

Town of Mashpee

Town Clerk



16 Great Neck Road North
Mashpee MA 02649
Phone # 508-539-1400 ext. 561
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Date: July 11, 2019

Mashpee Town Hall
16 Great Neck Road North
Mashpee, MA 02649

In accordance with the Massachusetts General Laws, Chapter 39, Section 23A-C, regarding Massachusetts Open Meeting Law the:

School Committee- Business Meeting & Dedication of the Janice M. Mill's Learning Commons
give you notice that it will meet for the purpose of acting upon such business as may come before it.

Day and Date of Meeting: Wednesday, July 17, 2019

Time of Meeting: 5:30 PM

Place: Mashpee Middle- High School (Janice Mills Learning Commons), 500 Old Barnstable Road,
Mashpee MA

Chairman: Geoff Gorman/gkh

Windows will be closed and lights will be shut off after meeting.

Initials

*****Please keep in mind that rooms are assigned on a first come, first serve basis. Therefore, it is imperative that you notify this office as quickly as possible to reserve your meeting room.***

Except in an emergency, a notice of every meeting of any governmental body shall be filed with the clerk of the city or town in which the body acts, and the notice or a copy thereof shall, at least forty-eight hours, including Saturdays but not Sundays and legal holidays, prior to such meeting, be publicly posted in the office of such clerk or on the principal official bulletin board of such city or town.



Date: July 17, 2019

IN THE MATTER OF: Strategy with respect to litigation.

It is MOVED by **School Committee** that this governmental body hold an executive session.

A Roll was called (see attached roll call)

The Clerk of this executive session is designated as Don Myers

A Quorum being present and a Majority having voted to go into executive session, the chair states that:

1. This meeting convened in open session and
 - a. Notice and posting of the meeting was given (X)
 - b. the meeting is an emergency meeting. ()
2. After the executive session the meeting
 - a. Will reconvene ()
 - b. Will not reconvene (X)
3. The purpose or purposes of this executive session are:
 - A. To deliberate upon matters involving individuals where the individuals involved have been notified in writing of the meeting and have not requested an open meeting and regarding:
 1. The reputation and character of the individual ()
 2. The physical condition and mental health of the individual ()
 3. The discipline or dismissal of a public officer, employee, staff member or individual. ()
 4. A Complaint or charge brought against an individual ()
 - B. To deliberate upon matters which, if done in open meeting could detrimentally affect the position of the City, regarding:
 1. Bargaining ()
 2. Strategy with respect to Collective Bargaining ()
 3. Strategy with respect to litigation (X)
 4. The purchase, exchange, lease or value of real property ()
 5. Strategy with respect to negotiations with non-union personnel ()
 - C. To deliberate matters regarding:
 1. The deployment of security personnel devices ()
 2. Allegations of criminal misconduct ()
 3. To discuss strategies for security ()
 - D. To comply with the provisions of General Law or special law or Federal Grant in Aid requirement, the specific law being
4. All of the foregoing is hereby made part of the official minutes of this body.



**MASHPEE PUBLIC SCHOOLS
SCHOOL COMMITTEE BUSINESS MEETING**

**July 17, 2019 at Mashpee Middle High School—The Janice M. Mills Learning Commons (Library)
500 Old Barnstable Road, Mashpee MA
5:30 PM/ Agenda****

Mission and Vision for the Mashpee Public Schools

The mission of the Mashpee Public Schools is to ensure a comprehensive program of academic rigor, scope, and depth to prepare all students to be college and career ready and to value service to others. The vision of the Mashpee Public Schools is that every student, every day, is safe, respected, and ensured to achieve excellence in a personalized learning environment that includes quality teaching, small class sizes, and the use of technology.

1	5:30	Call Regular Meeting to Order/Pledge of Allegiance
2	5:31	*Ratify agenda of July 17, 2019
3	5:32	Dedication: Janice M. Mills Learning Commons
4	5:47	Public Comment
5	5:57	10-year review special education report—Dr. Curley (p. 1)
6	6:10	Report of the Superintendent <ul style="list-style-type: none"> • *Updated SY19-20 Parent/Student Handbooks- first read (p.2-6) • *Updated Coaches Handbook—first read(p. 7-54) • Personnel (p. 55) • 2019 Camp Falcon
7	6:30	Report of the Business Manager
8	6:40	Share-out on Roberts Rules of Order- Geoff Gorman - Committees
9	6:45	Report of Subcommittees
10	6:55	Specifically Assigned/Unfinished Business <ul style="list-style-type: none"> • Working Group Updates <ul style="list-style-type: none"> Goal 1A--Financial Roadmap for Fiscal Planning (D. Myers, G. Schmidt) Goal 1B--Effectiveness and Efficiency of School Committee (G. Gorman, G. Schmidt) Goal 2A--Outreach/Data-Driven Inclusive Stakeholder Communication Plan (C. Santos, N. Bartlett) • *Updated Concussion Policy- 2nd read & vote (p. 56-66) • Outreach: <ul style="list-style-type: none"> o National Night Out--MPD on Tuesday, August 6, 2019 (5:30 - 7:30 PM) o Mashpee Oktoberfest--Saturday, October 5, 2019 (10 - 4 PM) o Mashpee Christmas Parade--Saturday, December 7, 2019 (4:30 - 6:00 PM) • Planning for Retreat • August 21 Emergency Drill at MMHS
11	7:15	New Business <ul style="list-style-type: none"> • Discussion--Existing subcommittees and liaisons (p. 67) • Discussion--Town of Mashpee polling place • *Vehicle Use Policy- 1st read (p. 68-73)
12	7:30	Items the Chair did not reasonably know in advance (Other)
13	7:35	Public Comment
14	7:45	*Executive Session <ul style="list-style-type: none"> • Strategy with respect to litigation
14		*Adjournment

****Vote Required **The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up for discussion.***

MASHPEE PUBLIC SCHOOLS SPECIAL EDUCATION 10-YEAR HISTORY

PARTICIPATION											
School Year	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010	
Total Population	1616	1622	1622	1629	1667	1670	1725	1737	1767	1856	
Total Special Education	245	254	259	285	286	285	275	294	295	271	
% District/% State	16.5%/18.1%	16.6%/17.7%	19.1%/17.4%	19.2%/17.2%	18.8%/17.1%	18.3%/17.0%	17.3%/17.0%	18.3%/17.0%	18.4%/17.0%	16.2%/17.0%	
Full Inclusion											
% District/% State	71.8%/ *	70.4%/ *	71.4%/63.3%	68.8%/71.9%	69.6%/61.9%	73.3%/61.1%	68.0%/59.2%	69.4%/58.1%	65.8%/57.9%	65.3%/57%	
Partial Inclusion											
% District/% State	13.8%/ *	18.9%/ *	17.4%/15.7%	21.8%/16.2%	19.6%/16.7%	16.5%/17.3%	20.0%/18.8%	18.7%/19.9%	19.7%/20.1%	23.2%/20.8%	
Substantially Separate											
% District/% State	6.5%/ *	3.1%/ *	4.6%/13.9%	4.9%/7.5%	3.8%/14.4%	3.2%/14.7%	5.5%/15%	4.4%/15%	6.4%/15.1%	3.3%/15.4%	
Out-of-District Placements											
% District/% State	7.7%/ *	7.5%/ *	6.6%/5.5%	4.6%/4.4%	7.0%/6.9%	7.0%/6.8%	6.5%/6.9%	7.5%/6.8%	8.1%/6.7%	8.1%/6.7%	

2017-2018 & 2018-2019 special education data is not available on the DESE website so unofficial district information was utilized. State comparisons are not available yet.

STATE ASSESSMENT DATA							
MCAS (Grade 10) P+A	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012
ELA: District/State	73%/69%	80%/69%	86%/68%	83%/67%	73%/63%	64%/66%	73%/60%
Math: District/State	36%/41%	56%/41%	40%/39%	40%/39%	46%/40%	43%/40%	16%/41%
Science/Tech: District/State	21%/41%	52%/39%	41%/37%	12%/35%	32%/33%	N/A	25%/31%
							14%/30%
							22%/27%

Graduation Cohorts	# in cohort	Graduation District/State	Dropped Out District/State
2018	*	*	*
2017	19	78.9%/72.7%	4.2%/2.5%
2016	28	71.4%/71.8%	1.2%/2.6%
2015	22	63.6%/69.9%	2.8%/2.9%
2014	21	71.4%/69.1%	6.9%/2.1%
2013	28	78.6%/67.8%	3.3%/2.9%
2012	28	75.0%/68.6%	5.9%/3.7%
2011	30	60.0%/65.6%	1.3%/4.6%
2010	44	56.8%/64.0%	1.6%/4.7%
		* 2018 data not available	

Post-School Outcomes (Reported on every 4 years) based on alumni who responded			
Students	Higher Ed	Higher Ed/Competitively Em	Including other
2016 - 2017	9	67%	100.00%
2012- 2013	7	71%	100.00%



Patricia M. DeBoer
Superintendent
Hope Hanscom
Assistant Superintendent

Mashpee Public Schools
KENNETH C. COOMBS SCHOOL
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508-539-1520
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Paul M. LaBelle
Principal
plabelle@mpspk12.org
Dr. Debra Goulart
Assistant Principal
dgoulart@mpspk12.org

July 1, 2019

Dear Chairman Gorman, Members of the School Committee, and Superintendent DeBoer,

Each year the KCC Parent/Student Handbook and its policies are reviewed for clarity and accuracy. The changes below are based on some recommendations of the KCC School Council, the School Based Leadership Team, the PULSE team, and through administrative review. All modifications and updates are suggested to improve student learning, ensure a safe learning environment for students, and to reinforce the MPS MTSS framework at KC Coombs School.

Items noted with an * are changes shared with the Quashnet School

PAGE	TOPIC	RATIONALE
1	Cover	School date change
2	Principal's Letter	Date change and name changes
3	School Day	Update of school start times
4	S. C. Positions	*Change school committee positions, school administration and Central Office Administration
5		School Calendar update
8	Faculty Listing	Updated accordingly
9	Attendance	*Paragraph one – Remove “not more than seven days in any six month period of time” to reflect chronic attendance language “not more than 10% of the student’s school year”
9	Attendance	*Paragraph one - remove the word “Excessive” and add “Chronic”
9	Attendance	*Paragraph three - Reflect the new start time of 9:05 AM
10	Late Arrivals/Departures	Change times to align to the new school time schedule
16	Behaviors-TIER 1	Change “Noncompliant” to “Disrespectful”
17	Tier 1 Behavior Interventions	*Add “g. Collaborative Problem Solving”
21	Student Conduct on School Buses	* Add “safety” to bullet number three

All students, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness, have equal access to the general education program and to the full range of co-curricular/enrichment/sports programs offered by the Mashpee Public Schools.



Patricia M. DeBoer
Superintendent
Hope Hanscom
Assistant Superintendent

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3.

Paul M. LaBelle
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22	Students Driven to School	*Bullet number 2 - change start time *Bullet number 3
23	Health: Absence	Reflect new start time
30	Guidance Department	*Paragraph one - Remove "encouraged to use" and replace with "able to access" Bulleted heading - Remove "Some of the services of the guidance office are:" and replace with "Examples of the services provided by counselors are:"
55	Aroma/Scent Protocol	Add new language
58, 59	Index	*Updated accordingly

Respectfully submitted,

Paul LaBelle
Principal

To: Mashpee School Committee

From: MaryKate O'Brien, Principal

Date: July 17, 2019

Re: Proposed Parent/Student Handbook Changes for 2019-2020



Below is a list of proposed changes to the Quashnet School Parent/Student Handbook for the 2019-2020 school year.

Page	Topic	Change	Rationale
1	Student Hours Delayed Openings	New start times and delayed openings updated.	Change in school start times
2	Mashpee School Committee	Title/roles of committee members updated.	School Committee reorganization
3	Mashpee Public School Calendar	Change to FY20 Calendar	
6	Quashnet School Faculty/Staff	Updated to reflect retirees and position changes	
7	Attendance	School hours updated and attendance procedure reflect changes from DESE in regards to chronic absenteeism. Q.S. attendance email was added: qsattendance@mpspk12.org .	Necessary changes based on school start time and changes in procedure.
8	Late Arrivals and Early Departures	Time changes to reflect new school start time.	
9	Dress and Personal Appearance	Remove two descriptors: Leggings and Appropriate cold weather clothing.	Update to policy
13	Messages to Students	Time change to reflect new school start time.	
14	Tier 1 Behaviors	Replace "Noncompliant Behavior" with Disrespectful Behavior	The new language is closely related to the Falcon Five.
14	Tier 1 Interventions	Add: g. Collaborative Problem Solving h. After School Skill Building	Update practice based on professional development.
15	Tier 2 Behavior Interventions	Change After School Detention to After School Skill Building.	Update practice based on professional development.
19	Threat Assessment	Change CORE Team to PULSE Team	Update to MTSS framework.
20, 21	Buses / Students Driven	Time changed to reflect new school start time.	
28	After School Programs	Title change to <i>Extended School Day Programs</i>	Include new music initiative at school
29	Guidance Department	Changed title to <i>School Counselors</i> and merged description of guidance and school counselors	Update of school titles and roles.
51	Aroma / Scent Protocol	New School Committee Policy addition	

Mashpee Middle/High School
Student/Parent Handbook Revisions 2019-2020

Summary:

General Updates:

FY20 Calendar, Dates, Term Dates, Report Card Dates, Staff List, School Committee Members, etc.

Section/ Page Number	Original Language	Proposed Language
MMHS Grading Policy pp. 11-12	<p><i>Students who receive a grade of less than 50% in <u>any</u> term may request, within two weeks of report card distribution, an Improvement Plan. Upon successful completion of the plan, the teacher will change the term one grade to a 50%. Additional Improvement Plans may be established per administrative approval. Will be revised</i></p> <p><i>A student who fails more than two (2) of the four (4) major courses (Math, Science, Social Studies and English) in a given school year, from grades nine <u>seven</u> through twelve (7-12), shall may be retained at that grade level. A student who fails one (1) or two (2) of the four (4) major courses must take and pass the course(s) in summer school before being eligible to be promoted.</i></p>	<p>Replace with: No student can receive less than a 50% grade during term I of the school year. TBD in August</p> <p>ADD: All final decisions regarding summer school and/or credit recovery will be made by the school administration.</p>
Levels of Discipline pp.27-28	Saturday School/Extended Detention Sections	TO BE REMOVED.
Attendance pp. 22	New Additional Language	<p>Add Section on Athletics/Extra-Curricular Activities</p> <p>Any student who is absent from school is not eligible to take part in any practice session or game, which is scheduled for that same day. A student is considered absent if he/she reports to school after 8:50am. Students participating in extra-curricular</p>

		activities must be in school all day unless documentation is presented which is acceptable by the Administration. Any student who leaves the school grounds during the day without permission may not participate in any athletic activity. A student who is absent on the last school day of the week is ineligible for any athletic activity on the following day. The Principal or Athletic Director may waive this rule in individual cases if in that person's judgment the absences were for a good reason and not a willful disregard of responsibility. A student dismissed from school to home by the school nurse for medical reasons should not participate in athletics that day.
Discipline: Community Service Section pp. 28		ADD: Restorative Justice
Academic Integrity pp. 35-36		Remove "expulsion" ADD: Any student allowing his/her assignment to be copied may receive a zero for that assignment.
Student Driving and Parking Privileges pp.36 pp. 38		ADD: In addition, vehicles parked on campus are subject to random K-9 searches as part of school-based safety measures. REMOVE: The driver and his passengers must exit the vehicle within one (1) minute after it has parked and/or the time that the driver or his/her passengers have reentered the vehicle.
School Lunches pp. 50		PRICES SUBJECT TO CHANGE



MASHPEE PUBLIC SCHOOLS

Mashpee Middle-High School
COACHES HANDBOOK

REVISED 2019

Mashpee—A Connected Community

All students, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness, have equal access to the general education program and to the full range of co-curricular/enrichment/sports programs offered by the Mashpee Public Schools.

Welcome to the Mashpee Middle/High School Athletic Department!

8.

Your choice to become an interscholastic coach shows your commitment to the young people of our community in trying to make a positive difference in their lives; you are to be commended for this decision.

The job of an interscholastic coach in today's world is very challenging; but it can also be very rewarding.

This booklet serves as a guide for you as you begin or continue your coaching career at Mashpee. Any specific questions should be made to your head coach or to the athletic director. Many of our head coaches have many years of experience and their counsel is invaluable. Feel free to talk to your athletic director both informally and formally with any concerns or questions you may have.

"Sports build good habits, confidence, and discipline. They make players into community leaders and teach them how to strive for a goal, handle mistakes, and cherish growth opportunities." Julie Foudy

Best of luck to you and your team in the coming year.

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I. POLICY

The Mashpee Middle/High School (MMHS) Handbook for Coaches is intended for use in conjunction with the Student Handbook. The MMHS School Committee has approved the booklets, thus the information therein is official school committee policy and must be followed. The coach is an official representative of the MMHS school department. It is the personal responsibility of the coach to have thorough knowledge of the policies and procedures of the athletic department, the school department, the South Shore League and (SSL) the Massachusetts Interscholastic Athletic Association (MIAA).

II. MASHPEE MIDDLE/HIGH SCHOOL ATHLETIC PHILOSOPHY

The MMHS athletic program is an integral part of the MMHS school educational program. As such, it compliments the fundamental goals of the Mashpee Middle/High School educational institution.

First, our athletic program will provide equal opportunities for students to develop their special interests and skills, representing a means to further develop the physical, mental, and social health of our young adults.

Second, the athletic program promotes a sense of unity, cooperation and social cohesion among the student body. Students who ordinarily are separated by social, ethnic, or financial factors will learn mutual respect, cooperation, and a sense of community and teamwork.

Experiences in athletics will foster leadership, discipline, commitment, and a deep sense of responsibility to the school, peers and larger community. Athletes will come to understand that on or off the field they represent MMHS and, to a large extent, define our school's standards of behavior.

MMHS athletes will be competing at the Varsity, Junior Varsity, and Freshman level in the South Shore League. Our middle school teams compete independently with other middle school teams in the immediate area.

Junior Varsity & Freshman: On the junior varsity and freshman level, the purpose of the athletic program is to develop the individual athlete to his/her fullest potential. Participation and the development of individual proficiency in a sport will be cherished above the pursuit of winning games. The number of program participants must allow the coach to ensure reasonable participation.

Varsity: At the varsity level, high-skilled student athletes will compete on an advanced level and dedicate their efforts toward the attainment of success, whether they win or lose. Coaches on the varsity level will make a strong effort to play all team members, however the emphasis on the varsity shifts toward fielding competitive teams with the goal of achieving the highest level of competition. This may result in uneven playing times among the athletes, with some students not playing in every game. The coach makes the often difficult decisions on who starts, who plays, and for how long.

