Dear FCPS Coaches and Athletic Administrators,

Thank you for being an integral part of Frederick County Public Schools’ interscholastic athletic program. We are very excited to have you as a teammate on Team FCPS.

This handbook is a compilation of policies, procedures, regulations and guidelines established by the Board of Education (BOE) of Frederick County, Frederick County Public Schools (FCPS), the Maryland Public Secondary Schools Athletic Association (MPSSAA) and the National Federation of State High School Association (NFHS).

As a coach and administrator of education-based athletics, this handbook will provide you with very important information on how/why we put safety and sportsmanship first, as well as how we plan on meeting our vision, mission and goal of interscholastic athletics as we teach life lessons through sport.

**Vision**
Create a Culture Committed to Excellence in Academics, Athletics and Character Development

**Mission**
To Develop a Community of Student-Athletes, Coaches and Parents who Accept Responsibility of Creating and Maintaining a Positive Competitive Environment Valuing Good Sportsmanship, Self-Discipline, Hard Work, Empathetic, Fair, and Courageous Team Play while Winning with Humility and Losing with Grace

**Goals**
To Teach Life Lessons Through Sport
To Play a Major Role in Preparing Student-Athletes for Post-Graduate Options
Section 1

Roles & Duties of the Athletic Director & Coach
Code of Ethics
The Interscholastic Athletic Administrator: (Athletic Director)

1. Strives to develop and maintain a comprehensive athletic program which seeks the highest development of all participants, and which respects the individual dignity of every athlete.

2. Considers the well-being of the entire student body as fundamental in all decisions and actions.

3. Supports the principle of due process and protects the civil and human rights of all individuals.

4. Organizes, directs, and promotes an interscholastic athletic program that is in harmony with, and contributes to, the total school program.

5. Cooperates with the staff and school administration in establishing, implementing, and supporting school policies.

6. Acts impartially in the execution of basic policies, and the enforcement of the conference or league, and state high school association rules and regulations.

7. Fulfills professional responsibilities with honesty and integrity, and upholds the honor of the profession in all relations with students, colleagues, coaches, administrators and the general public.

8. Avoids using the position for personal gain or influence.

9. Seeks to improve the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state, and national in-service programs.

10. Is committed to high standards of ethics, sportsmanship, and personal conduct on the part of the administrator, members of the coaching staff, and the athletes representing their school.
The Principal
The principal shall have general local control over all interscholastic athletic relations and athletic contests in which their school participates.

The duties of the principal are as follows:

1. Sanction all contests in which their school participates.

2. Exclude any contestant who, in their judgment, would not represent the school in a proper manner, and to prevent the play of any contestant who has suffered serious illness of injury until pronounced physically fit by the team or attending physician.

3. Be responsible for the safety of all teams, fans, and officials attending contests conducted by their school. Responsibilities for contests played at a neutral site rest equally with the administrators of participating schools.

4. Submit to the curriculum specialist for physical education and athletics and competing schools and accurate eligibility list one week prior to the first game of the particular sport. Eligibility forms will be provided by the Athletics Office. Supplemental lists should be issued when a contestant’s name does not appear on the original roster.

5. Require the physical examination form be completed prior to participation and retained for at least one year. Practice sessions are regarded as a vital part of this concern.

6. Determine methods and priorities for financing the interschool program.

7. Verify academic ineligibility.
The Athletic Director

The athletic director is the executive officer and the resource person for the individual school in the area of athletics. He/She attempts to build an athletic program based on sound education objectives. It is essential for him/her to cooperate with the principal and coaches of the school. The principal must be informed at all times of all athletic activities that affect the school.

The duties of an athletic director are as follows:

1. Assists the building level administrators in supervising and evaluating coaches.
2. Schedules officials; advises officials of postponements, rescheduling and/or cancellation of specific athletic event.
3. Acts in an advisory capacity with school athletic booster clubs.
4. Arranges for appropriate dressing facilities for officials.
5. Arranges for receiving and accommodating visiting teams.
6. Submits by June 1 a copy of his/her school athletic schedule for the upcoming school year to the Supervisor of Athletics, including online entry of all schedules.
7. Responsible to the principal for the proper and ethical operation of the athletic program.
8. Coordinates training supplies; prepares, maintains and keeps immediately available a fully equipped training list that includes latex gloves and germ-killing solvent.
9. Establishes, directs and encourages academic monitoring and achievement among coaches and athletes.
10. Encourages the involvement of students, staff and community in the athletics program.
11. When appropriate, arranges for police, ambulance and other safety department services for all home games and related activities.
12. Processes all contracts, sanctions and all other correspondence pertaining to athletics.
13. Arranges with coaching staff the proper supervision of all athletic participants before, during and after all athletic activities to include supervision until all participants have departed from school property.
15. Coordinates the activities of cheerleaders, bands and pep clubs as they pertain to the athletic program.
16. Organizes and administers collection, accounting and paperwork for interscholastic athletic activity fees; submits money and accounting forms to the Supervisor of Athletics, including fee waiver forms.
17. Develops procedures with coaches for handling athletic injuries with specific consideration for athletes who are recovering from injury.
18. Coordinates the inspection of buildings, grounds, bleachers, stands, athletic fields, courts, lights, score boards, and other facilities and equipment which may be used to ensure the safety of spectators and contestants and to guarantee proper operation of the athletic activity; supervises clean-up and request for repair of facilities as needed.
19. Verifies completion of coaching responsibilities and submits activity compensation time sheets to the principal at the conclusion of each athletic season.

