

PLEASE POST - NOTICE OF PUBLIC MEETING

Essex North Shore Agricultural and Technical School District  
District Policy Subcommittee

Essex North Shore Agricultural & Technical School  
565 Maple Street  
Hathorne, Massachusetts 01937  
Maple Street Bistro Conference Room (Main Level)

Thursday, May 9, 2019  
5:00 p.m.

**Agenda**

1. *Call to Order*
2. *Approval of Meeting Minutes*  
The Subcommittee will consider approval of the meeting minutes for the March 14, 2019 District Policy Subcommittee meeting.
3. *Review and Possible Recommendation of the Following Policies*
  - Remote Participation (File BEA)
4. *Review and Possible Recommendation for the Athletic Handbook*
5. Dr. Thomas O'Toole, Director of Academic Programs  
Course of Study Adjustments
6. Essex North Shore Agricultural & Technical School District's Guideline for Travel Reimbursement
7. *Discussion to Schedule Policy Subcommittee Meetings to Start at 5:00 p.m.*
8. *Discussion Items That Were Not Reasonably Anticipated by the Chairperson (M.G.L., Chapter 30A – Sections 18-25)*
9. *Adjourn*

*The listing of matters includes those reasonably anticipated by the Chair in accordance with M.G.L., Chapter 30A, Sections 18-25, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

Essex North Shore Agricultural and Technical School District  
District Policy Subcommittee

Essex North Shore Agricultural & Technical School  
565 Maple Street  
Hathorne, Massachusetts 01937  
Maple Street Bistro Conference Room (Main Level)

Thursday, March 14, 2019  
5:30 p.m.

**Tentative Minutes**

Members in Attendance: Alexandra Liteplo/Chair, Gary, Hathaway/Vice Chair, Gene Demsey, Jeff Delaney, Mark Strout, Ex Officio, Ms. Gilman, Mr. DiLuna, Mr. Perkins.

Members Absent: Edward Armstrong, Roxanne Schena

Also in Attendance: Dr. Riccio, Ms. Donnelly, Ms. Znamierowski, Mr. St. Pierre, Ms. Holman

*1. Call to Order*

Ms. Liteplo called the meeting to order at 5:30 p.m.

*2. Approval of Meeting Minutes*

Mr. Hathaway made the motion to approve the minutes of the meeting on December 13, 2018, District Policy Subcommittee meeting.

Ms. Gilman abstained.

Mr. Strout seconded the motion. The motion passed

*3. Review and Possible Recommendation of the Following Policies*

a. Attendance Policy

Ms. Liteplo reviewed the attendance policy

Mr. Delaney made the motion to recommend the attendance policy to the full School Committee for a vote.

Mr. Strout asked about the policy for make-up work

Ms. Donnelly described how makeup work is handled.

Ms. Gilman asked how the new policy was developed and why.

Ms. Donnelly responded to what the old policy consisted of and how the new policy was developed.

Ms. Liteplo asked if this is being approved for this year or will it go into effect next year. It may be used in the third trimester depending on when it is approved.

Dr. Riccio explained the concern over student attendance.

Mr. Strout seconded the motion. The motion passed

b. Remote Participation

Ms. Liteplo reviewed the remote participation and reviewed the three sample policies that are part of tonight's packet. She advised as to why the current policy needs to be adjusted.

It needs to be decided if this will apply to open meetings and Executive Session. She opened up a discussion for what the Committee is hoping to achieve with the new policy. Mr. Strout advised that much of the reason is due to the new meeting times. Dr. Riccio described how the tech department can set this up. The group discussed how the conference call would work and the ability for everyone to participate during the conference call. Dr. Riccio felt that in an emergency a phone conference would work best. Mr. Strout feels that it is good to have a stipulation as to how many times a conference call for meeting attendance can be used. Ms. Gilman feels that a conference call can interrupt the cohesiveness of the meeting. It should be the exception and not the rule. Mr. Hathaway asked if it is to be used for emergency purposes. Ms. Liteplo discussed why it would be used and that it may be more than one member needs to conference call during the same meeting. The group discussed the differences, pros, and cons of the three examples. Ms. Liteplo advised using the King Phillip Policy as it best matches the needs of ENSATS. It is advised to go over the policy line by line and make adjustments. Mr. Strout feels the first paragraph and reasons 1-5 are identical to the ENSATS projected policy. The group reviewed the King Phillip's policy and discussed the items included in the policy. The reason for remote attendance and type of conference call were discussed. Ms. Gilman asked if it can be recommended that a committee member give 48 hours' notice unless in the case of emergency, for the use of a conference call. Mr. Hathaway feels that a 48-hour notice will not be possible as most cases will be an emergency basis. There is no provision for seeing the member, but they must be audible to the group. Ms. Liteplo suggested a provision of as much notice as possible rather than a 48-hour notice policy. Ms. Riccio described the technicalities that will need to be worked out for the conference call and the capabilities of ENSATS. Ms. Liteplo went on to read the requirements of the remote participation policy. The group reviewed the requirements that are set up for any regional school committee regarding remote participation. Ms. Liteplo questioned a roll call vote via remote participation. The remote participant does not count toward the quorum. The frequency of remote participation was discussed and the limits set for remote participation. Mr. DiLuna asked if this limit will include members caught in traffic. It was decided that *940CMR* should be double checked regarding remote attendance for traffic delays. Mr. DiLuna advised that the policy can be amended at any time. Dr. Riccio felt that attendance is very high with this group and does not feel that frequent remote attendance would be a problem. Ms. Liteplo suggested that a vote is taken for remote attendance of a member on a case by case basis. Ms. Liteplo went on to read more from the policy that pertains to Executive Session and open session. The group discussed the agenda and meeting information being emailed to all members prior to a meeting.