Participation will be a driving principle within our school. Each and every student is encouraged to take part in various athletic programs. Student involvement in athletics should be one of the most enjoyable and memorable parts of high their high school days. Being a member of a sports team will contribute to your physical, mental, social and emotional growth. Participation in interscholastic sports is, however, a privilege which requires from each athlete a high standard of behavior during school hours and in practice sessions; before, during, and after games; and in the community. Winning is a natural goal, but never at the expense of healthy attitudes, a positive set of values, or a level-headed perspective. Athletes should win with dignity and lose with grace. It also requires solid academic achievement and acceptable grades.

We will continue to strive to have our facilities, equipment, and uniforms be first rate and our coaching staff to be the highest caliber.

12.

Sports Offered at Mashpee Middle/High School

Fall:	Winter:	Spring:
Varsity Football	Varsity/Junior Varsity/Freshman Boys Basketball	Varsity/Junior Varsity Baseball
Freshman/Sophomore Football	Varsity/Junior Varsity Girls Basketball	Varsity/Junior Varsity Softball
Varsity/Junior Varsity Boys Soccer	Indoor Track (Boys & Girls)	Spring Track (Boys & Girls)
Varsity/Junior Varsity Girls Soccer	Varsity/Junior Varsity Cheerleading	Varsity/Junior Girls Tennis
Varsity/Junior Varsity Field Hockey	Varsity Gymnastics (Cooperative Program)	Varsity/Junior Boys Tennis
Varsity Cheerleading	Varsity Ice Hockey (Boys) (Cooperative Program)	Varsity/Junior Boys Lacrosse
Varsity/JV Golf	Varsity Ice Hockey (Girls) (BMW/ORR)	Varsity/Junior Girls Lacrosse

Sports offered at Mashpee Middle School

Fall:	Winter:	Spring:
Football	Boys and Girls Basketball	Baseball
Boys and Girls Cross Country		Softball
Boys and Girls Soccer		Boys and Girls Track
Field Hockey		Boys and Girls Tennis

- *Middle School students have the ability to play all varsity sports offered at MMHS during their time as a 7 & 8th grade student (one building Principal for grades 7-12- MIAA)

III. ATHLETIC DEPARTMENT OBJECTIVES

- Provide the opportunity for individuals to develop wholly through learning experiences which contribute to physical, mental, social, and emotional growth of the athlete.
- Provide each athlete with the opportunity to develop his/her own individual skills and potentials.
- Provide the opportunity for all players to learn how to function as a team.
- Develop an appreciation of the value of physical fitness and conditioning.
- Teach the athlete how to accept victory and defeat in a gracious manner.
- Teach the value of hard work and dedication.
- Provide opportunities through sports for growth and development that contribute to a successful adult life.

IV. COACHING STAFF

13.

A. MIAA COACHES' CODE OF ETHICS

Each high school coach is first a TEACHER. The student-athlete is participating within the school's activity program because he or she desires to do so. Consequently, that student is often as attentive to a coach's lessons as he/she is to those offered by teachers in required academic courses.

The function of an interscholastic coach is to educate students in "LIFE LESSONS," through their participation in educational athletics. Every student-athlete should be treated as he/she was the coach's own child. The welfare of the student-athlete must be a priority at all times. The following abridged guidelines for coaches have been adopted by the National Federation Interscholastic Coaches Association (NFICA) Board of Directors.

1. The coach must be aware that he or she has a tremendous influence, either for good or bad, in the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
2. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse, and under no circumstances should authorize their use.
4. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
5. The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
6. Coaches shall actively use their influence to enhance sportsmanship in the broadest possible manner.
7. Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.
8. A coach shall not exert pressure on faculty members to give student-athletes special consideration.

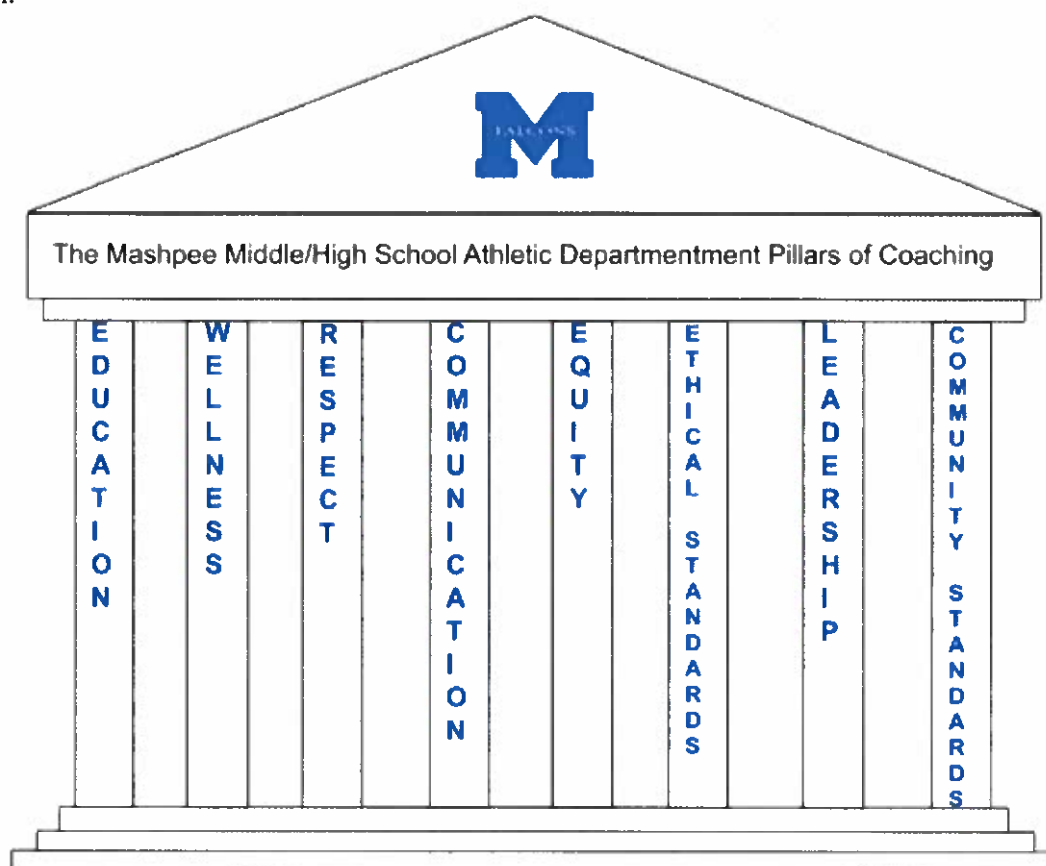
MIAA Handbook July 1, 2015 – June 30, 2017

B. PILLARS, PRINCIPLES, AND PRACTICES

MMHS coaches are expected to conduct themselves and carry out their duties within the framework of pillars, principles, and practices. This framework clarifies and solidifies the consistency with which the philosophy of the MMHS should be implemented both throughout athletics as well as academic programs.

THE PILLARS OF COACHING

A “pillar” provides essential support, is reliable and dependable, something you can count on even in difficult situations. MMHS has identified eight pillars - education, wellness, respect, communication, equity, ethical standards, leadership, and community service - that establish the foundation for its coaching practice. These pillars are the qualities that MMHS parents and students can expect to see reflected in the day-to-day activities of each coach who is connected with the school district's athletic program.



EXPANDING THE PILLARS INTO PRINCIPLES OF BEHAVIOR

A “principle” is a basic truth that serves as the foundation for a system of operation. It is a rule or belief that governs an individual's behavior. A person of principle is one who demonstrates attitudes that are commonly viewed as socially acceptable and morally appropriate in a given situation. A principle is also a fundamental quality or attribute that can be defined or expanded upon in terms of principles of behavior that clearly align with the district's core values and statements of belief. These principles determine the intrinsic nature of the MMHS athletic program.

Education: Coaches will use athletics to support the Mashpee Public Schools and Mashpee Middle/High School's mission of providing all students with a high-quality education that prepares them to succeed in the global community.

Wellness: Coaches will promote the physical fitness, mental health, and social and emotional characteristics that are necessary to the well-being of every student-athlete and to the success of the athletic program.

Respect: Coaches will at all times and in all situations interact with student-athletes, parents, teachers, administrators, officials, spectators, and other coaches in a respectful manner, requiring the same level of respect to be displayed by all student-athletes, and expecting it from parents, officials, spectators, and others.

15.
Communication: Coaches will establish and utilize modes of two-way communication with student-athletes, parents, and MMHS faculty/administrators that strengthen the athletic program, develop positive relationships with others, and maintain confidentiality regarding matters associated with their athletes, team, parents, school and community.

Equity: Coaches will treat all student-athletes equitably, helping all individuals to develop academic and athletic skills to the best of their ability.

Ethical Standards: Coaches will carry out their duties with honesty and fairness and will avoid even the appearance of a conflict of interest between their responsibilities to the MMHS athletic community and their personal pursuits.

Leadership: Coaches will serve as role models for student-athletes and will work to build skills that enable each athlete to be a leader within the community.

Community Standards: Coaches will foster pride in the school and town, helping students recognize the connection between the privilege of participating in athletics and their responsibility to give back to the community at large, while building school and town spirit.

C. HIRING OF COACHES

The following procedure will be used to hire coaches:

1. File application with Athletic Director or through district posting (School Spring or District Application Coordinator)
2. All candidates for head jobs will be interviewed by the Athletic Director and if applicable, a selected committee that may include the Principal or designee.
3. Sub-varsity candidates will be interviewed by Athletic Director, Head Coach, and may include a selected committee.
4. Final choice(s) recommended to Principal.
5. The Principal makes all final hiring decisions, subject to the approval of the Superintendent.
6. All coaching positions are one-year contracts.
7. Mashpee Public Schools does not discriminate on the basis of race, religion, color, national basis, sex, sexual orientation, disability, or age in its employment.
8. Complete the following online classes:
 - a. NFHS concussion course,
 - b. NFHS Engaging Effectively with Parents course,
 - c. NFHS Heat Illness Prevention course.
9. Be CPR & First Aid certified.

D. Volunteer Coaches

All volunteer coaches fall under the direction of the head coach. All volunteer coaches must:

1. Sign the volunteer coach's agreement.
2. Be approved by the Principal and Athletic Director.
3. Pass a CORI and fingerprint background check.
4. Meet with the Principal or designee before coaching.
5. Complete the following online classes:
 - a. NFHS concussion course,
 - b. NFHS Engaging Effectively with Parents course,
 - c. NFHS Heat Illness Prevention course.
6. Be CPR & First Aid certified.

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7. A volunteer coach may transport via school vehicle or supervise a team on bus by themselves only with the Mashpee Public Schools consent of the athletic director and/or Principal.

E. EVALUATION OF COACHES

1. All coaches will be evaluated at least twice by the Athletic Director.
2. All other coaches will be evaluated by the head coach of that sport or the Athletic Director.
3. Coaching success will be determined not only by the won and loss records, but by the contributions made to the team and to the individuals under the coach's direction.
4. The purpose of the evaluation is to identify areas that may need to be improved, as well as identify strengths.
5. A conference will be arranged so that the evaluation form may be reviewed.
6. All evaluation documents will be signed by the evaluator and the coach. The signature of the coach indicates only his/her having seen the document and does not imply agreement with the form.
7. Each coach will be given a copy of the evaluation and may add supplementary material if he/she so desires.
8. The decision to retain a coach is at the discretion of the Principal with counsel from the Athletic Director.

F. COACHES' EDUCATION

All coaches first serving as an interscholastic coach after July 1, 2005 must complete an MIAA sponsored or approved coach's education course of study. The approved course will consist of the National Federation of High Schools (NFHS) Coaches' Principles Course (must be passed prior to coaching a second year) and the NFHS Sports First Aid* course (must be passed prior to coaching a third year).

All coaches first serving as an interscholastic coach after July 1, 2007 must complete the NFHS Coaches' Principles Course, the NFHS Sports First Aid course and the NFHS Sport Specific Technical and Tactical Skills Course in the sport they are coaching (must be completed prior to coaching a third year). Note: The sport-specific requirement will begin on July 1, 2007 or when the particular sport-specific course becomes available, if after this date.

The NFHS Coaching Principles Course requirement must be met through attending an MIAA-sponsored Coaching Principles Clinic.

The NFHS Sports First Aid and Sport Specific requirement may be met by completing long distance on-line courses.

The MIAA Board of Directors and the MSSADA Executive Board voted to support the rule change proposal that would replace the current coaching education program with the Bronze Level Coaches' Education curriculum developed through the NFHS.

Needed Certifications/Education for Contracted and Volunteer Coaches

1. The coach shall be currently certified in C.P.R.
2. The coach shall also be currently certified in first aid or have passed NFHS Sports First Aid Test Course.
3. The coach shall also complete an annual concussion education course.
4. The coach must complete the following classes to be a coach at MMHS: a. Heat Illness Protection (every 3 years) b. Engaging Effectively with Parents (every 5 years) c. Bullying, Hazing, & Inappropriate Behaviors (every 5 years) Courses are free of charge and can be found on the www.nfhslearn.com website.

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5. The coach must pass a CORI.
 6. The coach shall be finger-printed.
 7. Pre-season meeting with Athletic Director to go over aforementioned and other athletic department and district policies. All coaches must sign-off after this meeting.

V. COACHES DUTIES & RESPONSIBILITIES

A. OVERALL

1. The coach has the entire responsibility for the guidance and behavior of his/her squad.
2. The coach shall act in a professional manner at all times, always using the best judgment, based primarily on a concern for the health and welfare of the athletes. The coach cannot smoke, consume alcohol, or use drugs in the presence of athletes before, during or after a practice or game.
3. The coach shall be a person of high character who demonstrates interest in young people and a sensitivity to their problems; a capacity for patience, understanding, energy and enthusiasm; a desire to work hard for improvement; and a high degree of leadership and sportsmanship.
4. The coach should possess a basic knowledge in the area of human growth and development; the psychology of learning; the rules, skill techniques, and strategies of his/her sport; athletic training; the care of the athletic equipment; and athletic budgeting and inventory.
5. Coaches may make additional rules governing the conduct of players and training and practice requirements. These rules, which are not to be in conflict with any regulations of the MIAA or policies in this handbook, must be approved by the Athletic Director and shared with players in writing before the rules are in effect.
6. The coach must consult in advance with the Athletic Director in all cases involving the possibility of severe disciplinary action (i.e. suspension from team). Parents must be informed, in advance, of any such action.
7. A coach will send copies of all parental complaints to the athletic director for documentation.
8. Coaches are ultimately responsible for the team's fundraising efforts. Although they may use others to run events and maintain financial records, the coach must be aware of all fundraising efforts. Coaches are reminded of MIAA rule 41 "Student participation in out-of-season activities may not be funded in any way by booster clubs or organizations." All head/varsity coaches are responsible for submission of financial reports at several times during and after their season. All fundraising must be approved by the MMHS Principal and signed off by the Booster Club President.

B. PRE-SEASON

1. Communicate to athletes descriptions of required skills and knowledge needed for tryouts.
2. Submit a list of all candidates, alphabetically by grade to Athletic Director and main office to check eligibility.
3. Obtain birth dates for all candidates in the Junior and Senior year.
4. Ensure that all candidates are academically and medically eligible to compete.
5. Establish within the current athletic department guidelines, the award policy for your sport.
6. Draw up a practice schedule and training rules.
7. Submit to the Athletic Director a list of any scrimmages and/or practice games that have been scheduled.
8. Attend pre-season league meetings for your sport.
9. Attend pre-season meeting for all coaches held by the athletic director.
10. Review hazing, HIPPA, & FERPA regulations.

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11. Complete all required coaching paperwork prior to the first day of the season.
 12. Coaches should actively encourage their student athletes to complete the registration process as soon as the online function is open.

C. PARTICIPATION AND TRYOUTS

Tryouts are to be conducted in a fair manner based on pre-season descriptions of required skills and knowledge. Each athlete should be given adequate time to show his/her ability.

An unlimited participation policy will be used whenever possible. There are factors, however, which necessitates the size of the squad to be limited in order to maintain a high level of safety, coaching, playing time and practice time. The following will be considered reasons to limit the size of the squad:

Nature of the sport (e.g. golf, tennis) Available time and facility (e.g. most indoor sports) An exceptionally large number of students trying out for a sport (e.g. 60 candidates for basketball) Safety factors (e.g. ratio of students to coaches)

INTERSCHOLASTIC ATHLETICS CUT POLICY

It is the policy of the Mashpee High School and Mashpee Middle School Athletic Department to encourage students to participate in athletics at all levels; inter-scholastically, within intramurals, and in one's personal time. Accordingly, the cutting of an interested athlete from interscholastic sports teams will not occur unless it is necessitated by one of the following constraints:

In the case of uniformed teams, the number of athletes trying out for a team exceeds the number of uniforms available.

The prospective athlete's ability to play is, in the opinion of the coach, at a level far below the level of any of the other members of the team and to the point that such play could endanger the player or other players.

The availability of school transportation falls below the number of athletes trying out for a team.

However, a travel squad may be determined at the discretion of the coach.

In the event that cutting needs to be used to maintain a workable number for the program, the following guidelines will be used:

A minimum of a three-day tryout will be given to all candidates in the overall program.

Within that tryout period, the coach will have the latitude to reassign candidates to different levels within the program.

Each head coach will establish specific criteria for the evaluation of all players. These criteria will include the following elements:

Attendance during the tryout period
Positive and cooperative attitude
Effort related to, and during practice
Relative skill within the particular sport

A member of the coaching staff shall notify any student designated to be cut from any team via a personal or individual meeting.

If the student wishes to discuss his/her being cut, that student will make an appointment with the head coach by seeing the head coach directly. If the head coach is not available at the time, the student may contact the Athletic Director's office to assist in setting up an appointment between the head coach and the student.

Whenever possible, no cuts will be made until after three tryout sessions. The approximate size of the squad will be announced at the first tryout. A senior, who has participated in the same sport for three years, at any level, normally will be continued as a team member if space permits. The coach, however,

makes the decision. All tryouts must have a measurable standard i.e rubric, to evaluate each student-athlete at tryouts.

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D. IN-SEASON

The coach shall comply with all MIAA rules and regulations. Exhibit highest level sportsmanship and ethical conduct in practices and competition. This includes interactions with contest officials, opposing coaches and players, and MMHS staff and squad members.

1. Administrative

1. Distribute all equipment and uniforms to the team. Fit protective equipment in accordance with manufacturer recommendations. Keep a record of what has been issued to whom.
2. Submit accident reports to the Athletic Trainer when necessary.
3. Resubmit eligibility if the marking term ends during the season.
4. Submit a game report to the Athletic Director within 24 hours of the game if any unusual event occurred.
5. The coach must check the daily attendance for all players' tardiness, dismissals and absences.
6. The coach must check ineligibility lists at the end of each marking period.
7. The head coach or a representative must attend the meeting in which all-star teams are selected.