20. Approves fundraisers and coordinates with coaches; oversees collection of money for fundraising activities as they pertain to athletics; and facilitates athletic fundraisers for improvements to school campus.

21. Coordinates with each coach of auxiliary personnel who provides services for athletic events.

22. Assists in the development, implementation and monitoring of standards of professional conduct for the athletics staff.

23. Revises annual update of county and individual school athletic handbook.

24. Coordinates information and printing of fall sports program.

25. Plans and conducts fall, winter and spring pre-season coach meetings.

26. Coordinates/Manages equipment (contact person); supervises inventory and repair of stock equipment; and prepares purchase orders for new equipment.

27. Coordinates the movement and transfer of equipment between schools.

28. Schedules transportation, including postponements and rescheduled athletic events.

29. Coordinates and prepares practice and game fields with coach;

30. Coordinates practice schedules for field and building use.

31. Coordinates use of athletic facility and equipment by outside groups.

32. Updates and maintains records for athletic awards.

33. Plans and conducts sport season picture day.

34. Administers new coach orientation.

35. Manages personnel—coordinates custodial staff and schedules game supervisors, ticket takers and security.

36. Administers season ticket sales program.

37. Supervises gate receipts and processes gate reconciliation forms.

38. Distributes county, league and state literature to coaches.

39. Acts as school liaison to local youth sports groups.

40. Acts as school liaison to media.

41. Schedules and reschedules all games and contests.

42. Represents school in county, league and state meetings.

43. Monitors and reports academic ineligibility of athletes.

44. Organizes and administers athletic team substance abuse awareness and prevention.

45. Supervises coach application process; interviews and screens/checks references for prospective coaches.

46. Validates that all coaches have completed local and state requirements before coaching duties begin.
47. Monitors and verifies credentials for coach certification, including Care and Prevention course requirements and maintains accurate and current coach database.
49. Coordinates certification and recertification classes for coaches.
50. Prepares county season and yearly summaries.
51. Approves all individual team rules and guidelines.
52. Manages and prepares budget of all athletic teams.
53. Acts as a professional, positive role model in the presence of student-athletes.
54. Refrains from establishing rules more or less restrictive than those placed in policy and procedures (may enforce other rules approved by the principal, if placed in writing and signed by the student and parent).
55. Updates student-athlete information in Student Information System (SIS).
56. Sanctions events.
57. Monitors Title IX and Athletic Equity compliance and reporting.
58. Coordinates scholar athlete recognition.
59. Supervises Hall of Fame records, pictures and trophies.
60. Supports MPSSAA and CMC activities, including hosting tournaments and other regional or conference responsibilities.
61. Demonstrates expertise by training other staff with all equipment, including irrigation systems, scoreboards, sound systems, etc.
62. Acts as liaison between school, town/city and FCPS supervisors for approval of all school needs (attends meetings, field issues, etc.).
63. Supervises AEDs according to FCPS policy.
64. Works closely with administrators and school counselors on student-athlete drug, alcohol and tobacco violations; supervises data entry and monitors assessments and penalties served.
The Assistant Athletic Director

The assistant athletic director assists the athletic director as the resource person for the individual school in the area of athletics. He/She assists in building an athletic program based on sound education objectives. The assistant athletic director does not serve in a program, budget, or personnel supervisory capacity and must be a full-time employee assigned to the school where the individual serves.

The assistant athletic director is responsible for the following duties:

1. Assists the athletic director with the organization and administration of the interscholastic athletic program of his/her school.
2. Assists in attending home and away games, contests and meets in which his/her school is involved, or appoints a representative to act in his/her stead.
3. Assists in fostering good school/community relations by keeping the community aware of and responsive to the athletic program.
4. Assists the athletic director in organizing files and has access to all contracts, sanctions, and correspondence pertaining to the athletic program.
5. Assists the athletic director to verify and have on file the eligibility of each athlete.
6. Assists with respective coaches and arranges transportation for all athletic events.
7. Assists in developing and implementing appropriate rules and regulations governing the conduct of athletic activities.
8. Assists with coaches, formulating plans and schedules for each athletic activity. If coaching, the assistant athletic director does not schedule events where he/she coaches.
9. When appropriate, arranges for security and medical personnel to be in attendance for specific athletic events.
10. Assists with maintaining an active file of physical examination results and permission to participate for each student participating in the interscholastic athletic program.
11. Assists in supervising arrangements for cleaning, repairing, and maintaining all uniforms and equipment.
12. Assists in interpreting county and state athletic association rules and regulation; if in doubt, consults the Supervisor of Athletics.
13. Assists in arranging pre-game and half-time entertainment with participating schools in accordance with league or state policy.
14. In cooperation with respective coaches, assists the athletic director in assuming the responsibility for postponing, rescheduling and/or cancelling athletic contests.
15. As appropriate, advises officials and associations of postponements, rescheduling and/or cancellation of specific athletic events.

