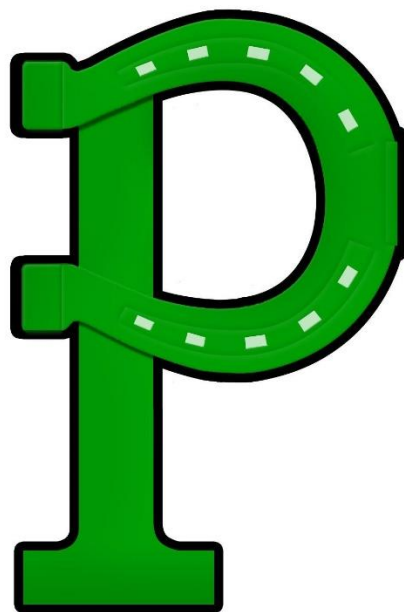


# Mustang Athletics



Parent/Guardian Packet  
2018-19

## **Information**

Marsha Kick	Athletics Office Secretary	736-9636 x1320	<a href="mailto:mkick@mustangmail.org">mkick@mustangmail.org</a>
Jeremy Burkett	Director of Athletics	736-9636 x1321	<a href="mailto:athletics@mustangmail.org">athletics@mustangmail.org</a>
Ralph Cecere	HS Principal	736-9636 x1304	<a href="mailto:rcecere@mustangmail.org">rcecere@mustangmail.org</a>
Mary Ann George	HS Guidance Counselor	736-9636 x1311	<a href="mailto:mageorge@mustangmail.org">mageorge@mustangmail.org</a>
Lisa Dividock	HS Nurse	736-9636 x1370	<a href="mailto:ldividock@mustangmail.org">ldividock@mustangmail.org</a>
Nicki Muir	Athletic Trainer	736-9636 x1326	<a href="mailto:trainer@mustangmail.org">trainer@mustangmail.org</a>

School website: [www.portageareasd.org](http://www.portageareasd.org)

Twitter: @portagestangs

## **Communication**

### **Communication that Parents/Athletes should receive from Coaches:**

1. Expectations for their team and team members.
2. PASD policy for an excused absence, unexcused absence and/or being tardy to school.
3. PASD & PIAA requirements for academic eligibility.
4. Teams rules beyond the PASD policy and guidelines.
5. Procedures on dealing with injury or illness.
6. Cut procedures (if cuts need to be made)
7. Proper sportsmanship.
8. Method of communication (text, email, phone, etc...)
9. Practice and competition information and details.
10. Resources for college opportunities.

### **Communication that Coaches expect from the Parents/Guardians:**

1. Notification of any schedule conflicts that may occur, well in advance of the date.
2. Special concerns or accommodations for their child's well-being.
3. How to support the team and team members.

### **Appropriate concerns a Parent/Guardian may address with Coaching Staff:**

1. The mental and physical well-being of their child.
2. Ways to help their child.
3. Concerns about their child's behavior or disciplinary actions.
4. Concerns about their child's academic eligibility.

### **Topics that are not appropriate for Parents to discuss with Coaches:**

1. Playing time.
2. Team strategy.
3. Game decisions and/or play calls.
4. Other members of the team or other parents.

## **Procedures to address a concern**

### **Chain of Command:**

The Portage Area School District, in conjunction with its Department of Athletics, follow the chain of command listed below. We ask that you observe the order of this line of communication if you elect to pursue any concern you may have with regard to the athletic program.

1. Head Coach
2. Athletic Director
3. Principal
4. Superintendent
5. Board of Education

### **Step One:**

The student-athlete respectfully speaks with the coach. Parents/guardians should help their child prepare to discuss his/her concerns with the coach, to empower them to take responsibility.

### **Step Two:**

If the meeting between the athlete and the coach does not resolve the concern, the parent/guardian should schedule a meeting with the coach. Please do not approach a coach before or after a contest. If the coach cannot be reached, the parent should contact the Athletic Director to arrange for the coach to contact the parent.

### **Step Three:**

If the conference between the parent/guardian and coach does not resolve the concern, then the parent can request a meeting with the Athletic Director and/or HS Principal.

### **Step Four:**

If the conference between the parent/guardian and HS Administration does not resolve the concern, then the parent can request a meeting with the Superintendent.