Ms. Liteplo asked if there was any more discussion regarding remote participation.  
Mr. Strout made a motion to suspend the remainder of the meeting until the next District Policy subcommittee meeting.

*6. Adjourn*

Mr. Strout made the motion to adjourn at 5:55 p.m.  
Mr. Delaney seconded the motion. The motion passed.

The meeting adjourned at 5:55 p.m.

Respectfully submitted by *The Recording Secretary*

*The listing of matters includes those reasonably anticipated by the Chair in accordance with M.G.L., Chapter 30A, Sections 18-25, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

## REMOTE PARTICIPATION FILE: BEA

The Essex North Shore Agricultural and Technical School Committee strongly believes that the regular, physical attendance of all members at its meetings is necessary for the Committee to fulfill its responsibilities. The Committee recognizes that in very limited circumstances it might be in the best interest of the Essex North Shore Agricultural and Technical School District to permit a member to participate remotely. In accordance with the provisions of 940 CMR 29.10, an Essex North Shore Agricultural and Technical School Committee member may participate and vote in any meeting of the full School Committee, or any meeting of any School Committee Sub-Committee of which s/he is a member, under the following circumstances:

The chair or, in the chair's absence, the person chairing the meeting, determines that one of the following factors makes the member's physical attendance unreasonably difficult:

1. Personal illness;
2. Personal disability;
3. Emergency;
4. Military service; or,
5. Geographic distance.

### **Means of Remote Participation**

Acceptable means of remote participation include telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another. Accommodations must be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications. *Text messaging, instant messaging, emails, web chat or any other form of communication that does not include audio, are not acceptable methods of remote participation and will not be allowed.*

### **Requirements for Remote Participation**

1. A quorum of the School Committee, including the chair or, in the chair's absence, the person chairing the meeting, must be physically present at the meeting location;
2. Members of a public body who participate remotely and all persons present at the meeting location must be clearly audible to each other; and
3. All votes taken during a meeting in which a member participates remotely must be by roll call vote.
4. In order to achieve the Committee's intent of using remote participation sparingly and as a last resort to regular, physical attendance, consistent with 940 CMR 29.10(8) no Committee member shall be permitted to participate remotely at any meeting of the full School Committee if s/he has participated remotely within the last one hundred twenty (120) calendar days, or if s/he has failed to physically attend the last two (2) regularly scheduled meetings. Further, no Committee member shall be permitted to participate

remotely at any meeting of a subcommittee of the School Committee if s/he has participated remotely within the last forty five (45) calendar days, or if s/he has failed to physically attend the last two (2) regularly scheduled meetings of the Full School Committee; under no circumstances shall a member be permitted to participate remotely at any Subcommittee meeting more than five (5) times in any fiscal year.

A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.

### **Procedures for Remote Participation**

1. Any member of the Committee who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

2. At the start of the meeting, the Chair shall announce the name of any member who will be participating remotely. This information shall also be recorded in the meeting minutes.

3. The Chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

First Reading: May 9, 2019

Second Reading:

Adopt:

# **ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL**



## **ATHLETIC HANDBOOK**

**Student-Athlete and Parents/Guardians**

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## **INTRODUCTION**

### ***WELCOME TO ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL ATHLETICS.***

The material presented in this booklet describes the policies, practices and regulations that guide the Essex North Shore Agricultural and Technical School's (ENSATS) Athletic Program. We believe that the lessons learned through participation in sports, within a nurturing yet challenging environment, will have a lasting and positive effect on our students. How to win, how to lose, respect for the game, fair play, sportsmanship, teamwork, resiliency, and goal setting are all integral components of our athletic programs.

