

NORWELL PUBLIC SCHOOLS



NORWELL HIGH SCHOOL

ATHLETIC HANDBOOK

2016-2017

ONE SCHOOL - ONE PROGRAM - MANY TEAMS

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WELCOME: NORWELL HIGH SCHOOL PRINCIPAL

Dear Student-Athletes & Parents/Guardians,

As a school community, we understand that high school athletics play a vital role in the educational program of our student-athletes. We recognize that through athletics, student-athletes learn skills and values like respect, responsibility, perseverance, teamwork, discipline and work ethic.

Our Athletics program is rich with opportunities for competition, camaraderie, and learning lessons that will benefit student-athletes not only during their active participation in high school athletics, but also throughout their adult lives when the lessons learned on playing fields and gymnasiums will help them make wise decisions and valuable contributions to the greater community.

I wish your student the best in all of his/her pursuits in the Athletics program.

Sincerely,

William Fish

Principal

william.fish@norwellschools.org

2016-2017 ATHLETIC TEAMS & STAFF

Fall Athletics	Varsity Coach	Levels Offered
Football	Mr. Jim Connor	Varsity/JV/Freshmen
Boys' Soccer	Mr. Jack Browne	Varsity/JV/Freshmen
Girls' Soccer	Ms. Kara Connerty	Varsity/JV/Freshmen
Field Hockey	Ms. Jenn Schad	Varsity/JV/Freshmen
Cheerleading	Ms. Victoria Pagnini	Varsity
Boys' Cross Country	Mr. Chuck Martin	Varsity
Girls' Cross Country	Ms. Kelly Adams	Varsity
Co-Ed Golf	Mr. Ken Camerota	Varsity/JV
Girls' Volleyball	Ms. Roberta Stannard	Varsity/JV

Winter Athletics	Varsity Coach	Levels Offered
Boys' Basketball	Mr. John Willis	Varsity/JV/Freshmen
Girls' Basketball	Mr. Matthew Marani	Varsity/JV/Freshmen
Boys' Hockey	Mr. Jim Casagrande	Varsity/JV
Girls' Hockey	Mrs. Amy Severance	Varsity
Gymnastics	Ms. Cassandra Pacella	Varsity
Boys' Indoor Track	TBD	Varsity
Girls' Indoor Track	Mr. Chuck Martin	Varsity
Boys' Alpine Skiing	Mr. Joel Shepherd	Varsity
Girls' Alpine Skiing	Mr. Jay Richards	Varsity
Boys' Swimming	Ms. Jenn Schad	Varsity

Girls' Swimming	Ms. Julie Fox	Varsity
Wrestling	Mr. Matthew Lucarelli	Varsity/JV

Spring Athletics	Varsity Coach	Levels Offered
Baseball	Mr. Tom Jacobs	Varsity/JV
Softball	Mr. Jack Browne	Varsity/JV
Boys' Lacrosse	Mr. Josh Stolp	Varsity/JV/Freshmen
Girls' Lacrosse	Ms. Kara Connerty	Varsity/JV/Freshmen
Boys' Track & Field	Ms. Kelly Adams	Varsity
Girls' Track & Field	Mr. Chuck Martin	Varsity
Boys' Tennis	Mr. Matt Lantier	Varsity
Girls' Tennis	Ms. Judy Field-McGloin	Varsity

ATHLETIC FEES

- \$375: Football, Ice Hockey, & Skiing
- \$300: Soccer, Field Hockey, Cheerleading, Golf, Volleyball, Basketball, Swimming, Gymnastics, Wrestling, Lacrosse, Baseball, & Softball
- \$225: All other sports offered

Family Cap: \$1,325 per family per school year.

Requests for a waiver and/or reduction of athletic and activities fees must be made in writing and will be reviewed by an assistant principal and the Athletic Director. A Free and Reduced lunch application must also be completed to help determine financial need. Eligibility for Free and Reduced lunch is not required but the application process must be completed. In hardship situations, the administration may use a combination of reduction of fees, extended time period to pay fees and/or volunteer service at athletic events once the Free and Reduced lunch form has been completed. Student-athletes must pay the fee prior to the start of their participation in the co-curricular organization, which includes tryouts. The fee will not be reduced for student-athletes joining a team or club mid-season or mid-year.

Please note that playing time is not entitled on the basis of paying such fees.

Refunds

If a student-athlete participates on a team for more than 10 school days, the fee will not be refunded.

All refund requests must be made in writing within 30 days of the first day of the season to the Athletic Director and include proof of payment such as a cancelled check.

ATHLETIC PHILOSOPHY

The Norwell School Committee believes interscholastic athletics is a vital part of the entire educational program offered at Norwell High School. Athletic competition provides another opportunity for student-athletes to strive for excellence, practice respect and contribute to society. All athletic venues are viewed as extensions of the classroom, so the focus of the entire athletic program is the intellectual, physical, emotional and social development of the whole person. Student-athletes learn skills and values like respect, responsibility, perseverance, teamwork, discipline and work ethic, as well as the benefits of healthy behavior. These values, instilled and nurtured by a properly directed athletic program, benefit student-athletes not only during their active participation in interscholastic athletics, but also during their adult lives when the lessons learned on the playing fields will help them make wise decisions and valuable contributions to the larger human community.

Participation on Norwell High School athletic teams is a privilege, not a right. Student-athletes are expected to display characteristics of ethical conduct and fair play, both on and off the playing fields. All student-athletes are expected to obey the law and follow the rules and regulations set forth by the Massachusetts Interscholastic Athletic Association (MIAA), Norwell School Committee, and by Norwell High School in the Student-Parent Handbook. They are also expected to show respect for fellow players, coaches, officials, fans, members of opposing teams, equipment, and facilities. Coaches are expected to be leaders as well as teachers, educating student-athletes and trying their best to help their team win, but not at the expense of academics, good sportsmanship, fair-play, integrity, or safety. Coaches are expected to respect all student-athletes. Fans are viewed as extensions of our teams and the same high level of behavior is expected from them.

All Norwell High School student-athletes, in good standing, are eligible to tryout (see Athletic Tryouts/Cuts section on page 7) for any team. Norwell High School has a two-tiered athletic program: sub-varsity (freshman and JV teams) and varsity. Teams will consist of as many players as can be safely equipped, coached and played, meaning that some sports may require limits in the number of participants. This decision will be made by the high school administration, Athletic Director and coaching staff. The focus of sub-varsity teams will be skill development, gaining knowledge of the sport and successful strategies for playing the sport, and safe and healthy training and conditioning. On the varsity level, the focus will be improving

skills and knowledge while, at the same time, allowing for the highest level of healthy competition possible. High school athletics is a competitive experience; therefore, not all who try-out will make the team, nor do all those who make the team receive the same participation opportunities in contests. These decisions rest with the coach.

ATHLETIC REGISTRATION

All student-athletes will be required to complete the athletic registration prior to the start of the first practice of each season. Online registration may be accessed digitally through the Aspen X2 family portal. No student-athlete will be allowed to participate without a completed online registration, valid physical examination documents, and athletic fees. Physicals and fees can be dropped off or mailed to the high school main office.

The Athletic Clearance Form, Concussion Testing Parent Consent Form, and the *Preparticipation Head Injury/Concussion Reporting Form for Extracurricular Activities* are part of the online aspen registration and required to gain clearance to participate in athletics every season.

See Appendix I.

ATHLETIC SCHEDULES

When trying out for a team (see Athletic Tryouts/Cuts section on page 7), and after being selected to be a member of a team, student-athletes are expected to attend all practices and games. Practice schedules are set by the coach and practice times and locations may vary by level (e.g., varsity, junior varsity, freshman). Practices will consist of an average of 2-3 hours of team activity per day. At all levels, weekend, morning and evening practices and games are common. Additionally, teams may have practices and games during vacations and holidays. Student-athletes should expect regular involvement during these times. Because many of our teams share facilities and/or use facilities off campus, practice and game hours may vary considerably.