16. Assists in maintaining a current and accurate inventory of all athletic supplies, uniforms, and equipment.

17. Assists in arranging for appropriate dressing facilities for officials.

18. The assistant athletic director is responsible to the athletic director for the proper and ethical operation of the athletic program.
GENERAL EXPECTATIONS FOR COACHES

• Lead a program built on honesty and integrity

• Be a professional, ethical and caring leader of student-athletes

• As a school system employee, you are responsible for understanding and applying all school system policies and procedures

• Create high expectations and role modeling for good sportsmanship and fair play among coaches, players, parents and the greater school community

• Communicate effectively with athletic director, team members, parents, media and the school community

• Provide a safe and competitive opportunity for all participants

• Understand the contemporary complexities of the sport including fundamentals, strategies, training and conditioning

• Develop positive relationships and maintain open lines of communication with parents and the community

• Create high expectations for good character, discipline and academic achievement

• Understand that the head coach has the responsibility for all coaches and all levels of the program

• Support the college selection and recruiting process for all student-athletes

• Be a team player and support the school, the administration and the athletic program

• Build a program with a 20-year integrity reflection component

• Maintain a high profile and proactive, professional advocacy promoting student-athletes’ abstinence from the use of tobacco, alcohol, drugs, steroids and performance enhancing drugs
OUT OF SEASON RESPONSIBILITIES

- Create high expectations year-round for academic achievement and good school and community citizenship

- Provide information and opportunities (within the rules) for student-athletes to improve skills, fundamentals, and physical conditioning

- Facilitate student-athletes in the college selection/placement process

- Be a visible and a supportive entity within the school

- Participate in professional growth opportunities to maintain a cutting-edge knowledge of sport fundamentals, strategies and physical conditioning

- Communicate regularly with the athletic director regarding ongoing initiatives in your program

- Work with local youth associations and feeder schools where appropriate

- Attend meetings that improve professionalism and effectiveness

- Assist the athletic director in developing team schedules

ADMINISTRATION AND ORGANIZATION OF THE PROGRAM

- Understand fully the requirements and expectations of an FCPS coach

- Provide student-athletes and parents a clear and complete picture of program requirements and expectations

- Comply with all guidelines, timelines and deadlines for required paperwork, meetings and responsibilities

- Provide for the health, safety and supervision of all student-athletes

- Account for all equipment and uniforms

- Cooperate with the media to report and promote the program
PRE-SEASON PLANNING REQUIREMENTS AND RECOMMENDATIONS

- Maintain current certification in first aid and CPR/AED
- Assist in hiring and training new coaches
- Develop team rules, guidelines, expectations and consequences (approved in advance by principal/athletic director)
- Gain a thorough knowledge of all state, county and school rules
- Plan with the athletic director a ‘Meet the Coach’ night
- Verify practice schedules and field preparation responsibilities with the athletic director
- Communicate in advance of the season with players and parents regarding practice and game schedules
- Assess and organize equipment and uniforms for distribution with an efficient inventory and accountable record keeping process
- Plan for health and safety: equip training kits and organize water and ice, non-latex gloves, etc.
- Organize and plan for distribution of all required forms and paperwork
- Plan and communicate with the athletic director in managing budget and accounting for all purchases that pertain to the sport program
- Develop an emergency action plan (coordinate with athletic director)

IN-SEASON REQUIREMENTS

- Communicate clearly to student-athletes and parents (in writing) all pertinent team rules, guidelines, expectations and schedules (parent and student-athlete affirmation/signatures required)
- Establish clear, objective criteria for team selection
- Establish clear guidelines/requirements for varsity letters and awards
- Conduct a ‘Meet the Coach’ meeting for parents prior to the season or immediately after team selection
• Account for all required student-athlete/parent paperwork, permission forms and fees before the beginning of practice

• Provide a safe practice environment

• Understand and apply proper health and safety measures for CPR, emergency first aid, concussions, hydration, lightning, handling bodily fluids, weight loss, nutrition and weight training safety and workout regimens

• Directly supervise all team members before, during and after practices and games

• Account for alternative transportation (private vehicle/parent permission and compliance with FCPS Reg. No. 400-46)

• Obtain and organize all game management and set up (timers, score keeper, announcers, etc.)

• Maintain and communicate team and individual statistics, records and results

• Complete MPSSAA paperwork for post-season play

• Participate in choosing all league, area and county teams

• Utilize technology to support player and team development

CONDUCT EXPECTATIONS - COACHES AND PLAYERS

• Coaches must conduct themselves in an honorable, professional and ethical manner at all times

• Respect for players, coaches, officials and parents is essential

• The use of profanity, abusive language and displays of temper are unacceptable

• Report player and coach misconduct to athletic director

• Complete and submit (to athletic director and supervisor) player/coach ejection report by the next school day

• Participation in the interscholastic athletic program is a privilege, not a right—to earn that privilege, student-athletes must conduct themselves, on and off the field as positive role models who exemplify good character
HEALTH AND SAFETY REQUIREMENTS

• Successful completion of the state mandated Care and Prevention of Athletic Injuries course

• Successful completion of the required NFHS Concussion course every 2 years

• Understand and follow proper protocol for concussions

• Successful one-time completion of the required NFHS Guide to Heat Acclimatization and Heat Illness Prevention course