In order to maintain high standards of fairness and order, we are publishing the enclosed regulations and procedures. Please refer to this handbook when questions and/or concerns arise. If your questions or concerns are not answered within this handbook, please speak with the head coach or feel free to contact the Director of Athletics. Do not let your questions or concerns go unanswered or unresolved.

We believe that you, the parent/guardian, have committed yourself to certain responsibilities and obligations. Please understand that skill improvement and healthy learning experiences are a focus of our athletic programs.

Parents/Guardians can be helpful by supporting the team and the coach. Any issues should be addressed directly with the coach. Please try to develop a proper perspective of what your child is capable of at his/her age and exactly what your child wants from sports, as not all children want the same things.

Every athletic program at ENSATS is open to all students regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

Go Hawks!

Farah Lalli M.Ed, C.A.G.S.

Director of Athletics:

Email: [flalli@essextech.net](mailto:flalli@essextech.net)

Phone: 978.304.4700 ext. 3012

February 26, 2019 DRAFT

## PHILOSOPHY OF ATHLETICS

At ENSATS we consider athletics an integral part of the educational experience. It is an extension of the academic day where the coaching staff is charged with the responsibility of teaching the values of; accountability, citizenship, sportsmanship, confidence, handling adversity, and teamwork. These are all values that will help students become successful in life regardless of what they choose to do after their high school experience.

We view the competition of athletics as a healthy, educational and psychological activity. It challenges each student to excel, discover their physical/emotional/mental limits, and requires students to work cooperatively as members of a team. While winning is a natural goal in the pursuit of excellence, the principles of good sportsmanship and competition take precedence at all times and enhance the educational value of athletics.

*Winning isn't everything, nor is it the only thing.* Young athletes cannot possibly learn from winning and losing if they think the only object is to beat their opponents. However, to participate in athletics without striving to win is to be a dishonest competitor. Every student can experience the true success that comes from trying his or her best to win. The opportunity to strive for success is the right of every young athlete.

Failure is not the same thing as losing. Athletes should not view losing as a sign of failure or as a threat to their personal values. Students can learn to persist in the face of obstacles and support each other even when they do not achieve victory.

Athletics, are not a “frill”; nor outside activity. They have an enormous impact upon every student who takes part. ENSATS has a responsibility to make sure the effect is a positive one.

## **PROGRAMS OFFERED**

**Fall Sports:** Tryouts out dates will be listed on the athletic website:

**<http://ma.8to18.com/EssexTech/>** under “Announcements” on left-hand side of page. **Cheering tryouts will take place in June of the previous year.**

Cheerleading – coed (Varsity, JV)

Cross Country - boys & girls(Varsity)

Field Hockey (Varsity, JV) – coop with Georgetown (host school, CAL league)

Football (Varsity, JV, Freshman)

Soccer - boys (Varsity, JV)

Soccer - girls (Varsity, JV)

Volleyball girls (Varsity, JV, Freshman)

**Winter Sports:** Tryouts start the Monday after Thanksgiving

Basketball - boys (Varsity, JV, Freshman)

Basketball - girls (Varsity, JV, Freshman)

Cheering – coed (Varsity)

Gymnastics - coed (Varsity)

Ice Hockey – boys (Varsity, JV)

Ice Hockey – girls (Varsity, JV) – coop with Bishop Fenwick (host school)

Indoor Track and Field – boys & girls (Varsity, JV)

Swimming/Diving – coed (Varsity, JV) – coop with Peabody (host school, NEC league)

Wrestling – (Varsity, JV)

**Spring Sports:** Tryouts start the third Monday in March

Baseball - (Varsity, JV, Freshman)

Lacrosse - boys (Varsity, JV)

Lacrosse - girls (Varsity, JV)

Track and Field -boys & girls (Varsity, JV)

Softball (Varsity, JV, Freshman)

Volleyball – boys (Varsity, JV)

## **RULES, REGULATIONS, AND POLICIES**

### **CONDUCT OF AN ATHLETE**

Participation in athletics is strictly voluntary. Being on an athletic team is a privilege, not a right. To enjoy this privilege, certain conditions must be met: Rules and regulations of the school, the Massachusetts Interscholastic Athletic Association (MIAA), and specific team rules established by coaches must be followed. ENSATS Student Handbook and MIAA Handbook

On the field, in the classroom, whenever representing the school, and in general, athletes must be a positive reflection of their team and their school.

Student-athletes are reminded that good sportsmanship is expected of them at all times. Taunting the opposition, or the use of inappropriate language, is prohibited. Good competitors must demonstrate the ability to win or lose with dignity and sportsmanship.

Athletes are expected to show respect to their teammates, coaches, opponents, officials, fans, other members of the ENSATS athletic community, and all school staff. Failure to comply with these expectations will result in appropriate disciplinary action and possible removal from the team.

