

Abby Kelley Foster High School



Athletic Handbook

**ABBY KELLEY FOSTER
HIGH SCHOOL
ATHLETIC POLICY**

Abby Kelley Foster Charter Public School is currently a member of the Massachusetts Interscholastic Athletics Association (MIAA). Abby Kelley Foster Charter Public School is committed to excellence in academics and athletics. As a member of the MIAA our school competes in the Worcester County Athletic Conference comprised of teams from the surrounding communities while learning about teamwork, fitness, and wellness. Participation in Abby Kelley Foster Athletics is a privilege and may be taken away from a student-athlete for violation of any of the policies and rules listed below and/or detailed in the Parent/Student Handbook. No student will be denied the right to participate in any extra-curricular activities in the school on the basis of age, disability, marital status, national origin, race, color, sex, or English language proficiency.

Code of Conduct

- Abusive or foul language will not be tolerated. (Consequences determined by severity of offense.)
- Players will avoid unsportsmanlike gestures, and make a commitment to moral and ethical standards.
- Players will display respect for staff, coaches, teammates, opponents and officials at all times.
- Team members will travel to and from all away games on transportation provided by AKFCS. The use of student transportation is prohibited.
- Hazing is prohibited (Massachusetts General Laws, Chapter 269, ss17-18)
- Students are not to leave away game sites for any reason.
- All injuries should be reported to the coach.
- Abby Kelley Foster Code of Conduct as detailed in the Parent/Student Handbook.

Medical Eligibility

Students must have a physical exam within 13 months of each day of athletic participation. Each player must submit a completed athletic form before the opening day of tryouts. In order to be eligible the athletic form must include both a parent and physician signature. A signed athletic form by the parent/guardian absolves AKFCS, its coaches, school personnel from all liability in case of injury. Students must have a signed dated athletic form annually.

Appeals

Any appeal involving athletics should be made first to the head coach. If not resolved at that level, the athletic director should be the next level. If still not resolved, the next level would be the principal. The final decision resides with the associate superintendent.

Age Requirements

Junior varsity and varsity level athletes above the age of 19 before September 1 need a waiver in order to participate.

Tryouts

Any student may try out for a team, if they are ineligible from the previous marking period regardless of his/her grades but may not practice until the next quarterly grades are posted and the criteria above has been met. The Building Administrator reserves the right to consider probation for a student who has shown outstanding effort. These students will be allowed to practice only.

Tryout Dates:

Fall Sports 5 days prior to the first day of school

Winter Sports Monday following Thanksgiving

Academic Eligibility

All students should maintain a 2.0 Grade Point Average to participate in any extracurricular activity including sports teams, academic clubs, student government and student council. The principal/assistant principal or designee reserves the right to make final eligibility decisions. Students with two failing grades may **not** participate in school sports. Student participation academic eligibility is based on the following schedule:

- **Fall Sports:** 4th Quarter Grades of the previous academic year.
- **Winter Sports:** 1st Quarter Grades of the current academic year.
- **Spring Sports:** 2nd Quarter Grades of the current academic year.

Absences and Extracurricular Activities

If a student has been absent during the School day he or she will not be allowed to attend an extracurricular or athletic school activity that day. A student that misses the dress rehearsal or the practice before a performance or game may not be allowed to perform or play.

School Equipment Responsibilities

Students are responsible for, and are expected to maintain proper care of all equipment issued to them. Students are responsible for payment of any items lost, stolen or damaged. Each item not returned will be assessed at a rate comparable to the current replacement cost. All equipment is to be returned within three days of the completion of the season.

Games and Practices

Student athletes have made a commitment to be at all practicing sessions, contests and team meetings. Any team member who must be late, or miss practice, games or meetings must confer with their coach. Absences may jeopardize retaining a position on a team.

Alcohol, Drugs and Tobacco

MIAA Rule 62.1: 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.

Athletic Participation Warning

Although most athletic injuries are usually minor, serious injury, including permanent paralysis or death, may occur.

If you have any questions regarding this policy, please contact your building principal.

