

WORCESTER COUNTY PUBLIC SCHOOLS

ATHLETIC HANDBOOK



Worcester County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding non-discrimination policies: Supervisor of Human Resources, Worcester County Board of Education, 6270 Worcester Highway, Newark, MD 21841



WORCESTER
COUNTY PUBLIC SCHOOLS

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Interscholastic Athletics in Worcester County Public Schools

Participation in interscholastic athletics is a privilege that assists each student in developing a number of positive outcomes. Education-based interscholastic athletics serve to enhance the total educational program for each participant. Through participation in interscholastic athletics, students develop athletic skills, knowledge of the game, work toward team and individual goals, build self-esteem as well as self-worth, and learn good sportsmanship and fair play.

While academics should serve as the most important phase of every student's learning experiences, athletic participation often promotes academic success. Lifetime characteristics such as self-discipline, interpersonal relations and self-confidence are often associated with individuals that have participated in athletics.

In addition, interscholastic athletics should provide the opportunity for the entire student body to demonstrate school spirit, positive citizenship, appropriate decorum, and play a role in community enriching activities. The health and well-being of each student-athlete should be our main objective and will remain more important than the outcome of any athletic event.

Louis H. Taylor
Superintendent of Schools

Tyrone E. Mills
Coordinator of Athletics

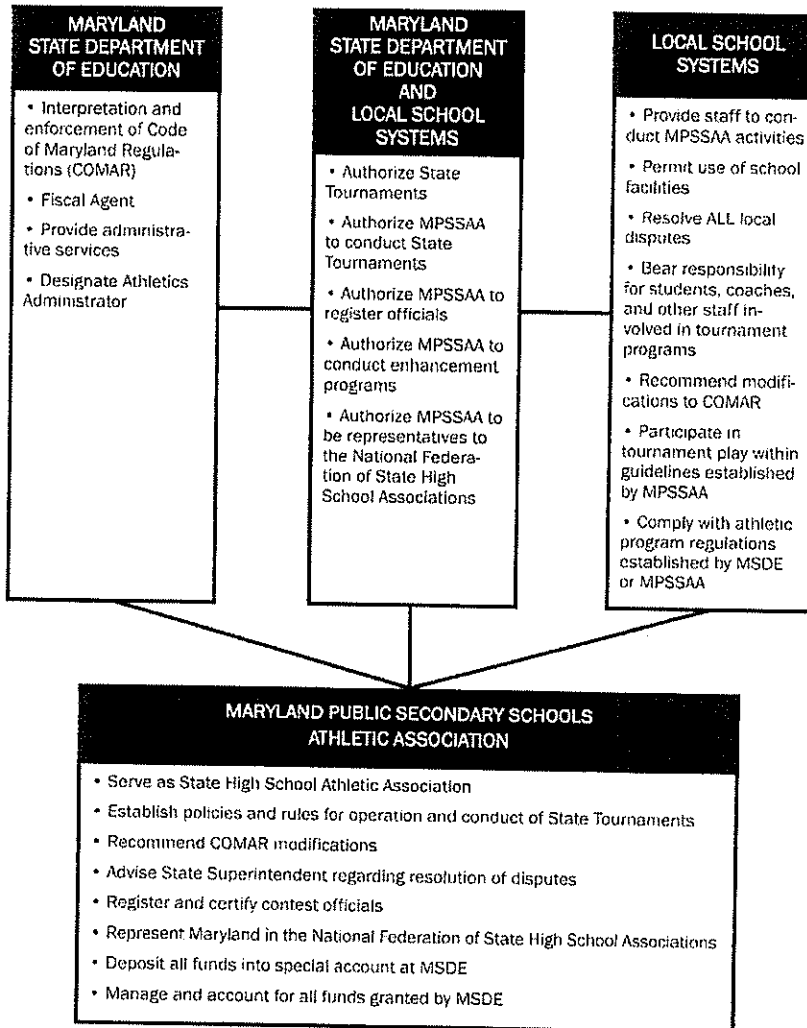
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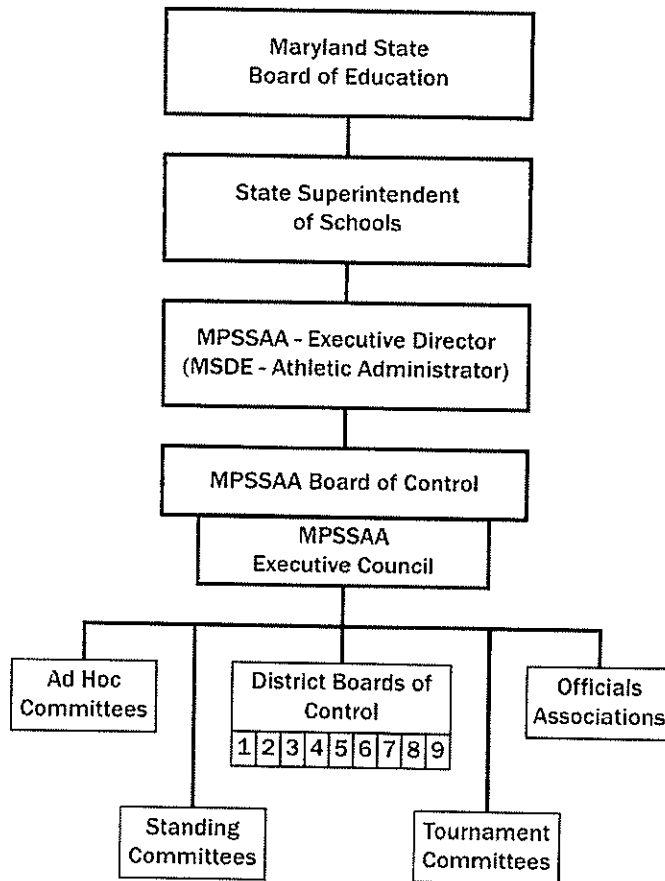
Introduction

This athletic handbook consists of established policies, procedures, regulations of the Worcester County Board of Education, the Maryland Public Secondary Schools Athletic Association, and the Maryland Eastern Shore Bayside Athletic conference. Its contents can be used as a reference for school administrators, athletic directors, coaches, and athletic trainers for policies procedures, and regulations pertaining to interscholastic athletics. Additional references on the administration of interscholastic athletics can be found in the Maryland Public Secondary Schools Athletic Association Handbook, www.mpssaa.org, and the Maryland Eastern Shore Bayside Athletic Conference constitution by laws at www.mdbaysidedigitalsports.com.

INTERSCHOLASTIC ATHLETICS IN MARYLAND



**MARYLAND
PUBLIC SECONDARY SCHOOLS
ATHLETIC ASSOCIATION**



Organization Structure

Coordinator of Athletics

The duties of this position include but are not limited to:

- Providing leadership to the interscholastic athletic program.
- Working with high school principals to offer a high quality interscholastic program that is an extension of our academic program.
- Assures compliance with all Board of Education Policies and Procedures, as well as, MPSSAA and Maryland Eastern Shore Bayside Athletic Conference Regulations and Rules.
- Meeting with high school principals and athletic directors to address concerns and foster communication.
- Assures that all coaches have completed the necessary certification training and organize training as needed.
- Reviews and processes all requests to attend a different school to participate in sports.
- Serves as the designee of the Superintendent of Schools on various committees and sporting events.