• Understand and apply protocols for lightning, heat and humidity

• Verified FCPS fingerprint process

• Maintain current CPR/AED and first aid certifications

• Maintain fully stocked Athletic Training Kit

• Prepare an Emergency Action Plan

• Understand and apply proper protocol for handling bodily fluids

• Provide MRSA (staph infection) prevention information

• Monitor student-athlete weight loss/gain

• Provide for a safe practice environment

• Supervise all student-athletes in your charge at all times

• Ongoing and proactive emphasis on avoiding alcohol, drugs, tobacco and steroids (refer to FCPS Reg. 400-8 and BOE Policy 112)

• Keep medical/emergency procedure cards immediately available during season

• Report injuries to the athletic director, athletic trainer, parents and administration

• Provide for immediate and necessary care for injured players

• Student-Athletes receiving professional medical treatment cannot resume practice or play until an official doctor’s release is provided in writing

• Address preventive hazing and sexual harassment issues
EQUIPMENT CARE AND RESPONSIBILITIES

- Actively inspect and ensure that all equipment associated with student-athlete safety is in good order
- Maintain an ongoing inventory of all equipment in use on a day-to-day basis
- Provide the athletic director with a comprehensive inventory of all equipment, uniforms and all miscellaneous items associated with the program; pre-season and post-season accounting is required
- Collect and account for ALL uniforms and equipment issued to players
- Account for and collect appropriate remuneration for lost or stolen equipment and uniforms
- Work with athletic director to order new equipment and uniforms
- Work with athletic director for repair and replacement of equipment and uniforms

ESTABLISH TEAM RULES, GUIDELINES, EXPECTATIONS AND CONSEQUENCES

- Formulate written list of team rules—addressing practice attendance, conduct expectations, playing time, letter earning criteria
- Follow all state, county, school and region guidelines
- Review regulations and training rules with student-athletes and parents
- Inform players and parents of all rules and guidelines

  State regulations
  County regulations
  School policies
  Your additional rules

- Consequences must be clearly articulated, acknowledged and understood by parents and players
SEASON ENDING RESPONSIBILITIES

• Collect and store equipment and uniforms
• Year-end letters and awards accounting
• Season summary, paperwork, records and statistics to athletic director
• Recommendations to athletic director for equipment, facilities, and budget
• Budget requests for next season
• Equipment and uniform obligations
• Post-season activity schedule
• Inventory equipment
• Turn in keys and swipe cards
• Turn in first aid kit
• Make sure athletic director knows how to contact you

PARENT/COMMUNITY GUIDELINES AND RESPONSIBILITIES

• Create a cordial, professional relationship with parents
• WELCOME parents and discuss their role within the program

Volunteerism
Sportsmanship and appropriate fan behavior
Guidelines for discussing problems in program (chain of command)
Topics that are ‘off limits’

• Attend Sports Booster meetings as needed
• Meet with parents’ pre-season
MEMORANDUM

TO: Administrators, Teachers, and Coaches
FROM: Jamie Cannon
DATE: October 19, 2009

RE: Social Networks...What you say on your own time, in the privacy of your own home, on your own computer, could hurt you.

The Raleigh News and Observer recently reported that a teacher in Charlotte, North Carolina, is facing termination for posting derogatory comments about students on Facebook, while four others have been disciplined for posts displaying poor judgment and bad taste. The school district’s superintendent has recommended firing a teacher who listed “teaching chitlins in the ghetto of Charlotte” as one of her activities and “drinking” as one of her hobbies. In her “About Me” section she wrote, “I am teaching in the most ghetto school in Charlotte.”

The Charlotte School District is still reviewing the case of a high school special education teacher who used Facebook “Mood Box” to post, “I’m feeling pissed because I hate my students!”

As a school administrator, teacher, or coach, you have significant influence with students and serve as a role model to them. If you publicly post negative comments about students or share information about yourself that could compromise your professional integrity, parents may be quick to challenge your effectiveness in this role. Furthermore, employment consequences could result.

Please accept this as either a gentle reminder or a loud shout:

Be very careful and very mindful not to do or say things in online venues such as Facebook that could harm your professional reputation and result in disciplinary consequences. Even if you are communicating in an invitation-only social network, don’t expect that your information will not be easy to find or subject to a “friend” forwarding it to the world.

Finally, the latest employment trend is for Human Resources offices to check an applicant’s Facebook or My Space account before offering a job. According to an August 20, 2009, article in The New York Times, 35% of 2,666 employers questioned decided not to offer an applicant a job based on content from a social networking site.

If you have any specific questions regarding this advice, please don’t hesitate to contact me at 301-696-6851 or via email at jamie.cannon@fcps.org.

JRC:ca

MEMOS/EmployeeIssues/SocialNetworks...Memo 10-19-09/ca
FCPS Systemic Procedures for Reporting Accusations/Use of Racial Slurs or Discriminatory Practices at Athletic Contests

Below are the procedures that must be followed when the use or accusation of racial slurs or discriminatory practices are reported, heard, or observed at an athletic contest:

1. Officials have been directed to immediately report the situation to the coach and athletic director or designated game administrator/manager.

