

**EPPING MIDDLE AND HIGH SCHOOL  
ATHLETIC, EXTRA-CURRICULAR, AND CO-CURRICULAR  
HANDBOOK  
2018-2019**



THE EPPING HIGH SCHOOL COMMUNITY EDUCATES AND EMPOWERS STUDENTS WITHIN A SAFE ENVIRONMENT TO BECOME RESPECTFUL, INVOLVED, AND KNOWLEDGEABLE 21<sup>ST</sup> CENTURY LEARNERS AND CITIZENS.

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*Revised July 2017*

**Disclaimer:** In the event that there is a discrepancy between the Epping district policy and this manual, policy always supersedes the manual.

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## **Epping Middle and High School's Mission Statement**

The Epping Middle and High School's communities educate and empower students within a safe environment to become *respectful, involved, and knowledgeable* 21<sup>st</sup> century learners and citizens.

## **Epping Middle and High School's Guiding Principles**

1. Respect and encourage the right to teach and the right to learn at all times.
2. Be actively engaged in learning; ask questions, collaborate, and seek solutions.
3. Be on time to fulfill your daily commitments.
4. Be appropriate; demonstrate behavior that is considerate of the community, the school, and yourself.
5. Be truthful; communicate honestly.
6. Be respectful and accountable for your choices.
- 7.

### **STUDENT ACTIVITIES**

[Epping School District - JJA - Co-Curricular and Extra Curricular Activities](#) *(click to open)*

Student activities are an important part of the educational process. The Board encourages students to participate in a wide variety of co-curricular and extra-curricular activities. Any co-curricular or extra-curricular activity must be approved by the Principal. For the purpose of this policy co-curricular activities include grade level trips and social activities.

### **ATHLETIC, CO –CURRICULAR AND EXTRA-CURRICULAR PROGRAM OBJECTIVES**

Epping's athletic program objective is to provide a quality interscholastic athletic experience which helps foster healthy lifestyle fundamentals such as:

Promote the values of athletics, co-curricular, and extra-curricular in supporting academic success in the classroom.

To strive always for playing excellence that will produce competitive teams within the bounds of good sportsmanship and fair play.

To provide opportunities where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. Athletics, Co-curricular, and extra-curricular activities should provide adequate and natural opportunities for:

1. Physical, mental, emotional growth and development.
2. Acquisition and development of fundamental skills in activities of student's choice.
3. Team play with the development of personal traits such as respect, responsibility, communication, cooperation, compromise, and other desirable social traits.
4. Directed leadership that stresses civility, citizenship, competence, chemical health, and character.
5. Students to succeed and excel in a sport and activities he/she selects.
6. Value and pride development in school and community.
7. An educational setting which supports and provides fundamental trainings and upholds expectations of the Life of a Blue Devil program adopted by the Epping School Board in January 2015.

The athletics, co-curricular, and extra-curricular programs at Epping Middle and High School are an integral part of the educational process. Epping Athletics, co-curricular, and extra-curricular activities primary goals are to offer a positive and meaningful experience that will help foster the growth and development of all young men and women who participate.

The school community shall promote an athletic, co-curricular, and extra-curricular climate in which every athletic, co-curricular, and extra-curricular success is framed by modesty while a failure is framed with grace and dignity. The Life of Blue Devil program approved by the Epping School Board supports the educational philosophy of the Epping School District. Coaches and advisors will work within the Life of a Blue Devil framework with all athletes and students regardless of individual talents to instill a desire for personal excellence – including academics, competence, civility, chemical health, sportsmanship, integrity and character. Participation in an athletic, co-curricular, or extra-curricular activity is a privilege and not a right. High standards of conduct will be expected on and off the playing courts and fields, and within and out of co-curricular and extra-curricular activities and events.

All participants involved in athletic, co-curricular, and extra-curricular programs will also exhibit friendship, and respect for their teammates and opponents. The end result will be individuals who exhibit sound values from their participation in the Epping Athletic Program and who develop into respectful, involved, and knowledgeable citizens in their school and community.

## **LIFE OF A BLUE DEVIL**

Life of a Blue Devil, (LOBD) was adopted by the Epping School Board on January 22, 2015. Life of a Blue Devil supports healthy lifestyles of all students which includes all curricular, co-curricular and extra-curricular activities offered at Epping High School. The Life of a Blue Devil program is a community based program designed to: reduce risks, create pro-social bonding, provide clear and consistent boundaries, foster healthy life skills, offer care and support, set high but realistic goals, and ultimately create a positive high school experience.

The purpose and mission of LOBD in the athletic arena is to provide resources that will help establish a strong team foundation by building; leaders, relationships, and a positive environment within the team. Life of a Blue Devil is closely linked to the New Hampshire's Interscholastic Athletic Association's Life of an Athlete. (Information can be found at <http://www.ioanh.org/>).

Five CORE concepts of the coach's curriculum have been identified as:

- I. TEAM CULTURE**
- II. PHYSIOLOGICAL HEALTH (CNS READINESS)**
- III. TEAM LEADERSHIP**
- IV. TEAM BUILDING**
- V. COMMUNITY AWARENESS**

### **LIFE OF A BLUE DEVIL TEAM LEADERSHIP**

What does it take to be a Blue Devil Leader?

Credibility: The quality of being believed or accepted as true, real or honest.

Leadership is an important part of our school community.

Blue Devil Leaders strive for credibility in all areas of their lives.

5 C's of Blue Devil Leaders

- I. Civility – courteous, good manners, respectful, thoughtful, empathy
- II. Citizenship – giving back, helping others, volunteering, sacrifice.
- III. Competence – hard worker, understanding knowledgeable, academic.
- IV. Chemical Health – healthy choices, kind to body, stay above the influence.
- V. Character – integrity, selfless, trust, leaders eat last.

## **EPPING BLUE DEVIL COLORS**

Uniform colors are blue and white. The only exception is the cooperative football team which is blue, white, and black.