Principals

The principal is responsible for the administration and supervision of the entire athletic program of the school. The principal should:

- Ensure that all rules and regulations established by the Worcester County Board of Education, the Maryland Public Secondary Schools Athletic Association, and the Maryland Eastern Shore Bayside Athletic Conference are administered.
- Be responsible for the proper treatment of game officials and all visitors attending athletic events conducted at the school.
- Assist the athletic director in scheduling athletic contests that are not in conflict with other school programs.
- Develop and maintain an athletic budget in consultation with the athletic director.
- Establish an effective method to evaluate all coaches.

Athletic Directors

The athletic director is responsible for administering the entire athletic program under the direction of the principal. This responsibility includes:

- Verifying all student eligibility prior to participation.
- Assisting in enforcing all county, state, and conference rules and regulations.
- Scheduling all athletic events including game officials, team transportation, and game security.
- Providing assistance to the principal in developing an athletic budget.
- Inspecting the athletic facility to ensure the safety of participants and spectators.
- Attending county, conference, and state athletic association meetings.

- Consulting with the Coordinator of Athletics on topics pertaining to athletic competition.
- Maintaining team uniform inventory and develops systematic procedure for new purchases.
- Developing and maintaining equipment inventory by sport.
- Confirms accuracy of and disburses officials' fees.
- Communicates with various schools on matters pertinent to interscholastic sports programs.
- Coordinates athletic field preparation.
- Communicates with the athletic trainer to ensure that a physician and emergency medical personnel/equipment are present for home football contests.

Coaches

All coaches are responsible to the principal and athletic director for administering all rules and regulations pertaining to their respective sport. Coaching duties and responsibilities include:

- Completing a course in the Care and Prevention of Athletic Injuries prior to the beginning of a second year of coaching.
- Understanding and implementing policies, procedures, and rules established by the county, conference, and state association regarding participating in athletic events.
- Exerting a positive influence to enhance sportsmanship by players, other coaching staff members, and spectators.
- Communicating effectively with the principal, athletic director, parents, and the media regarding interscholastic sports competition. Understanding the Worcester County Board of Education Media policy.
- Respecting the integrity and personality of each student-athlete.
- Providing first-aid to student-athletes when needed and communicating athletic participation injuries to the athletic trainer and school administrator.
- Demonstrating a respect for the integrity and judgement of game officials.
- Completing an end-of-season inventory of equipment and submitting it to the athletic director.
- Cleaning, storing and maintaining team uniforms and inventory. Consulting and communicating with athletic directors on uniforms that need to be repaired or replaced.
- Beginning in the fall of 2019 all coaches must hold current certification in CPR/AED.
- COMAR 13.A.05.05.09 states one certified person in CPR shall be available on site at all school-sponsored athletic events. COMAR 12A.05.10.03 states each county board shall develop and implement a high school AED program which shall require, at minimum: (1) one AED onsite in each public high school, which shall be available for use at each school-sponsored athletic event (includes practice and scrimmages); (2) one individual trained in the operation and use of an AED present at each school-sponsored athletic event (includes practice and scrimmages).

Athletic Trainers

The athletic trainer is responsible for the assurance that all participants in the interscholastic program have had proper physical examinations, medical clearance, and verification of insurance prior to participation.

Other duties include:

- Administering first-aid to all student-athletes participating on a sports team.
- Establishing rehabilitation and conditioning programs for students.
- Assisting coaches to establish programs of strength, flexibility, and conditioning.
- Providing open lines of communication with other health care professionals when injuries occur during athletic participation.
- Ensuring that student-athletes complete a return to play program prior to participation after an injury.
- Maintaining communication with parents, coaches, and other school personnel regarding the status of an injured student-athlete.
- Establishing a pre-season screening schedule of student-athletes.
- Reporting the status of athletic training facility and equipment to the school administration.
- Maintaining complete and accurate injury, treatment, and therapy records of student-athletes.
- Assisting in the education of the coaching staff on required county and state coursework. This includes, but is not limited to, the Maryland Public Secondary Schools Athletic Association Care and Prevention of Athletic Injuries course, concussion awareness, heat acclimatization, and sudden cardiac arrest.

VII.5 Procedures Governing Secondary School Athletic Programs

The following procedures have been established by the Worcester County Board of Education to govern the athletic programs in the public secondary schools of the county. The school administrators, athletic directors, coaches, athletic trainers and players shall be knowledgeable of and abide by the following procedures:

- A. Handbook of the Maryland Public Secondary School Athletics Association
- B. Bayside Athletic Conference Constitution, Bylaws and Policies
- C. Supplemental Procedures
 1. Supervision
 - a. The coach in charge of each athletic activity is responsible for staff and squad member conduct from the time the participants report to the activity until the conclusion of the activity.
 - b. The coach must not leave until all squad members have departed from the school. The coach is responsible for securing the area utilized for the activity. A coach may delegate responsibility for securing the area to a member of his or her coaching staff.
 - c. The coach must instruct squad members to take good care of athletic facilities, and must inform the athletic director of any damage to school facilities by a squad member. Appropriate disciplinary action will be taken when athletic facilities are abused.
 2. Insurance

Health insurance is required for all squad members. All team members who are covered by the standard school insurance blanket scholastic policy have insurance coverage while practicing or playing with school teams, with the exception of football. A supplemental school insurance policy is available for football players. Any player without the appropriate school insurance must submit to the principal the name of the insurance company, policy number, and a signed statement from the parents verifying that their child is covered by health insurance.
 3. Injuries
 - a. In case of injury, first aid should be administered immediately.
 - b. If the injury is serious, the coach, athletic trainer or school administrator must contact the parents or guardians and advise them of the situation unless the coach or school official determines it imperative that the victim be

immediately transported to a hospital. In this event, the parents should be contacted as soon as reasonably possible. (An ambulance may be obtained by calling 911.) The coach must arrange for a member of the coaching staff or school official to accompany the student if possible, either in the ambulance or by following in a private car, and stay with the student until a parent or guardian arrives.

- c. Coaches must have an "Athletic Team Student Emergency Information Card" completed for each squad member and have it on file in their first aid kit for reference when there is a serious injury.
- d. The coach must complete an injury report form for any injury requiring first aid and submit it to the school athletic director. This report must be submitted within 24 hours or on the next school day.
- e. To protect the student's health and safety, the coach must require written medical clearance after every serious illness and injury before the athlete is allowed to resume participation.
- f. If it is suspected that a player has a concussion, the coach shall take the following steps:
 - 1. Remove the athlete from play or practice.
 - 2. Ensure that the athlete is evaluated by an appropriate health care professional. Do not try to judge the seriousness of the injury yourself.
 - 3. Inform the athlete's parents or guardians about the suspected injury and give them a copy of the fact sheet on concussions. Inform the parents or guardians that the athlete cannot return to play or practice until the athlete has written permission from a health care professional.
 - 4. Allow the athlete to return to play or practice only with written permission from an appropriate health care professional.

4. Team Rules

- a. All coaches, trainers, staff and student athletes are expected to display good citizenship and sportsmanship at all activities and events. All team participants are expected to review and abide by the tenet of sportsmanship identified in the MPSSAA Respect for the Game Handbook.
- b. Whenever a team member or coach is removed or ejected from a game or contest, the principal shall hold a conference with the player and parents or coach and impose appropriate disciplinary action. A written report must be sent to the Superintendent.
- c. Any team member who is suspended from school cannot practice or play during the period of suspension.

