as set forth above. Professional standards and etiquette shall be observed at all times.

Staff Communications with Student-Athletic Teams, Band, or Other Student Groups

A. A coach or other staff member should avoid communicating with any student one-on-one via text or on the computer. A request shall be sent annually to parents and/or guardians' for contact information so staff members can communicate directly with parents and/or guardians. If a staff member must directly communicate with a student team, group, etc., sending out a text or e-mail simultaneously to everyone in a student activity is the best way to instantly communicate with the team or group. Additionally, a staff member's supervisor should be copied on all responses or communications to an individual student.

B. If any coach or other staff member seeks to use electronic or social media sites as an educational tool or in relation to extracurricular activities or programs of the District, the staff member must seek and obtain the permission of his/her supervisor prior to setting up the site.

C. If a coach or other staff member wishes to use Facebook or other similar social media sites to communicate meetings, activities, games, responsibilities, announcements, etc., for an official sports team or other student

group activity, the staff member must seek and obtain the permission of his/her supervisor prior to setting up the site, and the staff member must also comply with the following rules:

1. The staff member must set up the team or other student group as a group list which will be “closed and moderated.” Access will be provided to the staff member’s supervisor and there is no expectation of privacy within the group(s).
2. Anyone who has access to the communications conveyed through the site may only gain access by the permission of the staff member. Persons desiring to access the page may join only after the staff member invites them and allows them to join.
3. Parents shall be permitted to access any site that their child has been invited to join.
4. Access to the site may only be permitted for educational purposes related to the student activity.
5. The staff member responsible for the site will monitor it regularly.
6. Staff members are required to maintain the appropriate professional boundaries in the establishment and maintenance of all such District-sponsored social media activity.
7. Staff members are required to comply with all District policies and procedures and all applicable laws with respect to the use of computer equipment, networks, or devices when accessing district-sponsored social media sites.
8. All posts on District-sponsored social media must comply with the District policies concerning confidentiality, including the confidentiality of student information. If any staff member is unsure about the confidential nature of information the staff member is considering posting, the staff member shall consult with his/her supervisor prior to making the post.
9. A staff member may not link a District-sponsored social media site or webpage to any personal social media sites or sites not sponsored by the District.
10. A staff member may not use District-sponsored social media communications for private financial gain, political, commercial, advertisement, and proselytizing or solicitation purpose.
11. A staff member may not use Direct-sponsored social media communications in a manner that misrepresents personal views as those of the school district, or in a manner that could be construed as such.

Student Communications with Staff

Personal contact between students and staff members must always be professional, appropriate to the circumstances, and unambiguous in meaning. Students should avoid communicating with any staff member one-on-one via phone, text or on the computer. If a student must directly communicate with a staff member, using the District website or a school e-mail account with parental consent is the preferred means of communicating with staff.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in this Policy. The staff member shall be prepared to articulate the reason for any deviation from the requirements of this Policy and must demonstrate that s/he has maintained an appropriate relationship with the student. There will be circumstances where personal relationships develop between a staff member and a student’s family, e.g. when their children become friends. This Policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Staff is strongly encouraged to maintain professional boundaries appropriate to the nature of the activity. It is understood that several staff members are involved in various other roles in the

community through non-district related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this Policy is not intended to interfere with or restrict a staff member's ability to serve in those roles. However, staff is strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between a staff member and a student, shall immediately notify the Superintendent, principal or other administrator.

All District employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy. Report should be made by telephoning the Pennsylvania ChildLine and Abuse Registry at (412) 473-2000 or 1-800-932-0313.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct. If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.

Investigation

Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of harassment. It is understood that some reports made pursuant to this Policy will be based on rumors or misunderstandings; the mere fact that the reported staff member is cleared of any wrongdoing shall not result in disciplinary action against the reporter or any witnesses. If as the result of an investigation any individual, including the reported staff member, the reporter, or a witness is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this Policy and other applicable laws, regulations and District policies. Obstruction includes but is not limited to violation of "no contact" orders given to the reported staff member, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

Disciplinary Action

A District employee who violates this Policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable District disciplinary policies and procedures. A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this Policy may be prohibited from working or serving in District schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Training

The District shall provide training with respect to the provisions of this Policy to current and new District employees, volunteers and student teachers subject to this Policy. The District, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this Policy and related procedures.