## **SPORTSMANSHIP CODE**

The following is the Sportsmanship code of conduct to which all Epping students, players and spectators, must adhere. Students should also impress upon their parents/guardians and friends – the importance of the code. Failure to adhere to this code by athletes may invoke consequences from the Epping Student Behavior and Consequences Guidelines.

'I promise to...'

- Consider all athletic opponents as guests and treat them with courtesy and friendliness;
- Accept all decisions of officials as final; (no technical fouls or yellow cards)
- Never 'hiss' or 'boo' any player or official;
- Never utter abusive or irritating remarks; (includes opposition, fans, game personnel)
- Never attempt to rattle an opposing player; such as, a player attempting a free throw;
- Seek to win by fair and lawful means according to the rules; (includes hard fouls, known rule infractions).
- Win with modesty – lose with dignity;
- Not use horns or noisemakers;
- Urge each parent, student, friend and player to do his/her best to abide by the Code of Good Sportsmanship.

## **ATHLETIC DEPARTMENT CHAIN OF COMMAND**

We will follow the Chain of Command listed below. All issues will be initially referred to the coach. If the issue cannot be resolved, the Athletic Director will assist the coach to resolve the issue. We will work up the chain until the issue is resolved. The chain will not be broken on any issues and is as follows:

Epping School Board  
Superintendent of Schools ↑  
Principal ↑  
Athletic Director ↑  
Coach/Advisor ↑  
Student/Athlete ↑

**ELIGIBILITY**

[EPPING SCHOOL DISTRICT - JJI - STUDENT ATHLETICS](#) (click to open)

In order to participate in interscholastic sports, the students must meet these eligibility requirements for participation in athletics, extra-curricular and co-curricular activities.

**1) Academic Eligibility**

Academics are the number one priority of all student athletes at Epping Middle and High School. It is the expectation that all students focus on school first. Athletes, extracurricular and Co-Curricular students must meet the Epping School District Student Grading and Reporting Guidelines.

Course Grades in the Previous Marking Period are used to determine Athletic/Extracurricular Eligibility	Athletic/Extracurricular Eligibility
4 courses with an overall grade of <b>MC</b> or better <b>in all competencies</b>	<p>Students who have completed all of their formative work and are in good academic standing will remain eligible and be granted a two week grace period to meet all competency requirements. Once this two week period has expired, and the student still has not completed the competency requirements, they will only be allowed to practice/participate with their team /club-organization until all competency requirements are met. Once the student completes all the competency requirements eligibility is reinstated.</p> <p>Students who do not complete formative work and are not in good academic standing due to Insufficient Work Submitted (IWS), will be given a two week grace period and will be eligible to practice however, they will not be eligible to participate in games or events until all competency requirements have been met.</p>

**2) Athletes and Parents must attend a Mandatory Parent/Player Information Night**

- A. Athletic Director will hold player/parent information nights that will include handbook policy information, player sportsmanship and behavior expectations, and fan behavior expectations at all contest.
- B. Parent and Player questions regarding season, and policies.
- C. Student is ineligible to participate in games until parent/player attend athletic information night.
- D. Parent/Player Information Nights to be posted on website, more than one summer and fall date will be available for parents/players to attend.

**3) Updated Physical Examination on Record with Health Office.**

A. Student athletes must have an up-to-date immunization record and a current physical examination signed, dated, and office stamped by a medical practitioner stating that the student is physically fit to participate in school sponsored sports. Students wishing to participate in sports are required to have a completed physical examination within one calendar year prior to grades 6, 9, and 11. Student athletes significantly injured or ill are also required to be re-examined in order to be eligible for athletic participation. Written permission must be received from the medical provider and parent/guardian for an athlete to return after a significant injury or illness.

**4) Health Insurance.** (School accident insurance form is available at SAU or in Health Office).

**5) Complete Registration Online.** (familyID.com)

A. Parents of a student-athlete must have registration form completely filled out online and all sections of read, understand and agree must be checked off for student to be eligible. Parents may make appointments with Athletic Director to complete the online registration process at the school.

**6) Complete a impact baseline concussion test prior to participating in school sponsored athletic team (every two yrs.).**

**7) Student in good standing in accordance with Epping School District’s Student Academic Eligibility Guidelines, Student Behavior & Consequences Guidelines, and Attendance/Consequences Guidelines**

