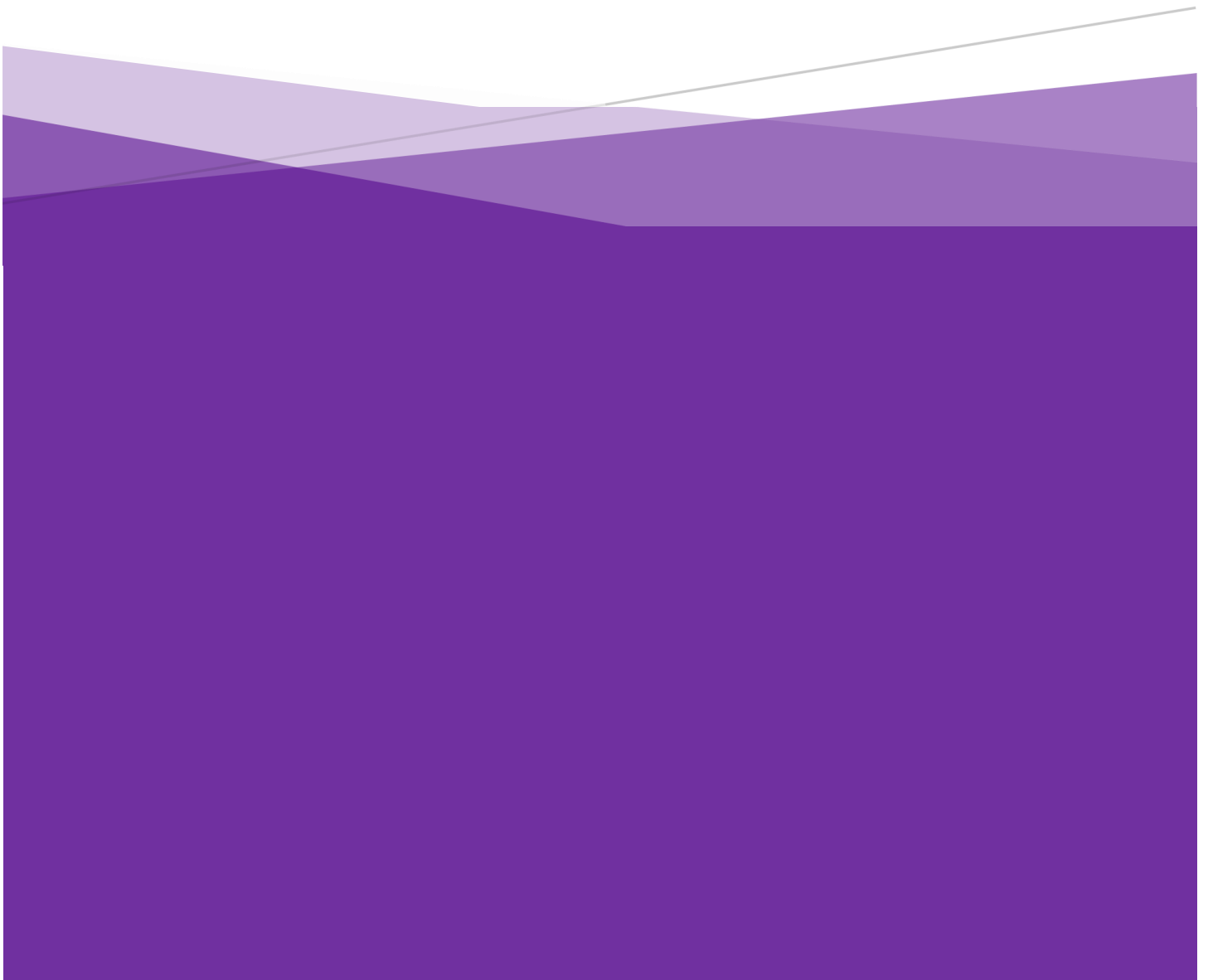




ATHLETICS AND STUDENT ACTIVITIES PARENT & STUDENT HANDBOOK





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EASD Athletics and Student Activities Department Introduction

Introduction

The purpose of this handbook is to aid parents/guardians and students by listing the practices and routine procedures that have been developed. The guidelines on the following pages are meant to enable all parents/guardians and students to function with increased confidence and effectiveness.

The “Guidelines for Student-Athletes” have been approved by the Ephrata Area School District and shall apply to any actions, on or off school premises, 24 hours, 7 days a week, in season and out of season. It also includes all preseason, training, and all team related activities. Failure to adhere to any school or team regulation may result in BOTH school and team penalties, which may include disciplinary actions including possible [suspensions](#). All references within this handbook to extra-curricular and/or co-curricular activities include athletic activities. All situations are subject to review by the proper school district administrative levels. Students should note that participation in interscholastic athletics is not a guaranteed right, but a privilege that is earned in part through good citizenship and good academics.

Mission/Vision Statement/Values

The mission of the Ephrata Area School District Athletics is to provide all students a secure learning environment and exemplary academic programs that inspire all students to reach their full potential. Involvement in interscholastic extracurricular activities promotes many of the attitudes the district wants young students to develop in life: self-discipline, a sense of fairness, fitness, resiliency, the capacity to make decisions under pressure, the pursuit of excellence, taking pride in one’s accomplishments without doing so at the expense of others, and the delight of participating in an activity for the pure challenge and fun of it.