NORWIN ATHLETIC DEPARTMENT



PROCEDURES

MEDIA RELATIONS

Purpose

Representatives of the local press, radio, and TV are an important link in the communications chain between school and community. The maintenance of good working relationships with media representatives is essential to meeting those objectives of the school-community relations program which require the support and cooperation of the news media.

Authority

The Board of Education (Board) of the Norwin School District recognizes its responsibility to control the educational environment of its children to ensure quality instructional time and protect the privacy rights of all persons. The Board shall have the final approval for all basic policies concerning relations between the media and the District. The chief communications representative for the Board shall be the Superintendent.

The Superintendent and/or his/her designee and/or the building administrator(s) have the authority to prohibit the entry of any person to a District school or office and the right to order any loiterers and trespassers from any school grounds or building.

Parental permission given to a media representative to come onto school property is not to be construed as permission from the building administrator for that media representative to do so.

General Operations

Generally, sports administrators/coaches should feel free to comment on requests for information on which the reporting will be positive (a student award, a feature on a staff member, a program, etc.), where the administrator can defuse and/or clarify a building-level incident or event, or on material that is public information.

Sports administrators/coaches should **not** respond with comments or information requested on these types of matters:

- Disciplinary or other personnel matters
- Items with the potential to proceed to litigation
- Where the reporter is requesting the same or similar information across the District
- Those of a District-wide concern, on a District policy, etc.
- Litigation
- Negotiations
- Other confidential issues
- Subjects the media have a penchant to report in a sensationalized or inflammatory style
- Etc.

Procedures

A. Members of the media are subject to the same regulations as other school visitors.

1. Upon their arrival at the school, or on school property, media representatives must register at the office where they will receive instructions.

2. Coaches shall be expected to require that a media representative has duly registered at the school office and received authorization to be present for the purpose of conducting business.
3. No media representative may confer with a coach or athlete in school without the approval of the building principal and/or his/her designee.

B. Broadcast arrangements for sporting events must be completed with the individual school through the building principal to insure that proper provisions are made and that there are not interruptions to the regular school program or the extra-curricular program.

1. Parent(s)/guardian(s) shall be notified annually and given an opportunity to request in writing that their child not be taped or photographed.
2. Taping and photographing of students or school events for the purpose of resale for personal profit is prohibited.
3. Taping and photographing shall be permitted during sporting events. The district may, in certain circumstances, designate an area for this purpose.

Student Involvement with the Media

No athlete may speak with news media unless under the direct supervision of the athlete's coach or the Athletic Director.

Coach/Student Interviews

Media wishing to set up pre-game interviews with coaches or student athletes must contact the Athletic Office (724- 861-3006) or the Head Coach. Student athletes will not accept media inquiries over the telephone unless prior arrangements have been made with the Athletic department or head coach.

Interviews with coaches and/or student athletes will be permitted 10-15 minutes after each game or practice session. These interviews will be conducted in an area deemed suitable by the head coach, outside the locker room if possible.

Requests to interview student athletes will be directed to the head coach.

Media will not have access to designated team rooms without the permission of the coaching staff.

At the conclusion of each game or match, "on the floor" or "on the field" interviews of coaches and/or student athletes will only be permitted under the following conditions:

- A live telecast or broadcast is taking place.
- The head coach has granted a request for interviews of this nature

ATHLETE DISCIPLINE

From the position as coach, you may provide one of the greatest opportunities to understand the need for discipline that a student may encounter in the total educational experience. Your turnout procedures, attendance regulations, and game tactics, as well as the manner in which you deal with rule violations, will reflect your disciplinary abilities and greatly determine your effectiveness as a coach. It is the weak coach who is the athlete's "buddy" instead of his teacher, leaving the discipline to others or neglecting it entirely.

The head coach is usually the judge of what shall be done when rules are violated, but the principal and athletic director should be kept informed at all times. Some standard guidelines might help to be more consistent when major infractions do occur:

1. We want to be firm, but to ensure that justice prevails.
2. We are concerned first with what is best for all athletes and second with what is best for individual.
3. Suspension is usually the best device where major discipline is needed because it is felt most strongly by the athlete and makes clear that the team will do without him/her if he/she does not live up to standards set.
4. Students/Athletes have a great responsibility in being good citizens in their school. **All students/athletes will be held to the school discipline policies of the Student Handbook.**

All discipline related issues should be outline in the programs rules, to include expectations and consequences.