**STUDENT CONDUCT**  
[Epping School District - JICDA - Behavior and Consequence Guidelines](#) (click to open)

Misconduct Level	ESD Policy	Consequences for Misconduct in School	Consequences for Misconduct at Athletic/Extracurricular Activities
<p>Low Level Misconduct</p> <ul style="list-style-type: none"> <li>Late for class, practice, game, or event</li> <li>Inappropriate dress (JICA)</li> <li>Inappropriate language</li> <li>Inappropriate behavior</li> <li>Inappropriate use of devices (JICJ)*</li> <li>Inappropriate use of technology (JICL )</li> <li>Inappropriate use of motor vehicle (JLIE)</li> <li>Skip detention</li> <li>Plagiarism</li> </ul> <p>*Music, communication</p>	<p>Reference general policies listed below &amp; specific policies under misconduct</p> <ul style="list-style-type: none"> <li>JAJICA</li> <li>JICC</li> <li>JICD</li> <li>JICD-R</li> <li>JICDD</li> <li>JIH</li> <li>JIHD</li> <li>JJA</li> <li>JJI</li> <li>JKA</li> <li>JKAA</li> <li>JLDB</li> </ul>	<p>Misconduct receives one or more of the following options as appropriate:</p> <ul style="list-style-type: none"> <li>Warning</li> <li>Apology</li> <li>Change/remove clothing</li> <li>Surrender device</li> <li>Loss of device/technology privileges</li> <li>Loss of motor vehicle privileges</li> <li>Loss of school privileges</li> <li>Removal from class or school activity</li> <li>Detention</li> <li>Saturday detention</li> <li>Parent contact.</li> </ul> <p>Scheduled school consequences take precedent over athletic/extracurricular activities.</p> <p><u>No additional school consequences apply for low level misconduct at athletic/extracurricular activity.</u></p>	<p>Misconduct receives one or more of the following options as appropriate:</p> <ul style="list-style-type: none"> <li>Warning</li> <li>Apology</li> <li>Change/remove clothing</li> <li>Surrender device</li> <li>Loss of device/technology privileges</li> <li>Loss of motor vehicle privileges</li> <li>Loss of athletic or extracurricular activity participation</li> <li>Removal from practice, game, or extracurricular activity</li> <li>Detention</li> <li>Saturday detention</li> <li>Parent contact.</li> </ul> <p><u>No additional athletic or extracurricular activity consequences apply for low level misconduct in school.</u></p>
<p>Medium Level Misconduct</p> <ul style="list-style-type: none"> <li>Repeat of low level misconduct</li> <li>Egregious language</li> <li>Egregious behavior</li> <li>Egregious use of communication, music, or technology devices (JICJ JICL)</li> <li>Egregious use of motor vehicle (JLIE)</li> <li>Cut class</li> <li>Insubordination</li> <li>Repeat plagiarism</li> </ul>		<ul style="list-style-type: none"> <li>Loss of school privileges applies in all cases.</li> <li>Loss of device privileges applies in all cases involving communication, music, or technology devices.</li> <li>Loss of vehicle privileges applies in all cases involving motor vehicle.</li> <li>Misconduct receives all of the following options. <ul style="list-style-type: none"> <li>Apology as appropriate</li> <li>In-school suspension (ISS)</li> <li>Parent contact and/or meeting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Loss of athletic or extracurricular activity participation applies in all cases.</li> <li>Loss of device privileges applies in all cases involving communication, music, or technology devices.</li> <li>Loss of vehicle privileges applies in all cases involving motor vehicle.</li> <li>Misconduct receives all of the following options. <ul style="list-style-type: none"> <li>Apology as appropriate</li> <li>In-school suspension (ISS)</li> <li>Parent contact and/or meeting</li> </ul> </li> </ul> <p><u>The following consequences also apply for students issued an ISS for misconduct in school and/or at athletic/extracurricular activities.</u></p>

			<p>Ineligibility begins the day of misconduct and ends the day all ineligible games/events have been completed.</p> <ul style="list-style-type: none"> <li>• 1st ISS incident - 1 game ineligibility for each ISS day</li> <li>• 2nd ISS incident – 2 game ineligibility for each ISS day</li> <li>• 3rd ISS incident – athletic eligibility revoked for the remainder of the school year</li> <li>• No practice, game, or event on day of ISS</li> <li>• May practice once ISS is completed</li> <li>• Missed games/events on day of misconduct and ISS days count toward ineligibility total</li> <li>• The next scheduled game(s)/event(s) following the ISS will be used to complete the total game/event ineligibility count. Student must attend game/event with team/group, but is not permitted to participate.</li> </ul>
<p>High Level Misconduct</p> <ul style="list-style-type: none"> <li>• Repeat of medium level misconduct</li> <li>• Leave school without permission</li> <li>• Habitual failure to follow school rules</li> </ul> <p>Severe Level Misconduct</p> <ul style="list-style-type: none"> <li>• Discriminating/harassing (JBA JBAA)</li> <li>• Assault (JICD-RR)</li> <li>• Fighting (JICD-RR)</li> <li>• Threatening (JICD-RR)</li> <li>• Theft (JICD-RR)</li> <li>• Vandalism (JICD-RR)</li> <li>• Arson and/or false fire alarms (JICD-RR)</li> <li>• Gang activity (JICF)</li> <li>• Hazing (JICFA)</li> <li>• Tobacco products (JICG)</li> <li>• Alcohol, drug, and other illegal substances (JICH)</li> <li>• Weapon (JICI)</li> <li>• Bullying (JICK)</li> </ul>		<ul style="list-style-type: none"> <li>• Loss of school privileges applies in all cases.</li> <li>• Loss of device privileges applies in all cases involving communication, music, or technology devices.</li> <li>• Loss of vehicle privileges applies in all cases involving motor vehicle.</li> <li>• Misconduct receives all of the following options. <ul style="list-style-type: none"> <li>• Apology as appropriate</li> <li>• Out-of-school suspension (OSS)</li> <li>• Parent contact and meeting</li> <li>• Parent meeting prior to return</li> </ul> </li> </ul> <p>Following options may also apply:</p> <ul style="list-style-type: none"> <li>• Counseling prior to return</li> <li>• Course prior to return</li> <li>• Plan prior to return</li> <li>• Special assignment</li> <li>• Restitution</li> <li>• Probation</li> <li>• Expulsion.</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of school privileges applies in all cases.</li> <li>• Loss of device privileges applies in all cases involving communication, music, or technology devices.</li> <li>• Loss of vehicle privileges applies in all cases involving motor vehicle.</li> <li>• Misconduct receives all of the following options. <ul style="list-style-type: none"> <li>• Apology as appropriate</li> <li>• Out-of-school suspension (OSS)</li> <li>• Parent contact and meeting</li> <li>• Parent meeting prior to return</li> </ul> </li> </ul> <p>Following options may also apply:</p> <ul style="list-style-type: none"> <li>• Counseling prior to return</li> <li>• Course prior to return</li> <li>• Plan prior to return</li> <li>• Special assignment</li> <li>• Restitution</li> <li>• Probation</li> <li>• Expulsion.</li> </ul> <p><u>The following consequences also apply for students issued an OSS for misconduct in school and/or at athletic/extracurricular activities.</u> Ineligibility begins the day of misconduct and ends the day all ineligible games/events have been completed.</p> <p><u>≤ 5 days out-of-school suspension (OSS)</u></p> <ul style="list-style-type: none"> <li>• 1st OSS incident - 2 game ineligibility for each OSS day</li> </ul>