### **PRE-SEASON RESPONSIBILITIES AND REQUIREMENTS FOR PARTICIPATION**

All candidates for athletic teams must meet the following requirements prior to attending tryouts or practice:

1. Have evidence of having passed a physical examination within the last 13 months prior to the start of the season and throughout the season. A duly registered physician must perform the examination and sign off on it.
  2. Have completed the online registration, which includes payment of \$100 user fee per sport per student, read and signed off on all general and legal documents required. (The payment of the user fee will not influence the amount of playing time an individual student-athlete receives. It will be solely up to the coach to determine the amount of playing time a student- athlete receives.)
  3. Satisfaction of all eligibility requirements of the Massachusetts Interscholastic
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Athletic Association (MIAA) and ENSATS.

4. Be under 19 years of age on September 1st of the school year (If over 19, a waiver needs to be submitted and approved by the MIAA).
5. Meet the schools' academic standards for athletic participation: Any student-athlete who fails two or more subjects, or has two or more incompletes, or a combination of one or more incomplete and one or more failures for a term is placed on academic probation and cannot participate in athletics. Fall eligibility is based on the final grades of the previous year.
6. All transfer students, must notify the Director of Athletics **immediately** so that the appropriate documentation is completed for eligibility approval.
7. Must have fulfilled all financial obligations for equipment issued the previous season.

## **TEAM TRYOUTS AND SELECTION**

During the tryout period, each coach will provide an explanation of his/her expectations (expectations may vary by sport). It is the duty of the student-athletes to demonstrate to the coach that he/she can fulfill these expectations.

Student-athletes not selected are encouraged to explore other sports opportunities if space is available and cuts have not been made. The coaching staff of each sport has the sole responsibility for selecting the members of the team, determining the level of play and the amount of playing time. Player concerns should be addressed first between the player and the coach. If a resolution is not reached, a parent/guardian should reach out to the coach to plan a meeting, which the player will also attend.

## **TRANSFERRING TO ANOTHER SPORT**

If a student-athlete wishes to change sports during a season, it is possible until the first regularly scheduled game/competition. This may only be done with the approval of the Director of Athletics and the coaches involved.

## **INJURIES**

It is the student-athlete's responsibility to report all injuries to their coach and/or the athletic trainer immediately. The student-athlete is required to work with the school trainer on a regular basis during their rehabilitation period. Injured student-athletes will not be able to participate with their teams until cleared by the athletic trainer. In case of an injury that is of a serious nature, the trainer will consult with the student-athlete's physician prior to allowing him/her to return to practice/competition. If a student-athlete sees a doctor for an injury they must pass in a "clearance to play" document from the doctor in order to continue to participate in athletics. The "clearance to play" document should be passed in to the Athletic Trainer, Head Coach, or Director of Athletics.

Student-athletes are responsible for working closely with the school nurse, coach and Athletic Trainer to insure that an accident report has been filled out for an injury sustained during an interscholastic event/game/practice. The report needs to be submitted in a timely fashion to cover the school and insurance company requirements.

## **PRESEASON AND VACATION PRACTICE/GAME SCHEDULE**

Preseason practices and tryouts for fall sports normally will commence in late August prior to the start of school.

Every team member is expected to be present for all team practices, games, and events. Due to scheduling parameters, many of our teams practice and play during scheduled school vacations and long weekends. A student-athlete who plans to be absent for an extended period of time due to a vacation or a planned extended absence should discuss their situation with the coach prior to tryouts. Athletes who are away over vacation should expect to sit one to two games upon their return.

Coaches have been instructed to make vacation requirements known well in advance. Student-athletes are expected to be at all contests as well as practices during that time.

Student-athletes who are unable to participate in sporting events or practices during religious holiday periods will not be sanctioned in any way.

Snow-days - games and practices will be at the discretion of the Superintendent and Principal for ***varsity teams only***. All subvarsity games and practices will be cancelled. The Director of Athletics will communicate the decision made by the Superintendent and Principal to all head coaches and athletic community.

## **PRACTICE/GAME ATTENDANCE**

Prompt, as well as regular attendance is mandatory for all practices, games and meetings scheduled by the coach. If there is a need for the student-athlete to be excused from attending a team event, it is the responsibility of the student-athlete and/or their parents to confer with the head coach **BEFORE** the session. When there is a conflict, after school academic help and detention take precedence over athletic activities. Every effort should be made to rejoin a practice or home contest at the conclusion of the academic help or detention session. Every effort should be made to schedule medical or dental appointments during the break between seasons.

Student- athletes who do not participate in Physical Education class due to an illness or injury may not participate in athletics on that given day.

Any student-athlete not completing the season for disciplinary or academic reasons will be unable to attend the end of season banquet and will not receive awards or recognition of participation.