### **Step Five:**

If there is no resolution, all parties involved will meet with the Board of Education.

## **Eligibility**

Students are eligible only if they have completed a Comprehensive Initial Pre-participation Physical Evaluation (CIPPE), performed by an Authorized Medical Examiner (MD/DO) before their first sport season's first practice of that school year. If they want to participate in subsequent sport(s) in the same school year, they must be re-certified and may be required to be re-evaluated that their physical condition is satisfactory.

Students must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. If they fail to meet this requirement, they will lose their eligibility from the immediately following Sunday through the Saturday immediately following the next Friday as of which they meet this requirement.

Students attending or participating in sports, extracurricular, co-curricular, or any school related activity must be in attendance at PAJR-SRHS on the day of the game or activity. Exceptions will be permitted for medical appointments with a written excuse from the licensed medical professional on the day of the activity or if the student receives approval from the administration prior to the event.

Students must report to school by 8:24am to be eligible to participate in extracurricular activities. Any student who must leave before the end of the school day must have approval from the administration or a medical excuse to be eligible for that day/evening's event.

## **Transportation**

PASD will provide transportation to and from competitions. A student-athlete can be transported to or from a competition with a parent/guardian, but must receive proper approval. To provide their own transportation to an event, the student-athlete must get approval from the administration prior to the event. To provide their own transportation after an event, the student-athlete can provide a note to the administration prior to the event or the parent/guardian can present a note to the coach at the competition site.

# Portage Area School District

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## Student Injury Insurance Claim Procedures

Please follow the procedures as summarized below. If you do not follow these instructions, your claim may not be paid.

1. Submit all itemized bills to both your family insurance carrier and this insurance carrier for your school student accident. *\*Itemized bills list diagnosis & procedure codes as well as the tax ID for the doctor/hospital on the bill. You may need to request itemized bills from your doctor or hospital.*
2. If your family insurance carrier is an HMO or EPO, contact your Primary Care Physician **immediately**. Failure to do so may result in the claim being denied or a reduced benefit.
3. Your family insurance carrier will send you an Explanation of Benefits (EOB) listing the payments made by them. Forward the EOB along with all unpaid itemized bills and the completed claim form to the claim administrator to the address listed below. The original claim form must be submitted within **90 days** from the date of injury.

Goodwin & Gruber Agency  
McKnight East, 300 McKnight Park Drive  
Pittsburgh, PA 15237-6534  
Telephone 412.366.5080  
Fax 412.369.8013

### COMPLETION OF THE FORM:

- Part I – To be Completed and **signed** by a school official.
- Part II – Must be completed in full and **signed** by parent or guardian, otherwise claim form will be returned. Please make sure your name, address & phone number is included. Do not leave any spaces blank. **Verify that the date of injury is correct.**
- Important – **Please sign the authorizations as we cannot request invoices without your signature.** Do not leave claim form at hospital. Itemized bills including UB-04, UB-92, HCFA-1450 or CDT codes and Explanation of Benefits from your primary carrier are required. Attach both for every date of service with the completed claim form and forward to our office at the above address.
- Additional Bills – **Do not** complete a new claim form for additional bills. Please note the name of the patient, date of the accident, and name of the School District on any additional bills you send to our office. All bills must be itemized and the Explanation of Benefits form must be included.
- Please Note – This is an **Accident Policy**. Claims for sickness, disease, etc. will not be honored.
- Please Note – The athletic insurance is **secondary** to parents' insurance.

4. If you do not have family health or other collectible insurance, send the signed & completed claim form to the address above with all itemized bills, receipts, etc. for processing.

When an Insured is eligible under the policy for benefits in excess of other coverage and the Insured has other coverage that is primary under an HMO, EPO, PPO, or similar health service program, a penalty will apply if he or she does not use the facilities or services of the HMO, EPO, PPO, or similar health service program. In such case, the benefits otherwise payable under the Excess provision in the policy will be reduced by 50%. This reduction shall not apply to emergency treatment required within 24 hours of an accident when the accident occurs outside the geographic area served by an HMO, EPO, PPO, or similar health service program.

# **Portage Area School District, Spectator Decorum Policy:**

## 904. PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events. Spectators, including students and adults, attending events involving Portage Area School District programs are expected to follow a certain level of sportsmanship.