Should discipline situation arise that are beyond the normal expectations, the Athletic Director must be notified in a timely manner.

Parents must be contacted when a suspension occurs - explain why the athlete was suspended and length of time for suspension.

It is here that parents, teachers, and community may not always understand your actions (the athlete almost always understands quite clearly) and you must take care to fully explain.

A suspension may be fine for a definite time (day, week, month, season) or may be for an indefinite time --- until, in your opinion, a specific purpose has been realized.

It is in the areas of discipline that coaching efforts come to be taken seriously by administration, teachers, community, and most important, the athlete.

TEAM COMMITMENT

Rules and Guidelines

1. In fairness to athletes who have been with a team since the first day of practice, it is recommended that no athlete be permitted to join the team after the fifth practice day. Special considerations may be made by the athletic director and head coach after considering the athlete's reason for coming out late.
2. Students who enter the school district after the sixth practice day will be permitted to join the various athletic teams with the approval of the athletic director and the respective head coach.
3. No athlete will be permitted to change from one sport to another sport after six practice days or the first scrimmage. Respective coaches should have no influence on the athletes decision whether to change from one team to another. Whether the athlete quits or is asked to leave the team will have no bearing on the issue. For example: An athlete who quits the track team may go out for baseball with the first 5 practice days of each sport, but after the sixth practice day for either sport he/she may not join another team without permission from the athletic director, who will seek input from both head coaches.
4. In the event that an athlete wishes to play two sports during the same season, a meeting will be set to include the athlete, both head coaches, and the athletic director. At that meeting, guidelines will be set for the upcoming seasons to include a schedule for the athlete determining their practice schedule and game schedule, what events will take priority in the event of a conflict, etc.
5. No athlete may join another team during the same season if he/she has been thrown off of a team as the result of a disciplinary incident.

SQUAD SELECTION

Philosophy

In accordance with the Norwin philosophy of athletics and the desire to see as many students as possible participate in athletic programs while at Norwin, coaches are encouraged to keep as many students as possible without unbalancing the integrity of their sport. Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, an effort to strive to maximize the opportunities for students without diluting the quality of the program should be made.

Cutting Guidelines

A. Responsibility

- i. Choosing the members of athletic squads is the responsibility of the coaches of those squads. However, if the decision has been made to cut members of those who try out, the athletic director must give his approval prior to cuts being made.
- ii. Lower level coaches shall take into consideration the policies as established by the Head Coach in that particular program when selecting final team rosters.
- iii. Prior to trying out, the coach shall provide the following information to all candidates for the team:
 1. Extent of tryout period
 2. Criteria to be used to select the team
 3. Number to be selected
 4. Practice commitment if they make the team
 5. Game commitments

B. Procedure

- i. When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:
 1. Have competed in a minimum of three practice sessions
 2. Have performed in at least one inter-squad scrimmage
 3. Be personally informed of the cut by the coach and the reason for the action
- ii. Cut lists cannot be posted
- iii. Coaches will discuss alternative possibilities for participation in the program
- iv. In the event that an athlete appeals the cut as being unfair, he/she *may* be granted one day of additional tryout by the athletic director.
- v. Coaches should immediately inform the athletic director, in writing, of the cut process as it is completed to include:
 1. Number that tried out
 2. Number kept
 3. Names of students cut
 4. Reason why they were cut
 5. Alternative plan offered
 6. Student response

NORWIN ATHLETIC DEPARTMENT



SPORTSMANSHIP

SPORTSMANSHIP EXPECTATIONS

Mission Statement

Good sportsmanship is viewed by the National Federation as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.

The National Federation, responding to the concerns expressed by the PIAA, has developed a program entitled, “BE A SPORT”. The following are excerpts from “BE A SPORT” and are offered to you as guidelines to be considered when working with and instructing your athletes. When conducting practices, constantly try to emphasize the following expectations:

Expectations of Coaches

- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the number one priority.
- Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
- Develop and enforce penalties for participants who do not abide by the sportsmanship standards.

Expectations of Students

- Treat opponents with respect; shake hands prior to and after contests.
- Respect judgment of contest officials, abide by rules of contest and display no behavior that could incite fans.
- Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing school and community; display positive public action at all times.