2. Communications

1. Must arrange a manner to communicate with parents and student-athletes to discuss any issues that may emerge (email, phone, etc.)
2. Give players ongoing feedback on their practice and contest performances
3. Address and respond to academic issues brought forward by teachers in a timely manner.
4. Make every effort to communicate, in a timely manner, expectations for game/practices during school vacations and long weekends.
5. Be responsible for his/her own team's/program's public relations

3. Supervision

1. Supervise the activities of his/her team at all times. This includes transportation to and from games unless there are extenuating circumstances. The squad is not to be left to compete or practice alone.
2. Supervise the team in the locker room in both home and away situations. The coach or assistant coach must be the FIRST to arrive and the LAST to leave the locker room and gym.
3. Conduct a practice or play a game five (5) days a week unless there are extenuating circumstances. Varsity teams may conduct a practice or play a game six (6) days a week.
4. Use good judgment in conducting practice during inclement weather. Practice should never be held outdoors when there is a threat of thunderstorms.
5. Discipline his/her team in a firm, fair and consistent manner.
6. Evaluate all equipment and facility that are used by the athletes.

4. Travel

1. All out-of-state trips (but not overnight) need approval from the Principal and Superintendent.
2. All overnight trips require school committee approval.

E. POST-SEASON

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1. Collect all equipment and uniforms. Report all damage and/or loss to the Athletic Director.
2. Ensure that all lost or damaged equipment is paid for by the responsible athlete.
3. Submit a complete inventory to the Athletic Director.
4. Submit a list of award winners to the Athletic Director.
5. Complete the "End of the Season Report" and submit to the Athletic Director. This report, including sub-varsity coaches' evaluations, must be submitted within ten school days after the conclusion of the season.
6. Attend the league post-season meeting.
7. Award letters and certificates to athletes at the appropriate Boosters Club Award night or team banquet. No consumption of alcoholic beverages by anyone will be permitted at any function.
8. Attempt to hold a post season awards ceremony to hand out awards.

F. OUT-OF-SEASON

1. During the academic year, no member of the coaching staff (paid or volunteer) may be involved with out of season teams of any sport (except as permitted below). During the summer only, members of the coaching staff may work with student athletes of any sport, other than their own (except as permitted below), and coaches may observe competition of their own high school team.
2. A coach may conduct a meeting(s) with team candidates only to elect captains, collect equipment, issue equipment, to provide for physical examinations, to conduct legitimate fundraising events, or to offer wellness workshops or activities.
3. A coach may be involved with an out-of-season team, only if fewer than 50% of those team members are candidates for that high school sport.
4. A coach's high school candidates must constitute the minority of those taking part in the out-of-season sport's program, and competing on any team at any moment (e.g. no more than two basketball candidates could be on the court, on the same team, at any point during a practice or game).
5. A coach is defined as any paid or volunteer member of the athletic staff.
6. The MIAA considers the last coach of record as holding that position until replaced by the Principal.
7. A coach may not directly or indirectly require an athlete to participate in a sport or a training program outside of the MIAA defined sport season. Voluntary conditioning sessions open equally to all students in a school and which are entirely devoid of sports-specific activity may be conducted between seasons provided no candidate is either required to participate or penalized for not doing so.
8. A "candidate" is defined as the following: A varsity or sub-varsity athlete who participated in a high school program at some interscholastic level the previous year and has eligibility remaining.
9. Fall coaches may address sixth grade students once after June 1st during an advertised meeting for the singular purpose of providing organizational information about physicals, tryouts, and practice schedules for their fall season.
10. A coach is responsible for any equipment given to students in the off season.

G. PROMOTION OF ATHLETES

1. Coaches should assist their players in fulfilling their academic and athletic goals, responding to colleges and coaches in a timely fashion.
2. Coaches must insist upon the highest academic and behavioral standards for athletes. All coaches will encourage teachers to communicate with them about any academic and/or behavioral concerns they have about students.
3. The Guidance Director will develop guidelines for coaches for writing letters of recommendation. A meeting will be held each fall with the Athletic Director and coaches to discuss admission procedures.

4. Copies of all letters of recommendations will be kept on file with the coach.
5. Coaches should actively promote their players for post-season awards including league all-stars and all-scholastic awards.
6. Copies of nomination sheets must be kept on file with the Athletic Director for five years after the student graduates.
7. Coaches should notify the Athletic Director and newspapers of any outstanding accomplishments by their athletes.

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VI. GAMES & PRACTICES

A. PRACTICES

1. Length of season:

Fall Football:

Two Mondays before Labor Day, all other sports the following Thursday, through Thanksgiving, or conclusion of state tournaments.

Winter

Monday after Thanksgiving to the Saturday preceding the third Monday in March, or conclusion of state tournaments.

Spring

Third Monday in March through the end of school, or conclusion of state tournaments.

2. Each team should begin tryouts on the opening day of the season.
3. Each team should practice or play five (5) days a week unless there are extenuating circumstances. Varsity teams may practice or play six (6) days per week.
4. Practice during inclement weather is at the discretion of the coach. Practice should never be held outdoors when there is a threat of thunderstorms.
5. Practices may be held during vacations and holidays. Attendance must be voluntary and no athlete shall be penalized for not attending. In the case of varsity teams, attendance is at the discretion of the coach.
6. Games and practices will be allowed on Sundays only with prior approval of the Principal or designee. Attendance must be voluntary.
7. Team members should be required to attend practice unless absent from school or excused by the coach.
8. Practice should not start until one half-hour after the close of school. Students must be given time for extra help and make-up work.
9. A student must participate in at least 15 football practice days before taking part in a football game.
10. Student-athletes must dress appropriately for practices and/or games. Clothing that exposes the midriff or undergarments should not be worn. This rule applies to both male and female student athletes. Please refer to the MMHS Student Handbook.
11. **Attendance in School:** Any student who is absent from school is not eligible to take part in any practice session or game, which is scheduled for that same day. A student is considered absent if he/she reports to school after 8:50am. Students participating in extracurricular activities must be in school all day unless documentation is presented which is acceptable by the Administration.

Any student who leaves the school grounds during the day without permission may not participate in any athletic activity. A student who is absent on the last school day of the week is ineligible for any athletic activity on the following day. The Principal or Athletic Director may waive this rule in individual cases if in that person's judgment the absences were for a good reason and not a willful disregard of responsibility. A student dismissed from school to home by the school nurse for medical reasons should not participate in athletics that day.

B. GAME LOGISTICS & SCHEDULES

1. Game schedules for all league sports are made up by the Athletic Director in charge of that sport.
2. Game schedules for non-league sports will be made up by the Athletic Director and the coach.

3. All coaches are responsible for their game set-up at their contest sites and coordinating with the athletics department in the event that an issue arises. 22

C. MIAA GAME SUSPENSION REGULATIONS

1. The person in charge of the game is responsible for having MIAA game suspension forms available for the officials at the game, which will be distributed by the Athletic Director.
2. The suspending official shall notify the scorer, the person in charge of the game and the coach of both teams immediately at the time player is suspended from the game for unsportsmanlike conduct or other offense. At the conclusion of the game, the official shall complete the form and give it to the person in charge of the game.
3. The person in charge of the game is responsible for sending copies to the:
 - a. Principal of both schools
 - b. Athletic Director of both schools
 - c. Executive Director of MIAA
 - d. Parent and athlete
4. Any coach excluded by an enrolled official from an interscholastic competition is ineligible to coach any interscholastic competition in that sport until the next contest at the same level has been completed.
5. Any student-athlete who is disqualified (see MIAA Rule 49.3) from any interscholastic contest must complete the National Federation Sportsmanship online course "Sportsmanship", before reestablishing eligibility. This is a free course.

VII. MEDICAL

A. PHYSICAL EXAMINATIONS

- A medical clearance form signed by a physician dated within 13 months of the current day, a signed Parental Permission Slip, and an Authorization for Consent When Parent Cannot Be Reached Form must be presented by the student to the coach each season prior to trying out for the team. These forms are available in the main office and the office of the Athletic Director.
- The Athletic Director and the MMHS nurse's office must ensure that all athletes have been examined.
- Any athlete who has sustained a serious injury must be certified to play by a physician before further participation.

B. FIRST AID

1. A coach must have a well-equipped first aid kit and a cell phone or access to a cell phone with the team at all games and practices. The Athletic Trainer provides first aid kits. It is the responsibility of the coach to restock the first aid kit throughout the season.
2. In the event of an injury, proceed with good judgment in the following manner:
 - a. Render first aid as required.
 - b. In case of serious injury, immediately contact the Athletic Trainer and the Athletic Director.
 - c. Keep the injured athlete quiet.
 - d. Notify the student's family as soon as possible.
 - e. If the student is transported to the hospital, a coach, parent, or responsible adult should accompany the athlete.
 - f. Do not leave the rest of the squad unattended.
 - g. Make out an accident report within twenty-four (24) hours.
 - h. A follow-up call will be made to the parents by the coach, Athletic Trainer or Athletic Director.
 - i. If the Athletic Trainer, EMT, or School Nurse is present, that particular individual will immediately assume responsibility.
 - j. Do not transport the student by private car without the expressed consent of a parent or a School Administrator.

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- k. If the accident required hospital treatment, contact your building Principal and/or the Athletic Director at the first opportunity.
 - l. Submit a properly completed Accident Report form to the School Nurse by noon of the first school day following the accident. Forms may be obtained from the Nurse or Athletic Director.
 - m. Under no circumstance is an injured student to be left alone or transported without a competent adult accompanying him/her. IF NECESSARY, THE COACH AND THE TEAM WILL ACCOMPANY THE INJURED STUDENT FOR MEDICAL TREATMENT, AND THE CONTEST WILL BE FORFEITED.
 - n. In cases where injury required medical attention, a statement from the athlete's physician certifying eligibility to return to sports must be filed in Nurse's Office

C. LIGHTNING SAFETY—"45 minute Rule"

A 45 second "flash to bang" count corresponds to a distance of six miles, which should provide ample opportunity to remove athletes from the playing field and get them into a safe shelter. It is recommended to wait at least 45 minutes after the last flash of lightning is witnessed or heard. Any subsequent lightning or thunder after the beginning of the 45 minutes should reset the clock and another count should begin.

D. CONCUSSION--See Appendix for complete MMHS Concussion Policy

What is a concussion?

A concussion is an injury to the brain. It's usually caused by a blow to the head. Most of the time a concussion does not involve a loss of consciousness. What are the signs of a concussion? Individuals who have had a concussion will usually experience some of the following signs and symptoms in the minutes, hours, days and weeks after an injury:

- | | | |
|-----------------------|-------------------------|-------------------------------------|
| • Headache | • Poor balance | • Oversensitivity to light or noise |
| • Dizziness | • Memory difficulties | • Feeling slowed down |
| • Confusion | • Trouble concentrating | • Fatigue |
| • Ringing in the ears | • Feeling "foggy" | • Irritability and mood changes |
| • Nausea | • Trouble sleeping | |
| • Vision disturbance | | |

How is it diagnosed?

Suspected concussion injuries should be evaluated both by MMHS staff and by your physician. First, if you suspect a concussion, notify the Athletic Trainer and team coach so signs and symptoms can be assessed and recorded. The Athletic Trainer for MMHS is Leslie Smith. The Athletic Trainer may also get information from people who were on site when the concussion happened. This is very important, especially if the athlete is confused or does not remember the injury. The Athletic Trainer will perform initial testing of strength, sensation, balance, reflexes, and memory. In more serious cases, you will be referred to a doctor who will want to get special x-rays of your head, called computed tomographic scans (CT) or magnetic resonance images (MRI). If the Athletic Trainer cannot be reached, call your primary care physician, or go to the nearest emergency department for evaluation. Please have your physician contact the MMHS Trainer for consultation. Does medicine help? The treatment for concussion is rest. If you have a headache, try cool applications on your head, such as an iced towel. Always ask your doctor before you take any medicine if you've had a concussion. Aspirin and anti-inflammatory medicines can complicate the injury.

What symptoms warrant immediate medical attention?

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|-----------------------------|---|----------------------|
| • Any loss of consciousness | • Confusion that gets worse | • Convulsions |
| • Severe headache | • Difficulty walking, speaking or using your arms | • Unusual sleepiness |
| • Repeated vomiting | | • Stiff neck |

When can I return to sports?

You should NEVER return to play while you still have any symptoms or effects of concussion. This is crucial to your safety. Most athletes are ready to return to action in a few weeks but every injury is unique

and requires individual management. If referred to a doctor by the trainer or school personnel, a doctor's note is required in order to return to play. 24

What are the risks of returning to play too early?

- Causing symptoms to persist weeks or months longer than they would with proper rest
- Development of permanent symptoms or lowered thinking skills
- Catastrophic brain damage

Are there any lasting effects to a concussion?

Most people get better after a concussion without any permanent damage. People can have signs of concussion for weeks to months. After several concussions, your doctors may talk with you about changing sports.

ImPACT testing

The school will provide ImPACT testing for those students involved in high-risk sports. However, ImPACT testing is not mandatory for those students interested in participating in the Mashpee Public Schools Athletic Department.

VIII. EXPENDITURES & FUNDRAISERS

A. MASHPEE MIDDLE/HIGH SCHOOL ATHLETIC BOOSTERS CLUB

All Booster Club accounts, fundraising, and other issues shall go through the teams booster club representative or booster club president.

B. STUDENT FUNDRAISING ACTIVITIES

Fund-raising activities must be approved by the administration before the activity may begin. The coach must be present during the activity and is responsible for following proper procedures in the handling of funds.

IX. OTHER RULES & POLICIES

A. AWARDS/LETTERS

Certificates should be awarded to every student who completes the season.

All athletes on a Varsity Team at Mashpee Middle High School and Mashpee Middle School are eligible for Varsity letter certificates, and all stars in accordance with the following criteria:

Varsity Letter Certificates:

An athlete must participate in at least fifty percent (50%) of his/her scheduled varsity contests for the particular season in order to be eligible for a varsity letter certificate. Qualifications is determined by each coach and attested to in his/her end of the season report.

A varsity coach may award a letter to a player who has not fulfilled the necessary requirements for a letter, but in the opinion of the varsity coach, has attained a level of participation that merits the awarding of a varsity letter.

The first time you earn a letter, you will receive an "M" letter and one pin from the sport you are lettering in (if you have already earned a letter in another varsity sport, you will only receive the sport pin). For every additional year an athlete earns a letter, they will receive a bar which is put on the letter under the sport pin already given to them.

League All Star Selection:

League All Star selections are made by the league in each sport at the post-season meeting. All Star nominees must be approved by the Athletic Director and meet SSL All-Star eligibility requirements. A published list will be provided by the league athletic director in charge of that sport, and all star games may be played at various sites within the league.

Falcon Award:

The Falcon Award is awarded to one exemplary athlete in a particular sport.

Forfeiture of Awards:

25.

If an athlete is suspended from a team for the season due to disciplinary or academic reasons or because of an infringement of any Mashpee High School and Mashpee Middle School, league, or MIAA rule, he or she forfeits any claim to awards/varsity letter, league or all-star recognition for that season.

B. EARLY DISMISSAL AND CLASS COVERAGE

1. Early dismissal for athletic teams traveling long distances will be determined by the Principal after complete examination of the circumstances calling for such a request from the Athletic Director and the coach.
2. If permission is granted, a list of team members and the dismissal time must be given to the office secretary for posting on the day's attendance sheet.
3. If granted early dismissal, the Athletic Director will then see the appropriate Department Head to make arrangements for a coach's class coverage. This must be done as early as possible.

C. ELECTION OF CAPTAINS

Captains may be elected by teammates and/or appointed by the coach, at the discretion of the coach. If elections are held, the following procedure will be used:

1. The timing of the election of captains and co-captains will be at the coach's discretion.
2. Elections will be conducted by secret ballot. A student representative will be present during the ballot count.
3. A coach may decide to use ballots as an input towards their final decision. If he/she choose this procedure, it is not necessary for students to be present for the ballot count. In all cases, the coach must communicate the procedure that he/she intends to use for choosing captains

ROLE OF CAPTAINS (S.C. amended 2007)

Mashpee High School and Mashpee Middle School holds its student-athletes to a high standard. Student athletes have chosen to be a part of student leaders. These leaders are expected to be role models and representatives of the school and community

It follows, then, that captains of MHS teams are responsible for this elite group. We expect our captains to show leadership, not only on the fields of play, but in the classroom and in the community as well. We expect our captains to practice good decision making skills and relaying these skills to their teammates. Being a captain is a major responsibility and should not be taken lightly. The leadership skills one learns as captain will give these students an advantage in later life.

When a Mashpee student-athlete puts "Captain" on a college or job application, we want that to mean they were a special person at Mashpee High School and Mashpee Middle School.

Therefore:

All team captains will be selected either by vote of their teammates or by selection of the coach/coaching staff, or a combination of both.

Any captain/officer suspended "Out of School" (OSS) during the school year in which he/she is a captain/officer will forfeit their captain/officer position for a calendar year (365 days) from the date of the offense.

Any player that violates the Substance Policy stated in the Handbook during his/her high school career will be ineligible to be a captain or forfeit their team captaincy for 365 days from the date of offense. A second offense will render the student ineligible for any captain/officer position for the rest of their Mashpee High School and Mashpee Middle School career.

Any team captain that is charged and found guilty of a misdemeanor would forfeit their captaincy for 365 days from the date of the offense. He/she may hold that captaincy until a verdict is reached.

Any team captain that is charged with a felony will immediately forfeit their captaincy for the duration of their high school career. If a captain/officer is found not guilty of all felony charges the captain/officer will be reinstated.

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6. Any team captain that is declared ineligible because of grades during the length of the activity will forfeit their captain/officer position for that sport/activity only.
 7. Any captain/officer who is assigned more than two in-school suspensions during the school year in which he/she is a captain/officer will forfeit their captain/officer position for a calendar year (365 days) from the date of offense.
 8. Any of the above forfeitures may be appealed to the coach/class/club advisor, then to the Building Principal, and then to the Superintendent of Schools.

D. EQUAL OPPORTUNITY

1. It is the policy of the Athletic Department to provide equally for the athletic needs of men and women, both in currently established programs and in consideration of future programs.
2. No student will be denied the opportunity in an implied or explicit manner to participate in an athletic activity because of the race, color, sex, religion, national origin, or handicap of the student unless such participation is prohibited by the MIAA.

E. FACILITY SCHEDULE

1. The Athletic Director will assign fields or indoor facilities for all practices and games.
2. Facilities will be shared equitably by all teams involved.
3. If a conflict should arise, the Athletic Director will make the final determination on facility scheduling after discussions with all coaches involved.

F. LOST OR DAMAGED EQUIPMENT

At season's end, the coach will submit to the Athletic Director a list of all missing/damaged equipment.

1. The student to whom the equipment was issued will be held accountable.
2. The student will not be allowed to participate in any other sport until his/her obligation is fulfilled. If the equipment has been lost or deliberately damaged, the student will have to pay for its replacement.
3. The money collected will be added to the Athletic Revolving Fund.
4. Students who terminate membership for any reason prior to the season end are responsible to turn in all school equipment. Students MUST NOT leave equipment in a locker and assume coaches or faculty equipment personnel will collect it for them. Theft of equipment will be the responsibility of the player who left it in a locker when terminating membership.