ATHLETIC TRYOUTS/CUTS

Participation in athletics is a privilege. Student-athletes try out voluntarily and, for some teams, risk being cut. It is the student-athlete's responsibility to demonstrate to the coach that he/she can fill a role determined by the coach. A coach of a non-cut sport is not required to accept participants beyond the fifth day of the season unless a student-athlete has been cut from another team in the same season. Student-athletes will be informed by the coach, either in writing or in

person, regarding the team they have been selected for. Student-athletes cut from one team are encouraged to participate in a non-cut sport.

The tryout level and method is to be determined at the discretion of the head coach.

BONA FIDE TEAM MEMBER RULE

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g., practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA.

First Offense: Student-athlete is suspended for 25% of the season (see chart on Rule 62).

Second Offense: Student-athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation.

See Rule 96 for additional tournament restriction and Rule 86 for waiver guidelines.

COACHES

A coach is defined by three possible titles: Head Coach, Assistant Coach or a Volunteer Coach.

Selection of Coaches

Applications for head coaching positions are first screened by the building principal and Athletic Director. From the initial screening, qualified applicants are interviewed by a representative committee generally consisting of an administrator, the Athletic Director, coaches, student-athletes, and a community member, which may be a youth league leadership member or Boosters Club leadership member. Finalists then meet with the high school principal who makes a final recommendation for appointment to the Superintendent of Schools.

The Athletic Director and the head coach review applicants for assistant coaching positions. From the initial screening, qualified applicants are interviewed by an administrator, the Athletic Director, the head coach, and student-athletes. The Athletic Director then makes a final recommendation for appointment to the high school principal.

When need dictates, as determined by the Athletic Director, individuals interested in volunteering as coaches in the Athletic Department will meet with an administrator and the Athletic Director prior to participating in team activities. Volunteer coaches who have a child on the team that they volunteer for may not be present at team tryouts or on the bench or sidelines during competition.

COACHES: EVALUATION

Each coach employed by the Town of Norwell is formally evaluated on his/her performance at the conclusion of each athletic season. The evaluations are performed by the head coach for each of his/her assistant coaches and by the Athletic Director for each head coach, under the supervision of the Norwell High School Principal.

COACHES: OFF-SEASON LIMITATIONS

MIAA POSITION ON OUT-OF-SEASON ACTIVITIES:

The MIAA position on out-of-season activity is simple. Student-athletes may do whatever they and their parents chose when they are not participating in interscholastic athletics during a specific high school sport season. In addition, high school coaches are not to have direct influence over those decisions.

The spirit of MIAA Out-of-Season Rules 40 and 41 is probably more important than the letter of the rules. The fundamental concept of these standards is fairness. All student-athletes and their families across the state should feel free to make choices about the use of their out-of-season time, without the fear of being placed at a disadvantage within their local school athletic program or in eventual in-season competition against high school opponents. It is the MIAA position that fairness to the student-athletes in competing schools can only be ensured if *all* coaches and *all* school administrators are in compliance with the stipulations of these rules.

SPECIFIC INTERPRETATIONS OF OUT-OF-SEASON COACH/ATHLETE CONTACT LIMITATIONS:

Acceptable:

1. Coaches may offer general counsel to student-athletes and parents about credible and beneficial out-of-season activities via handouts or website postings.
2. Conditioning and weightlifting programs open to all students, which include no sport-specific activity, may be sponsored by a school and supervised by members of the coaching staff.
3. Each school, through the administrators and coaches, must make it emphatically clear in all communications with student-athletes and parents, including handbooks and/or website postings, that there are no requirements or expectations for student-athletes involving participation in out-of-season activities, nor will there be any consequences if they chose not to participate.
4. High School Coaches (paid or volunteer) of one sport may be involved in out-of-season activity of another sport during the summer.
5. High School Coaches may attend out-of-season sport competitions (i.e. formal teams, officials, etc.) of their student-athletes.
6. High School Coaches who give private lessons, may provide that service to their candidates provided that: the opportunity for private lessons is open to all; the

candidates represent fewer than 50% of those who are receiving private lessons from that coach; and candidates are given no special consideration.

Not-Acceptable:

1. Teams and/or student-athletes participating in out-of-season activities may not use a school's name and/or school uniforms.
2. No member of a school's athletic staff (paid or volunteer) in any sport may avoid the applications of the MIAA rules.
3. A student-athlete's status relative to tryouts, cuts, and playing time may not be impacted in any way due to their participation or non-participation in out-of-season activities.
4. Coaches may not communicate with their student-athletes regarding their ongoing attendance at or participation in a specific out-of-season activity.
5. Out-of-season sport camps that offer enticements to coaches or teams to participate must be avoided.

MIAA Handbook Clarification.doc/or Out-of-Season Activities (revised 6/19/07)

COMMUNICATION EXPECTATIONS

For our Athletic Department to be successful, communication is vital. This requires involvement, dedication, sacrifice and commitment from coaches, student-athletes and parents. All communication from a coach to a student-athlete must be done through school-approved avenues (e.g., Norwell Public Schools email account). Further, at no time will a coach call or send a text message to a student-athlete's personal phone number or account. The only exception to this is if a student-athlete is a captain and has written permission from his/her parent or guardian to communicate through electronic devices with a coach.

Communication student-athletes and parents should expect from the coach

1. Philosophy of the coach;
2. Expectations the coach has for the student-athlete;
3. Locations and times of practices and contests;
4. Team requirements including special equipment needed, team rules, practice organization and out-of-season conditioning opportunities;
5. Procedure followed should the student-athlete be injured during practice or games.

Communication the Coach should expect from the student-athlete

1. Appropriate concerns expressed directly to the coach;
2. Notification of any medical concerns or health limitations;
3. Specific academic concerns that may impact the student-athlete's good standing;
4. Timely notification of potential tardiness related to a student-athlete's attendance at teacher late night. If notification is not discussed prior to practice, student-athlete will bring a note from the teacher.

Conflict Resolution

As student-athletes become involved in the Athletic Program at Norwell High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there may be times of disagreement about coaching decisions, tryout level, team selection, playing time, strategy, and award recognition, but these elements of the athletic program remain at the discretion of the coach.

The process below outlines steps to resolving student-athlete or parent questions and concerns that may arise. At any point in time, students and parents are welcome to contact the principal directly, who can provide direction and guidance.

Steps to Conflict Resolution

1. The student-athlete discusses the issue with the coach;
2. Should the conflict not be resolved, a meeting between the parent, student-athlete and coach can be arranged;
3. If the conflict is still not resolved, a meeting between the parent, student-athlete, coach and Athletic Director can be arranged.

A meeting with an Assistant Principal may be requested if a resolution cannot be reached through the steps outlined above.

<h2>GOVERNING BODIES</h2>

Norwell School Committee

The Public Schools of Norwell, including school sanctioned extracurricular activities, operate according to the policies established by the School Committee. The School Committee, which represents both the state and local community, develops the policies after careful deliberation, and the school administration implements them through specific procedures and regulations. The School Committee then appraises the effects of its policies and makes revisions if necessary.

The Massachusetts Interscholastic Athletic Association

The Norwell High School Athletic Department is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and is therefore governed by Association "Rules and Regulations". Additional policies, regulations and rules are set by the Norwell School Committee. Under MIAA guidelines, local districts are allowed to set their own policy, rules and/or regulations as long as they are more restrictive than those stipulated by the MIAA. Rules governing individual sports vary depending upon the sport. For example, rules are as stipulated by the National Collegiate Athletic Association (with MIAA modification) for football, by the National Federation of State High School Associations for basketball and by the Sporting News Rules of

Baseball for baseball. Copies of the complete set of MIAA rules and regulations are available at www.miaa.net.

One of the primary functions of the MIAA is to sponsor and conduct post-season tournaments leading to the determination of geographical district and state champions. When our varsity teams qualify for and enter such tournaments, we are completely subject to the specific rules and regulations that govern each tournament as set by the MIAA. Tournament qualification, divisional placement and geographical district criteria are sport specific.

Some of our teams may qualify for regional tournaments beyond the MIAA tournaments that are sponsored and conducted by the combined state associations that make up the region of competition. Some of our varsity teams may host and/or play in seasonal tournaments that are sponsored by local school districts or other qualified agencies. MIAA regulations specify that such tournaments be sanctioned by the Association and be conducted totally under their policies, rules and regulations. The MIAA does not sanction or sponsor any sub-varsity tournament competition.