- d. All team members are to travel to and from games by transportation furnished by the school. Any exceptions to this are to be submitted in writing by the parents and approved by the principal or vice principal.
 - e. The use of alcoholic beverages or drugs during the team's season is a violation of training rules. Any student athlete using or possessing alcoholic beverages or drugs, in addition to any other disciplinary action that might be authorized, shall be dismissed from the team. The student athlete so dismissed shall not be permitted to participate in another sport during that season.
 - f. If a student quits a team without personally notifying the coach he/she must have his/her case reviewed by the school administration to be eligible for another sport during the same season.
 - g. Coaches will require their traveling squads to maintain a neat personal appearance.
 - h. Team rules pertaining to the following must be submitted in writing to the principal for approval prior to the first day of practice for the sport involved:
 - 1. missing practices
 - 2. players attitude and behavior as it affects the team and/or school
 - 3. tardiness at practices and games
 - 4. use of tobacco
 - 5. such other rules as the coach deems appropriate
5. Coaches are responsible for explaining the MPSSAA, Bayside, and local rules to team members and to enforce the rules. A copy of "Procedures Governing Secondary School Athletic Programs" must be given to each student that participates in the Worcester County Secondary Athletic Program. Students will sign an appropriate form that indicates receipt of the rules and procedures.



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ATHLETIC PARTICIPATION POLICIES AND PROCEDURES

SCHOOL: _____
SPORT: _____
DATE: _____

I have received a copy of the Worcester County Public Schools Policies and Procedures Governing Secondary School Athletic Participation (PRO. VII.5), along with a complete explanation by my coach of its contents and any additional training rules that apply to this sport. I understand what is expected of me as an athlete at _____.

TEAM MEMBER SIGNATURES

Two columns of horizontal lines for team member signatures.

IV-D-9 Scholastic Eligibility for High School Interscholastic Athletics

- A. A student who is ineligible as a result of the student's final report card (exception - incoming 9th graders) shall be placed on probation until a grade check by the principal at the conclusion of 10 school days. If the student's grades meet the eligibility standards at this time, the student's athletic eligibility is restored. During the probationary period, the student may practice, but may not participate in scrimmages or scheduled contests.
- B. At the issuance of the October progress report, the principal shall review grades and any student found to be ineligible will not be allowed to participate until November report cards are issued.
- C. A student will be declared ineligible to participate in athletics at the October progress report, November report card, January report card, April report card or final report card if any of the following conditions exist with his/her grades:
 - 1. less than 2.0 GPA unweighted
 - 2. Two or more F's;
 - 3. one F and two or more D's;
- D. A student's eligibility to participate in athletics may be restored at the November report card, December progress report, January report card, March progress report, April report card, May progress report or final report card, if at the principal's review none of the following conditions exist with his/her grades:
 - 1. less than 2.0 GPA unweighted.
 - 2. Two or more F's;
 - 3. one F and two or more D's;

State Eligibility Requirements (COMAR §§ 2-205.02)

Student eligibility for participation in interscholastic athletics at the high school level shall be based on the following criteria:

- Students shall be officially registered and attending **the** member MPSSAA school **they are authorized to attend under regulations of the local school system**. They may represent only the school in which they are registered and at which it is anticipated they will complete their graduation requirements.
- Students who are 19 years old or older as of August 31 are ineligible to participate in interscholastic athletics.
- **Students in grades 9, 10, 11, and 12 may participate in interscholastic athletic contests for a maximum of four seasons in any one sport.**

Bayside Eligibility Requirements

No student shall be allowed to participate in more than one (1) interscholastic sport per season. Students shall not be permitted to switch sport's teams after the first official MPSSAA play date. Exception to the above mentioned rule are:

- A student playing another sport may also participate in football as a punter or kicker only. They are not eligible to play any other position.
- A student playing another sport may also participate in the District and State golf tournaments provided:
 1. There is no organized team already at the school, or
 2. A school-sponsored team has fewer members than the allowable number of entries permitted for the district tournament. In either case, a student may not take the place of a regular team member as of October 1.
- Students who are seventeen (17) years old or older as of August 31 are ineligible to participate in junior varsity.
- No senior shall be allowed to participate in junior varsity basketball.
- Eleventh (11th) and twelfth (12th) grade students may not play junior varsity football.
- Students who participate on both varsity and junior varsity teams may not play in a number of contest that exceed the maximum number allow for that sport in a week or season.
- Students may not compete on both a varsity and junior varsity level against the same school on the same day.

Practice Sessions

- There shall be no more than one (1) practice session per school day of no longer than two (2) hours.
- Practice sessions of no more than two (2) hours duration may be held twice daily when schools are not in session from the first allowable date of practice to the first allowable play date as regulated by the MPSSAA.
- Member MPSSAA school may not play or practice on Sundays.

- If a school is closed, either all day or early dismissal, due to inclement weather, there shall be no practices or athletic contests involving that school that day.

Out of Season Practice

Any school group or team gathering consisting of three or more players that has assembled for the purpose of drilling or instruction would constitute a violation. School coaching staffs may work with a maximum of two players per day.

Any paid or volunteer coach at a member school may coach a non-school team provided the team has no direct affiliation with the school. When coaching non-school teams, including returning school players on non-school teams, the following criteria shall be observed:

- The non-school team may not use a name directly connected with the school.
- The non-school team may not use school uniforms, equipment or funds.
- The non-school team may not use school facilities except as allowed by local school system guidelines.
- The non-school team must meet local school system standards of a non-school team.
- The number of returning school players on the non-school team is limited according to the following timeframe:

Sport	Starting Line Up	Limit
Baseball	9	7
Basketball	5	4
Cross Country	7	5
Field Hockey	11	8
Football	11	8
Golf	4 State Members	3
Gymnastics – boys	6 events	4
Gymnastics - girls	4 events	3
Lacrosse	10	8
Soccer	11	8
Softball	9	7
Swimming	12 events	9
Tennis	8 State events	6
Track & Field	18 events	14
Volleyball	6	4
Wrestling	14	11

Other out-of-season team reminders to avoid:

1. Requiring (directly or implied) participation as a criterion for inclusion on the school team.
2. Assembling a team roster that is not open to anyone wishing to participate

3. Having a member of the school coaching staff coach a team participating in a team camp.
4. Having the coach, not the league, create the schedule.

IV.9 Required Practice for Athletes Following the Start of a Sport Season

In the interest of safety, preparation, and training, student who try out for a team after the sport season begins will be required to participate in the following number of practice days prior to contest participation.

Collision Sports: a minimum of 10 days of practice (football, wrestling, boys lacrosse)

Contact/Limited Contact Sports: a minimum of 5 days of practice (soccer, field hockey, volleyball, cross country, basketball, indoor track, baseball, softball tennis, outdoor track, girls lacrosse, golf, swimming)

POL. IV-D-12 Physical Education and Athletic Programs for Students with Disabilities

In accordance with the Annotated Code of Maryland, Section 7-4B – 01, 02, and 03 Subtitle, Equal Opportunity to Participate in Mainstream Physical Education and Athletic Programs, the Worcester County Board of Education shall:

1. ensure that students with disabilities have an equal opportunity to:
 - a. participate in physical education programs;
 - b. try out for and, if selected, participate in athletic programs.
2. ensure the provision of reasonable accommodations necessary to provide students with disabilities equal opportunity to participate to the fullest extent possible, in physical education and athletic programs.
3. ensure that adapted, allied or unified physical education and athletic programs are available.
4. provide the opportunity for students with disabilities to participate in extracurricular or interscholastic competition, as demonstrated by:
 - a. equivalent opportunities for participation in extracurricular or interscholastic athletic programs, or;
 - b. evidence indicating that interests and abilities of students with disabilities have been fully and effectively accommodated by the Worcester County implemented programs.