			<ul style="list-style-type: none"> <li>• 2nd OSS incident – athletic eligibility revoked for the remainder of the school year</li> <li>• No practice, game, or event on day of OSS</li> <li>• No practice until total game/event ineligibility has been completed</li> <li>• Missed games/events on day of misconduct and OSS days count toward ineligibility total</li> <li>• The next scheduled game(s)/event(s) following the OSS will be used to complete the total game/event ineligibility count. Student cannot attend game/event with team/group.</li> </ul> <p><u>&gt;5 days out-of-school suspension (OSS)</u></p> <ul style="list-style-type: none"> <li>• 1st OSS incident - athletic eligibility revoked for a full school year (177 school days) from the date of the incident (if OSS due to substance abuse incident student may apply for a reinstatement of eligibility after 60 school days if he/she has successfully completed a readmission contract which includes attendance of a substance abuse program)</li> <li>• 2nd OSS incident for substance abuse – athletic eligibility revoked for a full school year (177 school days) from the date of the incident</li> </ul>
School Bus (JICC)		<ul style="list-style-type: none"> <li>• 1st offense – letter of warning</li> <li>• 2nd offense –detention</li> <li>• 3rd offense – privileges revoked</li> <li>• Severity of offense may waive 1st and/or 2nd offense</li> </ul>	<ul style="list-style-type: none"> <li>• 1st offense – letter of warning</li> <li>• 2nd offense –detention</li> <li>• 3rd offense – privileges revoked</li> <li>• Severity of offense may waive 1st and/or 2nd offense</li> </ul>

1. Definition: Inappropriate misconduct is behavior that does not meet conduct outlined in school rules and regulations and district policy.
2. Definition: Egregious misconduct is behavior that is blatant and conspicuously bad or offensive. It is clearly inconsistent with what is right or proper and displays contempt for school rules and regulations.
3. The school district reserves the right to advance the misconduct or offense level due to severity of student behavior.  
Coaches and Advisors reserve the right to determine participation based on student’s preparation and/or conditioning.
4. School Principal and Athletic Director may grant exceptions.
5. Failure to serve detention will result in advanced consequences as shown in the following order.
  - a. Detention – Consequences proceed to Saturday detention for skipped detention.

- b. Saturday detention – Student will serve the next scheduled Saturday detention following day of skipped detention. Consequences proceed to out-of-school suspension for skipped Saturday detention.
  - c. Out-of-school suspension – OSS will be served on the next school day following day of skipped Saturday detention. Parent meeting is required for student to return to school.
6. Habitual failure to follow school rules will result in advanced consequences up to and including expulsion.
7. Pre-season Infractions: A pre-season conditioning program is recommended to maintain the health and safety of student athletes. After the assignment of consequences, student athletes may participate in pre-season with the understanding that scrimmages do not constitute games. Consequences assigned during pre-season will be enforced at the start of the regular season.

Approved: January 16, 2014, September 18, 2014

## STUDENT ATTENDANCE & CONSEQUENCE GUIDELINES

[Epping School District - JHA - Attendance and Consequence Guidelines](#) *(click to open)*

### Attendance and Extracurricular Activities

Students who do not attend school for any reason will not be allowed to participate in school activities on the day of the absence unless previous arrangements and approval for the absence were made through the school and/or athletic office. School activities include before, during, and after school activities.

Absence from School	Documentation & Approval	ESD Policy	School Consequence	Additional Athletic/Extracurricular Consequences for Missed Practice/Contest
Personal sickness and/or medical appointment	<ul style="list-style-type: none"> <li>Note from parent for excused absence within two school days.</li> <li>May require a note from medical practitioner for excessive absence</li> </ul>	JH	None	None
Death of a relative	<ul style="list-style-type: none"> <li>Note from parent for excused absence</li> <li>School Principal or Athletic Director approval</li> </ul>	JH		None
Observance of religious holidays	<ul style="list-style-type: none"> <li>Prior approval of School Principal or Athletic Director</li> <li>Note from parent for excused absence</li> <li>May require a note from religious authority</li> </ul>	JH		None
Educational activities away from school including post-secondary educational visits & religious instruction	<ul style="list-style-type: none"> <li>Prior approval of School Principal or Athletic Director</li> <li>Signed college visitation form</li> <li>Note from religious instructor</li> </ul>	JH		<ul style="list-style-type: none"> <li>Activity day - none</li> <li>Travel days – subject to prior approval of Athletic Director</li> </ul>
Emergency	<ul style="list-style-type: none"> <li>Note from parent for excused absence</li> <li>School Principal or Athletic Director approval</li> </ul>	JH		None
Family vacations on scheduled school days	<ul style="list-style-type: none"> <li>Prior approval of School Principal or Athletic Director</li> <li>Note from parent for excused absence</li> </ul>			<ul style="list-style-type: none"> <li>Subject to prior approval of Athletic Director</li> <li>Contests – ineligible for same number missed</li> <li>Practices – ineligible for 1 contest for every 2 practices missed</li> </ul>
Family vacations during sports season	<ul style="list-style-type: none"> <li>None</li> </ul>	JH		<ul style="list-style-type: none"> <li>Subject to prior approval of Athletic Director</li> <li>Contests – ineligible for same number missed</li> <li>Practices - none</li> </ul>
Reduced school day	<ul style="list-style-type: none"> <li>Included in IEP, 504, alternative learning plan</li> <li>May require additional documentation</li> </ul>		None	None