The MIAA is a member of the National Federation of State High School Associations and is bound by their set of rules, policies and regulations.

The South Shore League

Norwell High School is a member of the ten (10) school league known as the South Shore League. The League is governed by the MIAA and its own Constitution. A copy of the Constitution is available in the Athletic Office. We also schedule non-league contests against schools from other surrounding communities. Some of our programs such as skiing, swimming, girls' ice hockey and gymnastics compete in other leagues or compete entirely in a "non-league" schedule, because the majority of schools in the South Shore League do not sponsor these specific sport activities. The ten (10) members of the South Shore League are: Abington, Carver, Cohasset, East Bridgewater, Middleboro, Hull, Mashpee, Norwell, Randolph and Rockland.

PARENTS, COACHES AND SPECTATORS: CODE OF CONDUCT

Good sportsmanship is expected of players, coaches, and fans. The young men and women competing give it their all, and should be congratulated solely for their efforts, determination and teamwork. It is expected that all cheering be supportive and spectators are reminded that one's presence at an event does not entitle one to jeer, criticize or taunt players, coaches or officials. These guidelines are not intended to silence fans, but instead to create a respectful, supportive atmosphere worthy of the academic setting in which these games are contained.

- Positive applause and cheering of all participants is encouraged.
- Taunting, baiting or harassing of a participant, coach, official or spectator will not be tolerated.
- No singling out of game participants by name, number or likeness in a negative fashion.

- The Athletic Director, an administrator, or designee will advise on the discontinuing of chants or behaviors deemed negative or inappropriate. Please refrain from negative chants.
- The Athletic Director, an administrator, or designee will advise on the discontinuing of noise that is solely intended to distract the opponent. Support your team, please refrain from behaviors designed solely to distract.
- All MIAA rules, including those regarding signs and noisemakers, must be followed.

Spectators who are unable to demonstrate appropriate conduct at Norwell High School sanctioned athletic activities will be subject to the following outcomes:

1. Verbal warning by official, head coach, and/or administration.
2. Written warning by administration
3. Game suspension
4. Season suspension
5. Year long suspension from building, grounds, and events.

SCHOOL ATHLETIC EQUIPMENT AND UNIFORMS

Student-athletes and coaches have a responsibility to maintain all equipment and uniforms issued to them from the date of issue to the date of return. Student-athletes and coaches failing to turn in all issued equipment or uniforms, or returning equipment or uniforms damaged through misuse, are responsible to meet the current replacement cost for such equipment or uniform. Payment is required at the time of the loss, prior to the next season of athletic involvement, or graduation, whichever comes first. In the event that the equipment or uniform is found and/or returned after payment, a refund will be issued.

Coaches are responsible for collecting issued uniforms and equipment and returning them to the Athletic Director in a clean and organized fashion.

Team warm-ups are not furnished by the Athletic Department. However, any apparel that is to be worn by student-athletes at games or other competitions in which they are representing Norwell High School must be approved by the Athletic Director prior to being purchased to ensure appropriateness of colors and logos. Any apparel that is not approved in advance will not be allowed to be worn by student-athletes at school-sanctioned athletic contests.

SCHOOL/FAMILY VACATIONS, EXTENDED ABSENCES, CONFLICTS WITH SCHOOL EVENTS

Every team member is expected to be present for all team practices and contests. Due to scheduling parameters, many of our teams practice and/or play during weekends, scheduled school vacations, and/or holidays. Although extended absences are discouraged, the Athletic Department recognizes that certain circumstances do require them to occur. Student-athletes who anticipate being absent from team activities for an extended period will communicate this to the coach as soon as possible. Some of these absences are excused and some are not. An excused absence allows the student-athlete to return to the team in good standing. An unexcused absence may have consequences.

Excused absences include but are not limited to, all school activities that are academically related, college visits, religious holidays and events, and family emergencies. Unexcused absences include but are not limited to, school activities that are not academically related and family vacations, and work schedules that have not been previously communicated and excused by the coach. The consequences of unexcused absences will be determined by the coach.

SPORTSMANSHIP

Norwell High School expects all parties present at a contest to display the highest possible level of sportsmanship. Players, coaches and spectators should treat opponents, game officials and visiting spectators with respect. The MIAA reserves the right to "warn, censure, place on probation or suspend up to 1 calendar year any player, team, coach, games or school official or school determined to be acting in a manner contrary to the standards of good sportsmanship." Norwell High School in turn, reserves the right to impose the same penalties on spectators displaying poor sportsmanship at any of our contests, both home and away.

TEAM CAPTAINS

Captains support the team's coaches in maintaining a positive climate for all team members. Captains lead their teammates by example through embodying a variety of qualities including, but not limited to, sportsmanship, respect, commitment, work ethic, integrity, and perseverance. While the team captain may not be the most skilled player on the team, he/she must be the hardest worker, composed in challenging situations, and of the highest character.

It is the responsibility of a team captain to develop positive interpersonal relationships amongst teammates, provide energy and passion, support teammates, challenge teammates to improve, and confront behaviors that may be a distraction to the team. It is also the responsibility of the captain to be an avenue of communication between the coach and student-athletes.

The process to which captains are selected is at the discretion of the coach. They may be elected by the team or appointed by the coach prior to the first regularly scheduled contest.

Prior to a student-athlete being appointed as a captain of his/her team, the head coach will consult with the Athletic Director and/or an administrator to discuss the student-athlete's potential to meet the responsibilities and expectations associated with the team captain role. A student-athlete will not be recognized as a team captain without the endorsement of the Athletic Director and/or an administrator.

To facilitate and support the development of leadership skills and qualities in captains, the Athletic Department will organize seasonal captains meetings led by the Athletic Director and/or a building administrator.

Captains of teams may be relieved of their position for violation of team, Athletic Department or school rules. Discussion between the coach and Athletic Director must take place before an athlete is dismissed as a team captain. The role of captain does not guarantee playing time nor does it provide access to coaching decisions.

TEAM CAPTAINS: CAPTAIN'S PRACTICE

According to Norwell High School and the MIAA, the term "Captain's Practice" usually means the team's captain(s) are organizing and conducting, without adult supervision, out-of-season practice for that sport. Norwell High School and the MIAA do not in any way sanction, encourage, or condone "Captain's Practice" in any sport. "Captain's Practice", depending on the member school's involvement, may be a clear violation of the rule defining season limitations. "Captain's Practice" is not a part of the Norwell High School athletic program.

TEAM LEVELS

Every sport is offered at the varsity level and many sports are offered at the junior varsity and freshman levels.

The varsity level may include student-athletes from all four grades and participation at this level is selected by the head coach based on one's skill level. The junior varsity level may include students who are juniors, sophomores, or freshmen. The freshman level only includes students in ninth grade.

When need dictates, a head coach may formally request that junior varsity and freshman levels be reconfigured to establish two "sub-varsity" teams. The request will be reviewed by the Athletic Director and building principal, who will determine the feasibility of the request. In general, the only reason for a coach to pursue this option is to maximize the number of students who can participate on the teams. Any reconfiguration of levels is not intended to give a team a competitive advantage.

Generally, the varsity level has more games in its seasonal schedule than the junior varsity or freshman levels. Subsequently, the varsity practice schedule may be greater than the junior varsity and freshman levels in frequency and duration, however, it is expected that all levels practice nearly every school day a game or competition is not scheduled.

When need dictates, a head coach may formally request that a team level be added to increase opportunities for student participation. The request will be reviewed by the Athletic Director and building principal, who will determine the feasibility of the request. If supported by the Athletic Director and building principal, a recommendation to add a team level to a sport would then be made to the Superintendent of Schools.