Exceptions to the requirement may be made when the inclusion of a student:

1. presents an objective safety risk to the student or others, based on an individualized assessment of the student, or
2. fundamentally alters the nature of the school’s physical education or athletic program.

IV.15 Physical Education and Athletic Programs for Students with Disabilities

The purpose of these procedures is to create a corollary athletic program in our school system providing athletic opportunities so that every student has an equal opportunity to access the benefits of education-based athletic programs.

A. Definitions of terms:

1. "Corollary Athletic Program" means a program that is not governed by the requirements of COMAR 13A.06.03 and COMAR 13A.04.13 and that is specifically designed to combine groups of students with and without disabilities together in physical activity.
2. "Interscholastic Athletic Programs" means programs governed by the requirements of COMAR 13A.06.03
3. "Student with a disability" means:
 - a. A student who meets the definition of a "handicapped person" as defined in 45 C.F.R. § 84.3 (j);
 - b. A student who meets the definition of a student with a disability as defined in COMAR 13A.05.01.03B(78); or
 - c. A student who meets the definition of a "handicapped person" as defined in 34 C.F.R. § 104.3(j).

B. Eligibility for Corollary Athletic Programs

1. Students in grades K-8 who participate in the Corollary Athletic Program shall:
 - a. be officially registered and attending a Worcester County Public School;
 - b. complete a parent permission form.
2. Secondary school students in grades 9-12 who participate in the Corollary Athletic Program shall:
 - a. be officially registered and attending a Worcester County Public School;
 - b. complete a parent permission form;
 - c. be making satisfactory progress toward graduation with a Maryland High School Diploma specified in COMAR 13A.03.02.09B; or school completion with a Maryland High School Certificate of Program Completion specified in COMAR 13A.03.02.09D;
 - d. have not participated on an interscholastic athletic team in the same sport;
 - e. if a student acquires a disability during their years of participation in interscholastic sports, the local school system may permit an exception to 05.B(4).

C. Complaints and Appeal Process

1. Parents, guardians and legal representatives of students with disabilities may file a written complaint with the superintendent regarding an alleged violation of these procedures.
2. The written complaint shall:
 - a. state the alleged violation;
 - b. contain a brief statement of facts;
 - c. contain a brief statement of relief sought;
 - d. be filed within 30 days of the discovery date of the alleged violation.
3. A decision made by the Superintendent can be appealed to the Worcester County Board of Education.

IV-D-13 Concussion Safety for Students/Athletes and Youth Sport Programs

In accordance with SB 771 and HB 858, which amended sections 7-432 and 14-501 of the Education Article of the Annotated Code of Maryland, the Worcester County Board of Education has developed a policy and recommendations for the implementation of concussion awareness programs for student/athletes, their parents or guardians, their coaches, and other school personnel. The Board of Education has also developed recommendations on the management and treatment of student-athletes suspected or diagnosed with having sustained a concussion. These recommendations provide guidance for both the student/athlete's exclusion from play as well as their return to the classroom. In addition, policies must address the concussion education and a system of tracking the requirements of non-school related athletic programs with guidance and suggestions for those programs. The intent of this policy is to establish a process for the prevention and management of concussions for students in Worcester County Public Schools.

IV.19 Concussion Safety for Student/Athletes and Youth Sports Programs

The following procedures shall apply for student/athletes with a suspected concussion and Youth Sports Programs conducted on school property.

DEFINITIONS:

Concussion – a brain injury that is caused by a blow, bump, or jolt to the head that can change the way the brain normally works.

Licensed health care provider – a licensed physician or physician assistant, a licensed psychologist with specialty training in neuropsychology (neuropsychologist), a licensed nurse practitioner; or a licensed athletic trainer trained in the evaluation and management of concussions.

Youth sports program – a program organized for recreational athletic competition or instruction for participants who are under the age of 19 years.

Return to play – participation in a non-medically supervised practice or athletic competition after a period of exclusion.

Special Procedures for students suspected of having a concussion and Youth Sports Programs.

- A. The coach shall immediately remove the student/athlete from play or practice.
- B. The student/athlete's parents or guardians must be informed of the suspected injury and provide them with probable head injury information. The coach must also inform the athletic director, athletic trainer, and the school nurse of the suspected concussion.
- C. Upon removal from play or practice, the student/athlete must be evaluated by an appropriate health care professional.
- D. The parents or guardians must be informed that the student/athlete cannot return to play or practice until the student/athlete has written permission from a licensed health care provider.
- E. The student/athlete can return to play or practice only with written permission from a licensed health care provider and completes the return to play protocol.
- F. All coaches must complete biennial refresher concussion training.
- G. Physical education teachers are required to complete concussion training.
- H. Appropriate academic accommodations should be provided for the student/athlete that has been diagnosed with a concussion.

- I. Non-school youth athletic activities conducted on school property must provide assurances that concussion information has been provided to all participants and their parents or guardians.
- J. Each school shall have the parents or guardians of each student/athlete complete a concussion awareness acknowledgement statement and provide a concussion fact sheet.

Heat Acclimatization Period

The implementation of any heat acclimatization guidelines should take into account an acclimatization period that defines the duration, intensity and number of required practices to acclimatize each individual student-athlete. The duration and intensity for practices are suggested to gradually increase the student-athlete's heat tolerance, enhance their ability to participate safely in warm and hot conditions, and minimize their risk for heat related illnesses.

The body of evidence supporting heat acclimatization guidelines is extensive and led to the National Athletic Trainers Association (NATA) and an inter-association task force comprised of the American College of Sports Medicine, Gatorade Sports Science Institute, National Strength and Conditioning Association, United States Army Research Institute of Environmental Medicine, American Orthopaedic Society for Sports Medicine, American Medical Society for Sports Medicine and American Academy of Pediatrics to develop *Pre-season Heat-Acclimatization Guidelines for Secondary School Athletics*.

These national guidelines serve as a basis in forming a model policy to acclimatize student-athletes to their respective environment for the safe training and participation during the pre-season practice period.

Suggested guidelines for local consideration take into account the need for instructional and repetition during the pre-season practice period to reduce the risk of other sport related injuries. However, no research or sound reasoning was found to deviate from the minimum requirements of the inter-association task force's policy relating to the duration, intensity and number of practices during the first five (5) days of acclimatization. Therefore, it is in the best interest to reduce the risk of heat related illnesses by not compromising a student-athlete's acclimatization period while encouraging athletic administrators and coaches to find the most effective methods to increase and use instructional time.

Furthermore, these guidelines are recommended for fall practice where the greatest risks for heat related illnesses occur. However, athletes practicing indoors, in non-air conditioned or poorly ventilated gyms are also susceptible as are students practicing for spring sports. The guidelines are also recommended for winter and spring sports regarding the duration and intensity of practices and local school systems should evaluate whether equipment restrictions are necessary.

General Guidelines

- On single-practice days, one walk-through is permitted.
- Double practice days (beginning no earlier than practice day 6) must be followed by a single-practice day or rest day. When a double-practice day is followed by a rest day, another double-practice day is permitted after the rest day.
- All practices and walk-through sessions must be separated by three hours of continuous rest.
- If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe, but total practice time should not exceed its limitations.