Our vision is to cultivate a sense of community, school pride, and holistic development while providing opportunities for all students to excel in a wide variety of extracurricular activities.

Our Athletics and Activities Department have identified four core values that we believe will provide us with a strong direction moving forward. Our values will not only guide our department but will also be instilled in our students and stakeholders as we continue to build a positive and impactful department.

- Integrity: The quality of being honest and having strong moral principles.
- Accountability: Accepting responsibility.
- Discipline: Obeying rules or a code of behavior, often involving self-control and the acceptance of consequences for actions.



- Respect: Deep admiration, high regard, and consideration for others, their feelings, and their boundaries.

Student Code of Conduct

Students must abide by the expectations stated in the Extracurricular Participation Packet, EASD Student Handbook, and each teams' written rules. All students will be held accountable in accordance with the information/stipulations contained in the extracurricular participation packet, Parent/Student Handbook and team rules document, as well as all applicable EASD Policies and Procedures.

1. The rules, regulations, and consequences for violating rules established in:
 - a. The Extracurricular Participation Packet
 - b. Parent/Student Handbook
 - c. Individual Team Rules

Ephrata Area School District

Athletic Governance

The governing organization under which EASD participates is the Pennsylvania Interscholastic Athletic Association (PIAA). The PIAA is divided into districts, EASD is in District III. District III encompasses the following leagues: Lancaster-Lebanon League, Mid-Penn Conference, York-Adams Interscholastic Athletic Association, Berks County Interscholastic Athletic Association, Tri-Valley League, and Commonwealth Christian Athletic Conference. The Lancaster-Lebanon League encompasses twenty-six schools that participate in boys' and girls' sports. To assure a "level playing field", the league is divided into sections. This is typically based on enrollment.

District Sponsored PIAA Athletic Programs.

League: Lancaster-Lebanon League

Fall

- | | | |
|-----------------|------|------------------------|
| • Cross Country | Coed | Offered to grades 7-12 |
| • Field Hockey | | Offered to grades 7-12 |
| • Football | | Offered to grades 7-12 |
| • Golf | | Offered to grades 9-12 |



- | | |
|---------------------|------------------------|
| • Boys' Soccer | Offered to grades 7-12 |
| • Girls' Soccer | Offered to grades 7-12 |
| • Girls' Tennis | Offered to grades 9-12 |
| • Girls' Volleyball | Offered to grades 9-12 |

Winter

- | | | |
|---------------------|---------|------------------------|
| • Boys' Basketball | | Offered to grades 7-12 |
| • Girls' Basketball | | Offered to grades 7-12 |
| • Bocce | Unified | Offered to grades 9-12 |
| • Bowling | Coed | Offered to grades 9-12 |
| • Indoor Track | Coed | Offered to grades 9-12 |
| • Rifle | Coed | Offered to grades 9-12 |
| • Swimming | Indy | Offered to grades 9-12 |
| • Wrestling | Coed | Offered to grades 7-12 |

Spring

- | | | |
|-------------------------|------|------------------------|
| • Baseball | | Offered to grades 9-12 |
| • Boys' Lacrosse | | Offered to grades 9-12 |
| • Girls' Lacrosse | | Offered to grades 9-12 |
| • Softball | | Offered to grades 9-12 |
| • Boys' Tennis | | Offered to grades 9-12 |
| • Track & Field | Coed | Offered to grades 7-12 |
| • Unified Track & Field | | Offered to grades 9-12 |
| • Boys' Volleyball | | Offered to grades 9-12 |

Additional Extracurricular Activities Offered via EASD

Fall

- | | | |
|-----------------|------|------------------------|
| • Cheerleading | Coed | Offered to grades 7-12 |
| • Marching Band | Coed | Offered to grades 8-12 |
| • Theatre | Coed | Offered to grades 7-12 |
| • E-Sports | Coed | Offered to grades 9-12 |

Winter

- | | | |
|----------------|------|------------------------|
| • Cheerleading | Coed | Offered to grades 7-12 |
|----------------|------|------------------------|



Spring

- | | | |
|------------|------|------------------------|
| • Theatre | Coed | Offered to grades 9-12 |
| • E-Sports | Coed | Offered to grades 7-12 |

Location of Athletic Events

- Varsity Football: **War Memorial Field**
- JV Football: **War Memorial Field**
- JH Football: **War Memorial Field**
- Varsity & JV Boys Soccer: **WellSpan Mountaineer Field**
- JH Boys Soccer: **Middle School Grass Fields**
- Varsity & JV Field Hockey: **WellSpan Mountaineer Field**
- JH Field Hockey: **WellSpan Mountaineer Field**
- Tennis (Boys and Girls): **Middle School Main Tennis Courts**
- Volleyball (Boys and Girls): **Middle School Main Gym**
- Cross Country: **Middle School Fields**
- Golf: **Fox Chase Golf Course**
- Basketball (Boys and Girls): **Middle School Main Gym**
- JH Basketball (Boys and Girls): **Middle School Old Gym**
- Bowling: **Dutch Lanes**
- Rifle: **High School Rifle Range**
- Swimming: **Ephrata Recreation Center**
- Wrestling (Varsity, JV, JH): **High School Gym**
- Varsity Baseball: **War Memorial Field**
- JV Baseball: **War Memorial Field**
- Boys Lacrosse: **WellSpan Mountaineer Field**
- Girls Lacrosse: **WellSpan Mountaineer Field**
- Varsity & JV Girls Soccer: **WellSpan Mountaineer Field**
- JH Girls Soccer: **Middle School Fields**
- Varsity Softball: **Varsity Softball Stadium**
- JV Softball: **Varsity Softball Stadium**
- Track & Field: **Middle School Track Stadium**

Co-curricular/Club Offerings

- A list of our EMS and EHS clubs can be found in the Athletics and Student Activities office in our high school.