TRANSPORTATION TO AND FROM CONTESTS

The school provides bus transportation or a suitable substitution to most "away" contests. All team members are expected to travel to these contests using the school-provided transportation. Exceptions to this procedure must be requested to the Athletic Director by a student-athlete's parent prior to the contest. Reasonable requests will be honored provided a signed liability release form is completed. A coach may allow student-athletes to ride home from a contest with a parent or guardian provided personal contact at the game site is made between the parent and coach or with the Athletic Director prior to the game. Student-athletes will not be allowed to ride to and from contests with other student-athletes. Norwell High School does not provide transportation to practices. In many instances student-athletes drive themselves to practice.

VARSIY LETTERS

The requirements for a student-athlete to receive a varsity letter at Norwell High School for all sports are as follows:

1. The student-athlete must have participated in 50 percent of the interscholastic competitions played.¹
2. A senior who has participated in the sport for three or more years.
3. The Athletic Director may use his or her discretion to award a varsity letter due to extenuating circumstances.

¹ Please Note: Injured players who have been placed at the varsity level but have not been able to participate in 50 percent of the competitions should still receive a letter. Additionally, academically ineligible athletes will receive a letter if they have been placed at the varsity level and have completed the season in good academic standing.

**NORWELL HIGH SCHOOL STUDENT-PARENT HANDBOOK:
APPLICABLE PROVISIONS**

Co-Curricular Activities

Eligibility Requirements: Academic

Norwell High School values both academic success and co-curricular involvement. The following policy strikes a balance between a desire to keep students involved and to hold them accountable for their academic performance.

Students who fail a course in a term are immediately ineligible for performances, interscholastic competitions, club sponsored field trips and positions of leadership within student organizations. Academic ineligibility begins as soon as the student is notified of their status by an assistant principal or by the Athletic Director. Students would be able to practice with their teams or ensembles, but they would not be able to perform in plays, concerts or games. Students would be allowed to attend club meetings and participate as a member but they would not be allowed to attend conventions or conferences, nor would they be allowed to lead meetings or be featured as speakers or debaters. If their grades at mid-term are passing in all subjects, students regain their full eligibility. If not, they must cease all participation.

Students with two or more failures at the end of the term will forfeit all participation in co-curricular activities immediately. Should their grades at midterm be passing in all classes, they will regain full eligibility. If not, they remain ineligible until the following term grades, at which point they must be passing all classes to regain eligibility.

In order to be eligible to participate in athletics during the fall season, students must earn passing grades in the fourth term. Reinstatement of eligibility does not guarantee a student's position on the team.

In any case, a student must be passing a minimum of 20 credits from term to term (MIAA regulations).

Eligibility Requirements: Health

All students must pass a physical examination within thirteen months of the start of each season. If a student's physical is valid at the beginning of the season, it will be considered valid for the entire season. This is keeping with MIAA policy. Physical examinations must be performed by a duly registered Physician, Physician's Assistant or Nurse Practitioner. A student in violation shall be suspended for the number of contests in which he/she participated without a proper physical.

Student Code of Conduct

Consequences and Due Process

Detention - Office

Students serve detention either before or after school at the discretion of the administration. If a student fails to report, it will be doubled. If, for any reason, a student cannot make a given detention, permission to reschedule must be given by an administrator before the detention is

missed. **Students who have failed to serve their detentions will not be allowed to participate in any extracurricular activities until the detention is served.**

Detention - Teacher

If a student is asked to report to a teacher detention, he/she must report that day or make arrangements at the teacher's discretion for the following day. If a student fails to report, the teacher detention will be doubled. **Students who have failed to serve their detentions will not be allowed to participate in any extracurricular activities until the detention is served.**

Suspension

During the day(s) of the infraction and the day(s) of suspension, a student is not allowed on school grounds for any reason, except with the permission of an administrator, nor may he/she take part in any school function.

Social Probation and Co-Curricular Suspension

Students on co-curricular suspension may not participate on any school-sponsored team, club or organization. Students on co-curricular suspension may be required to attend, but not participate in practices and meetings. At the discretion of the coach or advisor, this attendance may be required in order to return to the team, club or organization at the end of the co-curricular suspension.

Students on social probation will not be allowed to attend such school-sponsored events such as dances, proms, class trips, overseas trips, athletic events, or any other co-curricular activities so designated by the administration. The administration reserves the right to grant permission to attend some co-curricular events and to deny attendance at others during the period of social probation. Social probation will last a minimum of 10 consecutive calendar days and a maximum of 180 school days at the discretion of the school administration.

Behavior Detrimental to the Team:

If a student behaves in such a manner that a school administrator, Athletic Director or coach determines to violate the philosophy of the Athletic Department, that student may be subject to suspension from athletic participation up to an entire school year.

Hazing (M.G.L. Chapter 269, Section 17-19)

The term "hazing" as used in this section shall mean any conduct or method of initiation into any student organization, whether on public or private property, which will fully or recklessly endanger the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Hazing- Reporting

Whoever knows that another person is the victim of hazing and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a crime shall be punished by a fine of not more than Five Hundred Dollars (\$500).

Hazing – Requirement

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group or organization, a copy of this section. An officer of each such group or organization, and each individual receiving a copy of said section shall sign an acknowledgement stating that such group, organization, or individual has received a copy of said section.

Attendance Policies

Attendance

Students are expected to be in homeroom by 7:55 a.m. and remain in school for the entire school day. Students who are absent for 10 or more days in a semester will be denied credit for that course. Students being dismissed before 11:37 a.m. will be marked absent for the day. The only absences excused will be those necessitated by school-sponsored field trips, court appearances, family bereavement or for medical reasons documented by a medical professional. Missing more than 15 minutes from a class will be considered an unexcused absence for that class. In addition, juniors are granted a total of three (3) days and seniors are granted a total of five (5) days excused absences for college/career planning purposes. These absences will only be excused if the student presents documentation from the admissions office of the school that they visited.

Students are advised that all detentions and make-up work sessions must be served before participating in any co-curricular activity. An administrator's pre-approval will waive any penalties. Students who fail to serve a detention may not participate in any co-curricular activity until that obligation is satisfactorily filled. Any student suspended from school is automatically prohibited from participating in a rehearsal, practice, competition, game, or performance for the duration of the suspension.

Students who spend a class period in the nurse's office will not be eligible to participate or attend any co-curricular or school events that day.

Tardy to School

All tardies to school will be considered **unexcused**. All students must be in homeroom by 7:55 a.m. or they will be considered tardy. If a student is tardy and the student is involved with a co-curricular activity and have a practice, meeting, or event that day, the student may not attend any co-curricular activity that day unless the student serves a detention prior to attending his/her co-curricular event. If the student is not involved with a co-curricular activity or does not have a practice, meeting, or event that day, the student will be required to serve a one (1) hour office detention on the first available detention day. If a student is issued a detention and does not serve it, an additional one (1) hour detention will be issued. If the student still fails to serve the detention, the student will be issued a one (1) day in-school suspension.

Each student will be allowed three (3) tardies (*free tardy*) without penalty each term. When a student chooses to use a *free tardy*, they must bring their Norwell High School ID card to an administrator (who will punch a hole in the card). Students must arrive to the office before 8:15 a.m. in order to use a *free tardy*. Once a student has used three *free tardies*, the student will not be able to participate in any co-curricular activities that day. If a student is late to school and attends practice without using a *free tardy*, the student will be suspended for one day.

CHEMICAL HEALTH POLICIES

NORWELL HIGH SCHOOL WILL NOT TOLERATE THE USE OR POSSESSION OF DRUGS, WHICH INCLUDES THE USE OF ALCOHOL AND TOBACCO.

Any student found to be in violation of the chemical health policies will be subject to the Norwell High School consequences delineated below. In addition, all participants in MIAA governed high school sports will be subject to all MIAA rules regarding chemical health. (See Appendix C in Student-Parent Handbook.)

Norwell High School also holds those students in leadership roles (i.e. team captains, class officers, organization or club officers, peer educators) to high expectations. Leaders carry with them the responsibility to guide those in their charge and in so doing must be held to the strictest standards. In keeping with the additional expectations on students in leadership roles (e.g., team captains, Peer Educators, Student Government, club/organization officers), violations of Chemical Health Policy at any point in the calendar year will result in the forfeiture of leadership positions. Therefore, any violation of the chemical health policies will result in the forfeiture of leadership roles for 3 athletic seasons. During the second season of leadership forfeiture, a student may request to be eligible for leadership opportunities during the third season by submitting a written request to the principal. The principal may consider reinstating leadership opportunities only if the student is in good standing during the academic term during the second season.