- Equipment Restrictions
 - Football
 - Practice days 1 and 2 – helmets only, only shorts/t-shirts.
 - Practice days 3 through 5 – helmets and shoulder pads only. Contact with blocking sleds and talking dummies may be imitated.
 - Beginning practice day 6 – full protective equipment and full contact may begin.
 - Field Hockey
 - Practice days 1 and 2 – Goalies in helmet and goalie kickers, athletes may wear shin guards, goggle and mouth pieces.
 - Practice days 3 through 5 – Goalies in helmet, chest protections and goalie kickers.
 - Beginning practice day 6 – full protective equipment may be worn.
 - Soccer – Shin guards and goalie gloves can be worn beginning day 1.
 - Volleyball – Knee pads may be worn beginning day 1.
- The heat-acclimatization period is designed for students on an individual bases. Days in which athletes do not practice due to a schedule rest day, injury, illness or other reasons do not count towards the head-acclimatization period.
- Practice Days 1-5
 - School teams shall conduct all practices within the general guidelines above as well as the following guidelines for practice days 1–5.
 - School teams are limited to one practice per day not to exceed two (2) hours in length.
 - One walk-through session is permitted per day no longer than 1 hour in duration.
- Practice Days 6-16
 - School teams shall conduct all practices within the general guidelines above as well as the following guidelines for practice days 6-14.
 - Total practice and walk-through time per day should be limited to five (5) hours with no single session longer than three (3) hours in duration.
 - School teams may participate in full contact practices with all protective equipment worn.

Sample Practice Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						Day 1
Rest Day	Day 2	Day 3	Day 4	Day 5	Day 6 Full contact 1 st two-a-day	Day 7
Rest Day	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13
Rest Day	Day 14	Day 15	Day 16	Day 17	First Play Date	

Note: Shaded days reflect Heat Acclimatization Period

Resources for Heat Acclimatization Guidelines

- NATA “Pre-Season Heat-Acclimatization Guidelines for Secondary School Athletics”
- NATA Consensus Statement on Heat-Acclimatization Guidelines

Heat Related Illness

Heat related illnesses are serious and potentially fatal incidents that are very preventable. This document is to provide guidelines for preventing, identifying and treating heat illnesses.

In order to prevent heat illnesses, the Bayside Athletic Conference has adopted the Maryland Model Policy on Heat Acclimatization, with a few minor changes. Having the Bayside policy in place, teams will have specific guidelines for pre-season practice. By following these guidelines, the likelihood of a student-athlete to experience a heat relate emergency should be reduced. Worcester County high schools shall also require all coaches, paid and volunteer, to complete the National Federation of High Schools’ heat acclimatization course. The certificate of completion shall be printed out and submitted to the Head Athletic Trainer or Athletic Director. Heat related emergencies shall also be discussed in coaches meetings and during the Maryland State Public Secondary School Athletic Association (MPSSAA) Care and prevention of athletic injuries course.

Student-athletes that are experiencing signs and symptoms of heat related illnesses will show a series of signs and symptoms. These signs and symptoms can include the following:

Nausea	Vomiting	Headache
Hot to the touch	Altered Level of Consciousness	Weakness
Dizziness	Red or flushed skin	Syncope

Preparedness

- Ice and emergency equipment should be available on the schools’ gator or golf cart i.e., ice chest, ice bags, AED, and other emergency supplies
- Water source
- Ice for cooling or application to patient
- Cell phone

Emergency Treatment

Heat Cramps	Heat Exhaustion	Heat Stroke
<p>Symptoms include:</p> <ul style="list-style-type: none"> • Painful cramps an spasms of active muscles • Caused by prolonged activity in the heat • Depletion of water and salt due to sweating 	<p>Symptoms include:</p> <ul style="list-style-type: none"> • Weakness • Exhaustion • Headache • Dizziness • Profuse sweating • Cool, moist pale or red skin 	<p>Symptoms include:</p> <ul style="list-style-type: none"> • Patient may be unconscious • Confusion or altered mental state • Hot, red skin • Rapid, weak pulse • Rapid, shallow breathing

		<ul style="list-style-type: none"> • Dry skin - no longer sweating
<p>Treatment:</p> <ul style="list-style-type: none"> • Remove from heat to a cool place • Apply ice to painful are • Give fluids (water or sports drink) • Patient may return to play when pain subsides 	<p>Treatment:</p> <ul style="list-style-type: none"> • Remove from heat to a cool place • Loosen clothing and apply ice towels and/or ice bags to armpits and groin • Ice immersion if available • Give fluids (water or sports drink) if patient is conscious • If patient is unable to ingest fluids, CALL 9-1-1 • Monitor patient for worsening conditions • Patient may not return to play that same day 	<p>Treatment:</p> <ul style="list-style-type: none"> • This is a medical emergency. Immediate cooling is necessary. • CALL 9-1-1 • Remove excess clothing • Ice packs in armpits and groin • Ice immersion if available • Patient may not return to play until cleared by a physician

Pre-assignment of Responsibilities

- Person to call 9-1-1 and then parent
- Person to contact school administration
- Person(s) to prepare ice bags for topical application or ice immersion tub if available
- Person(s) to assist with moving and attending injured athlete
- Person to meet and escort emergency vehicle to victim
- Person to supervise rest of the team
- Person to take heat and humidity reading with psychrometer ½ hour prior to event

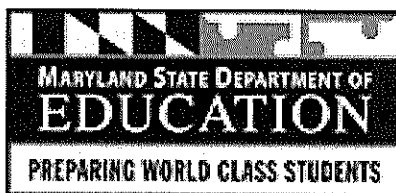
Activity Restrictions for Outdoor Physical Conditioning in Hot Weather

- Psychrometer readings will be measured by the manufacturers recommendations
- Psychrometer readings shall be taken when air temperature is > 80° in order to determine WGBT (wet bulb globe temperature)
- Practice day restriction decisions should be made by the athletic director, athletic trainer, and head coach
- Game day restriction decisions should be made by the on-site officials, school administration and medical staff
- Possible practice/game restrictions may include:
 - Push game start time back 30 minutes

- Time out after set number of points (volleyball)
- Cancel activity

WBGT (wet bulb temperature) measured by psychrometer	Guidance for non-acclimated athletes	Guide for fully acclimated athletes
< 78.0°F	Extreme exertion may precipitate heat illness	<i>Normal activity</i>
78.0°F – 82.0°F	Use discretion in planning intense exercise	<i>Normal activity</i> Pay special attention to at-risk individuals in both cases
82.1°F – 86.0°F	Limit intense exercise to 1 hour; limit total outdoor exercise to 2 hours	<i>Use discretion in planning intense physical activity</i> Pay special attention to at-risk individuals in both cases. Be on high alert; watch for early signs and symptoms in both cases
86.1°F – 89.9°F	Stop outdoor practice sessions and outdoor physical conditioning	<i>Limit intense exercise to 1 hour; limit total outdoor exercise to 4 hours</i> Be on high alert; watch for early signs and symptoms in both cases
> 90°F	Cancel all outdoor exercise requiring physical exertion	<i>Cancel all outdoor exercise involving physical exertion</i>

* Above guidelines assume that athletes are wearing summer-weight clothing. When equipment must be worn, as in football and goalies, please use guidelines one-step below. For example, if WBGT is 86°F then use the step below (86.1°F - 89°F)



**Sudden Cardiac Arrest (SCA)
Information for Parents and Student Athletes**

Definition: Sudden Cardiac Arrest (SCA) is potentially fatal condition in which the heart suddenly and unexpectedly stops beating. When this happens, blood stops flowing to the brain and other vital organs.

SCA in student athletes is rare; the chance of SCA occurring to any individual student athlete is about one in 100,000. However, student athletes' risk of SCA is nearly four times that of non-athletes due to the increased demands on the heart during exercise.