## **UNIFORMS AND EQUIPMENT**

School uniforms assigned to a student-athlete is the student-athlete's responsibility. Student-athletes are expected to keep uniforms clean and in good condition. Loss of any assigned uniform is the student-athlete's financial obligation and a bill for replacement costs will be forwarded to the student-athlete's parent/guardian.



School athletic uniforms, including warm-up outfits, are **NOT** to be worn to P.E. classes. Students may not wear team attire at any other time outside normal practice/game situations, with the exception of wearing team jerseys the day of a game.

Student-athletes are responsible for taking proper care of all school equipment and facilities (uniforms, helmets, hats, balls, sticks, locker rooms, restrooms, fields, etc). Lack of care, instances of vandalism or theft will be referred to the school administration for disciplinary action.

Student-athletes found with missing equipment in their possession after it has been declared lost must return said equipment and may be subject to disciplinary measures.

Student-athletes may NOT purchase their individual jersey at the end of the season for any sport.

**All equipment/uniforms or financial obligations must be taken care of prior to participation in another athletic season.**

## **COACHES' RULES**

Athletic coaches may make additional rules governing the requirements of training and practice. These rules, which are not to be in conflict with any regulations or policies of the M.I.A.A., athletic handbook, or the school handbook must be approved by the Director of Athletics and shared in writing and explained to the players before they are in effect.

## **AFTER SCHOOL POLICIES**

During the season student-athletes may find themselves with “down time” while waiting for their practice or game to start. During this time there will be no supervision and students are restricted to the media center or main cafe. Students are not permitted to roam the building and should not interrupt ongoing practices.

**Note: If a student-athlete leaves school grounds in their own or another's vehicle, ENSATS will no longer be responsible for that student-athlete or their actions until they return to school property to attend their sport activity.**

## **TRANSPORTATION / BUS BEHAVIOR**

Students-athletes are required to travel to all games with their teammates and coaches on the bus. If a student-athlete cannot take the bus to the game a note from the parent/guardian must be provided in advance and approved by the coach and the Director of Athletics. A student-athlete may go home with their parent/guardian from an away game, but they must provide a written note or email that has been approved in advance by the coach and Director of Athletics. Please note that **NO** other student-athlete may accompany them home without written parent permission by the student-athletes parent/guardian that is then cleared by the coach and the Director of Athletics.

Students-athletes are expected to conduct themselves in a proper manner on all bus trips to and from away games or scrimmages and on the late buses after practices. Yelling at passing cars, obscene gesturing, unruly conduct, or other forms of inappropriate behavior may result in disciplinary action up to and including loss of bus privileges and/or removal from the team.

## **LATE BUSES**

All student-athletes must sign up for the late bus online by 9:00 am. On days when school is in session, ENSATS will provide transportation home for student-athletes at 5:45 pm. Transportation will not be provided home on days when teams are playing on the road (away games) or when teams are competing at home, as most competitions will end after 5:45 pm. Student-athletes are responsible for their own transportation home if a night practice is scheduled as it will most likely run past 5:45 pm. All school policies are in effect while riding the late bus.

On days that school is not in session transportation to school and home after practices **will not** be provided. On those days student-athletes must provide their own transportation both to and from ENSATS.

## **CONFLICT RESOLUTION AND COMMUNICATION RULE**

Athletic involvement can be highly emotional and issues about playing time, team selection, honors and awards can arise. It is very important that these issues be addressed as directly as possible so that they can be resolved.

Please allow 24 hours after a contest to approach a coach with a concern you may have. It is important to give yourself time to process and reflect on what you are upset or concerned about. If the concern in question is something flagrant or something you deem to be a safety issue please seek out the head coach, Director of Athletics, or Administrator immediately.

Please remember that the coaches spend 5-6 days a week instructing student-athletes. They coach your daughters/sons day-to-day. They are certified educated coaches. Please DO NOT make judgment calls based on a snapshot of what you observed at a game/practice or solely based on what your son/daughter has told you.

Playing time is primarily determined by a player's skills, coach-ability, commitment, work ethic, and the needs of the program. Playing time is not guaranteed at the varsity level. This is communicated to the student-athletes and parents/guardians at the beginning of the season, and during the preseason meeting held by the Director of Athletics and Head Coaches.

**The Director of Athletics and coaches are not required to meet with parents/guardian to discuss, team selections, playing time of a student-athlete or game strategy.**

**The following protocol should be followed when a concern or issue arises.**

**STEP ONE:** Meeting between the head coach and student-athlete (we encourage student-athletes to advocate for themselves).

**STEP TWO:** Meeting with the head coach, student-athlete and parent/guardian. Please contact the coach to set up a meeting either through their work phone, via

work email, or in person. Do not use a coach's personal cell phone number or personal email to contact them.