G. TRANSPORTATION

1. All buses must be scheduled through the Athletic Director's office.
2. The bus driver and bus company are responsible for the vehicle safety, maintenance, and operation.
3. The coach is responsible for the behavior of the squad and the cleanliness of the bus or van.
4. A coach must accompany his/her squad on the bus unless excused by the Principal due to unusual or emergency circumstances.
5. Athletes may be released to their parents only when the parent requests this personally to the coach. All requests must be in writing.
6. No athlete is to be released to anyone other than his/her parents unless requested in writing by parent and approved by the Principal or Athletic Director.
7. No spectators will be allowed on the team bus without permission of the Athletic Director.
8. A team will be allowed to stop only at the discretion of the coach. Teams may only stop at a fast food facility. The coach or coaches must accompany the team into the facility and remain with them. If there are a large number of players, the coach will allow only a reasonable number to enter the facility at one time. The bus driver will remain on the bus and be responsible for the players until the coach returns.
9. Early dismissal will be allowed for tournament contests or only in extreme cases.
10. All team members must travel to and from away games by means of transportation provided or organized by Mashpee High School and Mashpee Middle School. No athlete may travel to a contest in his/her own vehicle or provide transportation for another athlete in their own vehicle without special permission from the Athletic Director and the Principal

Bus/Van Rules

1. A coach or other designated agent of the Athletic Director must ride in the bus/van and is responsible for the actions of the team.
2. The coach will inspect the interior of the vehicle for cleanliness at the start and the end of the trip.
3. All riders must be seated.
4. No spikes or cleated shoes may be worn on the bus/van.
5. Team members may not throw objects from the bus/van.
6. Voices are to be restrained.
7. Non-team personnel (cheerleaders excepted) may not ride the bus/van except by permission of the coach.
8. If the coach receives a direct oral request from a parent or legal guardian to provide transportation personally for his/her child, it is at the coach's discretion to accept or reject such a request. Under no circumstances will a coach release a student to anyone other than his/her parent or legal guardian, unless so directed by an Administrator.
9. In a case of emergency, such as the transportation of a student for emergency medical attention, the coach will determine the procedure.
10. In cases of major delay, the coach is to call one parent to start a telephone chain to inform all parents of the delay.

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H. CONFLICT RESOLUTION

Participation

Participation in athletic events should be an enjoyable experience for all parties involved: student, coach and parent. Undoubtedly, participation tends to be emotionally charged, and dealing constructively with these emotions can be an excellent learning experience. In most cases, athletic competition is extremely positive and complements the educational experience enjoyed by students at Mashpee High School and Mashpee Middle School. Occasionally, because of the high emotional level present during athletic competition, conflicts must be addressed and resolved in order that the many benefits of athletic involvement may continue to contribute to the emotional and the physical growth of Mashpee High School and Mashpee Middle School students. It is vital that any conflict or issue be addressed as immediately and as directly as possible in order to resolve it promptly.

Conflict Resolution

When seeking resolution to conflicts or issues between a coach and an athlete, students and their parents are to use the following procedure:

Step One (1): Personal Student-Coach Contact

The conflict/issue is to be presented as soon as possible to the coach by the athlete. If personal contact is impractical, a student may ask his/her team captain to approach the coach. If the personal or captain route is not followed, contact may be made by the athlete's parent at an appropriate time. In order for the contact to be as productive as possible, the times to be avoided by the athlete, captain or parent are as follows:

Either prior to, or immediately following, a contest;

During an active practice session;

During a time when other students are present, or when it would be readily visible to others that the discussion is taking place;

A time when it is apparent that there is insufficient time to allow for a complete discussion.

Usually the best solution is to ask the coach, either over the phone or in person, if an appointment could be made to discuss the issue. A parent or student may also leave a note for the coach in the Athletic Director's Office.

Step Two (2): Student-Athletic Director Contact

If a satisfactory resolution is not reached through direct contact with the coach, the student and/or parent should contact the Athletic Director, but are to have notified the coach beforehand that this contact is going to be made. If this discussion does not result in a satisfactory resolution, then a meeting will be scheduled involving all concerned parties in an attempt to resolve the matter. This process could prove to be time consuming, and since athletic seasons are relatively short, there should be no time delay in airing any and all concerns. It is important for all students and their parents to know that any comments,

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concerns or issues raised to the Athletic Director will be addressed. Parents and students may also expect to hear from the Athletic Director as to the disposition of their concerns. Issues concerning coaching personnel may or may not be communicated to others. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of the differing perceptions and experiences can lead to more productive relationships and clearer understandings in the future.

Step Three (3): Student-Administration Contact

If a satisfactory resolution is not reached through direct contact with the Athletic Director, the student and/or parent should contact the School Principal, but must notify the Athletic Director beforehand that such contact is intended to be made.

X. ELIGIBILITY RULES

Massachusetts Interscholastic Athletic Association Rules (MIAA):

All student-athletes should be aware that interscholastic athletics are governed by a state association (MIAA), which publishes annual rules and regulations governing interscholastic athletics. Copies of the MIAA Handbook are available online at www.miaa.net.

Please refer to the MSSAA handbook for rules specific to cheerleading.

1. A student shall be under the age of nineteen (19) years on September 1st of the current school year.
2. A student is eligible only for four consecutive years upon entering ninth grade.
3. Outside competition (Bona fide team members) - A bona fide member of the school is a student who is consistently present for, and actively participates in, all high school team practices and 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. The first offense of the bonafide team rule will result in a suspension for 25% of the regular season. The second offense will result in a suspension for 25% of the season, and ineligibility for tournament participation.
4. Any member of a squad in any sport who is ruled out of a game shall not participate in the next scheduled game(s). A two-game suspension will be assessed to any student athlete who is ejected from a contest for any of the following reasons: fighting, punching, or kicking an opposing player, or spitting at someone. Any student-athlete who is disqualified (see MIAA Rule 49.3) from any interscholastic contest must complete the National Federation Sportsmanship online course "Sportsmanship", before re-establishing eligibility. This course is free.
5. Any player who physically assaults an official shall be expelled from the game immediately and banned from further participation in all sports for one year from the date of the offense.
6. A student who transfers from any school to a MIAA Member High School is ineligible to participate in any interscholastic contest at any level for a period of one year in all sports in which that student participated at the Varsity level during the one year period immediately preceding his/her transfer unless the transfer is necessitated by a change of residence of his/her parents to the area served by the school to which he/she transfers.
7. The rules apply to all teams: Varsity, Junior Varsity and Freshmen.

A. Mashpee Middle/High School Athletic Rules:

Student athletes are reminded that they are subject to school rules and regulations governing student behavior as set forth in the MMHS Student Handbook

(<https://www.mpspk12.org/site/handlers/filedownload.ashx?moduleinstanceid=2591&dataid=3312&FileName=18-19%20Parent%20Student%20Handbook.pdf>)

All student-athletes are expected to follow the school dress code as defined in the MMHS Student Handbook.

B. Coach's Rules:

Athletic Coaches can make additional rules governing the conduct of players and the requirements of training and practice. These rules, which are not to be in conflict with regulations of the MIAA or policies in this Handbook, must be approved by the Athletic Director and shared with players in writing before the rules are in effect.

C. Eligibility:

A student in grades 9-12 must pass 6 courses (the equivalent of 30 credits) each quarter in order to participate. If a report card is issued mid-season, eligibility will be re-checked. Eligibility will be based on the most recent quarterly grades. Fall eligibility will be based on final grades from the preceding academic year. Academic eligibility shall be determined on the published date that report cards will be issued for a particular marking period (MIAA rule 58.4).

A senior may not become eligible (if currently academically ineligible) after fourth marking period grades are released. If a senior student athlete has been determined to be academically eligible following the third quarter, that academic status will carry through to the conclusion of the spring sports season.

A student may not change from one sport to another once the first game of either sport has been played, nor play more than one sport per season (special exceptions shall be decided by the Principal or his/her designee). No student who has been suspended/dismissed from a team may transfer to another team during that season.

A student may not join a team that has already had cuts without consent of the Principal and/or Athletic Director. In addition, a student who is ineligible to participate in athletics during the regular period of tryouts, but who subsequently becomes eligible during the same season of play, will be given an individual tryout if he/she submits a written request to the Athletic Director at the time he/she becomes eligible. A student who joins a team at any time after the regular tryout period will be required to report regularly to team practices, games, and activities for a period of two weeks prior to participating in a scheduled contest. In the event that a student is selected to join a team subsequent to a roster being established based upon the regular tryout period, no team member will be displaced by the arrival of the student new to the team.

A student excused from physical education class for medical reasons may not participate in athletics for as long as he/she does not participate in physical education class. A student must participate in physical education class in order to participate in athletics on that day (unless excused by the Athletic Director or other Administrator).

Student athletes may not represent their school if they have an out of-school or in-school disciplinary suspension.

A player must participate in at least 15 football practice days before taking part in a football game.

D. Registration:

All students must register online at FamilyID.com, be sure to complete the medical clearance form, annual concussion course, and permission to play.

Registering for a program through FamilyID

Step-by-Step Program Registration Instructions

1. Go to FamilyID.com - <https://www.familyid.com/mashpee-public-schools-athletics>
2. Click & "Find Programs"; on the blue banner at the top of the page
3. Type your "Organizations" name in the search box. Click search.
4. Click on the Organization name in Search Results.
5. Click on the name of the Program for which you want to register.
6. If you are new to FamilyID, click "Sign Up"; as a family or individual and enter the requested information. If you already have a FamilyID account, "Log In"; by entering your email address and password.
7. Complete the registration form and hit "Save and Continue";.
8. Click "Pay Now"; and complete payment or "Confirm Registration"; if no payment is required.
9. Once your registration is completed you will receive an email confirmation from registrations@familyid.com. If you completed payment online, you will also receive an email receipt from PayPal.
10. You can view and update your registration at any time by going to your Dashboard.

If a family cannot register online, a school computer will be made available to the family to complete the online registration. The Family ID link is available online on the Athletic Department web page or FamilyID.com. All items will be checked by the Athletic Director. Physicals will be on file in the MMHS Nurse's office.

E. Games and Practices:

A student must be present at the practice preceding a game in order to participate in the game, unless excused by the coach.

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F. Stopping to Eat Policy

1. A team will be allowed to stop at the discretion of the Coach.
2. Teams may only stop at a fast food restaurant.
3. The Coach or Coaches must accompany the team into the facility and remain with them.
4. If there are a large number of players, the Coach will allow only a reasonable number to enter the facility at one time.
5. The Bus Driver will remain on the bus and be responsible for the players until the Coach returns.
6. Student-athletes will be reminded to be on their best behavior in any restaurant and that they represent the Mashpee Public Schools.
7. Coach will ensure that all players pick up after themselves prior to leaving the restaurant.

G. Equipment:

A student will be held accountable for all equipment issued and must return the equipment promptly in clean and usable condition at the request of the Coach. A student who does not meet his/her responsibility in this area will be denied further participation in the athletic program until full restitution is made at current replacement cost for said equipment. Unless incapacitated, if a student does not complete a season for any reason, the student must turn in all equipment personally. Students cannot leave school or personal equipment in an Athletic Department locker. The equipment must be handed in to the Coach. Students who fail to turn in equipment will be assessed the cost of all missing equipment.

H. Chemical Health Policy:

Participation in MMHS athletics is a privilege and is voluntary; thus participation comes with an increased standard for behavior expectations. The MMHS standard is designed to encourage responsible and safe decision making by all students and to promote a positive learning environment within the Mashpee community. MMHS maintain that the possession and/or use of illicit drugs {including marijuana (natural or synthetic), steroids, inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purpose of altering one's mental state)} and unlawful possession and/or use of alcohol and tobacco or tobacco products (including e-cigarettes, VAPE pens and all similar devices) by minors is illegal and can be physically and/or emotionally harmful to students. Therefore, MMHS has clear expectations about chemical health. Students that are found to be knowingly in the possession of the unlawful possession, sale, transfer and/or use of these substances, on or off campus, at a school function or not violates these expectations. MMHS, as a member of the MIAA, meets or exceeds their standards for code of conduct and Discipline.

1. Student-athletes are subject to school rules and regulations governing student behavior as cited in the MMHS Student Handbook or by a specific Coaches code of conduct. All participants are reminded that they must be good school citizens in order to represent their school and community in athletic activities. Violations of school rules resulting in suspension from school will automatically preclude student involvement in co-curricular and/or athletic activities for the length of the suspension and any associated social probation.
2. At any location, from the first allowable day of Fall practice, through the end of the academic year or final athletic competition of the year, whichever is later, a student will not, regardless of the quantity, use or consume, possess, buy/sell or give away any marijuana, any other controlled substance, steroids or any beverage containing alcohol. A drug specifically prescribed for the student's own use by his/her doctor must be kept and administered by the School Nurse.

NOTE: If a student in violation of the Code of Conduct for Athletes is unable to participate in interscholastic sports due to injury, academics, or otherwise, the consequence will not take effect until that student is able to participate again.

1. Minimum Consequences:

Possession and/or Use of Alcohol and/or Drugs and/or Tobacco (first offense):

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For all other violations of the Co-Curricular "Chemical Health" behavioral expectations that 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 40% of all interscholastic contests in that sport. For the student, these consequences will be determined by the season the violation occurs. If the student agrees to meet with the school's Student Psychologist, or other approved counselor, for a risk assessment, the consequence will be reduced to 25% for all interscholastic contests in that sport. The risk assessment consists of a 45 minute session to be scheduled at a time mutually convenient between the student and the Psychologist but not during the school day unless approved by an Administrator. If, in the opinion of the Psychologist, the student has met the goals of the assessment, the Psychologist will certify such and formally recommend the reduction of the suspension. The Principal must approve the reduction. 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 percentages. **Students are reminded that offenses on campus or at school activities may incur more severe consequences.**

2. Second and Subsequent Violations:

Possession and/or Use of Alcohol and/or Drugs and/or Tobacco (second offense):

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 contest totaling 60% of all interscholastic contests in that sport. For the student, these consequences will be determined by the season the violation occurs. 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. **Students are reminded that offenses on campus or at school activities may incur more severe consequences.**

If after the second or subsequent violation, 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.

Consequences shall be cumulative for one year from the date of the penalty. If the consequence period is not completed during the season of violation, the consequence 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.

When calculating percentages, all decimals are dropped. For example. 18 game season x 25% = 4.5 means 4 games, 11 game season x 25% = 2.75 means 2 games.

A student ruled ineligible for a chemical health violation is also ineligible to participate in interscholastic scrimmages, play days, or jamborees.

3. Procedures:

Imposition of Consequences

The Principal, Assistant Principal or Athletic Director may impose any appropriate consequence as set forth in this Handbook. The Assistant Principal or Athletic Director will inform the student of the alleged infraction and provide the student with an opportunity to respond prior to imposing a consequence involving exclusion from participating in interscholastic activities for more than one day. If disciplinary action is taken, an athlete may have his/her case reviewed. If the athlete chooses to have his/her case reviewed, punishment will not begin until the case is reviewed by the Principal in a timely manner. If the High School Principal is unavailable to deal with cases that involve violations of the Code of Conduct for Athletes, the Superintendent of Schools will

designate another Principal or Assistant Principal to deal with the matter in a timely manner.

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I General Note on Good Samaritans:

Students are encouraged and expected to seek help (from Administrators and staff, parents, police, emergency services, etc.) when they witness student behavior (acts of harassment, bullying, threatening behavior, drug/alcohol use/abuse) that pose health and/or safety risks for other students and/or members of the school community. In cases where a student actively seeks help for another student in distress, this will be given due consideration in decision-making around disciplinary consequences.

J. Social Media Policy:

Social Media has become ingrained in today's society. The wide variety of social networking tools makes it possible for students to share important news and events with each other. Social media technologies such as Instagram, SnapChat, Twitter, Facebook, internet forums, weblogs, social blogs, micro blogging, Wikis, podcasts, photographs, video rating, social bookmarking, and others have many benefits in our world; however, they can also be disruptive when not used appropriately. Using these communication tools in an inappropriate manner can have both far reaching and negative consequences, especially if unkind words or threats are used with intent to hurt others.

MMHS recognizes and supports its student-athletes' and coaches' rights to freedom of speech, expression, and association, including the use of social networks. In this context, each student-athlete and coach must remember that participating and competing for the MMHS is a privilege, not a right. The student-athlete and coach represent his or her high school and the Mashpee Public Schools, and therefore, they are expected to portray themselves, their team, and their high school in a positive manner at all times. Any online postings must be consistent with federal and state laws, as well as team, school, and Mashpee Public Schools rules and regulations (including those listed below).

Specifically prohibited behaviors include but are not limited to:

- Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions
- Derogatory language regarding school personnel or other students
- Comments designed to harass or bully students and/or school personnel.
- Nude, sexually-oriented, or indecent photos, images or altered pictures

Any authorized or unauthorized use in school or out of school of computer software, computer networks, telecommunications devices, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in removal from the team or activity and a recommendation for expulsion.

1. Social Media Guidelines for Student-Athletes

- Be careful with how much and what kind of identifying information you post on social networking sites. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Remember – once posted, the information becomes the property of the website.
- Be aware that potential current and future employers and college admissions offices often access information you place online social networking sites. Realize that any information you post will provide an image of you to prospective employers and/or schools. The posting is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
- Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information online.
- Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. Social networking sites are NOT a place where you can say and do whatever you want without repercussions.
- Remember that photos once put on a social network site's server become the property of the site. You may delete the photo from your profile, but it still stays

in their server. Internet search engines like Google or Yahoo may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you. 33

One of the biggest lessons social networking users can learn is that anything you post online enters the public record. High school students should carefully consider their profiles and ask themselves how they would look to a future college admissions officer or potential employer.

K. ATHLETIC ELIGIBILITY RULES & PENALTIES

To maintain eligibility for participation in Mashpee High School and Mashpee Middle School's athletic program, a student must meet all MIAA requirements and conform to the following rules:

Academic Eligibility: An athlete must meet the following criteria during the last marking period preceding the sport:

A passing grade in the equivalent of six major subjects must be achieved in the marking period preceding the sport. Any student failing one course must attend help sessions with the teacher of the course at least twice a week during the duration of the sport.

A student cannot at any time represent a school unless that student is taking courses which would provide Carnegie Units equivalent to four traditional year-long major English courses. (MIAA, 58.2)

To be eligible for the fall marking period, students are required to have passed and received full credits for the previous academic year the equivalent of four traditional year-long major English courses. (MIAA, 58.3)

Academic eligibility of all students shall be considered as official and determined on the published date when the report cards for that ranking period are to be issued to the parents of all students within a particular class. (MIAA, 58.4)

Incomplete grades may not be counted toward eligibility until they are made up following school policy. (MIAA, 58.5)

A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility (MIAA, 58.6)

A student cannot count for eligibility any subject taken during the summer, unless that subject was pursued and failed during the immediately preceding academic year. (MIAA, 58.7)

All co-operative team athletes must meet the eligibility standards of their own school as well as the host school. (MIAA, 58.8)

1. **ELIGIBILITY OF MIDDLE SCHOOL ATHLETES ON**
2. **VARSITY/SUB VARSITY TEAMS**

All Middle School athletes are eligible to participate at any level of competition at the high school level as MMHS is under one principal. Please note cooperative teams must revert to eligibility rules of the host school.