2. Coaches have been directed to immediately report the situation to the athletic director or designated game administrator/manager.
   a. If student-athletes hear or observe racial slurs or discriminatory practices, they should report it immediately to their coach.
   b. If coaches become aware of accusations of racial slurs or discriminatory practices during a game and cannot leave the sideline, etc., they should send a member of their coaching staff to report it immediately to the athletic director or designated game administrator/manager.

3. Spectators should be educated on and directed to immediately report the situation to the athletic director or designated game administrator/manager.

4. Athletic Directors have been directed to immediately report the situation to the following staff.
   a. The game administrator on site (if present) and their own school’s principal
   b. The opposing athletic director
   c. The supervisor of athletics
STATE RULES

Physical Examination – A student shall be examined and certified as being physically fit to participate in any tryout, practice or contest. This examination shall be performed by a qualified physician.

Outside participation shall not conflict with the practice or contest schedule of the school including conference, regional and state championship play. A principal and coach must authorize in advance an absence from a school-scheduled practice or competition.

Students shall be officially registered, as required by Maryland school laws and attending a member MPSSAA school. They may represent only the school in which they are registered and at which it is anticipated they will complete their graduation requirements.

Students who are 19 years old or older as of August 31 are ineligible to participate in the interscholastic athletics for the school year ahead.

Students may participate in interscholastic athletic contests a maximum of four seasons in any one sport in grades 9, 10, 11 and 12.

Students legally transferred to another school may participate in that school’s program. The term ‘legally transferred’ means a change of residence or a transfer from one school to another by action approved by the local superintendent of schools.

Students shall maintain amateur status. Any student who has not used, or is not using, his athletic skill as a player for financial gain, or who has not competed under an assumed name as a player, shall be considered an amateur. Employment as an instructor, counselor, or official may not be considered a violation. Students may not apply for reinstatement until at least sixty (60) days after the date of the violation. A student who has ceased to be an amateur may not represent his/her school in interscholastic athletics.

Graduates of high schools are not eligible to practice with, or participate on, interscholastic sports teams. However, they may participate in the remaining athletic contest of that semester.

Schools may only compete against teams who have met the MPSSAA standards competition and participate in events sanctioned by MPSSAA.

Middle, intermediate or junior high school students are not eligible to compete or practice with high school teams.

An MPSSAA member school shall not provide school uniforms or equipment for students who attend a camp outside of the defined sport season.

Unmanned Aircraft Systems (Drones):

Per our Security & Emergency Management Team, as well as other Supervisors of Athletics, FCPS will be formally implementing the following practice beginning 2017-2018.

In the interest of public safety and competitive equity, the use of unmanned aircraft systems (drones) is prohibited during FCPS, and MPSSAA district, region, and state tournament competition. Unmanned aircraft systems may not operate in airspace over host school grounds or facilities conducting FCPS or MPSSAA events.
**Out of Season Practice:**

Member schools and coaches shall confine all organized or formal practices for all students or teams to MPSSAA seasonal limitations. Any school group or team gathering consisting of three or more student-athletes that has assembled for the purpose of drilling would constitute a violation. Any paid or volunteer coach may coach a non-school team provided the team has no direct affiliation with the school (additional MPSSAA and FCPS limitations and out-of-season rules apply).

All FCPS coaches who will be coaching our teams during the school year **MUST NOT:**

- Sponsor, organize or conduct summer camps involving returning players
- Direct returning players to any one selected individual, team, club or camp for additional coaching and playing opportunities

Sponsoring or conducting a camp for returning players is prohibited.
COUNTY RULES

* Collection and validation of required FCPS Documents *

The following forms must be collected and validated for accuracy and signatures before student-athletes will be allowed to practice: **as we utilize an online registration service as of FY16, most, if not all of the forms below, are part of the online registration process.

➢ Physical Evaluation Form
➢ Authorization for Participation Form (including health insurance info)
➢ Concussion Awareness Form
➢ Pre-participation Head Injury Reporting Form
➢ Student Information/Health and Emergency Information Card
➢ Required Insurance & Permission Forms for Football

ACADEMIC ELIGIBILITY:

To participate in extracurricular activities, high school students need a minimum 2.00 grade point average and no “F” grades. Only "traditional" FCPS 9-week term grades determine eligibility. Dual enrollment, virtual school (VOS) and summer school classes are not factored into academic eligibility. Eligibility (except for 9th graders) for fall extracurricular activities is based on 4th-term grades from the last school year. Ineligible students may practice but may not accompany teams or groups or be excused from any class for extracurricular activities. See FCPS Policy 509 and Regulation 500-24. To ensure continued eligibility, parents and student-athletes should monitor grades using “Home Access Center” (HAC). Log in regularly to check grades and assignments or sign up for e-mail alerts.

SCHOOL/CLASS ATTENDANCE:

Each student-athlete is required to attend school and classes regularly. On the day of an event (game or practice) a student-athlete must attend for the entire day. In the case of extenuating circumstances, the school administration may waive this rule.

ATTENDANCE AT TEAM PRACTICES AND CONTESTS

Student-Athletes are required to attend all team practices and contests unless the absence is excused in advance by the coach.