All drug and alcohol offenses are cumulative, all school and non-school related offenses are cumulative.

Chemical Health Policy violations may be school related or non-school related. School related violations refer to those infractions that occur during the school day or at school-sponsored activities. Non-school related violations are those infractions that occur outside the scope of

school days and/or events. Consequences for non-school related violations will be imposed upon notification from the Norwell Police Department of a student's use, possession, or being under the influence of alcohol or drugs.

Allegations of a student's use, possession of, or being under the influence of alcohol or drugs that are not substantiated by the Norwell Police Department will be shared with the parent/guardian of the student.

The student may also be required to participate in a drug/alcohol awareness program.

See *Appendix B* (in Student-Parent Handbook) for outline of substance abuse consequences.

Drugs

The use of drugs, including steroids in or out of the season as well as in or out of school, is illegal and a serious offense. Drugs are defined as a controlled substance as defined in Chapter 94C, including, but not limited to marijuana, cocaine, and heroin.

A violation of the Norwell High School Chemical Health Policy in or before school or at a school-related activity will result in up to and including ten (10) days suspension from school, twenty (20) consecutive calendar days co-curricular suspension, thirty (30) consecutive calendar days of social probation and forfeiture of all formal leadership roles for three (3) athletic seasons for the first offense with readmission through the principal or designated administrator.

Non-school related drug violations including transporting, possessing, consuming, or distributing, will result in co-curricular suspension for a up to and including a minimum of thirty (30) consecutive calendar days for the first offense and (b) social probation for a minimum of forty (40) consecutive calendar days and also the forfeiture of all formal leadership roles for three (3) athletic seasons. Subsequent offenses will incur suspension from all co-curricular activities and social probation based upon the length of the student's school suspension. In addition, the student will forfeit all formal leadership roles for the remainder of high school.

Alcohol

Students exhibiting signs of having consumed alcohol such as, but not limited to, glassy eyes, slurred speech, unsteadiness on the feet, or the emission of an alcoholic odor may be required to take a Breathalyzer test administered by a school administrator. If a student tests positive for alcohol he or she will receive two additional opportunities to take the test. Students who test positive for alcohol or students who refuse or are unable to take a Breathalyzer test upon determination that there is reasonable cause to suspect they have consumed alcohol will be subject to all school rules relating to the use and/or possession of alcohol.

The use of alcohol in and out of season as well as in and out of school is illegal and a serious offense. Any possession or consumption of alcohol by a student in or before school, on school property, and at or before any school-related function, will result in up to and including ten (10) days suspension from school, twenty (20) consecutive calendar days co-curricular suspension, thirty (30) consecutive calendar days of social probation and forfeiture of all formal leadership

roles for three (3) athletic seasons for the first offense with readmission through the principal or designated administrator.

Non-school related alcohol violations including transporting, possessing, and consuming of alcohol for the first offense will result in a co-curricular suspension for up to and including twenty (20) consecutive calendar days and social probation for thirty (30) consecutive calendar days including forfeiture of all formal leadership roles for 3 athletic seasons. Subsequent offenses may result in a hearing before the Superintendent of Schools and possible exclusion or expulsion from school. Mandatory alcohol counseling at the student's expense may be required as a condition for return to school. The student will also receive up to and including a minimum of sixty (60) consecutive calendar days of co-curricular suspension and social probation. In addition, the student will forfeit all formal leadership roles for the remainder of high school.

Tobacco & Nicotine Products

Smoking, chewing tobacco, or using products that contain nicotine (e.g., electronic smoking devices) by Norwell High School participants in co-curricular activities, including athletics, in or out of season, as well as in or out of school is a violation. The use and/or possession of tobacco products, including chewing tobacco, and products that contain nicotine has been proven to be detrimental to a student's health and performance.

According to Chapter 71, Section 37H of the MGL, the School Committee prohibits the use of any tobacco products within the school buildings, the school facilities, or on school grounds, or on school buses by any individual including school personnel. In addition, Chapter 71, Section 2A states that it is unlawful for any student, enrolled in either primary or secondary schools in the commonwealth, to use tobacco products of any type on school grounds during school hours.

If a student is found to be in possession of a tobacco product or product that contains nicotine while on school grounds or while at a school-related event, the tobacco product will be confiscated, parents will be notified and the student will receive a one day co-curricular suspension. Subsequent offenses will result in confiscation of the tobacco product, up to and including a one (1) day suspension from school and a co-curricular suspension of fifteen (15) calendar days.

If a student is found to have used a tobacco product or product that contains nicotine while on school grounds or while at a school-related event, the tobacco product will be confiscated and the student will receive up to and including a one (1) day suspension from school and a fifteen (15) calendar day co-curricular suspension. Subsequent Offenses will result in up to and including a minimum two (2) days suspension from school and fifteen (15) consecutive calendar day co-curricular suspension and twenty (20) consecutive calendar days social probation.

MIAA Chemical Health Policy Consequences (MIAA Handbook pp. 51 – 54)

In-Season Student-athlete Athlete: First Violation

The student-athlete shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student-athlete who becomes a participant in a treatment program.

In-Season Student-athlete Athlete: Second and Subsequent Violations

The student-athlete shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. No exception is permitted for a student-athlete who becomes a participant in a treatment program.

Penalties shall be cumulative each academic year. If the penalty is not completed during the season of the violation, the penalty shall carry over to the student-athlete's next season of actual participation, which may affect the eligibility status of the student-athlete during the next academic year.

MIAA: Chemical Health Length of Penalty Policy

<u>Number of Events Per Season</u>	<u>First Offense: Number of Events Per Penalty</u>
1 to 7	1
8 to 11	2
12 to 15	3
16 to 19	4
20 or Greater	5
<u>Number of Events Per Season</u>	<u>Second Offense: Number of Events Per Penalty</u>
1 to 3	1
4	2
5 or 6	3
7 or 8	4
9	5
10 or 11	6
12 or 13	7
14	8
15 or 16	9
17 or 18	10
19	11
20 or Greater	12

APPLICABLE POLICIES OF THE NORWELL SCHOOL COMMITTEE

ATHLETIC CONCUSSION POLICY (JJIF)

Norwell Public Schools, as an agent of the Town of Norwell, recognizes its role in the provision of information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities² including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation.

In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

The Superintendent, or designee, shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

The Superintendent, or designee, shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

1. Verifications of completion of annual training and receipt of materials;
2. DPH Pre-participation forms and receipt of materials;
3. DPH Report of Head Injury Forms, or school based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents; and
5. Graduated reentry plans for return to full academic and extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

² Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or band leader including, but not limited to, football, skiing, field hockey, gymnastics, cheer leading, swimming, soccer, lacrosse, hockey, baseball, basketball, softball, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

The associated *Concussion Prevention and Intervention Support Protocol* shall discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements. Lastly, this protocol shall discuss the importance of education for our athletes, coaches and parents and other persons required by law.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

CONCUSSION PREVENTION AND INTERVENTION SUPPORT PROTOCOL (JJIF-E)

Norwell Public Schools recognizes its role in the education and proper support of all students, particularly student-athletes. To this end, Norwell Public Schools has developed the following comprehensive prevention and intervention support protocol to manage concussions in our student-athletes. The concussion intervention and intervention support protocol has been designed to ensure safety in both athletic and academic pursuits and ensures the necessary support for injured students.

Concussion Education

Norwell Public Schools will ensure that yearly training occurs for all athletes, coaches, parents and school personnel. This training shall provide an overview of the student-athlete's susceptibility to sustaining concussions, preventative teaching strategies for coaches, and an overview of each group's role in the support of the injured student-athletes recovery. The Athletic Director, will maintain an accurate database of all associated trainings and dates and will ensure compliance with associated laws and regulations.

What is a Concussion?

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. A MRI or CT Scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student-athlete. Because concussions are difficult to detect, student-athletes must obtain medical approval before returning to athletics following a concussion.