In special cases where a student has been absent because of an accident or illness, which prevented school attendance, the MIAA Executive Director through the waiver process can extend eligibility. (MIAA, 68.2)

An early graduate may represent Mashpee High School and Mashpee Middle School in athletics until the end of the sport season in which he/she is participating if otherwise eligible. The student may not attend classes outside of that high school during that season. (MIAA, 70.1.1)

A student who earns the credits required for a diploma prior to completing eight semesters may continue to represent Mashpee High School and Mashpee Middle School if he/she continues to take a full course load including at least the equivalent of five (5) one-year major courses, and is otherwise eligible. (MIAA, 70.1.2)

L. WITHDRAWAL

Withdrawal from school

If a student drops out of school and then decides later to return to the same school, he/she cannot become eligible for athletics until a report card has been issued and until the expiration of a minimum of two (2) calendar months from the date of his/her return, and until the requirements of all Rules of Eligibility are fully met. (MIAA, 65.2)

M. TRANSFER

An athlete who transfers from any school to Mashpee High School or Mashpee Middle School is ineligible to participate in any interscholastic contest at any level for a period of one year in all sports in which that student participated at the varsity level or its equivalent during the one year preceding the transfer. (MIAA, 66.1) Exception: The transfer is necessitated by a change of residence of his/her parents to the Mashpee School District. (MIAA, 66.6.1) or under accepted school choice placements.

Postgraduates: Postgraduate students are ineligible unless granted a waiver by the MIAA.

Penalties: The violation of any eligibility rule results in the forfeiture of every competition in which the ineligible student competed. If there is any doubt concerning eligibility, consult the Athletic Director. The responsibility belongs to the athlete, the coach, and ultimately, the Principal. (MIAA, 43)

Chemical Health: Statement of Concern

We the teachers, administrators, parents, and coaches of the Mashpee High School and Mashpee Middle School community, state our deep concerns regarding the use of alcohol, drugs and tobacco by athletes. Simply stated, there are five critical reasons why we feel the use of these substances is unhealthy and potentially lethal:

The inescapable truth is that illegal drinking or use of drugs holds an enormous potential for disaster. Even being in the presence of those involved in the illegal use of alcohol or drugs can be dangerous. Most young people consider themselves invulnerable, and taking several drinks seriously compounds that irrational notion. The risk of a fatal accident cannot be overstated, and the needless death of even one Mashpee High School and Mashpee Middle School student is totally unacceptable.

Each high school athlete must confront three important developmental tasks:

Learn healthy ways to cope with anxiety, frustration, and stress;

Build upon strengths while learning to accept limitations, defeats, and uncertainties;

Face intense pressures from school studies, relationships with family and peers, future goals, and changing self-identities.

The process by which athletes learn to cope with such normal developmental tasks becomes a fixed part of their behavior, and thus becomes part of their personality. If they choose to escape by using alcohol and drugs on a consistent basis, such behavior will likely become their permanent and, all too soon, their primary means to cope. By the time most people graduate from high school, their personalities and basic approaches to life are quite firmly cast. These years in school are, thus, very important in their emotional and social development.

Medical research and the practical experience of daily living show that the use of alcohol, drugs, tobacco, and anabolic androgen steroids damage a healthy body.

All healthy people enjoy being accepted; consequently, all people feel pressure to conform. However, genuinely healthy, intelligent, and responsible people do not seek to conform in matters which violate good sense in the safety of themselves and others.

The possession and use of controlled substances is illegal.

We expect every athlete and parents to consider the legitimacy of our concerns in a sincere, thoughtful, and serious manner.

Drug/Alcohol Policy: (Amended by S.C. 2003,2006,2007)

All students participating in extra-curricular activities who are reported to the Administration to have been involved with drugs/alcohol in school, at school-related activities or outside of school time, will be subject to the following:

If a student in violation of this rule is unable to participate in athletic or extra-curricular activities due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

Minimum Penalties:

First Offense: Upon confirmation by the Principal/designee, and after a due process hearing, the student will lose eligibility for twenty five percent (25%) of said activity to be determined by the advisor with approval of the Administration.

Second Offense: Upon confirmation by the Principal/designee, and after a due process hearing, the student will lose eligibility for sixty percent (60%) of said activity to be determined by the advisor with approval of the Administration.

Third Offense: Upon confirmation by the Principal/designee, and after a due process hearing, the student will lose eligibility for the remainder of his/her Mashpee High School and Mashpee Middle School career. 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.

Appeal: Students and/or parents may appeal the above suspensions to:

Principal

Superintendent of Schools

For the purpose of this contract, the term "verification" is defined as any of the following:

Self-admitted involvement by the student;

witnessed student involvement by any Mashpee High School and Mashpee Middle School member;

parent admission of their student's involvement in tobacco, drugs, or alcohol; and

verified by official police report(s) given to the school.

Due Process: Any reports will be confirmed and used in conformance with due process. If disciplinary action is taken, a student may have the case reviewed, but in any event, suspension begins immediately upon the student's being notified by the advisor or any other school official.

In addition to any loss of athletic/extracurricular eligibility, a student who is found on school premises or at a school-sponsored or school-related event, including any athletic event, in possession of a controlled substance as defined in MA General Laws chapter 94C, including but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from school by the Principal, in accordance with and subject to the procedure set forth in MA General Laws chapter 71, section 37H.

N. HAZING

Chapter 269 of the general Laws of the Commonwealth of Massachusetts states: the term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers 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 persons to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such 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. A fine of no more than five hundred dollars shall punish whoever fails to report such crime.

Section 19. 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 groups or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections seventeen and eighteen. Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and, in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such institution, which fails to make such report.

Penalties: Section 17. Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

O. TAUNTING

Includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is

conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters. (MIAA, 62)

Examples of taunting include, but are not limited to, the following: "trash talk", defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including "in the face" confrontation by one player to another and standing over/straddling a tackled or fallen player.

Penalties: In all sports, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from that contest/day of competition. In addition, the offender shall be subject to existing MIAA Expulsion rules. Game officials prior to the contest shall give a warning to both teams.

At all MIAA contest sites and tournament venues, appropriate management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection.

Contact Sports Limitation: (MIAA, 60) A student athlete shall participate in only one (1) sport in any defined MIAA sport season (Fall, Winter, or Spring).

Penalties: Any student who violates this rule will be declared ineligible for that season, and all games he/she participated in for both sports must be forfeited.

P. BONA FIDE TEAM MEMBER

This rule defines a bona fide team member of a high school team to be a student who is regularly present for, and actively participates in, all team practices and competitions. Bona fide members of a school team are precluded from missing a high school practice or competition in order to practice or compete with a non-school team. (MIAA, 100). There is a once per season waiver, per athlete of this rule. The form must be approved by the Athletic Department and the MIAA.

Procedure for Reporting MIAA Violations: It is the responsibility of the coach to determine if a violation of a rule or policy has occurred. In some cases, the Athletic Director or Principal will make the determination. In all cases, infractions of the Athletic Eligibility Regulations must be reported by the coach to the Athletic Director or Principal on the morning of the next school day, but in any event within 48 hours of the coach's becoming aware of the infraction.

Review Procedure: The school pledges prompt communication to the parents of athletes found to be in violation of the rules. The student or parent may ask to meet with the school administration to discuss the nature and circumstances of the infraction and to offer any mitigating information believed to be pertinent.

Q. FUNDAMENTALS OF GOOD SPORTSMANSHIP

The development of good sportsmanship, ethical behavior, and integrity is the foundation of our athletic program. To have a place in our educational system, athletics must be maintained with high ideals and even higher objectives. We expect all athletes to exemplify the following fundamentals of good sportsmanship:

Show respect for the opponent at all times. The opponent should be treated as a guest: greeted cordially on arriving; given the best accommodations; and accorded the tolerance, honesty, and generosity, which all human beings deserve. Good Sportsmanship is the Golden Rule in action.

Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.

Know, understand, and appreciate the rules of the contest and of the host school. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Likewise, knowledge of, and compliance with, the host school's policies and regulations in conducting the contest

are necessary. Good sportsmanship suggests the importance of conforming to the spirit, as well as to the letter, of the rules.

37-

Maintain self control at all times. A prerequisite of good sportsmanship requires one to control any bias or prejudice. The desire to "win at any costs" should never become a substitute for rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.

Recognize and appreciate skill in performance, regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and goodwill that should not be looked upon as treason. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most commendable gestures of good sportsmanship.

With the fundamentals of sportsmanship as the point of departure, specific responsibilities and expected modes of behavior can be defined. Every athlete is expected to participate at a high level of competitiveness while exemplifying the following qualities:

Self-control

Discipline

Positive attitude (not "win at any cost" attitude)

Ethical play

Promotion of sportsmanship through administration of leadership.

Respect for team members, opponents, coaches, officials, and fans.

STANDARDS FOR PARTICIPATION

Any Mashpee High School and Mashpee Middle School student athlete participating voluntarily in interscholastic athletics, and understanding that such participation is a privilege, must agree to abide by the following policies:

Parental Permission: Prior to the start of practice, a participating Mashpee High School and Mashpee Middle School student athlete and his/her parent/guardian must read and understand the "Sports Participation Agreement", and must read, complete, and sign the "Release of all Claims" form. This form allows participation in sports at Mashpee High School and Mashpee Middle School and authorizes emergency medical treatment, if necessary.

Physical Exam: All athletes must successfully pass an annual physical examination by a licensed physician either by the school or contracted privately (MIAA 56.1) A copy of the examination results must be on file in the Office of the School Nurse or Athletic Director, prior to an athlete's participation in any school scheduled physical practice session or game. In addition to the physical exam, the physician needs to fill out a "Medical Clearance to Participate in Sports" form. This form should be presented to the coach prior to the student's taking part in any practice.

Concussion Protocol: In accordance with Massachusetts State Law 105 CMR 201.000, each student-athlete and their parents have to have taken and passed an online course on concussion awareness (nfhslern.com "What you need to know about Concussions"; or the online course developed by the Massachusetts Department of Health) each year of participation. In addition to this course, student-athletes involved in "contact sports" will take the ImPact Test, a neurocognitive test that helps measure student-athletes' symptoms as well as test verbal and visual memory. All students must fill out the Pre-Participation Head Injury/Concussion Reporting Form for each season of participation. Athletes will not be allowed to return to play without completing the proper MDH forms and passing a Post ImPact test.

Academic Eligibility: In order to compete, a student athlete must meet both MIAA eligibility requirements (see "Athletic Eligibility Rules and Penalties" section)

Insurance: All athletes should be enrolled in an HMO or similar health insurance plan. Mashpee High School and Mashpee Middle School provides at a nominal cost a policy that will cover some medical expenses. This policy can be used by itself or in coordination with another medical plan after that plan has contributed its maximum allowable benefits.

Game Transportation: All team members must travel to and from away games by means of transportation provided or organized by Mashpee High School and Mashpee Middle School. Athletes may not travel to a contest in their own vehicles. Athletes may only travel from athletic contests with other families if written permission is asked for and then approved by the Athletic Director and/or Principal prior to the start of that game. . 38.

Code of Conduct/Behavior: Each Mashpee High School and Mashpee Middle School student athlete must:

Abide by the Mashpee High School and Mashpee Middle School Code of Conduct, the Student Handbook, Team Rules set by the coach, and MIAA rules governing sports participation.

Conduct oneself in an exemplary manner at all times, both on and off the field.

Dress for success at all times and adhere to any team athletic dress code on game days.

Understand that the coach may establish additional rules and regulations for his/her sport.

Understand that one must avoid physical or verbal confrontations with fellow teammates, members of the opposing team, and/or spectators.

Understand that one is responsible for controlling one's emotions, and, accordingly, shall refrain from displaying discontent or outrage at an official's call and shall refrain from making any display of bad sportsmanlike conduct.

Understand that detrimental conduct resulting in dishonor to the athlete, the team, or the school will not be tolerated.

Understand that a violation of the Mashpee High School and Mashpee Middle School Code of Conduct is grounds for a game/team suspension or permanent expulsion from the program. Determination of such shall be made by the coach involved, the Athletic Director, and the Principal in accordance with the nature and/or degree of the infraction.

R. TEAM COMMITMENTS

Tryouts: Participation in athletics is a privilege. Students try out voluntarily and, for some of our teams, risk being cut. During the tryout period the coach will provide an explanation of his/her expectations. It is the student's responsibility to demonstrate to the coach that he/she can meet them. After the tryouts begin, no athlete may voluntarily leave one team and try out for another without the consent of both coaches involved and the Athletic Director as well.

Daily/Weekend Commitments: Members of Mashpee High School and Mashpee Middle School athletic teams are expected to make at least a five-day, two to three hour daily commitment to the team each week. At the sub-varsity level most teams do not practice or play on weekends, but students may expect practices and games during the week. Normally, practices will consist of an average of two hours of team activity per day. Preparation times before and after practices or games bring the usual total time to three hours. At the varsity level, weekend and/or evening practices and games are more commonplace and participants should expect regular involvement during these times. Because many of our teams share facilities, practice and game hours may vary considerably. Contact the coach or the Athletic Director for more specific information concerning practice and game times.

Absence from Practice or Game: It is extremely important that a coach be notified if a student is not going to be present at a practice or a game if the student is not absent from school. The coaches in our programs expect their athletes to be present at all team related activities and may suspend a team member from contests for absences. Students are excused from team activities for illness; or academic, family or religious reasons. However, prior notification is expected.

School/Family Vacations and/or extended Absences: 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 scheduled school vacations. A student who is planning to be absent for an extended period of time due to vacation or planned extended absence from school must make this known to the coach as soon as plans are made. Upon his/her return, a varsity team student may be suspended from play for a number of contests not to exceed the number of contests missed due to the absence. If the absence involves only practice time, students may be required to "make up" an equivalent number of practice sessions before being allowed to return to contest competition.

GENERAL RULES AND INFORMATION

In addition to Massachusetts General Laws and the MIAA policies, student athletes at Mashpee High School and Mashpee Middle School are also subject to the rules and regulations governing student behavior as cited in the Student Handbook, these local rules and policies have been created by the School Committee in order to ensure the smoother management and integrity of the athletic program:

Responsibility for Athletic Equipment: Students are required to return in acceptable condition all equipment issued to them or to reimburse the school at current replacement cost of said equipment.

Athletes who do not return equipment or pay for replacement costs will be prohibited from participation in any other sport until the debt is paid. If necessary, outstanding obligations could result in the withholding of a student's diploma. Uniforms may not be defaced or altered in any way and they may be worn or used only for sanctioned events.

Attendance in School: Any student who is absent from school is not eligible to take part in any practice session or game, which is scheduled for that same day. A student is considered absent if he/she reports to school after 8:50am. Students participating in extra-curricular activities must be in school all day unless documentation is presented which is acceptable by the Administration. Any student who leaves the school grounds during the day without permission may not participate in any athletic activity. A student who is absent on the last school day of the week is ineligible for any athletic activity on the following day. The Principal or Athletic Director may waive this rule in individual cases if in that person's judgement the absences were for a good reason and not a willful disregard of responsibility. A student dismissed from school to home by the school nurse for medical reasons should not participate in athletics that day.

Suspension from School: Any student suspended from school for any reason, whether it be in-school or out-of school, will not be allowed to practice or participate in any athletic activity for the duration of the suspension.

Late Reporting: No student may try out for a team after final cuts have been made, unless prior approval for extenuating circumstances is received (i.e., injury). In such cases, no displacement from the team of any squad member may occur. A student cut from one team may participate on another team and the two-week rule may be waived.

S. CHANGE OF SPORTS

A student may not go from one sport to another until the original sport season has been completed. A student may not change from one sport to another once the first game of either sport has been played (exceptions shall be decided by the Athletic Director and/or Principal). No student who has been suspended or dismissed from a team may transfer to another during the season.

Responsibility: Responsibility for reporting any and all rule violations rests with the Principal, Athletic Director, Coaches, and athletes themselves.

T. DUE PROCESS PROCEDURE

All suspensions from teams for eligibility violations, rule infractions, or disciplinary reasons will be communicated immediately and directly to the athlete's parents/guardian. Some eligibility rules may be appealed to the MIAA through a waiver process, but must be done by the Athletic Director in accordance with specified dates for filing. Violations of general school rules and standards for participation, as well as disciplinary infractions, may be appealed to the Athletic Director. Final adjudication in all matters related to athletics rests with the Principals of Mashpee High School and Mashpee Middle School.