OBSERVANCE OF RELIGIOUS HOLIDAYS

Coaches may not penalize (not start, decrease playing time, etc.) student-athletes who miss practice or an athletic contest due to observing a religious holiday. Student-athletes must inform coaches in advance of their absence.
ATHLETIC PARTICIPATION FEE:

All FCPS student-athletes are assessed a non-refundable, seasonal fee of $95 to help with the cost of transportation, officials, equipment, and uniforms. This fee must be paid before the first athletic contest. Parents/Guardians unable to pay the full activity fee due to financial hardship should be referred to the school’s athletic director for assistance.

ALCOHOL/DRUG/TOBACCO USE/DRUG PARAPHERNALIA POLICY:

Alcohol, drug and tobacco use is an extremely serious issue. Not only is the quality of life for the student-athlete in jeopardy, but the quality of life on innocent by-standers may be in jeopardy as well. Team members depend on each other to be mentally and physically prepared to give their best effort each day. This cannot happen if the student-athlete is using alcohol or drugs.

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PLAYER EJECTION:

Players ‘ejected’ (removed by officials) from games or contests must ‘sit out’ the next game or contest. An FCPS Ejection Report must be filed by the next school day following the ejection. In addition to sitting out the next contest, student-athletes who are ejected from a competition must take the NFHS online course, “Sportsmanship.” A certificate of completion must be emailed to the Supervisor of Athletics before the next athletic contest. If there are questions related to the nature of the ejection warranting taking the class, please contact the Supervisor of Athletics for direction. All ejections will still warrant a one-game suspension.

“Sportsmanship” - https://nfhslearn.com/courses/61130/sportsmanship

COACH EJECTION:

Coaches ‘ejected’ from regular season games or contests will be subject to the same disciplinary consequences as players. Below is an additional NFHS class that schools have utilized when a coach has been ejected.


DUAL SPORTS IN A SINGLE SEASON

FCPS is allowing dual-sport participation beginning with the 2021-2022 school year. The "FCPS Dual Sport Participation Contract" must be completed and signed by the student-athlete, their parent/guardian, both coaches, the athletic director and principal. This must be completed before the first allowable MPSSAA play date. The athletic participation fee for dual-sport student-athletes is $150.
FCPS IN-SEASON ATHLETIC TRANSFER:

Students who legally and voluntarily transfer from one FCPS high school into another FCPS high school and request to participate on an interscholastic athletic team after the season has begun may be considered, at the discretion of the coach, to be part of the team. If selected for the team, the student-athlete may not participate in a regularly scheduled game or athletic contest until at least 20 calendar days have elapsed after and including the first day he or she practices with the new school/team. The beginning of each season (fall, winter and spring) is defined as the first allowable practice date set forth by the MPSSAA.

RECRUITING

No coach or school personnel are to discuss or otherwise promote transfers or changes in residence or residence arrangements with any student, parent or other person of influence or knowingly permit such activity to take place for the purpose of facilitating athletic participation.

FUNDRAISING:

- Regulation 300-38 must be approved by the Principal
- Cannot be mandatory for athletes
- If it involves transportation – permission form needs to be used
- May not punish athletes who do not participate

TEAM TRANSPORTATION:

All teams should be transported to and from a contest in a vehicle provided by the Frederick County Board of Education. The Athletic Transportation Waiver will be used when FCPS transportation is not provided to and from sport events, including those events on school property as well as off-site locations. Please see your athletic director for the FCPS Athletic Transportation Waiver.

All players are to ride with the team unless written permission from the parent/guardian is submitted and approved in advance by the coach, the athletic director or an administrator. This will be limited to special circumstances only.

INSURANCE:

Students participating in interscholastic athletic programs are required to be covered by some form of medical insurance. This requirement may be satisfied by one of the following:

1. Participation in an employer-provided medical insurance plan which shows dependent coverage and is verified in the form of a group enrollment card issued by the insurance company evidencing family coverage.
2. Participation in an individual medical insurance policy, which provides dependent coverage and verified by an enrollment card issued by the insurance company evidencing family coverage.
3. Participation in the 24-hour school insurance coverage offered by the Board of Education, with the exception of football.

**Special football insurance is required when no dependent coverage is available.
JUNIORS ON JUNIOR VARSITY (with athletic director approval only)

Juniors may be eligible to compete at the junior varsity level when the number of freshmen and sophomore participants is not sufficient in number to safely field a competitive team, or with special permission of the athletic director on an isolated case-by-case basis. (Freshmen and sophomores must not be cut in order to make a spot for a junior.)

PRAYING AT ATHLETIC EVENTS

In accordance with Supreme Court rulings and Board of Education Policy 427 Religious Expression, employees and volunteers when acting in their official capacities are representatives of the state and are prohibited by the Establishment Clause of the First Amendment from encouraging, organizing or actively participating in religious activity.

Under the Free Exercise Clause of the First Amendment, students may initiate and participate in prayer, provided it is student-led, voluntary and not disruptive to the athletic event. Coaches may be in proximity of the activity in a supervisory/custodial role to the same extent school employees provide supervision when an assembly of students occurs.

Also, it is a recommended practice to provide notification in a program or announcement that in the event students engage in prayer before or after the game/contest, such activity is neither endorsed by nor discouraged by the school system. It is the role of school officials to remain neutral with regard to religion while acting in their official capacity and also to respect the rights of students.