	<ul style="list-style-type: none"> <li>• Subject to School Principal and/or Superintendent approval</li> </ul>			
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Absence from Athletic/Extracurricular Practices & Contests/Events Held After School	Documentation & Approval	ESD Policy	School Consequences	Additional Athletic/Extracurricular Consequences for Missed Practice/Contest
Academic help or reassessment with teacher	<ul style="list-style-type: none"> <li>• Note from Teacher</li> <li>• Subject to Athletic Director approval</li> </ul>		None	<ul style="list-style-type: none"> <li>• Practices – none</li> <li>• Contests - none</li> </ul>
School-sponsored field trips including extended field trips	<ul style="list-style-type: none"> <li>• Note from Teacher</li> </ul>		None	<ul style="list-style-type: none"> <li>• Practices – none</li> <li>• Contests - none</li> </ul>
Mandatory work including training, inventory, etc.	<ul style="list-style-type: none"> <li>• Note from employer</li> <li>• Subject to Athletic Director approval</li> </ul>		None	<ul style="list-style-type: none"> <li>• Practices – none</li> <li>• Contests – ineligible for next contest</li> <li>• Limit – 3 per season, &gt;3 removal from team</li> </ul>
Skipped	None		None	<ul style="list-style-type: none"> <li>• Practices – ineligible for next contest</li> <li>• Contests – ineligible for next contest</li> <li>• Limit – 3 practices and/or contests per season, &gt;3 removal from team</li> </ul>
Non-school athletic competition for unique opportunity	<ul style="list-style-type: none"> <li>• Subject to prior approval of School Principal &amp; Athletic Director &amp; NHIAA rules. Two week notice is required.</li> </ul>		None	<u>Waiver</u> <ul style="list-style-type: none"> <li>• Contests - ineligible for the same number of contests missed</li> <li>• Practices - ineligible for 1 contest for every 2 practices missed</li> </ul> <u>No waiver</u> <ul style="list-style-type: none"> <li>• NHIAA penalty</li> </ul>

1. Students are responsible to make up missed work.
2. School must be notified of the absence prior to or the day of the absence to meet the definition of excused absence.
3. Special consideration may be given for students participating in simultaneous sports such as soccer and football.
4. The athletic coach or extracurricular activity advisor reserve the right to determine participation based on student's preparation and/or conditioning.
5. School Principal and Athletic Director may grant exceptions.
6. Missed contest consequences are to be served on the next scheduled contests.

APPROVED/Revised: APPROVED/REVISED: January 16, 2014, September 18, 2014, March 17, 2016

## TARDINESS

[Epping School District - JH - Attendance - Absenteeism, Tardiness, and Truancy](#) (click to open)

Students who are not in school by 8:00 AM (EHS and EMS) will not be allowed to be an active participant in after school activities on the day of the absence unless previous arrangements and approval for the absence were made through the principal or designee.

Tardy to School Days per Quarter	School Consequences
Day 1	Parent contact via phone or email
Day 2	Parent contact via phone or email
Day 3	Parent contact via phone or email
Day 4	Parent contact & school detention, develop an attendance/tardy plan.
Day 5	Parent contact, letter home, attendance plan reviewed, possible behavioral consequence*
Day 6	Parent contact, letter home, attendance plan reviewed, possible behavioral consequence*
Day 7	Parent contact, letter home, attendance plan reviewed/revised, possible behavioral consequence*
Day 8	Parent contact, letter home, attendance plan reviewed/revised, possible behavioral consequence*
Day 9 or more	Parent conference with student and administrator to review or revise an attendance/tardy plan, possible behavioral consequence.

*\*Note Behavioral Consequence may include: Warning, Detentions, Suspension, Loss of privileges, SRO Intervention, etc.*

APPROVED: January 16, 2014, September 18, 2014, March 17, 2016

## CONCUSSIONS AND HEAD INJURIES

[Epping School District - JLCJ - Concussions and Head Injuries](#) *(click to open)*

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in “contact” or “collisions” sports. However, in order to ensure the safety of all District student athletes, this policy will apply to all competitive athletic activities as identified by the Board and administration.

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures, and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the District will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education, and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

All school nurses and physical education teachers shall undergo similar training in head injury and concussion management.

### **Definitions**

For purposes of this policy, “student-athlete” means a student involved in any intramural sports program conducted outside the regular teaching day or competitive student sports program between schools in grades 4 through 12.

“Student sports” means intramural sports programs conducted outside the regular teaching day for students in grades 4 through 12 or competitive athletic programs between schools for students in grades 4 through 12, including all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the Board or administration. “Head injury” means injuries to the scalp, skull, or brain caused by trauma, and shall include a concussion which is the most common type of sports-related brain injury.

### **Athletic Director or Administrator in Charge of Athletic Duties**

Updating: Each spring, the Athletic Director shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA. If there are any updated procedures, they will be adopted and used for the upcoming school year.

Coach Training: All coaches and the Athletic Director shall undergo training in head injury and concussion management at least once every two years by viewing the NHIAA sport-specific rules clinic or attending a concussion clinic. Athletic Trainer: The Athletic Department may only contract with licensed Athletic Trainers.

Parent Information Sheet: On a yearly basis, a concussion and head injury information sheet shall be distributed

to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet will be incorporated into the parent permission protocol that allows students to participate in athletic activities and will require a parent signature acknowledging receipt of such information.

**Coach's Responsibility:** A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play. The student's parent(s) and school Athletic Director will be notified as soon as possible following the injury. The student will not be permitted to drive home from the athletic activity or be dropped off at his/her home without an adult present.

**Administrative Responsibilities:** The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training, and programs.

### **Parent/Guardian Notification Responsibilities**

The parent or guardian shall notify the School Office of students with a concussion or head injury. The School Office shall notify the School Nurse, Athletic Director, and contracted Athletic Trainer. The Athletic Director or contracted Athletic Trainer shall notify the School Office of concussions or head injuries resulting from school related athletic activity. The School Office shall notify the School Nurse. The School Nurse shall notify teachers of the academic issues associated with concussions and protocols to follow.