Parent/Guardian/Student Responsibilities

This section contains information about general responsibilities that all parents/guardians and students assume as part of their participatory expectations. Not adhering to the responsibilities set forth may affect your ability to participate in your desired extracurricular activity.

Extracurricular Participation Information Packet

Before a student can participate in a sport, they must complete all information in the extracurricular participation packet that is handed out by the Athletic and Student Activities Department. Students may not practice until all forms have been completed in their entirety, submitted, and verified by the Athletic Training Staff. This packet contains emergency contact information, physical exam verification, and extracurricular injury protocols.

EASD Extracurricular Eligibility

Students must ensure that they meet these eligibility requirements. If a student participates without being eligible, the team will forfeit the games in which the student competed.

The extra-curricular eligibility policy of EASD applies to students participating in any activity or contest scheduled for students beyond the hours of the regular school day or scheduled during a day not in session social activities (clubs) open to all students shall be excluded from this policy

The following policy serves as the criteria for extracurricular eligibility:

1. Any student with **two** or more failing courses (**including middle school students participating in any extracurricular activity**) or incomplete course requirements will be declared ineligible and placed on the ineligibility list. Part-time senior students cannot fail any subjects. Part-time senior students failing any subject will result in being placed on the ineligibility list.
 - a. Students are required to communicate with the teacher to ensure they have collected and completed missed assignments due to an excused or unexcused absence. Depending upon the circumstance, all missed assignments must be completed and turned into the teacher before the beginning of the new eligibility period.
 - b. If a student is ineligible, the student is strongly encouraged to seek additional assistance.



- c. Dropping a course with a “WF” grade counts as a failed course for each marking period the course is offered as well as a final grade. Therefore, students who choose to drop a course cannot be eligible to participate if a student fails a second course.
 - d. Official eligibility monitoring will begin the second week of the first marking period.
2. A preliminary ineligibility report will be emailed to all head coaches each Wednesday. A formal report will be published and distributed by the Administrative Athletics Assistant every Friday. The period of ineligibility will be effective Sunday through Saturday.
3. Student-athletes are eligible to practice during the period of academic ineligibility; however, they are not able to compete in contests. Students cannot travel with the team to away contests as well.
4. Any student failing two or more courses at the end of a marking period will be ineligible for **(15)** school days. This ineligibility will go into effect during the first fifteen school days of the start of the next season. If the failure occurs at the conclusion of the school year (**end of year grades**), the student will be ineligible for **(15)** school days. The period of ineligibility will begin on the first official practice of the fall season.
 - a. A student can regain eligibility status at the conclusion of the 1st, 2nd, and 3rd marking period if he/she successfully completes past due assignments during the grace period outlined in the EASD student handbook. Please contact a School Counselor for additional information.
 - b. A student can regain eligibility status at the conclusion of the school year (**end of year grades**) if he/she successfully completes the recovery credit requirements over the summer outlined in the EASD student handbook. Please contact a School Counselor for additional information.
5. Extracurricular activity participation will be determined by the eligibility status of the student each week during the extracurricular season. If the student is eligible to participate in said activity, the student continues participation even if the eligibility status changes to ineligible during the extended time of the activity. Subsequently, If the student is ineligible to participate in said activity, the student cannot participate even if the eligibility status changes to eligible during the extended time of the activity.



Extracurricular Attendance Policy

1. Students must be in school by **9:50 am** to be eligible to participate in that day's activity (contest, practice, etc.,). Students arriving late to school must provide a school sanctioned excuse (Doctor's note etc.,) to participate in a practice or a contest that day. *Special circumstances will be given to those who are flex students or receive approval from the Building Principal.*
2. If a student is absent from school for the entire day, the student may not practice or participate in extracurricular activities that day.
3. If a student leaves school before the end of the day (and does not return), the student may not practice or participate in extracurricular activities that day. If the student returns to school, a school-sanctioned note must be provided to be eligible to participate in a practice or contest. *Special circumstances will be given to those who are flex students or receive approval from the Building Principal.*
4. If a student is absent from school for a pre-approved vacation day, the student is eligible to participate in a practice or contest that day. The pre-approval is contingent upon circumstances presented.
5. If a student is suspended from school (in school or out of school), he/she is not eligible to participate in any practices or contests for the period of suspension.
6. Team members are expected to attend all practices, team meetings, contests, and special occasions unless excused by the head coach.
7. Any exception to the attendance rules must have the pre-approval of the Director of Athletics and Student Activities or Principal.
 - a. Exception to the 9:50 am daily deadline exists for Senior Flex Students, who must be in school no later than their respective report time, which is contingent upon their schedule.
8. Students who arrive after 8:10 am but before 9:50 am are eligible to participate in extracurricular activities, however they are still tardy for school. *Special circumstances will be given to those who are flex students or receive approval from the Building Principal.*
9. If school is dismissed early as result of conditions that threaten the health and safety of students, all practices are canceled. Contests/performances will be postponed. If school is canceled due to inclement weather, all contests and practices will be canceled ([School](#)



[Board Policy 707](#)). Playoffs that are run by an outside entity will be reviewed on a case-by-case basis.