Causes: SCA is caused by several structural and electrical diseases of the heart. These conditions predispose an individual to have an abnormal rhythm that can be fatal if not treated within a few minutes. Most conditions responsible for SCA in children are inherited, which means the tendency to have these conditions is passed from parents to children through the genes. Other possible causes of SCA are a sudden blunt non-penetrating blow to the chest and the use of recreational or performance-enhancing drugs and/or energy drinks.

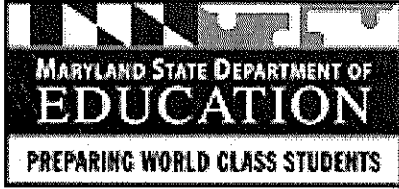
Warning Signs of SCA	Emergency Response to SCA
<ul style="list-style-type: none"> • SCA strikes immediately. • SCA should be suspected in any athlete who has collapsed and is unresponsive. <ul style="list-style-type: none"> • No response to tapping on shoulders • Does nothing when asked if he/she is ok • No pulse 	<ul style="list-style-type: none"> • Act immediately; time is most critical to increase survival rates • Recognize SCA. • Call 911 immediately and activate EMS. • Administer CPR. • Use Automated External Defibrillator (AED).

Warning signs of potential heart issues: The following need to be further evaluated by your primary care provider.

- Family history of heart disease/cardiac arrest
- Fainting, a seizure, or convulsions during physical activity
- Fainting or a seizure from emotional excitement, emotional distress, or being startled
- Dizziness or lightheadedness, especially during exertion
- Exercise-induces chest pain
- Palpitations: awareness of the heart beating, especially if associated with other symptoms such as dizziness
- Extreme tiredness or shortness of breath associated with exercise
- History of high blood pressure

Risk of Inaction: Ignoring such symptoms and continuing to play could be catastrophic and result in sudden cardiac death. Taking these warning symptoms seriously and seeking timely appropriate medical care can prevent serious and possible fatal consequences.

Information used in this document was obtained from the American Heart Association (www.heart.org), Parent Heart Watch (www.parentheartwatch.org), and the Sudden Cardiac Arrest Foundation (www.sca-aware.org). Visit these sites for more information.



For official use only: Name of Athlete _____ Sport/season _____ Date Received _____
--

Parent/Student Athlete Acknowledgement Statement

Parent/Guardian

I acknowledge that I have read and understand the following:

- Sudden Cardiac Arrest (SCA) Information Sheet
- Concussion Awareness Information Sheet.

Print Name

Parent/Guardian Signature

Date

Student Athlete

I acknowledge that I have read and understand the following:

- Sudden Cardiac Arrest (SCA) Information Sheet
- Concussion Awareness Information Sheet.

Print Name

Student/Athlete Signature

Date

Administration

LOUIS H. TAYLOR
Superintendent of Schools

H. STEPHEN PRICE
Chief Safety Officer

DENISE R. SHORTS
Chief Academic Officer, Gr. PK-8

VINCENT E. TOLBERT, CPA
Chief Financial Officer

ANNETTE E. WALLACE, Ed.D.
Chief Operating & Academic Officer,
Gr. 9-12



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WILLIAM L. GORDY

ELENA J. MCCOMAS

Dear Parents:

Worcester County Board of Education procedure allows high school students to enroll in another county high school for the purpose of participating in an athletic program that is not offered at their home school. The guidelines are enclosed.

In order for a student to be considered for transfer under this procedure the parent or guardian is required to complete the attached form and deliver it to their child's home school principal by July 1 of each year. Requests will be screened by the sending and receiving principals and forwarded to the Coordinator of Athletics for final screening. The Coordinator of Athletics will forward the request to the Superintendent, who will make the final decision regarding the request. The Superintendent, or his designee, will inform the parent in writing within 30 days of receiving the request for transfer.

Please complete the attached form and deliver to your child's principal. Note the deadline for request for transfers is July 1.

Sincerely,

A handwritten signature in cursive script that reads 'Tyrone E. Mills'.

Tyrone E. Mills
Coordinator of Athletics

TEM/dlp

IV.8 Student Participation in Other School Athletic Programs

The Worcester County Board of Education allows a high school student, with the Superintendent's approval, to enroll in another Worcester County Public High School for the purpose of participating in a school athletic program not offered in the student's home school.

The following procedures shall govern the request by a student to attend another Worcester County Public School to participate in an athletic program not offered in the student's home school.

- A. The request to attend another school must be submitted in writing to the Superintendent of Schools by July 1 of the current school year and shall include the reason for the request and shall be signed by the student and his/her parent/guardian. Requests will not be considered after July 1, with the exception of those students who move or transfer into Worcester County after the deadline.
- B. The Superintendent or designee shall respond to the request within 30 days. Approval for the transfer to participate in a sport is contingent on the student making the team. Additionally, continued approval for enrollment in receiving school is contingent upon the student maintaining membership through graduation in a sport not offered at their home school. If not, they will be administratively returned to their home school.
- C. If the transfer is approved:
 1. The parent/guardian shall be responsible for transportation to and from school for the term of the transfer, which is until graduation.
 2. Participation will be granted until graduation or the term of student eligibility. If the student desires to return to his/her previous home school prior to graduation, approval must be granted by the Superintendent under policy IV-A-6.
 3. The guidance counselors at the two schools will meet with the student, and his/her parent/guardian to establish appropriate and consistent academic schedules for the duration of the transfer.

ADP. 1/98
REV. 12/98
REV. 12/02
REV. 6/04
REV. 2/08
REV. 12/09

PRO. IV.8

Worcester County Public Schools
6270 Worcester Highway
Newark, Maryland 21841

Yearly Request for Transfer for Athletic Participation

Name of Student: _____ Grade: _____

Student's Home School: _____

Receiving School: _____

Reason for Transfer: _____

It is understood that the duration of this transfer is until graduation and is contingent upon the approval of the home principal, the receiving principal, the coordinator of athletics, and the superintendent. Approval for the transfer to participate in a sport is contingent on the student making the team. Additionally, continued approval for enrollment in receiving school is contingent upon the student maintaining membership through graduation in a sport not offered at their home school. If not, they will be administratively returned to their home school. If the student desires to return to his/her previous home school prior to graduation, approval must be granted by the superintendent under policy IV-A-6. If you return to your previous home school prior to graduating, your eligibility for further athletic participation may be affected by the eligibility rules of the MPSSAA. These factors should be discussed with the school principal and/or the Coordinator of Athletics prior to submitting this request.

Parent/Guardian Name: _____

Parent/Guardian Address: _____

Phone Number: _____

Parent/Guardian Signature

Date

Home Principal Signature

Date

Receiving Principal Signature

Date

Coordinator of Athletics Signature

Date

Superintendent of Schools

Date

Administration

LOUIS H. TAYLOR
Superintendent of Schools

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WILLIAM L. GORDY

ELENA J. MCCOMAS

TO: High School Principals

FROM: Louis H. Taylor

RE: Sportsmanship Practice

On the athletic field or court, we must instill good sportsmanship among our players, coaches, parents, and spectators. As high school principals, you have adopted and continue to use many initiatives to encourage good sportsmanship.

In addition to the MPSSAA and Bayside rules that govern athletics, our school system will use the following practice:

When a player is penalized for unsportsmanlike behavior such as an unsportsmanlike penalty in football or a technical foul for unsportsmanlike behavior or a yellow card by a game referee or official, the player must be immediately removed by the coach from the game and the player cannot return to the game until the player and coach have conferred and the coach is convinced that the player can continue to play using sportsmanlike behavior. In addition, the coach will inform in writing, the school principal of the behavior and action taken by the coach.