### **Protocol for Eligibility to Play**

All student-athletes will be required to obtain a baseline concussion test (ImPACT - computerized neurocognitive assessment tool) prior to participating in competitive sport activities. The baseline concussion test will be valid for a two-year period. All student-athletes will be required to update his/her test every two years. The Athletic Department will make every effort to work with an outside agency to provide on-site testing free of charge.

### **Protocol for Removal from Play**

A student athlete must be immediately removed from practice or a game if he/she is suspected of having sustained a concussion or head injury. The following individuals are authorized to render the decision to remove the student from play or practice: coaches, officials, licensed athletic trainer, athletic director, or health care providers.

### **Protocol for Return to Play after Being Suspected of Having a Concussion or Head Injury**

The District uses the following guidelines, based on the NHIAA return to play protocol, for the return to play of student athletes. Return to play is a process and not an immediate return to game activity. Return to play is to be supervised by district contracted athletic trainer services. The District may limit a student-athlete's participation to play based on "return to play" standards and protocol and/or as determined by the student's treating health care provider. The District reserves the right to restrict play at any time and request a medical check.

- A student athlete who has been removed from play shall not return to play on the same day or until he or she has been evaluated by a health care provider and receives medical clearance and written authorization from that health care provider to return to play. Play includes games and/or practice. The student athlete shall also present written permission and authorization to JLCJ3 return to play from a parent or guardian.
- The student athlete must be asymptomatic for 24 hours.

- It is strongly recommended that ImPACT concussion testing be included in the return to play protocol. The student-athlete's ImPACT concussion test should return to baseline or normative data to return to play. In addition the following NHIAA medical clearance for return to play guidelines shall be followed to return a student athlete to play.
  1. No exertional activity until asymptomatic.
  2. When the athlete appears clear, begin low impact activity such as walking, stationary bike, etc.
  3. Initiate aerobic activity fundamental to specific sport such as running, and may also begin progressive strength training activities.
  4. Begin non-contact skill drills specific to sport such as dribbling, fielding, batting, etc.
  5. Full contact in practice setting.
  6. If athlete remains asymptomatic, he or she may return to game/play.
  
- Athlete must remain asymptomatic to progress to the next level.
  
- At any time during the process, if the student athlete experiences any signs or symptoms of concussion the process is stopped and the cycle will revert back to the last step that was asymptomatic. The process does not begin again until the individual is asymptomatic for 24 hours.

### **Concussion Awareness and Education**

To the extent possible, the Board encourages the administration to implement concussion awareness in the District's physical education and/or health education curriculum.

### **Academic Issues in Concussed Students**

In the event a student is concussed, regardless of whether the concussion was a result of a school related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, the School Nurse shall notify the student's teachers. Teachers will be instructed to report to the School Nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The School Nurse will notify the student's parents and medical provider as necessary. Administrators and District staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion. Section 504 accommodations may be developed in accordance with applicable law and Board policies.

#### **Statutory/Regulatory/Policy/Handbook Cross References**

RSA 200:49 (Head Injury Policies for Student Sports)

RSA 200:50 (Removal of Student-Athlete)

RSA 205:51 (School Districts (Limitation of Liability))

JLCJ3 RSA 200:52 (Definitions) Handbook (Referenced in Student/Athletic Handbooks)

APPROVED/REVISED: January 19, 2012, October 18, 2012, August 22, 2013, September 18, 2014, February 19, 2015 PREVIOUS POLICY: None

**Concussion or Head Injury  
Return to Play Form**

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade \_\_\_\_\_  
Date of Injury: \_\_\_\_\_

**Health Care Provider Medical Clearance and Written Authorization to Return to Play**

I, \_\_\_\_\_ with Health Care License # \_\_\_\_\_  
(print health care provider name)  
Of \_\_\_\_\_  
(print business name and address)

By signing this Concussion or Head Injury Return to Play Form certify the following:

1. I am licensed, certified, or otherwise statutorily authorized by the State of New Hampshire to provide medical treatment and am trained in the evaluation and management of concussions.
2. I examined the above-named student on the date listed below.
3. I explained to the student and the student's parent/guardian the nature and risks of concussions or head injuries including the risks of continuing to play and practice after sustaining a concussion or head injury.
4. I have medically cleared the above-named student to return to practice and play by the following option. Please initial the selected option below.
  - a. \_\_\_\_\_ Option 1 – return to practice and play with no restrictions.
  - b. \_\_\_\_\_ Option 2 – return to practice and play subject to the following restrictions and care plan and supervision of school district athletic trainer. Please note if plan is attached.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. The above-named student has my written authorization as indicated above to return to play and practice.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Health Care Provider

**Parent/Guardian Written Permission to Return to Play**

I, \_\_\_\_\_ am the parent/guardian of the above-named student who was removed from play at a practice or game because of a suspected concussion or head injury. By signing this Concussion or Head Injury Return to Play Form, I certify the following:

1. My child was evaluated by our health care provider who is listed above and has received written medical clearance to return to play and practice.
2. Our health care provider has explained to us the nature and risk of concussions and head injuries including the risks to my child of continuing to play and practice after sustaining a concussion or head injury.
3. I understand, acknowledge, and accept the risks of my child returning to play and practice.
4. I understand and acknowledge that my child cannot return to play and practice without my written permission.
5. I give my written consent and permission for my child to return to play and practice as indicated above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

## **Bullying Prohibited**

[Epping School District - JICK - Pupil Safety and Violence Prevention](#) *(click to open)*

## **HAZING PROHIBITED**

[Epping School District - JICFA - Hazing](#) *(click to open)*

## **DRUGS AND ALCOHOL**

[EPPING SCHOOL DISTRICT - JJI - DRUGS AND ALCOHOL USE PROHIBITED](#) *(click to open)*

Students who participate in athletics, extra-curricular and co-curricular shall not use, have in their possession, or be in the presence of underage/illegal substances including, but not limited to, illegal drugs, alcohol, tobacco, inhalants, and medications contrary to the manner for which they were prescribed. This policy applies to all participants and applies on or off school grounds, 24 hours a day. The following behaviors would constitute serious violations of this policy:

1. Drinking of alcoholic beverages.
2. Smoking or using tobacco in any form (under the age of 18).
3. Use of illegal drugs.