10. When school is not in session (i.e. Holidays), practices may be held with approval of the Director of Athletics and Student Activities and/or Principal. **These practices are not mandatory**; students who are unable to attend will not be penalized for their absence in these situations.
11. Students who have a nurse's or doctor's excuse from physical education activities may not participate in practices nor contests for the duration of the excuse.

Extracurricular Drug and Alcohol Policy

EASD Board Policy [222](#) and [227](#) mandates that at no time will a student, while being a member of any school-sponsored activity, use, transport, or be in possession of alcoholic beverages, stimulant drugs, depressant drugs, narcotics, hallucinogens, nicotine, or other illegal drugs in any form. Medication prescribed by a licensed doctor is exempt from this regulation and must remain in the Nurse's Office.

Student Assistance Program (SAP) Board Policy [236](#) is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.

Important to Emphasize: The drug/alcohol/tobacco policy shall apply to any actions, on or off school premises, 24 hours, 7 days a week, in season and out of season. It also includes all preseason, training and all team related activities.

Violation of Extracurricular Drug and Alcohol Policy

For the purpose of this information, the violation applies to the following:

- Self-admitted involvement by the student.
- Witnessed student involvement by a coach or any EASD staff member.
- Parent/Guardian admission of their student's involvement.
- Verified by an official police report given to the school district.

Violation of this policy will result in the following disciplinary action outlined in school board policy [222](#) and [227](#) (See the consequences below). For all drug, alcohol, and tobacco violations,



whether students are permitted or required to participate in practice during the suspension will be at the discretion of EASD Administration.

Drug and Alcohol (Non-Tobacco)

- **First Offense**
 - Suspension from all school extra-curricular and co-curricular activities for 60 calendar days from the date of infraction, completion of SAP assessment through PA Counseling, and full compliance with assessor's recommendations.
 - Suspension may be reduced to 40 calendar days upon proof of successful completion of the SAP or continued participation in an underage drinking and substance abuse program recommended by the SAP assessor.
 - Prior to being reinstated to a team or activity there is a mandatory meeting with student, parents or guardians, coach or advisor, athletic/activities director and relevant others.
 - If the school year concludes before the 60-calendar day suspension has been completed, the suspension will continue at the beginning of the next school year or commencement of the school's activities for the next school year.
- **Second Offense**
 - Exclusion and suspension from all school extra-curricular and co-curricular activities for the next 365 calendar days.
 - Referral to the SAP team for drug and/or alcohol assessment and follow-up. Acceptance and fulfillment of the SAP team's recommendations and the approval of the Administration are required for the student to be reinstated.
- **Third Offense**
 - Permanent suspension from extra-curricular and co-curricular activities.
- **Out-of-Season (including Summer)/New Student Infraction**
 - Will follow the consequences outlined within the "**Drug and Alcohol (Non-Tobacco and Nicotine-Related Products)**" category.

Anabolic Steroids

- **First Offense**
 - Suspension from the team or activity for the remainder of the season.
- **Second Offense**



- Suspension from the team or activity for the remainder of the season AND next season.
- **Third Offense**
 - Permanent suspension from school athletics.
 - Additionally, the Ephrata Area School District has determined that in order to resume participation, a medical determination must be made that no residual evidence of steroids exists.
 - EASD may require counseling, rehabilitation, testing, or other programs as a condition for reinstatement into a school athletic program. Only valid medical purposes exempt a student-athlete from the previous penalties.
- **Out-of-Season (including Summer)/New Student Infraction**
 - Will follow the consequences outlined within the “**Anabolic Steroids**” category.

Tobacco and Vaping Products (Nicotine-Related Products)

- **First Offense**
 - Up to a 1-day out-of-school suspension and suspension from all extra-curricular and/or co-curricular activities for **7 calendar days**.
- **Second Offense**
 - Up to a 3-day out-of-school suspension and suspension from all extra-curricular and/or co-curricular activities for **30 calendar days**.
- **Third Offense**
 - Up to a 10-day out-of-school suspension and suspension from all extra-curricular and/or co-curricular activities for **60 calendar days**.
- **Fourth and Beyond**
 - A minimum consequence of up to a 10-day out-of-school suspension and suspension from all extra-curricular and/or co-curricular activities for **60 calendar days**.
- **Out-of-Season (including Summer)/New Student Infraction**
 - Will follow the consequences outlined within the “**Tobacco and Vaping Products**” category.

The above disciplinary consequences may be reduced to 10 days by the district upon approval of the Superintendent or Assistant Superintendent of Schools based upon the student’s full



cooperation and honesty with the administration during the investigation of the matter. This pertains to all drug, alcohol, and tobacco violations. Whether students are permitted to participate in practice or out-of-season events during the suspension will be at the discretion of EASD Administration.

EASD Spectator Policy

For more detailed information, please visit the Athletics and Student Activities webpage at (<https://www.easdpa.org/o/ea>) and click on the “Athlete Resources” page.