Do not try and talk to a coach during the following times:

- Either prior, during, or immediately after a game or practice.
- During a time when other students may be present or when it would be readily apparent to others that a discussion is taking place.
- At a time when it is apparent that there would not be sufficient time to complete a discussion.

**STEP THREE:** Meeting with the head coach, student-athlete, parent/guardian and Director of Athletics.

**STEP FOUR:** Meeting with the head coach, student-athlete, parent/guardian, Director of Athletics and Principal or Assistant Principal.

It is very important for all student-athletes and their parents/guardians know that any comments, concerns or issues brought to the attention of the Director of Athletics' will be addressed and shared with the coaches.

### **MASSACHUSETTS LEGISLATION, MIAA ELIGIBILITY AND ENSATS STUDENT HANDBOOK RULES/POLICIES:**

Interscholastic athletics are governed by the Massachusetts Interscholastic Athletic Association (M.I.A.A.), which publishes annual rules and regulations governing interscholastic athletics. The M.I.A.A. Blue Book of rules is available online at [www.miaa.net](http://www.miaa.net).

### **MIAA MISSION:**

The mission of the Massachusetts Interscholastic Athletic Association is to serve member schools and the maximum number of their students by providing leadership and support for the conduct of interscholastic athletics which will enrich the educational experiences of all participants. The MIAA will promote activities that provide *lifelong* and *life-quality* learning experiences to students while enhancing their achievement of educational goals.

Interscholastic athletics are governed by the Massachusetts Interscholastic Athletic Association (M.I.A.A.), which publishes annual rules and regulations governing interscholastic athletics. The M.I.A.A. Blue Book of rules is available online at **www.miaa.net**. Some of the prominent rules affecting most student-athletes are:

### **EDUCATIONAL MATERIALS ON OPIOID USE/MISUSE FOR STUDENT/ATHLETES:**

The 2016 legislation in Massachusetts requires that parents, guardians, and other adults in a middle and high school extracurricular athlete's life such as School Nurses, Athletic Directors, Coaches and Athletic Trainers, receive educational materials on the dangers of opioid use and misuse. Massachusetts Department of Public Health (DPH) has developed educational materials on opioid misuse prevention and is partnering with schools across the state to share this information with students, parents and school personnel. Due to the risk of injury and the subsequent need for pain management, student athletes may be at risk for opioid misuse.

An educational packet can be downloaded from the following link:  
OPIOID USE/MISUSE

Materials can also be downloaded from the MassTAPP website:  
<http://masstapp.edc.org/rx-student-athlete>

### **HAZING**

Under General Law Chapter 269, section 17 – 19, of the Laws of the Commonwealth of Massachusetts, it is a CRIME to "haze" a student, that is, to participate in "any conduct or initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or other person. Students who participate in a "hazing" incident are subject to strong disciplinary action, which could include removal from the interscholastic program.

### **CONCUSSION COURSE AND PHYSICAL EXAMINATION (Rule 56.1)**

ENSATS student-athletes and parents/guardian must annually watch the concussion course video that has been provided for you on our Athletic web page (<http://ma.8to18.com/EssexTech/>). You will find the course under the "Resource"

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section on the left hand-side of the page labeled “Concussion Course” and is free of charge. The course can also be taken online and can be completed using one of the following links as well:

- <https://nfhslearn.com/courses?searchText=Concussion> (NFHS)
- <https://www.cdc.gov/headsup/youthsports/index.html> (CDC)

All students must pass a physical examination prior to participation in High School Athletics. A physical exam covers the student for 13 months from the exam date. A student’s eligibility will terminate once a physical has reached the 13-month limit. Physical examinations must be performed by a duly registered Licensed Physician, Physician’s Assistant or Nurse Practitioner.

## **CONCUSSION POLICY: HEAD INJURY ASSESSMENT AND TREATMENT PROTOCOL**

### **Prevention:**

- All athletes will complete baseline ImPACT testing as freshman, and reassess their baselines every 2 years, or as needed.
- ImPACT tests can be retaken after a head injury has been diagnosed, and the athlete has been free of physical symptoms for 24 hours.
- The results of retakes will be compared to baseline scores to assist in determine if all cognitive symptoms have subsided.

**NOTE:** A follow-up ImPACT test that meets baseline scores is not needed for an athlete to begin a graduated return to play protocol, as supervised by certified athletic trainer or physician.

- Prior to beginning of an athletic season, certified athletic trainers, coaches, student-athletes and parents/guardians are required to complete annual educational training regarding head injuries. These free trainings are online and can be completed using one of the following links:

<https://nfhslearn.com/courses?searchText=Concussion> (NFHS)

<https://www.cdc.gov/headsup/youthsports/index.html> (CDC)

- Parent/guardians and student-athletes are required to watch the free online training course. During the online registration process parents/guardian and student/athletes confirm that they have taken the course annually.
- <http://ma.8to18.com/EssexTech/>. You will also find the course under the “Resource” section on the left hand-side of the page labeled “Concussion Course.”