ADDITIONAL RULES AND REGULATIONS MAY BE FOUND IN THE ABBY KELLEY FOSTER CHARTER PUBLIC SCHOOL HANDBOOK OR THE MIAA WEBSITE. WWW.MIAA.NET

**ABBY KELLEY FOSTER CHARTER HIGH SCHOOL
ATHLETIC FORMS**

*Please complete and return to the Athletic Office.
Forms can be dropped off or mailed to the High School Athletic Department
or sent in with your child before the first day of practice.
Athletes will not be able to participate/ tryout unless all necessary forms are turned in.*

A student must meet the following requirements in order to try out for an Abby Kelley Foster Charter Public High School interscholastic team:

The following must be returned to the Athletic Director's office (the items are located in the beginning of this handbook or a copy can be obtained at the Abby Kelley Foster High School Athletic Office):

- **A Sports Physical card** - Please be aware that you and your physician must complete the Abby Kelley Foster High School Athletic Physical Examination Card in its entirety.
- **Emergency Medical Card** – Signed and completed
- **Parent/Player Agreement, Parent Consent**

***** WE STRONGLY ENCOURAGE THAT YOU NOT WAIT UNTIL THE FIRST DAY OF PRACTICE TO TURN IN YOUR FORMS *****

If you have participated in a sport during the previous season in the same school year, you do not need another signed physical exam card. However, a new Emergency Card must be submitted.

In addition, students must be in compliance with the Massachusetts Interscholastic Athletic Association (MIAA) eligibility regulations and Abby Kelley Foster High School Eligibility Policy. Students and parents must also have read and agreed to abide by all the rules and regulations that govern the high school athletic program.

PHYSICAL EXAMINATION CARD

(to be filled out by athlete/family)

Last Name _____ First Name _____ Class of _____

Address: _____

Phone: _____ Date of Birth: _____ Sex: Male Female

1. Are you currently under a physician's care and if so, for what condition?

2. List any illnesses or injuries requiring medical attention, including hospitalization in the past 12 months

3. Are you currently taking any medication? YES NO If yes, specify

4. Allergies (Medications/Foods/Seasonal)? YES NO If yes, specify

5. Anaphylactic Reactor – Epipen? YES NO

Parent/Guardian Signature _____

Information on this form will remain CONFIDENTIAL as required by law.

Physician's Examination (To be filled in and signed by the examining physician. Indicate if examination is Within Normal Limits (WNL) by placing an "x" where indicated.)

BODY SYSTEM	W N L	COMMENTS IF NOT WITHIN NORMAL LIMITS
Cardiovascular		
Musculoskeletal		
Respiratory		
Endocrine/Lymphatic		
Digestive/Urogenital		
Neurological		
Additional Comments		

I certify that I have on this date examined the above boy/girl and recommend him/her being physically able to participate in competitive high school athletics.

Date of Physical Exam _____

Signature of Examining Physician _____

Date of Last Tetanus Immunization _____

Stamp of Physician _____

ABBY KELLEY FOSTER ATHLETIC – EMERGENCY CARD

LIST SPORT:

FALL _____ WINTER _____ SPRING _____

Name _____ Birth Date _____ Age _____ Grade _____

Parent's/Guardian's Name _____ Address _____

Home Phone _____ Cell Phone _____

Father's Employment _____ Phone # _____

Mother's Employment _____ Phone # _____

If any medical conditions and/or allergies exist, please list: _____

In an emergency, if parents cannot be contacted:

Emergency Contact #1 _____ Phone _____

Emergency Contact #2 _____ Phone _____

Family Doctor _____ Phone _____

Family Dentist _____ Phone _____

Name of Insurance Company _____ Phone _____

EMERGENCY MEDICAL AUTHORIZATION

In the event that reasonable attempts to contact me (parent/guardian) or the other names listed have been unsuccessful, in the case of an emergency, I give my consent for coaches and/or team physicians to use their own judgment in securing medical aid and ambulance service.

Signature of Parent /Guardian

Date

PARENT MUST SIGN AND ATHLETE MUST RETURN THIS CARD TO COACH BEFORE THE FIRST PRACTICE

PARENT/PLAYER AGREEMENT

To be a member of an Abby Kelley Foster High School athletic team is a privilege and not a right. Students are expected to behave with respect and concern for the rights, safety, and welfare of all individuals while participating in the athletic program. The student/athlete is expected to make responsible decisions about his/her behavior. The student/athlete continually serves as a reflection of his/her coach, team, family, school, and community.

Student/Athletes must abide by the rules and regulations of the Athletic Department, which are covered in the Athletic Handbook. Coaches may establish additional rules and regulations specific to that sport and his/her team, not covered in the handbook. These rules will be provided in writing at the team orientation meeting and will be discussed with all prospective team members. These rules will be approved by the Principal/Athletic Director.