Expectations of Spirit Groups

- Stimulate desired crowd response using only positive cheers, signs and praise without antagonizing or demeaning opponents.
- Treat opposing spirit groups and fans with respect.
- Recognize outstanding performances on either side of the playing field or court.
- Know rules and strategies of the contest in order to cheer at proper times.
- Maintain enthusiasm and composure, serving as a role model.

Expectations of Parents

- Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others or be generally obnoxious.
- Respect decisions made by contest officials.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.

Expectations of Officials

- Accept role in an unassuming manner. Showboating and over-officiating are not acceptable.
- Maintain confidence and poise, controlling contest from start to finish.
- Know rules thoroughly and abide by established Code of Ethics.
- Publicly shake hands with coaches of both teams before contest.
- Never exhibit emotions or argue with participants and coaches when enforcing rules.

Expectations of Administrators

- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the league/conference and state.
- Provide appropriate supervisory personnel for each interscholastic event.
- Support participants, coaches and fans that teach and display good sportsmanship.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches, and fans.
- Attend events whenever possible.

Expectations of Board Members

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

EJECTIONS

Guidelines for Athletes

1st Offense:

1. Mandatory meeting with the principal, athletic director, and head coach.
2. Athlete will be asked to explain why he/she was ejected from the contest and to give just cause as to why he/she acted in that way.
3. Athlete will be asked to consider how his/her actions reflect upon himself/herself, family, school, and community.
4. After evaluating the severity of the incident, a decision will be made by the principal and athletic director as to what additional punishment should be applied. (if in addition to what is already prescribed by P.I.A.A. rules.)

2nd Offense:

1. Mandatory meeting with the principal, athletic director, head coach, and parents.
2. Same as 1st offense.
3. Same as 1st offense.
4. Mandatory two game suspension.

3rd Offense:

1. Same as 2nd offense.
2. Same as 1st offense.
3. Same as 1st offense.
4. Expulsion from the team and all athletic participation for remainder of year.

Guidelines for Spectators

The most common types of inappropriate fan behavior at high school games are trying to intimidate the opposing team or abusing game officials. In the stands, fans can also become disorderly or abusive, thus bothering those sitting around them. Fans that create disturbances at or around the site of an athletic event and draw attention to themselves thus away from the event will be affected by these procedures.

There is no place in high school athletics for spectators who make fun of players, disrupt game officials, or create disturbances of any kind. Therefore, the following guidelines should be followed when dealing with spectators who are ejected from an athletic contest by an official, security officer, or school official.

1st Offense

1. Ejected from that event.
2. Informed that another ejection would not allow them to attend another school-sponsored athletic event for remainder of that sport season.

2nd Offense

1. Ejected from that event.
2. Informed that they will not be permitted to attend another school-sponsored athletic event that sport season.

3rd Offense

1. Ejected from that event.
2. Informed that they will not be permitted to attend another school-sponsored athletic event until one year from that date.

PIAA CODE OF ETHICS

According to the PIAA Constitution and By-Laws, the following is the **Athletic Courtesy By-Law** that every school, student athlete, coach, official, athletic director, principal, and fan must abide by to ensure a strong Code of Ethics is maintained.

Athletics should foster clean sports. It is the privilege and duty of every person connected with athletics to exemplify these principles in that person's own actions and earnestly advocate them before others.

- 1. The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no honorable person would break. The stealing of advantage on sport is theft.*
- 2. No advantages are to be sought over others except those in which the game is understood to show superiority.*
- 3. Unsportsmanlike or unfair means are not to be used, even if they are used by opponents.*
- 4. Visiting teams are to be honored guests of the home team.*
- 5. No action is to be taken nor course of conduct pursued which would seem unsportsmanlike or dishonorable if known to one's opponent or the public.*
- 6. Remember that the student spectator represents his school the same, as does the athlete at all home and away contests.*
- 7. Any spectator who continually evidences poor sportsmanship should be requested not to attend future contests.*
- 8. Decisions of officials are to be abided by, even when they seem unfair.*
- 9. Officers and opponents are to be regarded and treated as honest in intention. In games when opponents conduct themselves in an unbecoming manner, and when officers are manifestly dishonest or incompetent, future relationships with them should be avoided.*
- 10. Good points in others should be appreciated and suitable recognition given.*
- 11. The practice of "booing" is regarded as discourteous and unsportsmanlike.*