Mechanism of Injury:

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup-type and contrecoup-type. Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. Contrecoup-type injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from the sight of impact. Indirect forces are transmitted through the spine and jaw or blow to the thorax that whip the head while the neck muscles are relaxed. Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student-athletes can receive the appropriate care.

Signs and Symptoms:

Signs (what you see):

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)
- Loss of consciousness (any duration)

Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision/ blurry vision
- Sensitivity to light (photophobia)
- Sensitivity to noise (tinnitus)
- Feels sluggish
- Feels foggy
- Problems concentrating
- Problems remembering
- Trouble with sleeping/ excess sleep
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/ glassy eyed

- Nervousness
- Irritability
- Inappropriate emotions
-

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student-athlete must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

Preseason Baseline Testing

All student-athletes who participate in a contact sport will receive baseline computerized neurocognitive testing through the *Immediate Post-Concussion Assessment and Cognitive Testing* (ImPACT) tool. This testing will establish baseline functioning in the domains of memory, reaction time and processing speed functioning.

The ImPACT tool has a strong body of research with evidence of its efficacy, is the most widely used tool for this purpose and results are useable for two years. The ImPACT tool controls for the effects of any medication being taken regularly, learning disabilities, attention deficit/hyperactivity disorder and other pre-existing conditions.

Concussion Management and Referral Guidelines

When an athlete loses consciousness for any reason, the athletic trainer will start the EAP (Emergency Action Plan) by activating EMS; check ABC's (airway, breathing, circulation); stabilize the cervical spine; and transport the injured athlete to the appropriate hospital via ambulance. If the athletic trainer is not available, the coach should immediately call EMS, check ABCs and not move the athlete until help arrives.

Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately in accordance with the EAP.

Worsening signs and symptoms requiring immediate physician referral include:

- Amnesia lasting longer than 15 minutes
- Deterioration in neurological function
- Decreasing level of consciousness
- Decrease or irregularity of respiration
- Decrease or irregularity in pulse
- Increase in blood pressure
- Unequal, dilated, or unreactive pupils
- Cranial nerve deficits
- Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
- Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation

- Seizure activity
- Vomiting/ worsening headache
- Motor deficits subsequent to initial on-field assessment
- Sensory deficits subsequent to initial on-field assessment
- Balance deficits subsequent to initial on-field assessment
- Cranial nerve deficits subsequent to initial on-field assessment
- Post-Concussion symptoms worsen
- Athlete is still symptomatic at the end of the game

Sideline Assessment and Neurocognitive Evaluation

In the event of an injury the Athletic Trainer (AT) and/or nurse shall immediately assess the student-athlete for the presence and severity of symptomology consistent with that of a concussion. The AT and/or nurse shall use the *Sport Concussion Assessment Tool* (SCAT) protocol. This protocol takes only minutes to complete and includes provocative exertional assessment to examine the extent to which running or other sport maneuvers elicit recurrent concussion related symptomology in a student-athlete who seems to have fully recovered while resting on the sideline.

Any athlete who is symptomatic but stable is allowed to go home with his/her parent(s)/guardian(s) following the head injury. If the head injury occurs at practice, parent(s)/guardian(s) will immediately be notified and must come and pick up the student-athlete and talk to the certified athletic trainer in person. If the injury occurs at a game or event the student-athlete may go home with the parent/guardian(s) after talking with the certified athletic trainer.

Parent(s)/guardian(s) will receive important information regarding signs and symptoms of deteriorating brain injury/function prompting immediate referral to a local emergency room as well as return to play requirements. Parent(s)/guardian(s), as well as student-athletes, must read and sign the Concussion Information and Gradual Return to Play form and bring it back to the certified athletic trainer before starting with the return to play protocol.

Within the first few days (no longer than three) post-injury the student-athlete shall be re-administered the ImPACT tool.³ Following this post injury ImPACT administration, scores shall be sent to the Concussion Clinic at South Shore Hospital. Once scores are examined by the Clinic, results will be forwarded to the school district. These results will provide information to the school district relative to the need for accommodations.

Once the student-athlete is symptom free and has returned to expected levels of neurocognitive functioning at rest, the AT shall administer a 20-30 minute physical exertion test (including, but

³If the student-athlete has not undergone preseason baseline testing, return to expected performance levels is calculated based upon normative scores for age and sex. Such assessment must also include the consideration of extenuating factors such as learning disabilities, ADHD, or any other preexisting conditions.

not limited to running, push-ups and sit-ups). When the student-athlete presents no concussion related symptomology and maintains neurocognitive levels after this physical exertion assessment, the recovery may be deemed complete.

Academic Support during Recovery

While recovery is being tracked for athletic purposes, the student-athlete is challenged with being a full member of the school community, including maintaining pace and presence in the classroom. Many student-athletes evidence difficulty meeting academic demands in school after a concussion due to the presence of concussion related symptomology.

Reasonable Accommodations for Students in Recovery

The goals of providing reasonable accommodations to a student-athlete during their recovery is to provide support in keeping up with the academic demands in a way that does not overstress the cognitive functioning to the extent that symptoms worsen. A careful balancing of rest, academic work and an individualized plan that prioritizes academic work and uses appropriate, temporary and evolving accommodations is needed to maximize student-athlete recovery. The actual design and implementation of the *Individualized Concussion Recovery Plan* shall vary depending of the individual needs of the student-athlete.

Accommodations may include, but are not limited to excused absences from classes, periods of rest during the school day, extension of assignment deadlines, postponement or staggering of tests/quizzes, excuse from specific tests and assignments, extended testing time, accommodation for oversensitivity to light, noise or both, excuse from team sport practice and gym-related activities, avoidance from physical exertion, use of a reader for assignments and testing, use of a note taker or scribe, change in physical location of testing (smaller, quieter room, etc.) or preferential seating to lessen distractions.

Return-to-Play Decision

Once a student-athlete's post-injury test is back at the student-athlete's baseline score, the student-athlete will go through 5 days of Exertional Post Concussion Tests. The student-athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by the coach, with final assurances to RTP being determined by a certified athletic trainer.

The decision about a student-athlete returning to contact sport activity after a concussion involves the student's physician (and/or the medical staff from the Concussion Clinic), the AT and the student-athlete's parent/s or guardian/s.

First, the physician, who has monitored the student-athletes medical status from the time of injury, must provide a letter, which clears the student-athlete for a return to play. The student-athlete's parent/s or guardian/s must understand the possibility of increased risk for additional concussions and the possible additional complications that exist for student-athletes who have had a history of concussions and receive new/additional concussions. The parent/s or guardian/s

must give their written consent for a return to play. Finally, the AT must approve the resumption of team sport practice and game activity (adhering to the protocol established above).

Exertional Post Concussion Tests

Test 1: (30% to 40% maximum exertion): Low levels of light physical activity. This will include walking or light stationary bike for about 10 to 15 minutes. Light isometric strengthening (quad sets, UE light hand weights, ham sets, SLR's, resistive band ankle strengthening) and stretching exercises.

Test 2: (40% to 60% maximum exertion): Moderate levels of physical activity. Jogging, stationary bike, or elliptical for 20 to 25 minutes. Light weight strength exercises (resistive band exercises UE and LE, wall squats, lunges, step up/downs. More active and dynamic stretching.

Test 3: (60% to 80% maximum exertion). Non-contact sports specific drills. Running, high intensity stationary bike or elliptical 25 to 30 minutes. Completing regular weight training. Start agility drills (ladder, side shuffle, zig-zags, carioca, box jumps, and hurdles).

Test 4: (80% maximum exertion). Limited, controlled sports specific practice and drills.

Test 5: Full contact and return to sport with monitoring of symptoms.