- ***I hereby acknowledge I have read the Athletic Handbook and the handout administered by the head coach detailing the specific requirements of the sport in which I am participating.***
- ***I hereby acknowledge that I have been properly advised, cautioned and warned of the risk of serious injury, which is inherent in all sports.***
- ***I have read the Athletic Training Rules, which are in effect from the first day of practice through the last day of the season.***
- ***I agree to abide by all the rules and regulations, which govern the Abby Kelley Foster Athletic Program.***

Signature of Athlete _____ Date _____

Signature of Parent/Guardian _____ Date _____

- I/We give permission for my son/daughter to participate in organized high school athletics realizing that such activity involves the potential for injury, which is inherent in all sports.
- I/We understand that the athlete will travel, as a participant, under the coach's direction and authority from time of departure until return.
- I/We give permission to the appropriate certified school staff or medical personnel to render emergency treatment if required when associated with athletic injury or illness.
- I/We recognize that participation in the athletic program at Abby Kelley Foster High School is a privilege, not a right, and that all MIAA and school regulations as well as team rules must be adhered to for continued participation.
- I/We hereby acknowledge that I/We have read and understand the **Athletic Handbook** and the handout issued by the head coach detailing the specific requirements of the sport.
- I/We agree to abide by all the rules governing the Abby Kelley Foster Athletic Program.
- I/We give our consent for my/our child to participate in the Abby Kelley Foster Athletic Program.

Signature of Parent/Guardian _____ Date _____

CONCUSSION POLICY

Abby Kelley Foster Charter Public School seeks to prevent concussion and provide a safe return to activity for all students after an injury, particularly after a head injury. In order to effectively and consistently manage these injuries, the Athletic Department abides by the following procedures that have been developed to aid in ensuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to athletic activity.

Abby Kelley Foster Charter Public School has designated the principal, who has administrative authority to oversee the implementation of these policies and protocols governing the prevention and management of sports-related head injuries. In addition, the Principal will be responsible for:

- (1) Supporting and enforcing the protocols, documentation, training and reporting outlined in this policy;
- (2) Supervising and reviewing that all documentation is in place;
- (3) Reviewing, updating and implementing policy every two years and including updates in annual training and student and parent handbooks.

This policy provides for the implementation of Massachusetts Law 105 CMR 201.000, Head Injuries and Concussions in Extracurricular Athletic Activities. The policy applies to all public middle and high school students who participate in any extracurricular athletic activity. This policy provides the procedures and protocols for the Abby Kelley Foster Charter Public School the prevention and management of sports-related head injuries within the district or school. Review and revision of this policy is required every two years.

Definition of Terms:

Head Injury means a direct blow to the head or indirect trauma to the head including a concussion or traumatic brain injury. Scalp or facial laceration alone is not a head injury as specified in 105 CMR 201.000.

Concussion means a complex disturbance in brain function, due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury.

Pre-participation Requirements and Training: Concussion training is a pre-participation requirement for all students and must be completed prior to practice or competition. The following persons annually shall complete one of the head injury safety training programs approved by the Coaches and Advisors, Certified athletic trainers, Volunteers, School and team physicians, School nurses, Athletic Director, district or serving in such capacity as a volunteer, parents of a student who participates in an extracurricular athletic activity. Students who participate in an extracurricular athletic activity.

This requirement may be met by:

1. Completing one of the approved free online programs. The on-line courses can be found at: www.cdc.gov/concussion/sports/index.html "Heads Up Concussion Training in Youth Sports" www.nfhslesrn.com "Concussion in Sports – What You Need to Know", and providing a certificate of completion to the Athletic Director/Coach, or

2. Signing an acknowledgement that they have read and understand written materials provided to them by the Athletic Director/Coach.

3. Attending a school sponsored training session and signing the attendance roster

The Athletic Director will keep all certificates, signed acknowledgements and training session rosters for three years, or at a minimum until the student graduates. The training must be repeated every subsequent year.