Definition of Terms

Alcohol or Alcoholic Beverage

- All alcoholic and malt beverages as defined in the Act of April 12, 1951 (P.L. 90, No. 21), known as the Pennsylvania Liquor Code, as amended:
 - Ethyl alcohol of any degree of proof originally produced by the distillation of any fermented liquid, including synthetic ethyl alcohol, but not ethyl alcohol, whether or not diluted, that has been denatured or otherwise rendered unfit for beverage purposes.
 - Any alcoholic, spirituous, vinous, fermented, or other alcoholic beverage, or combination of liquors and mixed liquor a part of which is spirituous, vinous, fermented, or otherwise alcoholic, including all drinks or drinkable liquids, preparations or mixtures
 - Any beer, lager beer, ale, porter or similar fermented malt beverage containing one-half of one per centum or more alcohol by volume, by whatever name such beverage may be called.

Drugs/Controlled Substances

- Any controlled substance in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) or further defined by regulation at 21 CFR 1300.11 through 1300.15, including opiates (e.g., heroin, morphine, codeine, methadone), cocaine and “crack”, cannabinoids (e.g., marijuana (including medical or otherwise), hashish), amphetamines, barbiturates, benzodiazepines, (e.g., Valium and Librium) and other narcotics and hallucinogens (e.g., phencyclidine (PCP), methaqualone (Quaalude) and peyote (LSD)).
- Any substance which is misused for the purpose of affecting a person’s emotional, mental or physical faculties (e.g., aerosols, glue, solvents, nicotine, zyns, etc.).



- Any prescription drug unless the drug (i) is in the possession of the school nurse or the student for whom the prescription was issued and (ii) used in accordance with the physician's prescription.
- Any over-the-counter medication unless possessed and used in accordance with the manufacturer's recommendations.
- Anabolic steroids.
- Any substance which is represented as being, or which is thought to be by the person who possesses or uses or distributes the substance, a drug, e.g. "look-alike-drugs."

Tobacco and Vaping Products

- Please review board policy ([222](#)) for more information.

The term "***use***" includes possession, consumption, sale, transfer or distribution of the substances and related paraphernalia mentioned above. It is also important to note that any possession, use, sale, transfer or distribution of any of these substances on school grounds or at a school sponsored activity will result in additional serious disciplinary consequences, as outlined in the EASD student handbook.

Harassment/Discrimination/Hazing/Bullying/Cyber Bullying

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of students for the purpose of initiation of membership in or affiliation with any organization recognized by the board. The EASD does not allow any acts of hazing or rights of initiation. Students found in violation of Hazing will be subject to removal from interscholastic athletics and face suspension and/or expulsion. If appropriate, the matter may be referred to the police and become a criminal situation. ([See Board Policy #247](#)).

The EASD prohibits Bullying of any type: electronic, written, verbal or physical act or acts directed at another student or students in our outside of school. Students found in violation of the Bullying Policy will be subject to removal from interscholastic athletics and face suspension and/or expulsion. If appropriate, the matter may be referred to law enforcement ([See School Board Policy #249](#))

Home Schooled Students/Cyber Schooled Students



All home-schooled students must contact the Head Coach and Director of Athletics and Activities (preferably by email) each Friday by **8:00 am** to report the home-school students' weekly grades. Students enrolled in cyber schools would need to follow the same reporting rules as home school students.

PIAA Eligibility Rules

Ephrata High School and Ephrata Middle School are members of the Pennsylvania Interscholastic Athletic Association (PIAA) and subscribe to the philosophy and intent of its by-laws. The PIAA by-laws that pertain to age, awards, attendance, health, transfers and residence, participation, representation, curriculum and seasonal rules will be followed. Copies of the PIAA policies can be found in the athletic office and at www.piaa.org.

Open Gyms/Turf

Please follow these guidelines when attending open gyms:

- Open gyms are to encourage participation in extracurricular activities.
- Open gyms are voluntary sessions that the student attends of his/her own accord.
- In-season athletes may not attend open gyms for other sports on the day of a contest, within one week prior to a League championship, or during any post-season.
- No open gyms shall be held on Sunday.

Player Disqualification (Ejection) Rule

- Any athlete ejected from a varsity contest by a PIAA official for unsportsmanlike conduct or flagrant misconduct shall be disqualified for the remainder of the day and in all contests on the next contest day of the same level (Varsity, JV, JH) of competition from which the athlete was previously disqualified.
- Any athlete ejected from the last contest in that extracurricular activity in a season shall be disqualified from participating in the first contest in that sport in the subsequent sport season, at any level of competition, at any school (PIAA By-laws – Article XIII, Section 8).

Super-Frosh Rule: 9th-Grade Participation on HS Teams



Definition: The term “super-frosh” applies to any ninth-grade student who is brought up to compete at the varsity or junior varsity level of an extracurricular activity when there is a junior high team in the program.

- A student may be brought up to the varsity level within the first 21 calendar days that the student begins practice.
 - He/she may begin to practice with the varsity.
 - If he/she starts practice after the junior high team begins practice, i.e., a transfer student, he/she may be brought up within 21 days of his/her starting date.
- A student may be returned to his/her original level if it is within the 21-day starting date. (Ex: A student starts out practicing with the varsity team in basketball. He/She practices for 14 days. Since the 21-day calendar days have not expired, the player may return to the Junior High team.)
- A student may participate in up to two pre-season scrimmages at any level and still change levels. (Ex: A Freshman can scrimmage once at the varsity level and then once at the junior high level and still be brought up to the varsity, or he/she can scrimmage two times at the varsity level or two times at the junior high level and still be brought up. However, any change in level must occur within the 21-day grace period.)
- When an athlete is super-froshed, a letter of consent from the parent/guardian is required, as well as permission from the high school Principal. This letter must be kept on file.
- The coach should discuss this move with the student and parent/guardian and then the Director of Athletics and Activities before the final decision is to be made.
- The paperwork must be completed prior to any 9th grader participating in a regular season senior high athletic contest. Once the student participates in a regular contest (not a scrimmage) at the JV or Varsity level, the student may not return to the Junior High level.