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption.

### **Spectator Decorum**

The Board recognizes their responsibility to provide crowd control for school athletic events. Although P.I.A.A. by-laws refer to both schools, the primary responsibility for crowd control falls upon the home school and its high school principal.

A school principal has a greater range of authority and permissible actions against faculty, coaches, teams and students that s/he has against other spectators. P.I.A.A. by-laws dealing with athletic courtesy provides that any spectator who continually evidences poor sportsmanship should be requested not to attend future contests.

The district has developed the following guidelines in order to protect and provide safety for visiting teams, P.I.A.A. officials, and visiting spectators:

1. At the beginning of each school year, assembly programs will be held that makes it very clear to the student body what is expected of them as a spectator.
2. Written notification to all team parents/guardians will be given to inform them they are guests of the school and that unruly conduct simply will not be tolerated.
3. The PA announcer, at the beginning of each athletic contest, will deliver a short message concerning proper spectator sportsmanship.

Any spectator who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event the person is attending by a game official, security personnel, or a school employee. Examples of unsportsmanlike conduct include:

- Using vulgar or obscene language
- Possessing or being under the influence of any alcoholic beverage or illegal substance
- Possessing a weapon
- Fighting or otherwise striking or threatening another person
- Failing to obey the instructions of a security officer or school district employee
- Engaging in any activity which is illegal or disruptive.
- Lack of self-control by showing excessive displays of anger or frustration
- Entering the playing area while the contest is in progress

In the event a spectator is removed from an athletic or extracurricular event by a game official, security personnel, or a school employee, that spectator shall be denied admittance to any athletic or extracurricular event involving the Portage Area School District for a period of time determined at a hearing by the Board of Education. Until such hearing occurs, the fan is banned from attending an athletic or extracurricular event involving the Portage Area School District.

The school principal or designee will notify the banned spectator by delivering or mailing a notice, sent by certified mail with return receipt requested, at least ten days before the Board of Education hearing date containing:

- The date, time, and location of a Board hearing
- A description of the unsportsmanlike conduct
- The proposed time period that admission to school events will be denied
- Instructions on how to waive the hearing

The duration of the suspension will be based upon the seriousness of the offense and the cooperation of the ejected fan. Penalties may include:

- One-year probation
- One-year suspension
- Permanent/long standing suspension



# Portage Mustang Athletics

## Emergency Treatment Parent/Guardian Consent

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Parental consent is necessary to treat your child if an emergency occurs and a parent/guardian is not present or available. For those occasions, consent for treatment may be given in advance by completing this form.

Child's name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Home address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Permanent Medications: \_\_\_\_\_  
\_\_\_\_\_

Allergies: \_\_\_\_\_  
\_\_\_\_\_

Wears Glasses: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Wears Contact Lenses: Yes: \_\_\_\_\_ No: \_\_\_\_\_

### Medical Conditions/Concerns

Anemia: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Asthma: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Diabetes: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Other: \_\_\_\_\_

Family Doctor: \_\_\_\_\_

Hospital of Choice: \_\_\_\_\_

I hereby authorize consent to provide any and all emergency services deemed necessary for the welfare of my child in my absence.

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Signature Parent/Guardian Name

\_\_\_\_\_  
Date

*The information provided will remain confidential with the PASD coaches, athletic trainer, and school nurse.*

# 2018-19 Mustang Athletics

## Parent/Guardian Packet Consent

The student-athlete and parent/guardian must confirm receiving and reading the information contained within this Portage Area Jr-Sr High School Parent Packet. This page, along with the previous page, must be completed, signed, and handed to the coach before the first official practice.

_____	_____	_____
<b>Student-Athlete</b> Print Name	<b>Student-Athlete</b> Sign Name	Date
_____	_____	_____
<b>Parent/Guardian</b> Print Name	<b>Parent/Guardian</b> Sign Name	Date

The following items must be handed in or on file in order for the student-athlete to be eligible to participate:

- Parent/guardian and student-athlete verification (this page)
- Emergency treatment consent form

Student-athletes and parent/guardians only need to complete this process once per school year. The information pages are to be used as a resource throughout the school year.