#### Assessment:

- Any athlete suspected of having a head injury must be removed from activity immediately, and may not return to play for the remainder of that day.
- The athlete must be evaluated by a certified athletic trainer on school staff.
- The athletic trainer will determine severity of head injury and either refer the athlete to the emergency room, family physician, or prescribe a treatment protocol to be completed at ENSATS under his/her supervision.
- Only the athletic trainer or a physician may make a return to play decision, therefore the athlete must be cleared to begin their *return to play protocol*, and eventually fully cleared, by either the athletic trainer or a physician.
- Assessment of head injuries will include a detailed history taken from the athlete, a history of head injuries from prior exposures, physical testing procedures including balance, coordination and reaction tests, and cognitive testing including memory, sequencing and processing tests.
- All documentation will include the athlete’s head injury history and signs/symptoms. A subjective, objective, assessment, plan (SOAP) note will be written in the athlete’s file and the proper Department of Public Health (DPH) Head Injury paperwork will be filled out.
- Parents/guardians of the athlete will be notified by the athletic trainer, coach, Director of Athletics, or school nurse. School nurses will notify necessary school personnel if academic accommodations are warranted.

#### Treatment:

1. Any athlete who has been diagnosed with a head injury must be cleared by either the athletic trainer or a physician.

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2. The athletic trainer at ENSATS will manage head injuries as follows:

- Athlete will be removed from activity immediately following a suspected injury and evaluated to determine severity of injury.
- Athlete will be referred to the athletic trainer, and possibly the emergency room or physician if the severity of the head injury exceeds the treatment protocol in place.
- If there is any loss of consciousness, athlete will be referred to emergency room and emergency response will be activated immediately.
- In order to begin the progressive return to play protocol, an athlete must have clearance from the athletic trainer and/or physician and be sign/symptom free for 24 hours without the use of medication. The athlete must be able to attend school without accommodations and exhibit no return of signs/symptoms of the head injury.

Step 1: Light Aerobic Activity: walking, light jogging, swimming, or stationary bike.

- No resistance training
- Intensity should be less than 70% of maximum predicted heart rate
- OBJECTIVE: Increase heart rate

Step 2: Sport-Specific Exercise: running drills, skating drills, etc.

- No head impact activities
- OBJECTIVE: Adding movement to exercise

Step 3: Non-Contact Training Drills: progression to more complex training drills such as passing drills in football, soccer, hockey)

- Progressive resistance training can be initiated
- OBJECTIVE: Exercise, coordination, and cognitive load

Step 4: Full Contact Practice:

- Following medical clearance, athlete may participate in normal training activities.



- **OBJECTIVE:** Restore confidence and address functional skills by coaching staff.

Step 5: Return to Play: normal game play without restrictions

- If the athlete experiences any signs/symptoms of a head injury during the treatment and/or progressive return to play protocol, they must cease all activity for that day and rest until experiencing 24 hours of no head injury signs/symptoms. Once cleared again by athletic trainer or physician, athlete may continue their progressive return to play protocol beginning at the last step they successfully completed.
- Athlete must check in with athletic trainer during and after each step in order to determine clearance level.

## **TAUNTING (Rule: 48.1)**

### **MIAA Taunting Policy**

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 characteristics.

Examples of taunting include but are not limited to: "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, standing over/straddling a tackled or fallen player, etc.

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.

### **GOOD CITIZENS (Rule: 63.1)**

Student-athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension. Local policies will determine the actual days of ineligibility allowed to remain at practice for the purpose of rehabilitation. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

### **SPORTSMANSHIP: Athlete Contest Disqualifications/Suspensions (Rule 49.3)**

Any student-athlete, who is disqualified from a competition, including a jamboree, scrimmage, etc., shall not participate in the next scheduled interscholastic competition that is part of their regular season schedule, or in tournament play. The disqualified student-athlete is ineligible to participate in any contest at the same level of play in that sport until the next contest, or the next two (2) contests in the sports of baseball, ice hockey, and soccer, have been completed. (Note: In the sport of wrestling, the disqualified student- athlete is ineligible to participate in any and all contests during the next scheduled date of competition). Disqualifications in the following sports per specific sport rules: field hockey-Rule 68.3; basketball-five (5) personal fouls; girls' lacrosse (2) yellow cards; ice hockey - six (6) minutes in penalties and game misconduct (Rule 72.16); wrestling-technical disqualification, *do not* apply to the above prescribed penalties. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal.