APPENDIX

- ❖ Coaches Evaluation Form
- ❖ FY 18 - FY 20 Salary Schedule
- ❖ Release of All Claims Form
- ❖ Student Athlete Pre-Participation Checklist
- ❖ Student Accident Reporting Form
- ❖ Emergency Care Plan Phone Numbers
- ❖ Athletic Concussion Policy - pending SC approval
- ❖ Others as added/amended

MASHPEE HIGH SCHOOL COACH EVALUATION



Name	Sport	Season			
			Outstanding	Satisfactory	Unsatisfactory
1. Decides the personnel of the team in an objective and consistent manner.					
2. Has full control of the team in all matters pertaining to coaching and athletic discipline, consistent with a list of rules and procedures on file with athletic director.					
3. Provides adequate supervision at each practice session and at all contests of the sport, which includes supervision of the locker and shower areas.					
4. Submits a squad list to the Athletic Director for eligibility certification prior to the first contest.					
5. Assumes responsibility for attending all meetings in the school or at the league level that deal directly with the sport and awards ceremonies.					
6. Attends appropriate rules interpretation meeting(s) dealing with the sport.					
7. Files with the Athletic Director a record of a physical examination and a parental permission form for each squad member prior to that squad member's first practice.					
8. Distributes and collects the school's athletic equipment before, during, and after the season, as well as being responsible for proper equipment used during all practices and contests.					
9. Provides the athletic director with all requested information for official use, including team and individual statistics.					
10. Gives personal support to the athletic program and maintains a rapport with the athletic coaching staff.					
11. Assumes responsibility for public relations: cooperation with newspapers, radio, television, booster clubs, parents and interested spectators.					
12. Understands and cooperates with rules and regulations set forth by all governing agencies of the sport (MIAA, League, School).					
13. Demonstrates self-control and poise in all areas relating to coaching responsibilities including sideline conduct and sportsmanship at contests toward players, coaches, and game officials.					
14. Demonstrates integrity with the coaching staff and among fellow coaches.					
15. Provides adequate preparation/practice time, and provides the team with appropriate schedules of team events.					
16. Demonstrates knowledge of the sports he/she is coaching.					
17. Provides adequate information to parents.					
18. Effectively teaches the sport he/she is coaching.					
19. Immediately corrects poor sportsmanship by athletes, assistance coaches, etc.					
OVERALL RATING:			Outstanding	Satisfactory	Unsatisfactory

COMMENTS:

Coach	DATE:
Athletic Director	DATE:
Principal	DATE:

APPENDIX C
Coaching Schedules

		Step	FY18 1.5%	FY19 1.5%	FY20 1.5%
Football	Head	1	\$ 7,553	\$ 7,666	\$ 7,781
		2	\$ 8,644	\$ 8,773	\$ 8,908
		3	\$ 9,771	\$ 9,917	\$10,068
Football	JV/Assistant	1	\$ 4,284	\$ 4,349	\$ 4,414
		2	\$ 4,999	\$ 5,074	\$ 5,150
		3	\$ 5,838	\$ 5,921	\$ 6,007
Football	Freshman/2nd	1	\$ 3,908	\$ 3,968	\$ 4,028
		2	\$ 4,208	\$ 4,272	\$ 4,338
		3	\$ 4,888	\$ 4,959	\$ 5,034
Soccer	Head	1	\$ 4,284	\$ 4,349	\$ 4,414
		2	\$ 5,186	\$ 5,263	\$ 5,342
		3	\$ 5,937	\$ 6,026	\$ 6,116
Soccer	JV/Asst	1	\$ 2,781	\$ 2,822	\$ 2,865
		2	\$ 3,231	\$ 3,280	\$ 3,329
		3	\$ 3,758	\$ 3,814	\$ 3,871
Soccer	Freshman/2nd Asst	1	\$ 2,707	\$ 2,747	\$ 2,789
		2	\$ 2,781	\$ 2,822	\$ 2,865
		3	\$ 2,856	\$ 2,898	\$ 2,942
Soccer	Middle	1	\$ 2,556	\$ 2,594	\$ 2,633
		2	\$ 2,630	\$ 2,669	\$ 2,709
		3	\$ 2,707	\$ 2,747	\$ 2,789
Golf	Head	1	\$ 4,193	\$ 4,256	\$ 4,320
		2	\$ 4,494	\$ 4,561	\$ 4,630
		3	\$ 4,945	\$ 5,019	\$ 5,094
Golf	JV/1st Asst	1	\$ 2,443	\$ 2,480	\$ 2,517
		2	\$ 3,044	\$ 3,090	\$ 3,137
		3	\$ 3,532	\$ 3,586	\$ 3,639
Cross Country	Head	1	\$ 4,193	\$ 4,256	\$ 4,320
		2	\$ 4,607	\$ 4,676	\$ 4,746
		3	\$ 5,094	\$ 5,171	\$ 5,248
Cross Country	JV/1st Asst	1	\$ 2,255	\$ 2,289	\$ 2,323
		2	\$ 2,556	\$ 2,594	\$ 2,633
		3	\$ 2,856	\$ 2,898	\$ 2,942
Field Hockey	Head	1	\$ 4,172	\$ 4,234	\$ 4,298
		2	\$ 5,073	\$ 5,149	\$ 5,226
		3	\$ 5,863	\$ 5,951	\$ 6,040
Field Hockey	JV/1st Asst	1	\$ 2,856	\$ 2,898	\$ 2,942
		2	\$ 3,270	\$ 3,319	\$ 3,369
		3	\$ 3,834	\$ 3,891	\$ 3,950
Field Hockey	Freshman/2nd Asst	1	\$ 2,707	\$ 2,747	\$ 2,789
		2	\$ 2,781	\$ 2,822	\$ 2,865
		3	\$ 2,856	\$ 2,898	\$ 2,942
Field Hockey	Middle	1	\$ 2,556	\$ 2,594	\$ 2,633
		2	\$ 2,630	\$ 2,669	\$ 2,709
		3	\$ 2,707	\$ 2,747	\$ 2,789

APPENDIX C Coaching Schedules (Continued)					
		Step	FY18 1.5%	FY19 1.5%	FY20 1.5%
Basketball/Hockey	Head	1	\$ 5,337	\$ 5,417	\$ 5,498
		2	\$ 6,314	\$ 6,408	\$ 6,505
		3	\$ 7,291	\$ 7,400	\$ 7,511
Basketball/Hockey	JV/1st Asst	1	\$ 3,908	\$ 3,966	\$ 4,026
		2	\$ 4,208	\$ 4,272	\$ 4,336
		3	\$ 4,585	\$ 4,654	\$ 4,724
Basketball/Hockey	Freshman/2nd Asst	1	\$ 3,006	\$ 3,052	\$ 3,097
		2	\$ 3,193	\$ 3,241	\$ 3,290
		3	\$ 3,382	\$ 3,433	\$ 3,484
Basketball/Hockey	Middle	1	\$ 2,656	\$ 2,594	\$ 2,633
		2	\$ 2,630	\$ 2,669	\$ 2,709
		3	\$ 2,707	\$ 2,747	\$ 2,789
Indoor Track	Head	1	\$ 4,096	\$ 4,157	\$ 4,219
		2	\$ 4,886	\$ 4,959	\$ 5,034
		3	\$ 5,582	\$ 5,646	\$ 5,730
Indoor Track	JV/1st Asst	1	\$ 2,781	\$ 2,822	\$ 2,866
		2	\$ 3,157	\$ 3,205	\$ 3,263
		3	\$ 3,608	\$ 3,662	\$ 3,717
Baseball/Softball/Lacrosse	Head	1	\$ 4,659	\$ 4,729	\$ 4,800
		2	\$ 5,582	\$ 5,646	\$ 5,730
		3	\$ 6,388	\$ 6,483	\$ 6,581
Baseball/Softball/Lacrosse	JV/1st Asst	1	\$ 3,044	\$ 3,090	\$ 3,137
		2	\$ 3,532	\$ 3,585	\$ 3,639
		3	\$ 4,096	\$ 4,157	\$ 4,219
Baseball/Softball/Lacrosse	Freshman/2nd Asst	1	\$ 2,556	\$ 2,594	\$ 2,633
		2	\$ 2,856	\$ 2,898	\$ 2,942
		3	\$ 3,307	\$ 3,357	\$ 3,407
Baseball/Softball/Lacrosse	Middle	1	\$ 2,556	\$ 2,594	\$ 2,633
		2	\$ 2,630	\$ 2,669	\$ 2,709
		3	\$ 2,707	\$ 2,747	\$ 2,789
Tennis	Head	1	\$ 4,193	\$ 4,256	\$ 4,320
		2	\$ 4,494	\$ 4,561	\$ 4,630
		3	\$ 4,984	\$ 5,058	\$ 5,134
Tennis	JV/1st Asst	1	\$ 2,266	\$ 2,289	\$ 2,323
		2	\$ 2,556	\$ 2,594	\$ 2,633
		3	\$ 2,856	\$ 2,898	\$ 2,942
Cheerleading	Head	1	\$ 4,193	\$ 4,256	\$ 4,320
		2	\$ 4,494	\$ 4,561	\$ 4,630
		3	\$ 4,984	\$ 5,058	\$ 5,134
Cheerleading	Middle	1	\$ 2,556	\$ 2,594	\$ 2,633
		2	\$ 2,630	\$ 2,669	\$ 2,709
		3	\$ 2,707	\$ 2,747	\$ 2,789
Quashnet			\$ 1,581	\$ 1,605	\$ 1,629

44.

MASHPEE MIDDLE/HIGH SCHOOL STUDENT ACCIDENT REPORTING FORM

Name: _____ Date: _____

Address: _____ Teacher: _____

Sex: Male _____ Female _____ Grade: _____ Date of Accident: _____

Time: _____ Location of Accident: _____ Activity of Person: _____

NATURE OF INJURY (please check one)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> 1. Wound | <input type="checkbox"/> 5. Fracture | <input type="checkbox"/> 9. Asphyxiation | <input type="checkbox"/> 13. Damaged Teeth |
| <input type="checkbox"/> 2. Sprain | <input type="checkbox"/> 6. Amputation | <input type="checkbox"/> 10. Abrasion | |
| <input type="checkbox"/> 3. Concussion | <input type="checkbox"/> 7. Burns | <input type="checkbox"/> 11. No apparent injury | |
| <input type="checkbox"/> 4. Eyes | <input type="checkbox"/> 8. Irritation | <input type="checkbox"/> 12. Bump/bruise | |

ACCIDENT JURISDICTION (please check one)

- | | |
|--|---|
| <input type="checkbox"/> 1. School Grounds | <input type="checkbox"/> 4. Other activities not on school property |
| <input type="checkbox"/> 2. School Building | <input type="checkbox"/> 5. Home (Non-school) |
| <input type="checkbox"/> 3. To and From School | <input type="checkbox"/> 6. Other (Non school) |

TYPE OF ACCIDENT (please check one)

- | | | | |
|---|--|---|------------------------------------|
| <input type="checkbox"/> 1. Slip and Fall | <input type="checkbox"/> 6. Swimming Pool | <input type="checkbox"/> 11. Fighting | <input type="checkbox"/> 16. other |
| <input type="checkbox"/> 2. Playground Equip. | <input type="checkbox"/> 7. P.E. activity | <input type="checkbox"/> 12. Bite | |
| <input type="checkbox"/> 3. Gym Equipment | <input type="checkbox"/> 8. Interscholastic sports | <input type="checkbox"/> 13. Sled/sliding | |
| <input type="checkbox"/> 4. Laboratory equip. | <input type="checkbox"/> 9. Intramural competition | <input type="checkbox"/> 14. Skating | |
| <input type="checkbox"/> 5. Horseplay | <input type="checkbox"/> 10. Recess | <input type="checkbox"/> 15. Frostbite/freezing | |

BODY AREA AFFECTED (please check one)

- | | | | |
|-----------------------------------|--------------------------------------|---|--|
| <input type="checkbox"/> 1. Head | <input type="checkbox"/> 7. Hand | <input type="checkbox"/> 13. Toes | <input type="checkbox"/> 19. Abdominal |
| <input type="checkbox"/> 2. Ears | <input type="checkbox"/> 8. Fingers | <input type="checkbox"/> 14. Back | |
| <input type="checkbox"/> 3. Eye | <input type="checkbox"/> 9. Shoulder | <input type="checkbox"/> 15. Internal Injuries | |
| <input type="checkbox"/> 4. Nose | <input type="checkbox"/> 10. Chest | <input type="checkbox"/> 16. Upper Body-Multiple Injuries | |
| <input type="checkbox"/> 5. Mouth | <input type="checkbox"/> 11. Leg | <input type="checkbox"/> 17. Lower Body-Multiple Injuries | |
| <input type="checkbox"/> 6. Arm | <input type="checkbox"/> 12. Foot | <input type="checkbox"/> 18. Head-Multiple Injuries | |

DESCRIBE ACCIDENT. Include machine, object, or substance involved. Give full details and extent of injury: _____

UNSAFE MECHANICAL/PHYSICAL CONDITION OR ACT _____

SUPERVISION (If yes, give title and name of supervisor) YES _____ NO _____

CORRECTIVE ACTION TAKEN OR RECOMMENDED _____

REPORT PREPARED BY _____

Name _____ Position _____

Date of Report _____

PRINCIPAL'S SIGNATURE _____

**COMPLETE FORM IN DUPLICATE: FORWARD ONE COPY TO THE SUPERINTENDENT
AND RETAIN ONE COPY FOR YOUR RECORDS**

Updated 10.20.16

**EMERGENCY CARE PLAN
PHONE NUMBERS**

Athletic Director - Matt Triveri (office) 508-539-3600 ext 1703; (cell) 617-240-5416

**For all Emergencies
POLICE • FIRE • MEDICAL**

DIAL 911

Mashpee Police	508-539-1480
Mashpee Fire	508-548-1454
Falmouth Police	774-255-4527
Falmouth Fire	508-548-2325
Cape Cod Collaborative (Buses)	508 420-6950 ext 18
First Student (Buses)	855-272-3222
Cape Cod Times	508-775-1200
Mashpee Enterprise	508-548-4700

INCLEMENT WEATHER

At the first sight or sound of thunder or lightning, **IMMEDIATELY** have your team **RUN** to the nearest building, and wait at least 45 minutes after the last sight or sound of thunder or lightning before returning to the fields.

Student Athlete Pre-Participation Checklist

This checklist is to help student athletes ensure that they may participate as soon as possible.

Required by the first day of tryouts or practices:

☐ Up to date physical: Physicals are valid for 13 months. Parents/guardians or student athletes may ask nurse or athletic trainer to confirm the expiration date. If the physical expires during the sports season the student athlete may not continue to participate until a new up to date physical is performed. Physicals may be handed in only to the school nurse, athletic trainer, athletic director, or principal – not to teachers or coaches.

☐ Family ID Registration: Student athlete must create an account on FamilyID.com, select Mashpee High School or Mashpee Middle School, and follow the prompts to register under the appropriate season and team. Student athletes must register for each sport at the beginning of its season (i.e. one must register for soccer in the fall, then re-register for lacrosse in the spring).

Required by first game:

☐ Up-to-date ImPACT Test: “ImPACT is intended for use as a computer-based test battery to aid in the assessment and management of concussion.” Baseline tests are valid for two years. In the event of head injury a re-test is used to objectively measure amount of brain dysfunction compared to the student athlete’s baseline test. Tests are scheduled and performed under the supervision of the school’s athletic trainer.



Massachusetts State Pre-Concussion Form: Form must be completed for each individual sports season. Both student athlete and parent/guardian must sign. Forms will be handed out and collected by coach.

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Student athletes will not be permitted to participate in athletic events including tryouts, practices, or competition until each required element is completed by the listed due dates.

Questions? Contact the following:

Athletic Director - Mr. Triveri mtriveri@mpspk.org

Athletic Trainer - Leslie Smith lsmith@mpspk.org

ATHLETIC CONCUSSION POLICY - pending SC approval 2019

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding student who incur head injuries while involved in extracurricular athletic activities 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 marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents

Extracurricular Athletic Activity: an organized school-sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director, or marching band leader including, but not limited to, alpine and Nordic skiing and snowboarding, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

Upon the adoption of this policy by the School Committee, the Superintendent 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 the law. This affirmation shall be updated by September of odd numbered years.

The Athletic Director 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. Verification 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
5. Graduated re-entry 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 the law, unless such volunteer is willfully or intentionally negligent in his act or omission.

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Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected. Student athletes who receive a concussion may appear to be "fine" on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The following protocol will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and Post-Concussion Syndrome. Lastly, this policy will 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. Any changes in this document will be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of this policy shall be included in the parent/student handbooks and shall be shared with all faculty at the beginning of each school year. LEGAL REFS.: M.G.L. 111:222; 105 CMR 201.00

ATHLETIC CONCUSSION REGULATIONS

Section I. 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, the student athletes must obtain medical approval before returning to athletics following a concussion.

Section II. 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, 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 slowing 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 blows 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.

Section III. Signs and Symptoms

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality Changes
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after the injury (anterograde amnesia)
- Loss of consciousness (any duration)
- Headache
- Fatigue
- Nausea or vomiting
- Double vision/blurry vision
- Sensitivity to light (photophobia)
- Sensitivity to noise
- Ringing in the ears (tinnitus)
- Feeling sluggish
- Feeling Foggy
- Problems concentrating
- Change in sleep patterns (excess or lack of)
- 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 athletes must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

Section IV. Management and Referral Guidelines

1. 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 ABC's and not move the athlete until help arrives.
2. 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 of pulse

- Increase in blood pressure
 - Unequal, dilated, or unreactive pupils
 - Cranial Nerve deficits
 - Any signs or symptoms of associated injuries: spine fracture, skull fracture, 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
3. After a student athlete sustains a blow to the head or body in a mechanism that may cause a concussion, the athletic trainer will use the Standardized Assessment for Concussion (SAC) to assess and document the student athlete's concussion-like signs and/or symptoms. The athletic trainer will also document the student athlete's pulse, respiration, and blood pressure. After the initial evaluation of a concussion, all signs and symptoms will be tracked on the computer using the Impact Test.
 4. Any athlete who is symptomatic but stable is allowed to go home with his/her parent(s)/guardian(s) or other adult who is verbally appointed by the parent(s)/guardian(s) following the head injury;
 - A. If the head injury occurs at home practice or game, parent(s)/guardian(s) will immediately be notified by the athletic trainer and the student athlete may go home with his/her parent(s)/guardian(s) or other adult who is verbally appointed by the parent(s)/guardian(s)
 - B. If the injury occurs at an away game or event, the student may go home with the team unless otherwise suggested by the covering allied health care professional, or be picked up by a parent(s)/guardian(s) or other adult who is verbally appointed by the parent(s)/guardian(s)
 - C. 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. Parents are consulted prior to gradual return to play by the Certified Athletic Trainer

Section V. Gradual Return to Play Protocol

- I. The Impact Test is a tool that helps manage concussions, determine recovery from injury, and is helpful in providing proper communication between coaches, parents and clinicians. The Impact Test is a neurocognitive test that helps measure the student athletes' symptoms, as well as test verbal and visual memory, processing speed, and reaction time. It is mandatory for all student athletes to take the Impact Test for a baseline score in accordance with Massachusetts State Law. The law states that all public schools must develop safety protocols on concussions and all public schools must receive information on past concussion history.
- II. Each student athlete will complete a baseline Impact Test at the beginning of their sport season. All student athletes, marching band and cheerleading members will undergo Impact Testing. Student athletes will be re-tested every other year. If a student athlete plays more than one sport during the academic year, their initial baseline test will not have to be repeated in the next sport season. For example, if a student athlete plays a Fall sport and completes their baseline test for that season, they will not have to re-test in order to play a Winter or Spring sport of that same year. If a student athlete posts scores below the norm, the student athlete will be re-rested at

another time with the Certified Athletic Trainer. Student athletes cannot begin practice until a valid baseline score is obtained.

- A. At the beginning of every sport season, student athletes are required to complete a concussion history form and return it to the athletic department. This information will be recorded in the student information system for tracking purposes.
- B. Following any concussion the athletic trainer must notify the athletic director and school nurse.
- C. Following a concussion the student athlete will take a post-injury Impact Test 24-48 hours following the head injury. After a student athlete takes their first post-injury test, they will not be re-tested again for 3 days. Student athletes will not be permitted to return to play while symptomatic.
- D. If, after the second post-injury Impact Test the athlete is not back to his/her baseline, the parent/guardian will be notified and the student athlete will be referred to their healthcare provider.
- E. Student athletes who continue to exhibit concussion symptoms for a week or more, or who's concussion symptoms cause significant academic disruption must be evaluated by a physician before returning to play.
- F. The student will require medical clearance from the healthcare provider, have Impact Test results that are back to baseline, and be completely asymptomatic to begin the in order to move on to functional/physical testing known as the Gradual Return to Play Protocol. Parent(s)/guardian(s) will be notified when this process is complete.
- G. Once a student athlete is asymptomatic, provides clearance from their provider AND their post-injury test is back to their baseline score, the student athlete will go through 5 days of progressive exertional post concussion assessments known as the Gradual Return to Play Protocol. The student athlete must remain asymptomatic during and for 24 hours in between all functional and physical tests to return to play. All tests will be administered by a certified athletic trainer.