Roles and Responsibilities

School Nurse

- Participate and complete the CDC training course on concussions. A certificate of completion will be recorded by the Executive Director for Instruction yearly.
- Complete symptom assessment when student-athlete enters Health Office (HO) with questionable concussion during school hours. Repeat in 15 minutes.
- Observe students with a concussion for a minimum of 30 minutes.
- If symptoms are present, notify parent/guardian(s) and instruct parent/guardian(s) that student must be evaluated by an MD.
- If symptoms appear after a negative assessment, MD referral is necessary.
- Allow students who are in recovery to rest in HO when needed.
- Develop plan for students regarding pain management.
- School nurse will notify teachers and guidance counselors of any students or student-athletes who have academic restrictions or modifications related to their concussion.
- Educate parents and teachers about the effects of concussion and returning to school and activity.
- If injury occurs during the school day, inform administrator and complete accident/incident form.
- Enter physical exam dates and concussion dates into the student information system.

Guidance Counselor

- Work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
- Assist teachers in following the recovery stage for student.
- Convene meeting and develop Concussion Support Plan.
- Decrease workload if symptoms appear.
- Recognize that the student's ability to perform complex math equations may be different from the ability to write a composition depending on the location of the concussion in the brain.
- Educate staff on the signs and symptoms of concussions and the educational impact concussions may have on students.
- Work with Central Administration to communicate and provide language-appropriate educational materials to parents with limited English proficiency.

Athletic Director

- Provide parents, athletes, coaches, and volunteers with educational training and concussion materials yearly.
- Ensure that all educational training programs are completed and recorded.
- Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity
- Ensure that all students participating in extracurricular athletic activity have completed and submitted their pre-participation forms, which include health history form, concussion history form, and MIAA form.
- Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
- Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the coach, athletic trainer, school nurse and school physician.
- Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.

Parent/Guardian

- Complete and return concussion history form to the athletic department.
- Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
- If student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
- Complete a training provided by the school on concussions and return certificate of completion to the athletic department.
- Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:
 - Loss of consciousness
 - Headache
 - Dizziness
 - Lethargy
 - Difficulty concentrating

- Balance problems
- Answering questions slowly
- Difficulty recalling events
- Repeating questions
- Irritability
- Sadness
- Emotionality
- Nervousness
- Difficulty with sleeping
- Encourage your child to follow concussion protocol.
- Enforce restrictions on rest, electronics and screen time.
- Reinforce recovery plan.
- Request a contact person from the school with whom you may communicate about your child's progress and academic needs.
- Observe and monitor your child for any physical or emotional changes.
- Request to extend make up time for work if necessary.
- Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

Student and Student-Athlete

- Complete Baseline ImPact Test prior to participation in athletics.
- Return required concussion history form prior to participation in athletics.
- Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
- Report all symptoms to athletic trainer and/ or school nurse.
- Follow recovery plan.
- **REST.**
- **NO ATHLETICS.**
- **BE HONEST!**
- Keep strict limits on screen time and electronics.
- Don't carry books or backpacks that are too heavy.
- Tell your teachers if you are having difficulty with your classwork.
- See the athletic trainer and/or school nurse for pain management.
- Return to sports only when cleared by physician, parent/guardian, AT and the Athletic Director.
- Follow Gradual Return to Play Guidelines.
- Report any symptoms to the athletic trainer and/or school nurse and parent(s)/guardian(s) if any occur after return to play.
- Return medical clearance form to athletic trainer prior to return to play.
- Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

Coach

- Participate in Concussion Education Training on a yearly basis. Complete certificate of completion and return to the athletic department.
- Ensure all student-athletes have completed ImPact baseline testing before participation.
- Ensure all student-athletes have returned concussion history and health history form prior to participation in athletics.
- Complete a head injury form if their player suffers a head injury and the athletic trainer is not present at the athletic event. This form must be shared with the athletic trainer and school nurse.
- Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.
- Remove from play any student-athlete who exhibits signs and symptoms of a concussion.
- Do not allow student-athletes to return to play until cleared by a physician and athletic trainer.
- Follow Gradual Return to Play Guidelines.
- Refer any student-athlete with returned signs and symptoms back to athletic trainer.
- Any coach, band instructor, or volunteer coach for extracurricular activities shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student-athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.

EQUAL EMPLOYMENT OPPORTUNITY (GBA)

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, gender identity, national origin, disability or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

COMMUNITY USE OF SCHOOL FACILITIES (KF)

The facilities of Norwell Public Schools are the property of the citizens of Norwell. As such, school facilities should be available, on a permit basis, to community organizations and individuals for appropriate use when not needed for their designated educational purposes. In addition, Norwell's schools have state-of-the-art technology labs, auditoriums, classrooms, and libraries that may be desirable for non-Norwell groups to rent. In all cases, school activities always have priority over non-school activities, and Norwell organizations and groups have priority over non-Norwell organization and groups, and all individuals, and all for-profit individuals and organizations.

To facilitate the processing of requests to use the facilities, the following categories, in priority order, have been established:

- Group 1 Norwell Public Schools' clubs, teams, and organizations.
- Group 2 School-related organizations such as PTOs, and Booster Clubs; the Norwell Education Foundation; Norwell Recreation Department and other Town Departments.
- Group 3 Norwell-based athletic leagues, teams and organizations.
- Group 4 Individuals, Non-Norwell organizations and groups, and all for-profit individuals and organizations.

In addition, in cases of emergencies and disasters, Town approved relief agencies and organizations may use school facilities at no charge.

The School Committee has established and will review and update, on a periodic basis, fees charged for facility use. The Administration is hereby directed to develop appropriate regulations and procedures to implement this policy and update it as needed. Additionally the administration is hereby authorized to interpret policy to establish reasonable fees for non-listed facilities and groupings.

APPENDIX I: FORMS AND DOCUMENTS

***NOTE: FORMS ARE COMPLETED AND SUBMITTED ELECTRONICALLY**

Norwell High School Athletic Clearance Form

Student-Athlete Name: _____

Sport: _____

Conditions Governing Participation in Interscholastic Athletic Activities for Norwell High School

To be eligible to try out for any athletic team, Norwell High School Student-athletes must:

1. Head injury and Concussion training

- Check the box to indicate that the Student and Parent/Guardian have taken the online course or received the written materials regarding head injuries and concussions.
- I have complied with the above Massachusetts Department of Public Health regulation.

Please, check box
indicating your
compliance with #1.

2. Be in good academic standing as delineated in the Norwell High School Student-Parent Handbook

- Students who fail a course in a term are immediately ineligible for performances, interscholastic competitions, club sponsored field trips and positions of leadership within student organizations. Students would be able to practice with their teams or ensembles, but they would not be able to perform in plays, concerts or games.
- If their grades at mid-term are passing in all subjects, students regain their full eligibility. If not, they must cease all participation. Students with two or more failures at the end of the term will forfeit all participation in co-curricular activities immediately. Should their grades at midterm be passing in all classes, they will regain full eligibility. If not, they remain ineligible until the following term grades, at which point they must be passing all classes to regain eligibility.
- In order to be eligible to participate in athletics during the fall season, students must earn passing grades in the fourth term.
- In any case, a student must be passing a minimum of 20 credits from term to term (MIAA regulations)

Assistant Principal /Athletic Director Signature: _____

3. Have paid their athletic fee for the season for which they are trying out, or have received a waiver from the assistant principal.

Assistant Principal /Athletic Director Signature: _____

4. Have an up-to-date physical on file with the school nurse.

- All students must pass a physical examination within thirteen months of the start of each season. If a student's physical is valid at the beginning of the season, it will be considered valid for the entire season. This is keeping with MIAA policy. Physical examinations must be performed by a duly registered Physician, Physician's Assistant or Nurse Practitioner.
- A student in violation shall be suspended for the number of contests in which he/she participated without a proper physical.

Nurse /Athletic Director Signature: _____

5. **Have parental permission to engage in interscholastic athletics, as follows:**

- I realize that participation in voluntary athletic programs and co-curricular activities involve some risk of injury. I agree to release and hold harmless the Town of Norwell, its employees, agents, representatives, medical personnel, coaches, and volunteers from any and all liability, actions, causes of action, claims, or demands of any kind and nature whatsoever which may now exist or which may arise in the future or in connection with my child's/ward's participation in any activities related to his/her involvement with the voluntary athletic team(s), club(s)/organization(s) checked above.
- I give permission for medical treatment and x-rays to be given if needed.
- I assume all necessary costs should my child be sent home due to illness, injury or misbehavior.