Team Pictures

Team pictures are scheduled by the Administrative Assistant to the Director of Athletics and Student Activities. Order forms will be distributed to coaches at least a week in advance. It is the coach's responsibility to distribute the envelopes and help organize the students on the day of the event.

Parent/Guardian/Coach Communication Plan



Communication with Parents/Guardians

Occasionally, there are misunderstandings between parents/guardians and coaches concerning a variety of issues. To minimize these problems, coaches will send digital or physical correspondence each season to all the parents/guardians of the students on the team. The correspondence will contain the following information:

- Coach's e-mail address and/or home/business phone number.
- Practice schedules: days and times as well as where those practices are to be held.
- Game schedules and our website ([click here](#)) to access if a game has been cancelled.
- Criteria for being selected to play on the team.
- Team rules and consequences for violating those rules.
- Eligibility requirements as set forth by PIAA, Lancaster-Lebanon League, and EASD School District.
- Transportation information.
- Any other details as needed.

Parent/Guardian Complaints

It is expected that coaches will inform the Director of Athletics and Student Activities of any parent/guardian complaints. Your coach will contact the Director of Athletics and Student Activities if they feel the situation warrants the intervention of the Director of Athletics and Student Activities. There is a hierarchy that parents/guardians should understand when dealing with issues. Please review the *Steps to Follow When Concerns Arise* below.

Parent/Guardian Limits

Parents/Guardians have the right to ask a question about practice schedules; how playing time is decided and what their child could do to improve. If there are parents/guardians who exceed the limits of their roles, the Director of Athletics and Student Activities will be contacted for assistance. Coaches have been hired to lead their respective extracurricular activity and have the support of the Director of Athletics and Student Activities as it pertains to judgment in areas such as game strategy, position placement, substitution patterns, etc.

Parent/Guardian Meetings



A parent/guardian meeting will be scheduled with the Coach and/or Director of Athletics and Student Activities to help explain policies and procedures. Housekeeping items that will be discussed in the individual team meetings will be as follows:

- Coaching philosophy.
- Team rules.
- Eligibility requirements and concerns.
- Expectations for team members.
- Discipline, which may impact a student's participation.
- Locations and times of practices and contests.
- Schedules.
- Booster Club Information.
- Other items as needed.

Parent/Guardian/Coach Communication Procedure

Coaching, along with parenting, can be extremely challenging. Therefore, a clear understanding of each position enables all parties to accept the actions of the other and provide greater benefit to those we serve, the students. Parents/Guardians will be provided with the expectations placed on their child when he/she enters an extracurricular program.

Expectations of Parent/Guardian

All EASD Parents/Guardians shall:

- Support our students' efforts toward success and maintain the importance of a strong work ethic academically and athletically.
- Work to promote a positive environment that is conducive to our students.
- Become familiar with and review with your child all team and district extracurricular policies.
- Treat all coaching personnel, officials, and opposing teams with courtesy and respect and insist that your child does the same.
- Support the program by being an active parent/guardian and positive role models for all students.

Appropriate Parental Concerns for Discussion:



- The treatment of your child – emotionally and physically.
- Ways to help your child improve.
- Concerns about your child’s behavior.
- An injury.

It is often difficult to accept the idea of your child not playing as much as you may have hoped. Coaches are professionals and make decisions based on what they believe to be best for the team and students on the team. As you have seen from the aforementioned list, certain issues can be and should be discussed with your child’s coach. Other concerns, such as those listed below, must be left to the discretion of the coach.

Issues Not Appropriate to Discuss with the Coach:

- Other students.
- Playing time, team strategy, and play calling are topics that could be discussed, upon our coach’s discretion, but you must follow the steps below.

Steps to Follow when Concerns Arise:

- The student should first speak directly to the coach pertaining to the concern.
- If a resolution is not reached, the parent/guardian and student, together, should speak directly to the coach.
- Should this step not resolve the issue, please contact the Director of Athletics and Student Activities, who will schedule a meeting between all stakeholders.
- Contingent upon the severity of the concern, the Director of Athletics and Students Activities will communicate with the Building Principal, Assistant Superintendent, and Superintendent. Students/Parents should not supersede the coach and/or Director of Athletics and Student Activities by contacting the Building Principal, Assistant Superintendent, or Superintendent.

A coach should never be approached directly prior to, during, or directly after a contest. These can be highly emotional times for all involved. At least a 24-hour waiting period is required. Moreover, persistent phone calls, texts, and emails are disruptive and inappropriate. Finally, coaches are not to be approached at their place of residence. Meetings of this nature do not promote resolution.