If a player is ejected from an athletic contest, the Bayside rules for exclusion from the next game will apply. Also, the coach will notify the school principal in writing of the behavior and action taken by the coach. In addition, at a minimum, a parent conference must be held with the coach, athletic director, Coordinator of Athletics, and principal prior to the player participating in practice and in the next scheduled game. Based on the outcome of the review of the behavior of the athlete, the principal can impose additional penalties including but not limited to suspensions from school and/or suspension from additional games and/or removal from the team. In addition, any time a player is ejected from an athletic contest, the principal must inform in writing, the Coordinator of Athletics and Superintendent of Schools. The report will include the nature of the violation and action taken by the school.

If a coach and/or assistant coach is penalized for unsportsmanlike behavior, the coach must inform the principal in writing and a conference must be held with the coach, athletic director, Coordinator of Athletics, and principal before the next practice and/or game. The principal will inform the Superintendent in writing of the violation and action taken by the principal. The action may include reprimand, suspension, and/or dismissal.

If a coach and/or assistant coach are ejected from a game, the coach must inform the principal in writing and a conference must be held with the coach, athletic director, Coordinator of Athletics, and principal before the next practice and/or game. The principal will inform the Superintendent in writing of the violation and action taken by the principal. The action may include reprimand, suspensions, and/or dismissal.

Please meet with coaches and athletes to inform athletes of this practice and include the section of this memorandum that addresses student athletes in all written team rules.

Bayside Transfer Eligibility

1. Transfer between schools

A student who transfers to a Bayside Conference High School is ineligible to participate in an interscholastic athletic contest and practice for forty-five (45) calendar days from the date of enrollment (i.e. July 1st to participate on August 15th) or meets at least one of the numbered criteria listed below:

- a. The student is a foreign exchange student and meets all other eligibility requirements for interscholastic athletics in the Bayside Conference.
- b. A student entering the ninth grade for the first time.
- c. There has been a corresponding change in the residence of the student's parents, parent or guardian into the receiving school's attendance zone.

Bayside Code of Conduct

If an athlete is ejected from a contest by an official, the athlete will not be allowed to play in the next scheduled contest. Coaches will be required to submit a Coaches/Officials Report form when athletes are removed from a contest. This means the next scheduled contest for that athlete, whether that is a playoff game, a game in the next sport, or a game in the next season or year. A required conference with the coach, athletic director and administrator will result.

If an official ejects a coach from a contest, he/she must leave the game site immediately and will be suspended for the next game played. The next game played is interpreted as the next game which the team he or she was coaching when ejected plays. The coach may not be associated in any capacity with any other team during this period.

Coaches suspended for a game are not allowed at the game site on the day or the night of the succeeding contest.

Coaches suspended for a game are allowed to participate in the practice sessions. The principal and athletic director will designate a coach for the next athletic contest.

An official's judgement is final. If an official determines an act was flagrant or unsportsmanlike there is no appeal.

Bayside Conference

Coaches' and/or Official's Report of Athletic Misconduct

This report shall be submitted if there are occurrences that are detrimental to the conduct of any athletic contest. The official and/or coach must submit this form if any of the following conditions occurs:

Ejection of Player

Ejection of Coach

Report for: _____

Contest between: _____ and _____

Date: _____

Description of Problem being Reported:

Explanation/Comments about Problem from your perspective:

Action Taken by School:

Reported by: _____ Date: _____

Signature: _____ School: _____

Address: _____ Phone #: _____

This form shall be filled out with copies sent to the Principal and Athletic Director of each school involved in the contest, Commission of Officials and Supervisor of Athletics.

VII.7 Adding School Athletic Teams

The following procedures apply whenever anyone wants to add an athletic team sport at any school:

- A. Parties, be they within the school or from the community, will meet with the school principal to share their requests to add an additional sport.
- B. The principal will inform the superintendent of the request for an additional sport.
- C. The principal will meet with the coordinator of athletics, athletic director and coaching staff to discuss the request.
- D. The principal or designee will survey students to determine the level of student interest in adding the sport to the school's athletic program.
- E. If the student survey indicates strong interest, the principal or designee will complete a cost projection for starting the additional sport.
- F. The principal will meet with the school's athletic boosters club to discuss the request and determine the level of support.
- G. The principal or designee will determine scheduling options if the additional sport is to be added.
- H. The principal will make a recommendation to the Superintendent regarding the addition of the sport.
- I. The superintendent or designee will review the matter and prepare a recommendation for Board review and action.
- J. Following approval by the Board of Education to add an additional sport the superintendent will inform the building principal of the decision, the approved budget, and the appropriate extra duty salary tier to be used in securing a coach.

Bayside Regulation of Adding School Teams

To add a sports activity to the approved scheduling list, 40% of the member schools must indicate a desire to field a team (and) the Board of Control shall vote on the sport at the annual spring meeting. A majority vote is required for approval. The new sports activity shall be scheduled at the next scheduling meeting.

IV-C-11 Bullying, Harassment or Intimidation of Students

All students in Worcester County Public Schools have a right to an educational environment that is safe, promotes optimal academic achievement and is free from any form of harassment. The Board of Education is committed to providing a nurturing, respectful educational environment, where the worth and dignity of individuals are valued and their safety and rights are protected. Behaviors that compromise this environment, interfere with school operations or are otherwise contrary to the basic mission of public schools will not be tolerated. This policy is intended to apply to the harassment of students by Board of Education employees or other students, in compliance with Education Article §7-424.1, of the Maryland Annotated Code.

I. Definition

- A. Harassment exists when there is a sufficiently severe action or persistent, pervasive pattern of actions or statements, directed at an identifiable individual or group. Bullying, harassment, or intimidation is defined as intentional conduct that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:
 - 1. motivated by actual or perceived personal characteristics including race, national origin, martial status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, family status or physical or mental disability; or threatening or seriously intimidating; and,
 - 2. occurs on school property, at a school activity or event, or on a school bus; or substantially disrupts the orderly operation of a school.
- B. Cyberbullying is a form of bullying, harassment, and intimidation. Cyberbullying means a communication transmitted by means of an electronic device and include the use of social media sites. Cyberbullying shall include any future applications that fall under "electronic communication".
- C. Forms of harassment may include but are not limited to the following:
 - 1. verbal harassment, such as derogatory or offensive comments, jokes, slurs, intimidation or gossip; and
 - 2. physical harassment, such as inappropriate or offensive touching, impeding or blocking movement; and
 - 3. visual harassment, such as derogatory or offensive writing, posters, pictures, objects, cards, cartoons, graffiti, drawings, gestures or prolonged staring/leering; and
 - 4. other forms of harassment which may include hazing, bullying, teasing or cyberbullying by electronic communication. Electronic communication means a device, such as but not limited to a telephone, cellular phone, computer, PDA or pager.

II. Application to Employees

This policy also applies to harassment of students by Board of Education employees. Any employee who is found to be responsible for harassment of a student will be subject to disciplinary action. Also,

any employee having knowledge of harassment of a student who fails to report it will be subject to disciplinary action.

III. Application to Students

Harassment committed by students against students constitutes inappropriate behavior. All allegations will be investigated by the principal or designee. Depending on the severity of the offense, appropriate action will be taken. Any student who is found to have violated this policy will be subject to disciplinary action.