III. Sub-Threshold Exercise Progression Post Concussion Diagnosis:

"Sub-Threshold Exercise" refers to light, aerobic exercise that does not produce symptoms. Student athletes should get as much mental and physical rest as possible for the first 48 hours following the initial injury, this includes bright, loud or stimulating environments and screen time. Increasing amounts of research, literature, and individual practices are supporting proof that sub-threshold exercise following the initial 48 hours of injury are conducive to preventing deconditioning and the "sluggish, couch potato effect" in youths with concussions and does not pose any further injury to the brain. Once a physician has officially diagnosed a student athlete with a concussion, the student athlete is encouraged by the point person and the certified athletic trainer, to participate in once daily sub-threshold exercise right away. If the exercise being completed produces symptoms, the student is advised to discontinue for that day and not exceed the time or intensity of that exercise the next day.

- A. **Stage 1: Student is not attending full days of school.** 30%-40% maximum exertion: Low levels of light physical activity. This will include walking, light stationary bike for about 10-15 minutes, light isometric strengthening (quad sets, UE light hand weights, hamstring sets, SLRs, resistive band ankle strengthening) and stretching exercises.
- B. **State 2: Student is attending full days of school.** (40%-60% maximum exertion): Moderate levels of physical activity. Treadmill jogging, stationary bike, or elliptical for 20-25 minutes. Light weight strength exercises (resistive band exercises UE and LE, wall squats, lunges, step up/downs) dynamic stretching

IV. Exertional Post Concussion Assessments--Once student is cleared by physician to resume athletic activity:

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- A. **Stage 3:** (60%-80% maximum exertion): Sport specific drills (running, high intensity elliptical or stationary bike), regular weight training, agility drills (agility ladder, side shuffles, zig-zags, box jumps, hurdles).
 - B. **Stage 4: Student is asymptomatic 24 hours after Stage 3.** (80% maximum exertion): Limited, non-contact, controlled sports practice and drills with team for 2 days.
 - C. **Stage 5: Student is asymptomatic 24 hours after 2 days of stage 4.** Unrestricted, full contact sports practice with team for 2 days.

Section VI. School Nurse Responsibilities:

1. Participate and complete the CDC training course on concussions. A certificate of completion will be recorded by the nurse leader yearly.
2. Complete the symptom assessment when student athlete enters the Health Office with questionable concussion during school hours. Repeat in 15 minutes.
3. Observe students with a concussion for a minimum of 30 minutes. If symptoms are not present, the student may return to class.
4. If symptoms are present, notify parent/guardian and instruct parent/guardians that student must be evaluated by an MD.
5. If symptoms appear after a negative assessment, MD referral is necessary.
6. Allow students who are in recovery to rest in HO when needed.
7. Develop plan for students regarding pain management.
8. School nurse will notify teachers and guidance counselors if any students or student athlete has academic restrictions or modifications related to their concussion.
9. Educate parents and teachers about the effects of concussion and returning to school and activity.
10. If injury occurs during the school day, inform administrator and complete accident/incident form.
11. Enter physical exam dates and concussion dates into the student information system.

Section VII. School Responsibilities

1. Review and, if necessary, revise the concussion policy every 2 years.
2. Once the school is informed of the student's concussion, a contact of "point person" should be identified (e.g. guidance counselor, athletic director, school nurse, school psychologist, or teacher).
3. Point person to work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
4. Assist teachers in following the recovering stage for student.
5. Convene meeting and develop rehabilitative plan.
6. Decrease workload if symptoms appear.
7. 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.
8. Educate staff on the signs and symptoms of concussions and the educational impact concussions may have on the students.
9. Include concussion information in student handbooks.
10. Develop of plan to communicate and provide language-appropriate educational materials to parents with limited English proficiency.

Section VIII. Athletic Director Responsibilities:

1. Provide parents, athletes, coaches, and volunteers with educational training and concussion materials yearly.
2. Ensure that all educational training programs are completed and recorded.
3. Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity

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4. 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.
 5. 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.
 6. Ensure that all head injury forms are completed by parent/guardians or coaches and reviewed by the coach, athletic trainer, and the school nurse.
 7. Informs parent/guardians that if all necessary forms are not completed, their child will not participate in athletic extracurricular activities until they do so.

Section IX. Parent/Guardian Responsibilities:

1. Complete and return concussion history form to athletic department.
2. Inform school if a student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
3. If a student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
4. Complete a training provided by the school on concussions.
5. 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
6. Encourage your child to follow concussion protocol
7. Enforce restrictions on rest, electronics and screen time.
8. Reinforce recovery plan
9. Request a contact person from the school with whom you may communicate about your child's progress and academic needs.
10. Observe and monitor your child for any physical or emotional changes.
11. Request to extend make up time for work if necessary.
12. 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.

Section X. Student and Student Athlete Responsibilities

1. Complete Baseline Impact Test prior to participation in athletics
2. Return required concussion history form prior to participation in athletics.
3. Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
4. Report all symptoms to athletic trainer and/or school nurse
5. Follow recovery plan

6. REST
7. NO ATHLETICS
8. BE HONEST
9. Keep strict limits on screen time and electronics
10. Tell your teachers if you are having difficulty with your classwork
11. See the athletic trainer and/or school nurse for pain management.
12. Return to sports only when cleared by physician and athletic trainer through Gradual Return to Play Protocol
13. Report any symptoms to the athletic trainer and/or school nurse and parent/guardian if any occur after or during return to play protocol.
14. Return medical clearance form to athletic trainer prior to return to play.
15. Students who do not complete and return all required trainings, testing, and forms will not be allowed to participate in sports.

Section XI. Coach & Marching Band Instructor Responsibilities

1. Participate in concussion education course offered by the National Federation of State High School Associations (NFHS) on a yearly basis. Complete certificate of completion and return to the athletic department.
2. Ensure all student athletes have completed Impact Test Baseline before participation.
3. Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.
4. Complete a head injury form if one of your players 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.
5. Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.
6. Remove from play any student athlete who exhibits signs and symptoms of a concussion.
7. Do not allow student athletes to return to play until cleared by a physician and certified athletic trainer.
8. Follow Gradual Return to Play Protocol.
9. Refer any student athlete with returned signs and symptoms back to the certified athletic trainer.
10. Any coach, marching 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.

Section XII. Post-Concussion Syndrome

Post-Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days to a few months and, even up to a full year, until their neurocognitive function returns to normal. Therefore, all school personnel must pay attention to and closely observe all student athletes for post-concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post-concussion syndrome are:

- Dizziness
- Headache with exertion
- Tinnitus
- Fatigue
- Irritability
- Frustration
- Difficulty coping with daily stress

- Impaired memory or concentration
- Eating and sleeping disorders
- Behavioral changes
- Alcohol intolerance
- Decreases in academic performance
- Depression
- Visual disturbances

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Section XIII. Second Impact Syndrome

Second Impact Syndrome is a serious medical emergency and a result of an athlete returning to play too soon following a concussion. Second Impact Syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury occurs before a previous alteration in brain function has resolved. The second impact that a student athlete may receive may only be a minor blow to the head or body. A blow to the chest or back may create enough force to snap the athlete's head and send acceleration/deceleration forces to an already compromised brain. The resulting symptoms occur because of a disruption to the brain's blood and auto regulatory system which leads to swelling of the brain, increasing intracranial pressure and herniation.

After a second impact a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to leave the field under his/her own power. Within 15 seconds to several minutes, the athlete's condition worsens rapidly with dilated pupils, loss of eye movement, loss of consciousness leading to coma and respiratory failure. The best way to handle Second Impact Syndrome is to prevent it from occurring altogether. All student athletes who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

Section XIV. Concussion Education

It is extremely important to educate coaches, athletes, and the community about concussions. On a yearly basis, all coaches must complete online course called "Concussion In Sports: What You Need to Know" which is offered by the National Federation of State High School Associations (NFHS). Student athletes also need to understand the importance of reporting a concussion to their coaches, parents, certified athletic trainer and other school personnel. Every year student athletes and parents will participate in educational training on concussions and complete a certificate of completion. This training may include CDC Heads-Up Video Training or training provided by the school district.

The school district may also offer seminars, speakers, and discussion panels on the topic of concussions. Seminars offer an opportunity for the certified athletic trainer, athletic director and nurse leader to speak about concussions on the field at practices and games and to discuss the protocol and policy that the district has enacted. Providing education within the community will offer the residents and parents of athletes an opportunity to ask questions and voice their concerns on the topic of brain injury and concussions. When it comes to concussions, everyone needs to be aware of the potential dangers and remember that a concussion is a brain injury. Whenever anyone has a doubt about a student athlete with a concussion, sit them out and have them see the appropriate health care professional.

MASHPEE PUBLIC SCHOOLS: PERSONNEL SUMMARY REPORT
As of July 15, 2019

SS

ADDITIONS/CHANGES

DISTRICT WIDE

M Consuelo Carroll – Outreach Coordinator

KENNETH C. COOMBS SCHOOL

Debra Goulart – Interim Assistant Principal

Edrina Boroyan – Kindergarten Teacher

QUASHNET SCHOOL

Lauren Maggiasco – School Adjustment Counselor

Tim Souza – Grade 3 Teacher (Transfer from KCC)

Amy Demers – Paraprofessional (Transfer from KCC)

Kate Milde – Paraprofessional

MIDDLE/HIGH SCHOOL

Karen Assad – English Teacher

Kristine Mastrogiacomo – English Teacher

Lindsay Gonsalves – Special Ed Teacher

Mike Mannix – Social Studies Teacher (Transfer from Quashnet)

Justin Clark – Physical Education Teacher

Ben Ouimet – Math Teacher

Kierstyn Bohl – Social Studies Teacher

Kristina Frazer – Media Arts Teacher

Laishona Vitelli – Science Teacher

SPECIAL EDUCATION

Sandra Pacheco – Administrative Assistant (Transfer from KCC)

OPEN POSITIONS

Part-time Computer Technician

Special Ed Teacher – KCC

Paraprofessionals – KCC/Quashnet/MMHS

Special Ed Teacher – Long Term Substitute – KCC

Special Ed Teacher – Quashnet

Recess Monitor – Quashnet

Physical Ed Teacher – Long Term Substitute – MMHS

Music Teacher – KCC

ATHLETIC CONCUSSION POLICY

The purpose of this policy is to provide 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 activities 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 marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

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Upon the adoption of this policy by the School Committee, the Superintendent 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 ~~May, 4, 2016 and every two years thereafter upon review or revision of its policies.~~ **August of odd numbered years.**

The Athletic Director 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.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates

to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

Student athletes who receive concussions may appear to be “fine” on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The Mashpee Public Schools protocol will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and past concussion syndrome. Lastly, this protocol emphasizes 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.

LEGAL REFS.: M.G.L. 111:222; 105 CMR 201.000

ATHLETIC CONCUSSION REGULATIONS

Section I. 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.

Section II. 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 blows 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.

Section III. 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.

Section IV. Management and Referral Guidelines:

1. 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.

2. 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:

- a. Amnesia lasting longer than 15 minutes
- b. Deterioration in neurological function
- c. Decreasing level of consciousness
- d. Decrease or irregularity of respiration
- e. Decrease or irregularity in pulse
- f. Increase in blood pressure
- g. Unequal, dilated, or unreactive pupils

- h. Cranial nerve deficits
- i. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
- j. Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation
- k. Seizure activity
- l. Vomiting/ worsening headache
- m. Motor deficits subsequent to initial on-field assessment
- n. Sensory deficits subsequent to initial on-field assessment
- o. Balance deficits subsequent to initial on-field assessment
- p. Cranial nerve deficits subsequent to initial on-field assessment

3. ~~After a student athlete sustains a concussion,~~ **After a student athlete sustains a blow to the head or body in a mechanism that may cause a concussion,** the athletic trainer will use the Standardized Assessment for Concussion (SAC) to assess and document the student athlete's concussion-like signs and/or symptoms. The athletic trainer will also ~~report on the student athlete's signs and symptoms by using the Signs and Symptoms Check List. On the signs and symptoms checklist, the athletic trainer will~~ **document the student athlete's** also check pulse, **respiration**, and blood pressure. ~~of each student athlete with a suspected concussion.~~ After the initial evaluation of a concussion, all signs and symptoms will be tracked on the computer using the Impact Test.

4. Any athlete who is symptomatic but stable is allowed to go home with his/her parent(s)/guardian(s) following the head injury.

- a. If the head injury occurs at **a home practice, game, or event**, parent(s)/guardian(s) will immediately be notified **by the athletic trainer, and the student athlete must come and pick up the student athlete and talk to the certified athletic trainer in person. may go home with his/her parent(s)/guardian(s) or other adult who is verbally appointed by the parent/guardian.**
- b. If the injury occurs at **an away practice**, game, or event, the student athlete may go home with **the team unless otherwise suggested by the covering allied health care professional, or be picked up by a parent(s)/guardian(s) or other adult who is verbally appointed by the parent(s)/guardian(s).** ~~the parent/guardian(s) after talking with the certified athletic trainer.~~
- c. 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. Parents are consulted prior to gradual return to play by the Certified Athletic Trainer

V. Gradual Return to Play Protocol:

1. The Impact Test is a tool that helps manage concussions, determine recovery from injury, and is helpful in providing proper communication between coaches, parents and clinicians. The Impact Test is a neurocognitive test that helps measure student athletes' symptoms, as well as test verbal and visual memory, processing speed and reaction time. It is **mandatory** for all student athletes to take the Impact Test for a baseline score in accordance with Massachusetts State Law. The law states that all public schools must develop safety protocols on concussions and all public schools must receive information on past concussion history.

2. Each student athlete will complete a baseline Impact test at the beginning of their sport season. All student athletes and club cheerleading members will undergo Impact testing. Student athletes will be re-tested every other year. If a student athlete plays more than one sport during the academic year, their

test will remain valid. For example, if a soccer student athlete also plays basketball in the winter, the student athlete will not have to take the Impact Baseline Test again in the winter. If a student athlete posts scores below the norm, the student athlete will be re-tested at another time with the certified athletic trainer. Student athletes cannot begin practice until a valid baseline score is obtained during their designated time to take the test.

a. At the beginning of every sport season, student athletes are required to complete a concussion history form and return it to the athletic department. This information will be recorded in the student information system for tracking purposes.

b. Following any concussion the athletic trainer must notify the athletic director and school nurse.

c. Following a concussion the student athlete will take a post-injury Impact test **24-48 hours** following the head injury.

~~STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ON TO FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT TEST IS BACK TO THE BASELINE SCORE AND THEY ARE ASYMPTOMATIC.~~ After a student athlete takes their first post-injury test, the student athlete will not be re-tested again for ~~3-5~~ **3** days. **The student athlete will not be permitted to return to play while symptomatic.** The Certified Athletic Trainer documents all post-injury Impact testing events.

d. If, after the second post-injury Impact test, the athlete is not back to his/her baseline the parent(s)/guardian(s) will be notified, and the student athlete will be referred to their healthcare provider.

e. Student athletes who continue to exhibit concussion symptoms for a week or more, or whose concussion symptoms cause significant academic disruption, must be evaluated by a physician before returning to play.

f. The student will require medical clearance from the healthcare provider, ~~and satisfactory~~ **have Impact test results that are back to their baseline, and be completely asymptomatic in order to move on to functional/physical testing known as the Gradual Return to Play Protocol** to begin Gradual Return to Play. Parent(s)/Guardian(s) will be notified when this process is complete.

~~f. Student athletes who continue to exhibit concussion symptoms for a week or more must be evaluated by a physician before returning to play.~~

g. Once a student athlete is asymptomatic, provides clearance from their healthcare provider AND their post-injury test is back to their baseline score, the student athlete will go through 5 days of progressive exertional post-concussion assessment known as the Gradual Return to Play Protocol. The student athlete must remain asymptomatic during and for the 24 hours in between all functional and physical tests to return to play. ~~'s post-injury test is back at the student athlete's baseline score, the student athlete will go through 3-5 days of Progressive Exertional Post-Concussion Assessments. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by a certified athletic trainer.~~

Exertional Post-Concussion Assessments:

3. Sub-Threshold Exercise Progression Post Concussion Diagnosis

"Sub-Threshold Exercise" refers to light, aerobic exercise that does not produce symptoms. Student

athletes should get as much mental and physical rest as possible for the first 48 hours following the initial injury, this includes bright, loud or stimulating environments and screen time. Increasing amounts of research, literature, and individual practices are supporting proof that sub-threshold exercise following the initial 48 hours of injury are conducive to preventing deconditioning and the “sluggish, couch potato effect” in youths with concussions and does not pose any further injury to the brain. Once a physician has officially diagnosed a student athlete with a concussion, the student athlete is encouraged by the point person and the certified athletic trainer, to participate in once daily sub-threshold exercise right away. If the exercise being completed produces symptoms, the student is advised to discontinue for that day and not exceed the time or intensity of that exercise the next day.

A. Test Stage 1: Student is not attending full days of school. (30% to 40% maximum exertion): Low levels of light physical activity. This will include walking, 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.

B. Test Stage 2: Student is attending full days of school. Test 2: (40% to 60% maximum exertion): Moderate levels of physical activity. Treadmill 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.

4. Exertional Post Concussion Assessments: Once student is cleared by physician to resume athletic activity.

C. Test 3: Stage 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).~~

Sport specific drills (running, high intensity elliptical or stationary bike), regular weight training, agility drills (agility ladder, side shuffles, zig-zags, box jumps, hurdles).

D. Test 4: Stage 4: Student is asymptomatic 24 hours after Stage 3. (80% maximum exertion). ~~Limited, controlled sports specific practice and drills.~~ Limited, non-contact, controlled sports practice and drills with team for 2 days.

E. Test 5 Stage 5: Student is asymptomatic 24 hours after 2 days of stage 4. ~~Full contact and return to sport with monitoring of symptoms.~~

Unrestricted, full contact sports practice with team for 2 days.

Section VI. School Nurse Responsibilities:

- a. Participate and complete the CDC training course on concussions. A certificate of completion will be recorded by the nurse leader yearly.
- b. Complete symptom assessment when student athlete enters Health Office (HO) with questionable concussion during school hours. Repeat in 15 minutes.
- c. Observe students with a concussion for a minimum of 30 minutes.
- d. If symptoms are present, notify parent(s)/guardian(s) and instruct parent(s)/guardian(s) that the student must be evaluated by an MD. If symptoms are not present, the student may return to class.
- e If symptoms appear after a negative assessment, MD referral is necessary.