I give my son/daughter permission to participate in interscholastic athletics for Norwell High School. I have read and discussed the NHS Athletic Procedure Manual with my son/daughter.

Parent/Guardian Signature: _____ Date: _____

6. **Sign the summary of the Chemical Health policy, as follows:**

- ***From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest)***, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”.
- This rule represents only a minimum standard upon which schools may develop more stringent requirements.
- **Minimum PENALTIES:**
 - First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated (i.e. All fractional part of an event will be dropped when calculating the 25% of the season).
 - Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated (i.e. All fractional part of an event will be dropped when calculating the 40% of the season.)
- Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.
-

7. **Sign the Hazing Policy, as follows:**

- **Massachusetts General Laws Chapter 269, Section 17: *Crime of Hazing; Definition; Penalty***
- **Massachusetts General Laws Chapter 269, Section 18: *Duty to Report Hazing***

- **Massachusetts General Laws Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report**

- **Norwell High School Student-Parent Handbook**
 - a. Suspension of 1-10 days, exclusion, or expulsion. Referral to Norwell Police or Fire Department and/or for psychiatric evaluation where appropriate or required. Restitution where applicable.

I have read and understand the Chemical Health policy and have received both the Hazing policy and law that exists in the student handbook. I have read and discussed the NHS Athletic Procedure Manual with my parents/guardians. If there are any questions regarding these policies, please call the Athletic Director at 781-659-8811.

Student-Athlete Signature: _____ Date: _____

NORWELL PUBLIC SCHOOLS

NORWELL HIGH SCHOOL

William Fish, Principal • william.fish@norwellschools.org
 Jennifer Greenberg, Assistant Principal • Matthew Marani, Assistant Principal
 18 South Street • Norwell, MA 02061 • 781-659-8810 VOICE • 781-659-1824 FAX



<Insert Date>

Dear Parent/Guardian:

Norwell High School is currently requiring all student-athletes to take part in an innovative baseline concussion program for our students. This program will assist our medical staff (School physician, nursing staff, and certified athletic trainer) in evaluating head injuries (e.g. concussion). In order to better manage concussions sustained by our students, we have acquired a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). ImPACT is a computerized exam utilized in many professional, collegiate, and high school sport programs across the country to successfully diagnose and manage concussions. If a student is believed to have suffered a head injury, ImPACT is used to help determine the severity of the head injury and when that injury has fully healed.

The computerized exam is given to students before beginning the beginning of the season. This non-invasive test is set up in a “video-game” type format and takes about 15-20 minutes to complete. It is simple, and actually many students enjoy the challenge of taking the test. Essentially, the ImPACT test is a physical of the brain. It tracks information such as memory, reaction time, speed and concentration. If a concussion is suspected, the student will be required to re-take the test, per the medical staff’s opinion. Both the pre and post-injury data will be given to a physician to help evaluate the extent of the injury and the speed of recovery. The test data will enable the medical staff to help determine when return to class/school is appropriate and safe for the student. If an injury of this nature occurs to your child, you will be contacted with the test results.

I wish to stress that the ImPACT testing procedures are non-invasive, and they pose no risk to our students. We are excited to implement this program given that it provides us the best available information for managing concussions and preventing potential brain damage that can occur with multiple concussions. The Norwell Public Schools administration, faculty and medical team are committed to keep your child’s health and safety at the forefront of the student’s experience. Please return this page with the appropriate signatures.

If you have any questions regarding this program please feel free to contact us at 781-659-8811.

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STUDENT-ATHLETE PARTICIPATION IN CONCUSSION TESTING PROGRAM

PARENTAL CONSENT FORM

I hereby give my consent for my son/daughter to participate in the ImPACT concussion testing program. I also understand that I have been given the opportunity to ask questions regarding this program. Further, I understand that this is a “one time” consent form. By signing this form, I allow my son/daughter to participate in ImPACT for the duration of their time at Norwell High School.

Print Name of Student

Graduation Year

Signature of Student-Athlete

Date

Signature of Parent/Guardian

Date

Please return to Norwell High School when completed.

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PREPARTICIPATION HEAD INJURY/CONCUSSION REPORTING FORM FOR EXTRACURRICULAR ACTIVITIES

This form should be completed by the student’s parents(s) or legal guardian(s). It must be submitted to the Athletic Director, prior to the start of each season a student plans to participate in an extracurricular athletic activity.

Student’s Name:	_____	Date of Birth:	_____
School:	_____	Grade:	_____
Home Address:	_____	Sport:	_____
Telephone:	_____	Sex:	_____

Has the student ever experienced a traumatic head injury (a blow to the head)? YES NO

If yes, when? Dates (month/year) _____

Has the student ever received medical attention for a head injury? YES NO

If yes, when? Dates (month/year) _____

If yes, please describe the circumstances:

Was the student diagnosed with a concussion? YES NO

If yes, when? Dates (month/year) _____

Duration of Symptoms (e.g., headache, fatigue, etc.) for most recent concussion: _____

Parent/Guardian:

Name: _____

Signature/Date: _____

Student-athlete:

Name: _____

Signature/Date: _____

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REPORT OF HEAD INJURY DURING SPORTS SEASON

This form is to report head injuries (other than minor cuts or bruises) that occur during a sports season. It should be returned to the Athletic Director, and reviewed by the school nurse.

For Coaches: Please complete this form immediately after the game or practice for head injuries that result in the student being removed from play due to a possible concussion.

For Parents/Guardians: Please complete this form if your child has a head injury outside of school related extracurricular athletic activities.

Student's Name:	_____	Date of Birth:	_____
School:	_____	Grade:	_____
Home Address:	_____	Sport:	_____
Telephone:	_____	Sex:	_____
Date of Injury:	_____		

Did the incident take place during an extracurricular activity? YES NO

If so, where did the incident take place? _____

Please describe the nature and extent of the injuries to the student:

For Parents/Guardians:

Did the student receive medical attention? yes ___ no ___

If yes, was a concussion diagnosed? yes ___ no ___

I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, MY ANSWERS TO THE ABOVE QUESTIONS ARE COMPLETE AND CORRECT.

Name of Person Completing Form (please print): _____

Signature: _____ Date: _____

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POST SPORTS-RELATED HEAD INJURY MEDICAL CLEARANCE AND AUTHORIZATION FORM

This medical clearance should only be provided after a graduated return to play has been completed and student has been symptom free at all stages. The student must be completely symptom free at rest and during exertion prior to full participation in extracurricular athletic activities.

Student's Name: _____ Date of Birth: _____
Sex: _____ Grade: _____

Date of Injury: _____ Nature and extent of injury: _____

Symptoms (check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Nausea or vomiting | <input type="checkbox"/> Headaches | <input type="checkbox"/> Light/noise sensitivity |
| <input type="checkbox"/> Dizziness/balance problems | <input type="checkbox"/> Double/blurred vision | <input type="checkbox"/> Fatigue |
| <input type="checkbox"/> Feeling sluggish/"in a fog" | <input type="checkbox"/> Change in sleep patterns | <input type="checkbox"/> Memory Problems |
| <input type="checkbox"/> Difficulty concentrating | <input type="checkbox"/> Irritability/emotional ups/downs | <input type="checkbox"/> Sad or withdrawn |

Other: _____
Duration of symptom(s): _____ Diagnosis: Concussion Other: _____
If concussion diagnosed, date student completed graduated return to play without recurrent symptoms: _____
Prior concussions (number, approximate dates): _____
Name of Physician or Practitioner: _____
 Physician Certified Athletic Trainer Nurse Practitioner Neuropsychologist

Address: _____ Phone Number: _____

Physician providing consultation/coordination (if not person completing this form): _____

I HEREBY AUTHORIZE THE ABOVE NAMED STUDENT FOR RETURN TO EXTRACURRICULAR ATHLETIC ACTIVITY.

Signature: _____ Date: _____

Note: This form may only be completed by: a duly licensed physician; a certified athletic trainer in consultation with a licensed physician; a duly licensed nurse practitioner in consultation with a licensed physician; a duly licensed neuropsychologist in coordination with the physician managing the student's recovery.