IV. Complaint/Reporting

- A. Students who believe they have been subject to bullying, harassment, intimidation or who have knowledge of employees or students who may be engaging in harassment, shall report such conduct promptly to the principal or designee or office of the Superintendent. All complaints/reports must be written using the *Bullying, Harassment or Intimidation Reporting Form*. Copies of this form will be available in the main office and guidance office in each school. Students employed by the Board of Education shall report harassment to their immediate supervisor or office of the Superintendent. Retaliation against a student making a complaint in good faith is prohibited.
- B. Grievances that students are not able to resolve informally should be presented in accordance with the provisions of policy VII-A-6, Title IX Grievance Procedure Policy.
- C. Information obtained from the *Bullying, Harassment or Intimidation Reporting and Investigation forms* shall be recorded for data collection, stored and submitted as required by Education Article §7-424.1. Summary information will be provided to each school annually.

V. Investigation

- A. The principal or designee shall:
 - 1. Conduct an investigation of an alleged incident using the MSDE Bullying, Harassment or Intimidation Reporting Form.
 - 2. Notify parent/guardian of the victim and offender of the incident.
 - 3. Determine whether the allegations of bullying, harassment or intimidation have been substantiated and the complainant informed of the finding.
 - 4. The investigation shall be completed within two school days or as appropriate after receipt of a reporting form.
- B. Complaints of harassment of a student by an employee will be forwarded to the Superintendent or designee for investigation. The Superintendent or designee shall determine whether the allegations have been substantiated and the complainant informed of the finding. See IV. A.

VI. Prevention, Intervention, Remediation and Consequences

This policy recognizes that the prohibition of bullying and reprisal and retaliation against individuals who report acts of bullying, cannot be effective as prevention and intervention methods unless they are included as a part of a whole-school prevention /intervention program. That includes the following:

A. Prevention

1. At least annual professional development for administrators and all staff to increase awareness of the prevalence, causes, and consequences of bullying and to increase the use of evidence-based strategies for preventing bullying. Additional professional development may be provided for new employees who are hired after the start of school during the school year.
2. School-wide evidence-based anti-bullying programs implemented as a part of a system.
3. School climate improvement efforts in order to promote student involvement in the anti-bullying efforts, peer support, mutual respect, and a culture which encourages students to report incidents of bullying to adults.
4. Collaboration with families and the community to inform parents about the prevalence, causes, and consequences of bullying, including its central role as a public health hazard, and the means of preventing it.
5. Biennial school/building-specific data collection on the prevalence and characteristics of bullying which shall be used to guide local decision-making related to surveillance, prevention, intervention, and professional development.

B. Intervention/Remediation

1. Professional development for school staff on how to respond appropriately to students who bully, are bullied, or are bystanders who report bullying.
2. Education/intervention for the students exhibiting bullying behaviors will include teaching replacement behaviors, empathy, tolerance and sensitivity to diversity.
3. Remedial measures designed to correct the bullying behavior, prevent another occurrence, and protect the victim.
4. Support/counseling for the victim with protection from retaliation and further episodes of bullying.
5. A continuum of interventions developed to prevent bullying by addressing the social-emotional, behavioral, and academic needs of students who bully in order to prevent further incidents, while taking great care to ensure the safety of the victim.
6. Utilizing community health and mental health resources for those students who are unable to stop bullying behaviors in spite of school intervention and for those students involved in bullying behaviors as perpetrators, victims, or witnesses whose mental or physical health, safety, or academic performance has been impacted.

C. Consequences

Consequences such as suspensions, expulsions, or protective orders should not be viewed as punishments designed to prevent bullying. Instead, these are means of protecting the victims by providing community containment, while positive behavioral discipline is implemented.

Consequences should also include recognition for positive behavior exhibited by the student who has previously exhibited bullying behavior the bullied student who is implementing strategies to offset past problems, and the bystander who has taken an active role in addressing bullying behaviors.

1. Consequences and remedial actions for persons committing acts of bullying, harassment, or intimidation and for persons engaged in reprisal or retaliation and for persons found to have intentionally made false accusations should be consistently and fairly applied after appropriate investigation has determined that such an offense has occurred. The following list of consequences and remedial actions is presented in no particular order and is provided as a guide that by no means limits school systems from implementing other additional consequences and remedial actions. School systems are encouraged to develop or refine their own consequences and remedial actions consistent with the policies and procedures of their local boards of education.

- a. Standard Consequences

1. Time out
2. Loss of a privilege
3. Verbal reprimand
4. Parental notification
5. Detention
6. Reassignment of seats in class, cafeteria, or bus
7. Reassignment of classes
8. Reassignment to another mode of transportation
9. Reassignment to another school
10. Completion of letter of acknowledgement of actions, with apology, to victim. (after review by staff and not in a case of sexual harassment or intimidation)
11. Reparation to victim in the form of payment for or repair of damage to possession
12. In-school suspension
13. Out-of-school suspension
14. Extended suspension
15. Transfer to an appropriate alternative program
16. Expulsion

- b. Remedial Actions

1. Parent/Student conference
2. Counseling with school counselor or school psychologist
3. Education about the effects of bullying, harassment, or intimidation
4. Behavioral contract
5. Positive behavioral supports – e.g. functional behavioral assessment; behavioral intervention plan; remediation or problem

behaviors that takes into account the nature of the offense, the developmental level of the student, and the student's behavioral history

6. Referral to an external agency
7. Participation in counseling (delivered by a school or community mental health provider)
8. Cooperation with a behavioral management program developed in consultation with a mental health professional
9. Satisfactory completion of community service

VII. Confidentiality

Confidentiality will be maintained to the extent possible. The identity of the complainant, the subject, and witnesses will be protected to the extent possible; though it is recognized that confidentiality can not always be assured.

VIII. Notification

Notice of the policy prohibiting bullying, harassment or intimidation of students will be included in student handbooks, school agendas and reviewed annually with all students.

IX. Support Services

Schools will maintain a list of support services for students who have been targets of bullying, harassment, or intimidation. These services should be consistent with the policies and procedures of the Board of Education should be available to students, parents, guardians and staff members. Additional information or technical assistance is available through the Division Chief of the Student Services Branch or School Safety Specialist at the Maryland State Department of Education (MSDE), at 410-767-1407.

III-D-8 Staff Members Refereeing Athletic Events

No staff member is to be released prior to the end of the normal school day to officiate at any athletic event except in cases where the event is being held in Worcester County and involves Worcester County teams. For games within Worcester County, involving Worcester County teams, a teacher may be excused at the end of the last period of the school day or in the event of assigned duties after school, at the conclusion of those assigned duties.

Inclement Weather Conditions

Inclement weather will impact the athletic schedules from time to time. When a directive is issued to cancel all after-school activities, all athletic contents and practice sessions are automatically cancelled. The closing of schools due to inclement weather will also cancel any scheduled athletic events and practices that day unless an exception is made by the Superintendent of Schools.

Thunder and Lightning Protocol

- Each coach participating in an outdoor athletic activity should be aware of the most recent weather forecast.
- If thunder is heard or lightning seen, stop the activity and seek protective shelter immediately.
- Protective shelter would include indoor facilities that have four walls, electrical wiring, and plumbing. (Gymnasium, cafeteria, classroom, or auditorium)
- Thirty minutes should pass after the last sound of thunder or sight of lightning prior to resuming practice or competition. This could be longer depending on the weather conditions.
- Spectators are also expected to seek protective shelter in the event of thunder and lightning.