Being at a party where alcohol, tobacco, or illegal drugs are present and being used by minors.

Upon the AD's/Principal's determination that there is reasonable evidence of a violation of this policy, Student Behavior and Consequence Guidelines will be invoked.

**Drug and Alcohol Use Prohibited** – Students who participate in athletics, extra-curricular and co-curricular activities shall not use, have in their possession, transfer, or be in the presence of alcohol or prohibited drugs, real or counterfeit, or drug paraphernalia. This Policy applies to all participants and applies on or off school grounds, 24 hours a day.

Upon the School Principal's and/or Athletic Director's determination that there is reasonable evidence of a violation of this Policy, school and athletic actions and consequences will be implemented per Student Conduct, Discipline, and Due Process Policy; Student Behavior & Consequence Guidelines Policy; and Drug Free Zone – Student Drug and Alcohol Use Prohibited.

**Tobacco Products and Devices Prohibited** – Use and possession of tobacco products and devices is prohibited on school grounds and by student-athletes under the age of 18. This Policy applies to all participants and applies on or off school grounds, 24 hours a day.

Upon the School Principal's and/or Athletic Director's determination that there is reasonable evidence of a violation of this Policy, school and athletic actions and consequences will be implemented per Student Conduct, Discipline, and Due Process Policy; Student Behavior & Consequence Guidelines Policy; and Tobacco Products and Devices Prohibited.

**Student Conduct Eligibility Requirements** - Students in violation of attendance, tardy, and behavior guidelines will receive consequences per the Student Conduct, Discipline, and Due Process Policy and Student Behavior & Consequence Guidelines Policy. Actions include consequences up to and including athletic ineligibility.

## RESPONSIBILITIES OF STUDENTS REGARDING THE ILLEGAL SUBSTANCE POLICY

Students involved in athletics, extra-curricular and co-curricular activities are expected to take all steps necessary to ensure their compliance with the Illegal Substance Policy. The following behavioral expectations are required for student-athletes who find themselves in the presence of underage/illegal use or underage/illegal possession of substances prohibited under the Illegal Substance Policy:

- 1) If possible to do so safely, immediately leave the area **and encourage others to do so also**.
- 2) If it is not possible to safely leave the area, notify a coach, parent/guardian or the police.
- 3) Upon return to school, immediately notify the School Administration of the incident.

Your first responsibility is for your own safety and well-being. If you are in a situation where you feel others are in danger or are not making appropriate decisions, do not take it upon yourself to act in a manner that may jeopardize your safety, well-being or eligibility. Instead, notify a parent/guardian or the police.

Upon evidence of a violation of the Illegal Substance Policy, the Student Behavior and Consequences Guidelines will be invoked.

## TRANSPORTATION

[EPPING SCHOOL DISTRICT - EEAG - TRANSPORTATION BY PRIVATE VEHICLE](#) *(click to open)*

Athletes are required to travel to and from athletic contest by using district sponsored provider. Athletes wishing to travel privately must submit alternate Student Transportation form 24 hours in advance to athletic director. This form is available from AD or on the Epping High School Athletics webpage([www.sau14.org/ehs](http://www.sau14.org/ehs))

## CARE OF EQUIPMENT/STUDENT OBLIGATIONS

Each athlete is responsible for all equipment issued to him/her. Athlete must return uniform at last contest of season that they participate in. This will require athlete to bring a change of clothes to last contest, and if athlete fails to do so they will be ineligible to play, or attend that contest. If the athlete fails to return equipment, he/she is responsible for the replacement cost. Failure to do so will result in the athlete being ineligible for another sport until the equipment is returned or replaced.

**NO UNIFORM MAY BE WORN IN SCHOOL AS EVERYDAY CLOTHING, WITH THE EXCEPTION OF SPIRIT EVENTS AS APPROVED BY PRINCIPAL OR COACH.** Individuals wearing uniform without such permission would be in violation of policy. Athlete will receive two warnings with subsequent offenses making the athlete ineligible to participate in next contest.

Students and parents are encouraged to attend one sports information night per year regarding handbook policies. This is under the direction of the athletic director, and may coincide with sport team meeting held by coaches.

### **APPROPRIATE PLAYER AND FAN BEHAVIOR AT CONTEST**

- Seek game management immediately, home, or away, with any issues negatively affecting your fan experience.
- Cheer for our team not against the other team.
- Applaud high levels of play from both teams.
- Applaud sportsmanship when displayed by either team.
- Refrain from unsportsmanlike conduct that includes negative comments toward players or officials.
- Cheer loudly, but respectfully for your team. Refrain from any cheering that may interrupt any part of the game (i.e., making noises during free throws, yelling at players as they go by, engaging officials).

Home, or away we want Epping to be recognized as great fans. The game experience is a valuable learning forum for our young men and women. During times of adversity our young men and women are building important skills for operating under these types of conditions. Please support this learning experience by refraining from sharing your dissatisfaction verbally or nonverbally in unsportsmanlike ways.