Game officials must also complete an approved training annually and provide Abby Kelley Foster with verification of completion upon request. Additionally, students who plan to participate in extracurricular athletic activities and their parents must complete and sign the pre-participation "MIAA Sports Medical Questionnaire" prior to each season of participation. The questionnaire will be distributed through the athletic department and may also be obtained in the health office. The questionnaire will be reviewed by the school nurse prior to athletic participation. The school nurse will provide appropriate follow-up when necessary. Annually, students are also required to provide a physical exam to the school nurses' office. No student shall be medically cleared for extracurricular athletic activities until the school nurse has reviewed both the questionnaire and physical exam. The school nurse shall consult with the student's primary care physician regarding a student's medical history and/or eligibility. Abby Kelley Foster may use a student's history of head injury or concussion as a factor to determine whether to allow the student to participate in an extracurricular athletic activity or whether to allow such participation under specific conditions or modifications.

High school student athletes will be required to take a baseline "ImPACT Test" prior to the start of their participation in sports. The Athletic Director or designee will coordinate scheduling of baseline ImPact testing for students with coaches and middle school administration.

Additional parental requirement:

If a student sustains a head injury or concussion during the season, but not while participating in an extracurricular athletic activity, the parent shall complete the "Report of Head Injury Form" and submit same to the school nurse and Athletic Director.

Exclusion from Play

Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day. The student shall not return to practice or competition unless and until the student provides medical clearance. The coach shall provide the necessary forms for the student to take to their medical provider. "Medical Clearance and Authorization Form".

The coach shall communicate the nature of the injury directly to the parent in person or by phone immediately after the practice or competition in which a student has been removed from play due to a head injury, suspected concussion signs and symptoms of a concussion, or loss of consciousness. The coach also must provide this information to the parent in writing, "Head injury Notification and Home Instruction Handout".

The coach or his or her designee shall communicate, by the end of the next business day, with the Athletic Director, and school nurse that the student has been removed from practice or competition for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness. The coach will complete an "Accident Form" and "Report of Head Injury Form" and send to the school nurse and Athletic Director.

Return to Play

The Abby Kelley Foster Charter Public School administration will develop a plan for the student's return to play. This team may consist of guidance counselor, school nurse, teaching staff, with direction from primary care physician or physician managing the student's recovery, and parent. The plan shall include the academic recovery plan recommendations from the physician and the return to play protocol. Students must be symptom free and medically cleared in order to return to play.

The following individuals may authorize a return to play:

- A duly licensed physician
- A duly licensed certified athletic trainer in consultation with a licensed physician
- A duly licensed nurse practitioner in consultation with a licensed physician, or
- A duly licensed neuropsychologist in coordination with the physician managing the student's recovery

Athletic Director Responsibilities:

- The Athletic Director participates in the biannual review and revision of the policy.
- The Athletic Director completes an annual training.

The Athletic Director shall:

- Ensure the training of coaches, staff, parents, volunteers and students.
- Maintain certificates of completion, attendance rosters, and signed affidavits.
- Ensure that the medically cleared list is provided to all coaches, assistants, and volunteers and that no student participates without this clearance.
- Ensure the "Report of Head Injury Forms "are completed by parents or coaches and reviewed by the school nurse.
- 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.
- Maintain records of annual trainings, completions, affidavits, and/or attendance rosters for three years.

Report annual statistics to the Department of Public Health:

The total number of Head Injury Reports received from both coaches and parents.

- The total number of students who incur head injuries and suspected concussions when engaged **in any extracurricular athletic activities.**

Coach Responsibilities:

- The coach completes the annual training and provides the Athletic Director with a certificate of completion.
- The coach reviews the pre-participation information provided by the school nurse regarding a student's history and/or risk of head injury.

The coach shall:

- Ensure that all student athletes are offered ImPACT baseline testing prior to participation.
- Ensure that all student athletes are on the medically cleared list prior to participation.

- Identify athletes with head injuries or suspected concussions that occur in practice or competition and remove them from play.
- Communicate the nature of the injury directly to the parent/guardian in person or by phone immediately during or after the practice or competition in which a student has been removed from play due to a head injury, suspected concussion signs and symptoms of a concussion, or loss of consciousness notify parent of any student removed from practice or competition and provide a “Head injury Notification and Home Instruction Handout” and “Medical Clearance and Authorization Form”.
- Complete the “Accident Form” and “Report of Head Injury Form” upon identification of a student with a head injury or suspected concussion that occurs during practice or competition.
- Promptly notify the Athletic Director and school nurse of any student removed from practice or competition by the end of the next business day.
- Teach techniques aimed at minimizing sports-related head injury.
- Discourage and prohibit athletes 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.