- f. Allow students who are in recovery to rest in health office when needed.
- g. Develop plan for students regarding pain management.
- h. School nurse will notify teachers and guidance counselors of any students or student athletes who have academic restrictions or modifications related to their concussion.
- i. Educate parents and teachers about the effects of concussion and returning to school and activity.
- j. If injury occurs during the school day, inform administrator and complete accident/incident form.
- k. Enter physical exam dates and concussion dates into the student information system.
- l. Review Pre-Participation forms and Head Injury documents.

Section VII. School Responsibilities:

- a. Review and, if necessary, revise, the concussion policy every 2 years.
- b. Once the school is informed of the student's concussion, a contact or "point person" should be identified (e.g. the guidance counselor, athletic director, school nurse, school psychologist or teacher).
- c. Point person to work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
- d. Assist teachers in following the recovery stage for student.
- e. Convene meeting and develop rehabilitative plan.
- f. Decrease workload if symptoms appear.
- g. 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.
- h. Educate staff on the signs and symptoms of concussions and the educational impact concussions may have on students.
- i. Include concussion information in student handbooks.
- j. Develop a plan to communicate and provide language-appropriate educational materials to parents with limited English proficiency.

Section VIII. Athletic Director Responsibilities:

- a. Provide parents, athletes, coaches, and volunteers with educational training and concussion materials yearly.
- b. Ensure that all educational training programs are completed and recorded.
- c. Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity
- d. 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.
- e. 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.
- f. Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the coach, athletic trainer and the school nurse.
- g. Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.

Section IX. Parent/Guardian Responsibilities:

- a. Complete and return concussion history form to the athletic department.
- b. Inform school if a student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
- c. If a student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
- d. Complete a training provided by the school on concussions.
- e. 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
- f. Encourage your child to follow concussion protocol.
- g. Enforce restrictions on rest, electronics and screen time.
- h. Reinforce recovery plan.
- i. Request a contact person from the school with whom you may communicate about your child's progress and academic needs.
- j. Observe and monitor your child for any physical or emotional changes.
- k. Request to extend make up time for work if necessary.
- l. 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.

Section X. Student and Student Athlete Responsibilities:

- a. Complete Baseline ImPact Test prior to participation in athletics.
- b. Return required concussion history form prior to participation in athletics.
- c. Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
- d. Report all symptoms to athletic trainer and/ or school nurse.
- e. Follow recovery plan.
- f. **REST.**
- g. **NO ATHLETICS.**
- h. **BE HONEST!**
- i. Keep strict limits on screen time and electronics.
- j. Don't carry books or backpacks that are too heavy.
- k. Tell your teachers if you are having difficulty with your classwork.
- l. See the athletic trainer and/or school nurse for pain management.

- m. Return to sports only when cleared by physician and the athletic trainer through Gradual Return to Play Guidelines
- n. Report any symptoms to the athletic trainer and/or school nurse and parent(s)/guardian(s) if any occur after return to play.
- o. Return medical clearance form to athletic trainer prior to return to play.
- p. Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

Section XI. Coach & Marching Band Instructor Responsibilities:

- a. Participate in Concussion Education Course offered by the National Federation of State High School Associations (NFHS) on a yearly basis. Complete certificate of completion and return to the athletic department.
- b. Ensure all student athletes have completed ImPact baseline testing before participation.
- c. Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.
- d. 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.
- e. Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.
- f. Remove from play any student athlete who exhibits signs and symptoms of a concussion.
- g. Do not allow student athletes to return to play until cleared by a physician and athletic trainer.
- h. Follow Gradual Return to Play Guidelines.
- i. Refer any student athlete with returned signs and symptoms back to athletic trainer.
- j. 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.

Section XII. Post Concussion Syndrome:

Post Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days to a few months, and even up to a full year, until their neurocognitive function returns to normal. Therefore, all school personnel must pay attention to and closely observe all student athletes for post concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post concussion syndrome are:

- ☐ Dizziness
- ☐ Headache with exertion
- ☐ Tinnitus (ringing in the ears)
- ☐ Fatigue
- ☐ Irritability
- ☐ Frustration
- ☐ Difficulty in coping with daily stress
- Impaired memory or concentration

- ☐ Eating and sleeping disorders
- ☐ Behavioral changes
- ☐ Alcohol intolerance
- ☐ Decreases in academic performance
- ☐ Depression
- ☐ Visual disturbances

Section XIII. Second Impact Syndrome:

Second impact syndrome is a serious medical emergency and a result of an athlete returning to play and competition too soon following a concussion. Second impact syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury that occurs before a previous alteration in brain function has been resolved. ~~the symptoms of a previous head injury have been resolved.~~ The second impact that a student athlete may receive may only be a minor blow to the head or it may not even involve a hit to the head. A blow to the chest or back may create enough force to snap the athlete's head and send acceleration/deceleration forces to an already compromised brain. The resulting symptoms occur because of a disruption of the brain's blood auto regulatory system which leads to swelling of the brain, increasing intracranial pressure and herniation.

After a second impact a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to leave the field under his/her own power. Within fifteen seconds to several minutes, the athlete's condition worsens rapidly, with dilated pupils, loss of eye movement, loss of consciousness leading to coma and respiratory failure. The best way to handle second impact syndrome is to prevent it from occurring altogether. All student athletes who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

Section XIV. Concussion Education:

It is extremely important to educate coaches, athletes and the community about concussions. On a yearly basis, all coaches must complete the online course called "Concussion In Sports: What You Need to Know". This course is offered by the National Federation of State High School Associations (NFHS). Student athletes also need to understand the importance of reporting a concussion to their coaches, parents, athletic trainer and other school personnel. Every year student athletes and parents will participate in educational training on concussions and complete a certificate of completion. This training may include:

- ☐ CDC Heads-Up Video Training, or
- ☐ Training provided by the school district

The school district may also offer seminars, speakers, and discussion panels on the topic of concussions. Seminars offer an opportunity for the certified athletic trainer, athletic director and nurse leader to speak about concussions on the field at practices and games and to discuss the protocol and policy that the district has enacted. Providing education within the community will offer the residents and parents of athletes an opportunity to ask questions and voice their concerns on the topic of brain injury and concussions. When it comes to concussions, everyone needs to be aware of the potential dangers and remember that a concussion is a brain injury. Whenever anyone has a doubt about a student athlete with a concussion, **SIT THEM OUT and have them see the appropriate healthcare professional!**

**Mashpee School Committee
2019-2020**

OFFICERS		
Geoff Gorman, Chairman	Nicole Bartlett, Vice Chair	Don Myers, Secretary
Chris Santos, Member	George Schmidt, Member	
SUBCOMMITTEES /LIAISONS		
	Primary	Alternate
Curriculum	Chris Santos George Schmidt	Geoff Gorman
Negotiation	Don Myers Nicole Bartlett	Chris Santos
Policy	Don Myers Nicole Bartlett	Geoff Gorman
Superintendent Evaluation	Geoff Gorman Chris Santos	George Schmidt
Boosters	Chris Santos	Don Myers
Cape Cod Collaborative	George Schmidt	Don Myers
Health Advisory	George Schmidt	Nicole Bartlett
Indian Education	Chris Santos	Nicole Bartlett
Planning & Construction	Geoff Gorman	George Schmidt
SEPAC	Don Myers	Geoff Gorman
Sick Bank	Chris Santos	Don Myers
Wampanoag Tribe	Nicole Bartlett	Don Myers
Mashpee Substance Use Task Force	George Schmidt	Chris Santos
Town Finance Committee	George Schmidt	Chris Santos
Board of Selectman	Geoff Gorman	Don Myers
Legislative Representative	Geoff Gorman	N/A
WORKING GROUPS		
	Primary	Alternate
Finance	Don Myers, George Schmidt	Geoff Gorman
Outreach/Engagement	Nicole Bartlett, Chris Santos	Geoff Gorman
Efficiency/ Effectiveness	Geoff Gorman, George Schmidt	Nicole Bartlett

Mashpee Public School District

Vehicle Use for Official School Business

I. PURPOSE

The purpose of this Policy is to establish guidelines and standards for use and assignment of Mashpee Public School District vehicles, to establish compensation for use of personal vehicle for official school business, to outline employee responsibilities when driving a school vehicle or personal vehicle for official school business, and to establish the proper reporting procedures when a school employee is involved in an accident while conducting official business in a school vehicle or personal vehicle.

II. POLICY

It is the Policy of the Mashpee Public School District to authorize the acquisition and utilization of vehicles for use by employees of the school in the conduct of their employment responsibilities, as provided for herein. Employees are obligated to comply with the provisions of this Policy when their employment responsibilities require use of a school vehicle or personal vehicle.

III. APPLICABILITY

This Policy shall apply to all employees of the Mashpee Public School District.

If any provision of this Policy violates any governing law or regulation, or term of a collective bargaining agreement, or if any law or regulation, or collective bargaining agreement term, applicable to this Policy becomes effective after the effective date of this Policy, the Policy shall be deemed changed to be in compliance with such governing law or regulation.

Any employee who may be assigned a school vehicle or who may use their personal vehicle for official school business is required to adhere to this Policy.

Failure to comply with any applicable provision of this Policy may result in disciplinary action up to and including removal of school vehicle privileges, suspension and/or termination of employment.

IV. DEFINITIONS

Personal Vehicle shall be defined as that vehicle owned or available for private use by the employee.

School Vehicle shall be defined as any automobile, truck, van, or other self-propelled equipment owned, rented, or leased by the Mashpee Public School District and licensed for travel on a public way.

Responsible Supervisor shall be defined as the school administrator who is assigned as the employee's supervisor, or his/her designee.

Mileage Reimbursement shall be defined as the per mile amount approved by the District to compensate an employee for use of a personal vehicle for school business. Mileage reimbursement is not considered to be salary.

07/11/19

69.

Expense Reimbursement shall be defined as payment for approved expenses (parking, tolls, etc.) relating to personal vehicle use for school business, upon receipt of written documentation. Expense reimbursement is not considered to be salary.

Commuting shall be defined as the use of a school vehicle for travel between the employee's residence and his/her principal work location site. Employees may receive advanced approval from his/her supervisor or his/her designee to leave from their residence to a remote work site for the purpose of commuting mileage.

Fringe Benefit shall be defined as an extra benefit supplementing an employee's salary.

V. VEHICLE USE

A. School Vehicles

Unless otherwise designated, school vehicles are not for personal use. Certain positions permit employees access to school vehicles, either during work or on an on-call basis. School vehicles are assigned solely for purposes consistent with providing services to students and staff and may only be used for this purpose.

B. Personal Vehicles

Whenever possible, employees are expected to use school vehicles for work-related travel or any other official school business. On those occasions when a school vehicle is unavailable, the use of a personal vehicle may be authorized. The Mashpee Public School District reimburses employees for reasonable expenses incurred as a result of personal vehicle use for official school business.

C. Motor Vehicle and Driving Record Check

Any employee using a school vehicle or personal vehicle for official school business may be subject to a driving record check, and may be required to complete and submit a motor vehicle release form. An authorized school official may also obtain a copy of the employee's driving record from the license issuing agency and report its findings to administration. If it is determined that the driving record of an employee is a safety concern, the employee will be so advised, and may be prohibited from use of either a school vehicle or personal vehicle for official school business.

D. Parent/Guardian Consent

Any time a student will be transported in a school or private vehicle for the purpose of conducting school business, the parent/guardian of the student(s) must be fully informed as to the means of transportation and will sign a statement to this effect. (See MPS Policy EEAG: Student Transportation in Private Vehicles)

VI. PROCEDURES

A. Work Related Travel in Personal Vehicles

1. An employee authorized to use a personal vehicle for official school business shall be reimbursed for mileage at the federal rate in effect at the time of travel. To be reimbursed, employees must seek reimbursement from the Accounting Department, and submit the appropriate expense reimbursement form with back-up documentation and/or receipts within 30 days.

Reimbursement will be made by check. The school will reimburse for documented tolls and reasonable parking expenses incurred on the job in a school or personal vehicle.

2. Employees who are authorized to use personal vehicles for official school business may be required to demonstrate proof of state mandated minimum insurance coverage upon request.

B. Authority to Assign Vehicles for Use

1. All school vehicles should be regularly inspected for damage and cleanliness. Deficiencies shall be documented and appropriate corrective action shall be taken.
2. Employees must have a valid Massachusetts motor vehicle operator's license prior to assignment/use of a school vehicle. Vehicles are assigned for use consistent with department workload and employee function. The assignment/use of school vehicles may be rescinded at any time.

C. Operation of School Vehicles or Personal Vehicles for Official School Business

Employees are required to adhere to the following minimum rules of operation when using a school vehicle or personal vehicle for official school business:

1. Employees must maintain and keep in their possession a valid motor vehicle license issued by the Commonwealth of Massachusetts. Vehicles shall be operated by employees who hold a valid license of the class required for the specific vehicle being operated. Employees may be required to provide a copy of their valid driver's license.
2. Employees operating vehicles for official school business shall drive defensively, avoid unnecessary idling, carpool when able, and obey all applicable traffic and parking regulations, ordinances and laws. Speed limits are to be strictly observed. Courtesy will be extended to all entering and exiting traffic when vehicle is in operation.
3. Smoking, including the use of e-cigarettes, chewing tobacco or any other tobacco product, is prohibited in school vehicles and in personal vehicles when being used for official school business.
4. Employees must refrain from using hand-held cellular phones or other personal electronic devices while the vehicle is moving, unless the employee must place an emergency call or conduct official business. If available, a cellular phone should be used with a hands-free set. School employees will comply with current state law regarding cellular phone use while driving. Employees shall not be distracted while driving.
5. Operators must not leave vehicles unattended while the engine is idling with the ignition keys in the ignition, in the lock, or anywhere inside the vehicle.
6. Except as provided by law, employees and passengers must wear seatbelts and shoulder harnesses when operating or travelling in school vehicles, or when using personal vehicles for official school business.

7. Employees are expressly prohibited from operating school vehicles or using personal vehicles for official school business while under the influence of alcohol, illegal drugs, or prescription drugs/medications which may interfere with the effective and safe operation of the vehicle.
8. The transportation of unopened alcoholic containers is prohibited. Additionally, employees are expressly prohibited from possessing open alcoholic containers, illegal drugs, or controlled substances in any vehicle being used for official school business.
9. Employees who incur parking or other fines will be personally responsible for payment of such fines. Employees who are issued citations for any offense while using a school vehicle must notify his/her supervisor immediately, when practicable, but in no case shall notification exceed 24 hours.
10. An employee who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in school vehicle or personal vehicle, must notify a responsible supervisor immediately, when practicable, but in no case shall notification exceed 24 hours. Conviction for such an offense may be grounds for loss of school vehicle privileges and/or further disciplinary actions.

D. General Use of Vehicles

In addition to the minimum rules of operation, employees must abide by the following requirements and restrictions:

1. School vehicles may only be used for official school business. Operators must exercise sound judgment at all times and avoid any appearance of misuse. Use of public equipment or resources for personal use is an ethics violation under M.G.L. c. 268A.
2. When using a school vehicle, employees are required to obtain fuel from a designated school fueling facility, unless fueling is required in the course of out-of-school travel. The use of school fuel for personal use is prohibited.
3. When students are present in the vehicle, it is expected that they will be supervised at all times.
4. School vehicles will not be used to transport passengers who are not directly associated with official business or activities.
5. School vehicles should contain only those items for which the vehicle is designed. The school shall not be liable for the loss or damage of any personal property transported in the vehicle.
6. All school vehicles not utilized shall be garaged or parked at the end of each day in assigned municipal parking lots and/or spaces. No vehicles are to be taken home at the end of the workday without the permission of the administration.
7. At a minimum, all school vehicles shall be serviced semi-annually, to include oil, lube and filter change, fluid levels, brake inspection, and other maintenance as indicated in the vehicle owner's manual. Employees are expected to keep school vehicles clean and to report any needed repair, inspection, maintenance, or other issue to a responsible supervisor in a timely manner.

H. Vehicle Accident Procedures

1. When an employee using a school vehicle or a personal vehicle for official school business is involved in a motor vehicle accident, the operator must stop the vehicle and evaluate for personal safety and the safety of occupants.
2. Whenever any person has been injured and/or vehicles have suffered damage, the local or state police must be called to the scene. The operator will not remove the vehicle or leave the scene until authorized to do so by law enforcement. The operator will refrain from discussion of fault or liability. It is understood that the employee/driver may have to move the vehicle in question if safety is at risk.
3. When possible, the operator will personally obtain and/or document the information listed below. If personal injury prevents the operator from acquiring this information, another person should be designated to obtain it.
 - a) Name, address, and driver's license number of the other driver(s)
 - b) Name and address of the vehicle owner(s)
 - c) Registration number of the other vehicle(s) involved
 - d) Name and address of other driver(s) insurance company(s)
 - e) Name and address of any witnesses to the accident
4. The operator will immediately report the incident details to a responsible supervisor or department head, and submit any related documentation.
5. At the earliest opportunity or within 24 hours of the accident, the responsible supervisor or department head will complete and submit an Internal Vehicle Accident Report to the Office of the school Manager.
6. Within 72 hours, a First Report of Auto Claim form will be completed by the responsible supervisor or department head and will be submitted to the insurance coordinator, along with a copy of any official police report, photographs, or other relevant documentation.
7. If applicable, a First Report of Injury form should be completed and filed with the Department of Human Resources.

**Adopted by the
Mashpee School Committee on _____**

1st Read: July 17, 2019

TOWN OF MASHPEE VEHICLE ACCIDENT REPORT

Any time a vehicle owned by the Town of Mashpee is involved in any type of accident resulting in property damage, including the vehicle itself, or personal injury, or death, the driver shall stop when practicable and safe and report such accident to the police of jurisdiction and allow for the appropriate investigation. Additionally, the driver of said vehicle shall report such accident to his/her department head, who in turn shall complete and file this form with the Office of the Town Manager upon the next working day at Town Hall or be given an extension not to do so. This report shall be completed by the Department Head or Town Manager (or his designee) if a Department Head is involved in the vehicle accident.

[Effective: January 1, 2016]

Name _____ of _____ Driver: _____

Vehicle Number: _____ Year: _____ Make: _____ Model: _____ Color: _____

Vehicle Registration Number: _____ VIN# _____

Department: _____ Date of Accident: _____ Time of Accident: _____

Street/Location of Accident: _____

Town/City and State of Accident: _____

Police Notified: Yes [☐] No [☐] Police Investigated: Yes [☐] No [☐] Police Report Attached: Yes [☐] No [☐]

Department Head Notified: Date: _____ Time: _____ In person: [☐] Phone: [☐] Other: [☐]

Describe vehicle damage: Minor [☐] Moderate [☐] Major [☐] Total Loss [☐]

Any known injuries to driver? Yes [☐] No [☐] Any known injuries to others? Yes [☐] No [☐]

Any known witnesses? Yes [☐] No [☐] Any known charges filed against driver? Yes [☐] No [☐]

Describe location of damage, if any? _____

Was the driver at fault? Yes [☐] No [☐]

If yes, please describe what administrative action should be taken to prevent such an accident from reoccurring. (Describe below)