### **COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH**

- Pre-Season Parent Meeting – Time and Date
- Coach's and program's philosophy
- Individual and team expectations
- Channels of communication used including request form to contact your child via email or text
- Request for parents contact information, and how parents and students would like to be contacted
- Location and times of all practices and games including notifications of all cancellations, and postponements, and rescheduled dates.
- Team requirements, i.e., practices, special equipment, off-season conditioning
- Procedure followed should your child be injured during practice or games
- Punctuality issues regarding picking up child from practices, or games
- Any discipline that may result in the denial of your child's participation

### **COMMUNICATION COACHES EXPECT FROM PARENTS**

- Concerns expressed directly to the coach
- Notification of schedule conflicts well in advance
- Specific concerns with regard to a coach's philosophy and/or expectations
- Support for the program and the attributes of dedication, commitment and responsibility that are essential ingredients for success and excellence

Encourage your child to excel. While your child is involved in interscholastic athletics, they will experience some of the most rewarding and inspiring moments of their lives. It is also important to understand that there might also be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

### **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

- The treatment of your child, mentally, socially and physically
- Ways to help your child improve and develop
- Concerns about your child's behavior
- Dismissal time from practice concerning punctuality

It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe is best for the team and all athletes involved. There are certain areas and issues that can and should be discussed with your child's coach. Other things, such as those below, should be left to the direction of the coach.

### **ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES**

- Playing time
- Team strategy
- Play calling
- Other student athletes

### **IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH**

- Try to set up an appointment with the coach
- In case coach cannot be reached, call your Athletic Director. A meeting will be set up for you with the coach.
- Please do not attempt to confront a coach before, after or during a practice or game. These can be emotional times for both the parent and the coach, and this situation does not promote resolution nor objective analysis.

### **WHAT A PARENT CAN DO IF THE MEETING WITH THE COACH DOES NOT PROVIDE A SATISFACTORY RESOLUTION**

- Call and set up an appointment with the Athletic Director to discuss the situation.

## **NHIAA REASONS STUDENTS WILL NOT BE ELIGIBLE TO PARTICIPATE**

- If a student is 19 years of age before September.
- If a student has been in high school for more than eight semesters beyond the eighth grade.
- If a student has changed schools this semester (unless the parent/guardian changes residence).
- If a student is a postgraduate student.
- If a student has received financial re-numeration for his/her participation in any athletic activity.

## **WHAT ARE THE BENEFITS OF PARTICIPATING IN ATHLETICS, EXTRA-CURRICULAR AND CO-CURRICULAR?**

Athletic, extra-curricular and co-curricular *activities support the academic mission of schools*. They are not a diversion, but rather an extension of a good educational program. Students who participate in athletic, extra-curricular and co-curricular activity programs tend to have higher grade point averages, better attendance records, lower drop-out rates and fewer discipline problems than students generally.

Athletic, extra-curricular and co-curricular activities *are inherently educational*. Athletic, extra-curricular and co-curricular activity programs provide valuable lessons on many practical situations – teamwork, sportsmanship, winning and losing, hard work. Through participation in these activities, students learn self-discipline, build self-confidence and develop skills to handle competitive situations. These are qualities the public expects schools to produce in students so that they become responsible adults and productive citizens.

*Athletics foster success in later life*. Participation in high school athletics is often a predictor of later success – in college, career and becoming a contributing member of society.

**Epping High School**  
21 Academy Street, Epping, NH, 03042  
603-679-5472 x211  
8118 Fax 603-679-2966

**Health Office**

**Epping Middle School**  
33 Prescott Road, Epping, NH, 03042  
603-679-2544 x220 Fax 603-679-

**PHYSICAL EXAMINATION**

.....  
Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_yrs \_\_\_\_mos

Male/Female Height \_\_\_\_\_ Weight \_\_\_\_\_ BP \_\_\_\_/\_\_\_\_ Pulse \_\_\_\_ Vision \_\_\_\_\_ Hearing \_\_\_\_\_  
.....

Physical Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Immunizations: Reviewed \_\_\_\_ and Attached \_\_\_\_

Physically Fit and Able to Play Sports: YES / NO / Restrictions are \_\_\_\_\_  
\_\_\_\_\_

**HEALTH HISTORY** [Please check all that apply]

\_\_\_\_ Drug allergy [specify] \_\_\_\_\_ Reaction \_\_\_\_\_ Tx \_\_\_\_\_

\_\_\_\_ Food allergy \_\_\_\_\_ Reaction \_\_\_\_\_ Tx \_\_\_\_\_

\_\_\_\_ Environmental \_\_\_\_\_ Reaction \_\_\_\_\_ Tx \_\_\_\_\_

\_\_\_\_ Asthma [type & med] \_\_\_\_\_ Well controlled - YES/NO

\_\_\_\_ ADD/ADHD [med] \_\_\_\_\_ Well controlled - YES/NO

\_\_\_\_ Diabetes [type, age of onset, med] \_\_\_\_\_ Well controlled - YES/NO

\_\_\_\_ Seizure disorder [type & med] \_\_\_\_\_ Well controlled - YES/NO

\_\_\_\_ Bleeding issue [type & med] \_\_\_\_\_ Well controlled - YES/NO

\_\_\_\_ Heart condition [type & med] \_\_\_\_\_ Limitations \_\_\_\_\_

\_\_\_\_ Surgery [type] \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Limitations \_\_\_\_\_

\_\_\_\_ Injuries [fx, dislocations, etc; specify] \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ Concussion Date \_\_\_\_/\_\_\_\_/\_\_\_\_ How occurred \_\_\_\_\_

LOC: YES/NO – Duration \_\_\_\_sec \_\_\_\_min \_\_\_\_hr/s Seizure activity: YES/NO – Duration \_\_\_\_sec \_\_\_\_min

Side effects \_\_\_\_\_

\_\_\_\_ Migraines [type & med] \_\_\_\_\_ Well controlled – YES/NO

\_\_\_\_ Heat exhaustion/Heat stroke Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Severity \_\_\_\_\_

\_\_\_\_ Glasses/contacts [specify which & need for] \_\_\_\_\_

\_\_\_\_ Braces [oral, arm, leg, back, neck & reason for] \_\_\_\_\_

\_\_\_\_ **OTHER** \_\_\_\_\_ (additional info continued to back of page: yes / no)  
.....

**Medical Provider's Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**AND OFFICE Stamp**