Athletic Trainer / Injured Athlete General Procedure

Athletic Trainers are employed at Ephrata Area School District through WellSpan Sports Medicine. Athletic Trainers (ATs) are healthcare providers who collaborate with physicians to provide preventative services, emergency care, clinical diagnoses, therapeutic intervention and rehabilitation of injuries and illnesses. They serve as a connection between coaches, athletes, physicians and parents/guardians. They also maintain the privacy of all patient health information.

Athletic Trainers Contact Information:

- ATs are available via email during their hours of operation, with the exception of emergencies. ATs are not expected to, but may answer an email prior to 12:00pm, after 10:00pm, on Sundays or on major holidays.
 - Cindy Jenkins, cindy_jenkins@easdpa.org
 - Abbie Carr, abbie_carr@easdpa.org

Athletic Training Rooms

- High School Training Room: located to the left of the women's locker room in the high school gymnasium hallway.
- War Training Room: located on the left wall in the War Memorial Field building.
- Middle School Training Room: located at the end of the middle school gymnasium hallway.
- Mountaineer Turf Training Room: located on the rear aspect of the Mountaineer Field building.

Hours of Operation

- Monday-Friday: approx. 1230pm-930pm or until the last event finishes.
- Saturday: approx. 800am-1200pm, arrival within one hour prior to competition
 - Ex. 11pm Baseball Game = Athletic Trainer may arrive at 10am. Therefore, a 7am practice may not be covered
- Sundays: OFF
- Major Holidays (Thanksgiving, Christmas, New Years Day, etc.): OFF



- *Coaches that choose to schedule practices outside of these hours acknowledge that there will be no Athletic Training on-site and will have to call 911 if an emergency occurs.*

Required Student-Athlete Paperwork

- ALL student-athletes must submit a PIAA Physical Packet and District Pages to the Athletics Office, the Athletic Trainers or designated Administration prior to participation in the FIRST PIAA or Ephrata sanctioned sport.
 - Sports Physicals must be completed, signed and dated by the licensed physician on/after May 1st.
- Student-Athletes participating in their second or third sport of the school year must submit a Section 7: Recertification by Parent/Guardian signed by the student-athlete and parent/guardian indicating any changed in medical information and history.
- Student-Athletes that suffer an injury or illness during the school year and are seen and/or treated by another medical provider, including but not limited to Urgent Care visits, Primary Care visits, Physical Therapy, Emergency Department visits or Sports Medicine/Orthopedic Clinics MUST submit documentation to the Athletic Trainers indicating status of care and clearance. A Section 8: Recertification by Licensed Physician can be submitted as an athlete's clearance note if one was not provided by the physician.

Injury Evaluation, Treatment, Rehabilitation and Return-to-Play

- Evaluation: ATs are on-site for nearly all school sanctioned practices and competitions. If an AT is not on the sideline, a coach or event staff member should call the AT ASAP. ATs will evaluate the athlete and determine plan-of-care.
- Treatment/Rehabilitation: Athlete that are determined to be injured and requiring taping for practices/competitions MUST complete rehab 2-3x/wk. or as determined by the AT. Treatment (ice, heat, e-stim, etc.) will be determined by the AT as well.
- Return-to-Play (RTP): Injuries/Illnesses treated "in-house" will be cleared by the Athletic Trainer. If an athlete is seen by a physician at any point in the injury/illness process, clearance documentation from the physician is required prior to the athletes RTP.

Concussions

- Baseline testing: Ephrata Athletics & WellSpan Sports Medicine have determined that concussion baseline testing is no longer an effective use of time and resources and does not yield beneficial results when determining concussion RTP.



- Coaches will report to the AT any athlete that sustained a collision, fall or hit to the face/head and is reporting concussion-like symptoms (headache, dizziness, lightheadedness, “feeling off”, disorientation, etc.).
- Any athlete diagnosed with a concussion by the Athletic Trainers or other healthcare provider must follow a 5-phase return-to-play protocol. Review Athletics’ Concussion Policy & Procedures document for details.

Medication

- Please refer to [Board Policy #209.2](#) (Diabetes Management), [#210](#) (Medications), [#210.1](#) (Possession/Administration of inhalers/epipens) regarding the self-carry/self-administration of emergency medications that include: asthma inhalers, epipens, and diabetes management supplies. Students requiring these medications during practice or competition space need to have written provider order and parent permission in order to self-carry/self-administer.
- Athletic trainers and/or coaches are NOT permitted to administer OTC or prescription medication ([School Board Policy #210](#)) nor are students able to carry these medications unless they are the specified types listed above (please see your school/grade level specific Student and Parent/Guardian Handbook)

Team Protocols

Extracurricular Dress Code

Students are expected to wear shirts/shorts/pants for all practices. Students should not practice in sports bras or no shirts at any time.

Behavior

Students assume the obligation to appear in public appropriately dressed and to engage in behavior that reflects favorably to their school, team, and community. Disruptive behavior in or out of school may result in suspension from extracurriculars.

Practice/Games

Practices can be held daily. (PIAA states a team may practice six days in a row but must have the seventh day off. Historically, the district has gone Monday – Saturday with Sunday’s off).



Practice schedules for each sport are determined by the availability of the coach and facility. Each coach should provide the Administrative Assistant to the Director of Athletics and Student Activities and students with a practice schedule.

The student must always consult with the coach if he/she must miss practice or game. Employment is not a valid reason for missing practice. The consequences for absences will be based on the head coach's rules that will be told to the students on or before the first practice.