VARSITY LETTER REQUIREMENTS

- Must complete the season in good standing.
- Must attend practices and games on a regular basis.
- Must be academically eligible to compete for the entire season.
- Must attend all playoff/postseason competitions.
- Coach may have other rules but they must be in writing to the athletes.
PREPARING STUDENT-ATHLETES FOR THEIR FUTURE

- Promote high expectations for academic achievement and character development
- Encourage and promote excellence in all endeavors
- Develop a culture of outstanding school and community citizens
- Be a respectful and valued family member
- Nurture empathy as a core value
- Value contributions of others
- Be a team player
- Develop superior physical conditioning: strength, speed, power and explosiveness
- Develop expert technicians grounded in the fundamentals of the game
- Instill a comprehensive understanding of game strategies and a sophisticated understanding and appreciation of the game
- Develop tenacious competitors with a strong will to win
- Instill a sense of fair play and good sportsmanship
- Develop a spirit of community service
HIGH SCHOOL HEAD COACH – ATHLETICS Job Description

The head coach of an individual sport activity must realize that any sport sponsored by a school is an integral part of the total educational process and is designed to have a positive influence on students. Those in charge of such activities must utilize solid principles and goals if athletics are to be a worthwhile part of the overall school program. As a school system employee, the head coach is responsible for understanding and applying all school system policies and procedures.

The head coach is responsible for the following duties:

1. Organize and administer the team which he/she coaches under the supervision of the athletic director and building administration.

2. Decide the student personnel of the team.

3. Provide input for selection of assistant coaches.

4. Assume control of the team in all matters pertaining to coaching and athletic discipline.

5. Ensure that all coaches have completed all local and state requirements before they are allowed to work directly with athletes.

6. Formulate a written list of team rules and procedures to be issued to each team member and file with the athletic director. All rules must be approved by the building principal.

7. Attend all practice sessions and all contests of the sport in which he/she coaches. This includes the supervision at all times of the locker/shower areas until all members have departed the building.

8. Promote positive academic achievement, character, and sportsmanship.

9. Assume responsibility for the selection and training of all team managers, score keepers, and statisticians.

10. Submit a squad list to the athletic director for the purpose of verifying the eligibility of each athlete.

11. Assume the responsibility for enforcing all eligibility requirements to include academics.

12. Attend school, county, and state meetings which pertain directly to the sport in which he/she coaches. This applies specifically to MPSSAA rules interpretation sessions conducted prior to the beginning of each sports season.

13. Require a medical examination and parental permission on each athlete before the first tryout or practice, and be aware of special needs or medical conditions. The examination shall be performed by a qualified physician and on file with the athletic director.
14. Administer, organize, collect, and account for all athletic activity fees in a timely manner.

15. Assume responsibility for the distribution and collection of the school’s athletic uniforms and equipment in the sport in which he/she coaches.

16. Implement and administer substance abuse awareness and prevention program.

17. Travel with the team to and from all away athletic events.

18. Provide, when appropriate, advertising, pre-game publicity, press coverage of games, and post-game reports to the media.

19. Assume the responsibility of each team member while involved in the program as a participant or as a representative of the school.

20. Assist the athletic director, when requested, in scheduling and determining proper use of the athletic facilities.

21. Assist the athletic director and school administration in fostering good school/community relations by keeping the community aware of and responsive to the athletic program.

22. Assist the athletic director, when appropriate, with rescheduling of postponed contests.

23. Assist in the reporting of unsafe playing areas, bleachers, and equipment to the athletic director or school administration.

24. Submit to the athletic director current inventory and need for athletic supplies, equipment, and uniforms.

25. Assume the responsibility for completing accident reports and reporting same to the athletic director or school administrator.

26. Assist the athletic director with the cleaning, care and storage of athletic equipment pertaining to his/her sport.

27. Counsel/Advise and monitor student academic progress and individual needs.

28. Organize and administer parent preseason orientation.

29. Communicate to parents concerns and problems regarding student athletes.

30. Prepare, maintain, and keep immediately available a fully equipped training kit that includes latex gloves and germ-killing solvent.

31. Maintain accurate records for weight gain/weight loss during summer and fall practice and games.

32. Prepare practice and game fields.
33. Assume responsibility to read, understand, implement, and distribute county league and state literature.

34. Communicate regularly with the athletic director.

35. Monitor student attendance to make sure student has been in school for the definition of a complete school day before practicing or participating in a game.

36. When applicable, advise and be available for community youth sports groups for clinics and speaking at banquets.

37. Actively participate in league, district, and state committees.

38. Attend all organizational meetings called by the athletic director.

39. Work within the framework of the budget prepared by the athletic director (any unauthorized purchases will be the total responsibility of the coach).

40. Monitor injured student athletes and coordinate treatment with athletic trainer (in order to resume participation in a sport, the injured athlete must have a written release from his/her physician).

41. No coach or school personnel are to discuss or otherwise promote transfers or changes in residence or residence arrangements with any student, parent, or other person of influence or knowingly permit such activity to take place for the purpose of facilitating athletic participation.

42. Enforce that all students will be dressed in appropriate uniforms. Students will not be able to participate in any county championship without the proper attire.

43. Any and all fundraising activities must be approved by the school administration. All money collected for, and net proceeds from, all fundraisers, camps, clinics, etc. must be maintained in accounts approved by the school administration.