School Nurse Responsibilities:

- The school nurses complete the annual training.
- The school nurses participate in the biannual review and revision of the policy.

The school nurse shall:

- Review all pre-participation questionnaires.
- Review all annual physical exams.
- Review all Report of Head Injury forms; and provide student who is head injured a copy of baseline ImPACT Test.
- Maintain all questionnaires, physical exams, Report of Head Injury Forms, Accident Form and any other pertinent medical information in the student health record.
- Share on a need to know basis any head injury information regarding a student that may impact their ability to participate in extracurricular athletic activities or places a student at greater risk for repeated head injuries.
- Participate in the reentry planning for students to discuss any necessary accommodations or modifications with respect to academics, course requirements, homework, testing scheduling and other aspects of school activities consistent with a graduated reentry plan for return to full academic and extracurricular athletic activities after a head injury and revising the health care plan as needed.
- Monitor recuperating students with head injuries in collaboration with Student Support
- Team Members and teachers to ensure that the graduated reentry plan is being followed.
- Provide annual and ongoing educational materials on head injury and concussion to teachers, staff and students.

Guidance Counselor Responsibilities:

- Be designated as the contact or “point person” once informed by the school nurse that a student has been diagnosed with a concussion.
- Work with the student on organizing work assignments, making up work and giving time for assignments and tests/quizzes.

- Assist teachers in following the recovery stage and academic accommodations for student.
- Convene meeting and develop rehabilitative plan as needed.
- Notify teachers to decrease workload if symptoms reappear.
- Educate staff on the educational impact concussions may have on students.
- Communicate with school nurse and any concerns or report of students' progress and give any medical reports to school nurse.

Classroom Teacher/Specialist Responsibilities:

- Classroom Teacher/Specialist will be offered the annual concussion training.

The Classroom Teacher/Specialist shall:

- Follow the academic guidelines set forth in the Academic Expectations During Post Concussion Recovery Plan.
- Work in conjunction with the guidance counselor to follow the recommendations and accommodations.
- Communicate with guidance counselor and/or school nurse student's progress, academic needs, and/or any issues or concerns.

Parent/Guardian Responsibilities:

- Parent/Guardian will complete the annual concussion training and provide the Athletic Director with accompanying documentation.

The Parent/Guardian shall:

- Complete and return to coach or school nurse the MIAA Medical Questionnaire/Permission/Medical Forms.
- Pre-participation Head Injury/Concussion Reporting forms and annual physical form
- Inform the coach or school nurse if your child sustains a concussion outside of school hours and complete the Report of Head Injury during a sports season form and give to coach or school nurse.
- 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:
 - a. Loss of consciousness
 - b. Headache
 - c. Dizziness
 - d. Lethargy
 - e. Difficulty concentrating
 - f. Balance problems
 - g. Answering questions slowly
 - h. Difficulty recalling events
 - i. Repeating questions
 - j. Irritability
 - k. Sadness
 - l. Emotionality
 - m. Nervousness
 - n. Difficulty with sleeping

- Encourage your child to follow concussion protocol.
- Enforce restrictions on rest, electronics and screen time.
- Reinforce academic accommodations and gradual return to play plan.
- Communicate about your child's progress, academic needs or concerns with guidance counselor.
- Observe and monitor your child for any physical or emotional changes.
- Recognize that you 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 Responsibilities:

- Student Athletes will complete the annual concussion training and provide the Athletic Director or Band Director with a certificate of completion.

Student Athlete shall:

- Return to coach or school nurse the Registration/Permission/Medical Forms
- Pre-participation Head Injury/Concussion Reporting forms and annual physical form prior to participation in athletics Recommended completion of Baseline IMPACT Test prior to participation in athletics
- Report all symptoms to coach and/or school nurse
- Follow academic accommodations and return to play 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 and guidance counselor if you are having difficulty with your class work
- See the school nurse for pain management
- Return Medical Clearance Form to coach prior to beginning gradual return to play protocol
- Return to sports only when cleared by physician.
- Report any symptoms to the coach and/or school nurse and parent(s)/guardian(s) if any occur after return to play
- Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

Record Maintenance

The School shall maintain the following record for three years or at a minimum until the student graduates:

- Verifications of completion of annual trainings
- Pre-participation Questionnaires
- Annual physical exams
- Head Injury Reports
- Concussion Return to Play Protocols for injured students
- These records will be made available to the Department of Public Health and DESE upon request or in connection with any inspection or program review.