### **AGE OF STUDENT-ATHLETE (Rule 60)**

Student Eligibility Age: A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his/her 19th birthday occurs on or after September 1 of that year. For freshman competition only, a student shall

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be under 16 years of age but may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1 of that year. Principals must exercise great care in determining age of contestants, and in all doubtful cases, must secure birth certificates from the town clerk of the pupil's place of birth.

#### **YEARS OF COMPETITION (Rule 59.1)**

A student shall be eligible for interscholastic competition for no more than four consecutive years after initially entering Grade 9. This limitation shall apply without regard to actual participation or attempt to participate.

#### **TRANSFER (Rule 57.1 – 57.5)**

Students transferring from another school are ineligible for one year in any varsity sport in which they have participated in at their previous school. In certain cases a Form 200 can be filed on the student's behalf. This is a very general summary. See the Director of Athletics for a full explanation of this rule and its exceptions.

#### **BONA FIDE TEAM MEMBER (Rule 45)**

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. Students cannot be given special treatment (late arrival, early dismissal, etc.) for non-school athletic programs. *Saturday and Sunday practices ONLY may be excluded from this rule.* Penalties are outlined in the M.I.A.A. Blue Book online at [www.miaa.net](http://www.miaa.net).

First Offense: Student-athlete is suspended for 25% of the season (see chart on Rule 62). Second Offense: Student-athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation. See Rule 98 for additional tournament restriction and Rule 88 for waiver guidelines.

If ineligible, cannot be in uniform. Attendance at event to be determined by High School Principal.

## **CHEMICAL HEALTH (Rule 62.1)**

It is the overwhelming opinion of health educators and coaches that student-athletes perform best when they follow training rules, which include prohibitions on the use of tobacco, alcohol, and other drugs.

Student-athletes should clearly understand that the rules and regulations listed below apply to all student-athletes **at all times during the school year**, whether or not they are in season, whether or not they are on school property, and whether or not they are at a school function.

### **Student Eligibility: Chemical Health/Alcohol/Drugs/Tobacco**

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, VAP pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products such as “NA or near beer,” **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 purposes of altering one’s mental state.** It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor.

This rule represents only a minimum standard upon which schools may develop more stringent requirements.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

**First violation:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for

the next consecutive interscholastic contests (regular season and tournament) totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal.

**Second and subsequent violations:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, 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 (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).

## **ACADEMIC ELIGIBILITY**

ENSATS has a stricter policy than the MIAA policy. In order to be eligible to play interscholastic athletics you must abide by the Academic Probation Policy during the last marking period preceding and/or during the season you are playing a sport

except for the fall season, when academic eligibility will be based on the final grades from the previous school year. Being placed on academic probation will result in the student losing eligibility until a new report card is issued. Any student who fails at least two or more subjects, or has two or more incompletes, or a combination of one incomplete and one failure for a term is placed on academic probation. Academic eligibility for all students shall be considered as official and determining only on the date when the report cards for that ranking period have been issued to parents of all students within a particular class. Students are not eligible until marks are issued for the next term. A student who fails to remain eligible (academic or otherwise) during an athletic season will not receive a “Certificate of Participation”, “Varsity Letter” or any recognition of participation.

## **SCHOOL ATTENDANCE**

On a school day, a student-athlete may not participate in practices or games if they are absent or considered “Tardy Absent” to school. Exceptions may be made for excused absences or tardiness with approval from the Assistant Principal or the Principal. Any student-athlete who is suspended or is to be suspended from school will be ineligible to participate in practices or games. The student-athlete will become ineligible immediately upon notification to the student-athlete and parent/guardian that a suspension is imminent and will be in effect until the student-athlete is re-instated to school.

Student-athletes who are logged as being absent from school are not permitted to be on school grounds on that given day unless they have the approval of the Assistant Principal or Principal.

In order to be considered present for the day, a student must be in attendance for **3 hours** or more of the school day. The school day begins at 7:50 AM and ends at 2:27 PM. Students are expected to be in their homerooms at 7:50 AM. Students who arrive to school from 7:50 AM on are considered to be Tardy to School. Depending on the time a student arrives at school, the designation could be one of the following:

Tardy Present – Students who arrive prior to 11:27 AM

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Tardy Absent – Students who arrive at or after 11:27 AM

Dismissal times and designations are as follows:

Dismissed Present – Students who are dismissed at or after 10:50 AM

Dismissed Absent – Students who are dismissed prior to 10:50 AM

### **SCHOOL DISCIPLINARY ACTIONS**

The Principal, Assistant Principal, Director of Athletic and coaches have the authority to restrict the participation of student-athletes in any school sport/activity for reasonable cause. The reasons for such actions may range from misbehavior, poor conduct, unexcused absence from school to failure to perform within the announced guidelines for participation or the student-athlete is involved in behavior that is contrary to the standards of the school.