Team Uniforms

The head coach will keep team uniform information. After the completion of a season, each uniform should be washed by the student before being returned. Once all uniforms are returned, they will be stored in the coaches' respective storage closet. Students are financially responsible for all equipment and uniforms checked out. If uniforms are not returned, student accounts will be charged for the cost of the uniform.

Team Selection

Two Day Tryout Period

All athletes should be given at least two days to try out. After two days, coaches can select the final team members. If a student is participating in another school sport during tryouts, they are also guaranteed a two-day tryout when they arrive. Two days refers to days, not the number of sessions. For example, football has three sessions on day one. They cannot make selections after the second session on day one. They can make their selection after the second full day of practice.

Tryout and Cutting Procedures

All age-appropriate students attending EASD have the option to try out for athletic teams. The tryout period should be the first week of practice and should be a minimum of two days. The following will be considered when conducting tryouts:

- Length of tryout period.
- Objectives used to select the members of the team.
- Number of team members that will be selected and criteria involved in selection.
- Distribution of practice and competition schedule. (The coaches will explain the requirements to become a team member.)
- Clear notification that tryouts are based on the performance during the selection period.



Cutting students from a team should be accomplished with consideration of the following:

- At the junior high level, if a coach decides that cutting is necessary, the coach should contact the Director of Athletics and Student Activities and notify the student in-person.
- At the junior varsity or varsity level, it is the coach's decision to cut players. Some coaches may wish to have the extra students on their roster.

Transportation

Transportation Guidelines

- All participants are required to use school district provided transportation to and from all away athletic competitions.
 - Only under unique circumstances will this regulation be waived.
 - A written note from the parent/guardian must be given to the head coach prior to a student being excused from school transportation.
- Parents/guardians are NOT allowed to transport another player home after the contest.
- Coaches should never leave a home or away event (practice or competition) without first making sure each student is accounted for.
- The bus company has requested that we adhere to the following rules:
 - Stay in seats while the bus is moving.
 - No eating food on the bus.
 - No hard cleats on the bus.
 - All trash must be cleaned up.
 - If a team plans to stop at a restaurant after a contest, the Director of Athletics and Student Activities must be contacted prior to the event to contract the driver for extra time.
 - Coaches are responsible for seeing that the bus is policed during travel.
- All buses or vans used for athletics must be cleaned of liter after each trip.

Summer Transportation

Students may transport themselves or arrange carpools during June, July, and August when school is not in session. Coaches are to designate the contest site for summer activities as the meeting site. Summer activities are not school sponsored activities. Team camps will be the only exception to allowing school-district vehicle usage.



Student Participation

Interscholastic Athletics

All students who are regularly enrolled in the EASD, and all students who reside in the School District and (a) who are enrolled in a charter school, regional charter school or cyber charter school, or (b) who are enrolled in a home education program, may participate in extracurricular activities and interscholastic athletics offered by the school district provided that they meet established try-out and eligibility requirements and maintain the required standards for participation set forth in this policy. Notwithstanding the foregoing, a student enrolled in a charter school may not participate in an extracurricular or interscholastic activity provided by the School District if the charter school provides the same extracurricular or interscholastic activity.

Definitions

For the purpose of this policy, **extracurricular activities** include those programs or activities that are sponsored or approved by the Board and are conducted wholly or partly outside of the regular school day; are marked by student participation in the processes of initiation, planning, organizing and execution; and are equally available to all students who voluntarily elect to participate. Extracurricular activities include, but are not limited to, clubs, musical ensembles, athletics, and theatrical productions. For more details, please review [Board Policy 122](#).

For the purpose of this policy, **interscholastic athletics** includes all activities relating to competitive or exhibition sports contests, games or events involving individual students or teams of students when such events occur between schools within this School District or schools outside of this School District. For more details, please review [Board Policy 123](#).

Charter school shall mean an independent public school established and operated under a charter from the Board of School Directors and in which students are enrolled or attend. A charter school must be organized as a public, nonprofit corporation.

Regional charter school shall mean an independent public school established and operated under a charter from more than one local board of school directors and in which the students are enrolled and attend. A regional charter school must be organized as a public, nonprofit corporation.

Cyber charter school shall mean an independent public school established and operated under a charter from the Pennsylvania Department of Education and in which the school uses technology in order to provide a significant portion of its curriculum and to deliver a significant portion of



its instruction to its students through the internet or other electronic means. A cyber charter school must be organized as a public, nonprofit corporation.

Home school students shall mean a student who is enrolled in a home education program.



Parent/Guardian and Student Handbook Acknowledgment Form

We, the undersigned, acknowledge that we have received and reviewed the **Parent/Guardian and Student Handbook** for the Ephrata Area School District Athletics and Student Activities Department. We understand the expectations, responsibilities, and policies outlined in the handbook, and agree to adhere to these guidelines while participating in athletic programs within the district.

We recognize the importance of the department's mission and values, and we commit to supporting our department, students, and stakeholders by upholding the principles of **Integrity, Accountability, Discipline, and Respect** as detailed in the handbook.

As parents/guardians, we understand our role in fostering a positive environment and ensuring our child's success in the program. As students, we acknowledge the responsibility to follow all rules and guidelines, in order to represent our school and team in the best manner possible.

We also understand that failure to adhere to these expectations could result in disciplinary actions, including suspension or removal from the team.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Student Name (Printed): _____

Student Signature: _____

Date: _____