44. Provide input and evaluate officials as requested.

45. Establish continuity of skills and philosophy between varsity, junior varsity and freshman programs (as applicable).
The assistant coach of an individual sport activity must realize that any sport sponsored by a school is an integral part of the total educational process and is designed to have a positive influence on students.

Those in charge of such activities must utilize solid principles and goals if athletics are to be a worthwhile part of the overall school program. As a school system employee, the assistant coach is responsible for understanding and applying all school system policies and procedures.

The assistant coach performs all duties as assigned by the head coach and works closely with the head coach in carrying out his/her responsibilities.
Section 2

Hiring Coaches & Selecting Teams
After July 1, 2010 All Emergency Coaches are REQUIRED to become a credentialed coach prior to the start of his/her fourth year as an Emergency Coach.

**CREDENTIALED COACH REQUIREMENTS**

- Complete two successful years as a FCPS Emergency Coach (FCPS Coach Evaluation)
- Successfully complete the NFHS Fundamentals of Coaching Course (http://nfhslearn.com/courses/61001)
- Successfully complete MSDE Required Care & Prevention of Athletic Injuries Course
- Successfully complete sport specific class of teaching skills and fundamentals (NFHS courses are preferred)
- Complete FCPS Coach Leadership Seminar
  - All records, validations, certificates, and course completion credentials must be submitted to the FCPS Office of Athletics for final approval and certification.

Kevin Kendro  
Supervisor of Athletics & Extracurricular Activities  
191 South East Street  
Frederick, MD 21701  
301-696-6845 phone  
301-696-6801 fax
I. Policy

II. Procedures

Coaching Eligibility

1. Coaching eligibility for interscholastic athletics follows the guidelines of the Maryland Public Secondary Schools Athletic Association (MPSSAA) and COMAR 13A.06.03.04, which states that MPSSAA schools shall employ as coaches:

a. Certificated professional educators or
b. Credentialed coaches who meet the following requirements:
   - Are eligible to hold a Maryland certificate under COMAR 13A.12.01.04;
   - Possess a MPSSAA/MSDE Coaching Certification;
   - Have completed 2 years of successful coaching as an emergency coach; and
   - Have spent the previous 1 year as a successful emergency coach at the school of hire in the position of hire.

2. If no acceptable and qualified coaches are available from the teachers or certifiable professional educators, a temporary emergency coach may be employed if the following procedures are followed:

a. The person shall be officially appointed by the local Superintendent of Schools on a one-season basis for a specific coaching assignment.
b. The coaching salary of the appointed coach shall be paid exclusively by the local school system.

3. All coaches shall have completed or be enrolled in a one-credit course in the prevention and care of athletic injuries.
4. As a member of MPSSAA, Frederick County Public Schools (FCPS) may permit volunteer athletic coaches to assist their coaching staff. The volunteer coaches may not serve as head coaches at any level and shall work only under the direction of the head coach. The volunteer coach may be used if the following procedures are followed:

   a. The volunteer coach is at least 21 years old and possesses a high school diploma or equivalent;

   b. The volunteer coach has completed or is enrolled in a one-credit course in the prevention and care of athletic injuries;

   c. The volunteer coach shall be formally appointed on a one-season basis for a specific coaching assignment.

Approved:

Original signed by

Theresa R. Alban
Superintendent
FCPS—HIRING COACHES

FCPS coach hiring is governed by FCPS Reg. 300-16 and the FCTA-Negotiated Agreement Activity Compensation (Article XXXIII)

- Teacher coaches who will not be retained must be officially notified in writing within 30 days of the end of the season of their status.

- Emergency coaches are hired on a **one-season basis** (must be understood) and positions held by emergency coaches must be advertised each year.

- Advertise all vacancies within the school building for five workdays.

- We must hire the BEST candidate.

- Interview all interested certified teachers within the building. Determine whether candidates are acceptable. If unacceptable, request permission from the Supervisor of Athletics and the school principal to advertise in the system for qualified certified teachers.

- Advertise within the system for 10 workdays. All vacancy announcements are handled through the Supervisor of Athletics.

- Interview all qualified teacher candidates. Hire the most qualified, acceptable candidates. If certified teacher candidates are deemed unacceptable, request permission from the Associate Superintendent and the Supervisor of Athletics to hire “outside the system” emergency coach candidates.

At the conclusion of the hiring process, complete the coach hiring protocol form and submit copy to the Supervisor of Athletics.

All successful coach applicants (including FCPS employees) must:

1. Complete the standard on-line FCPS coach application form.
2. Be fingerprinted (with the fingerprinting letter issued by the Supervisor of Athletics) and complete all necessary tax forms. Previous emergency or volunteer coaches with a break in service will need to be printed again. **Effective July 1, 2019** there will be a $34.50 fingerprinting charge for all non-FCPS employees hired as emergency coaches, and for volunteer coaches.
3. Complete or show evidence of successful completion of the state-required Care and Prevention of Athletic Injuries course.
4. Sign coach’s contract before the beginning of the season.
5. Maintain current certification in CPR/AED training.

**TEACHER-COACH ADVERTISEMENT WINDOW**

- Fall sports: **December 15** • Winter sports: **March 15** • Spring sports: **June 15**
The Frederick County Public School (FCPS) system is committed to providing an excellent extracurricular activity program for students. Extracurricular activities (e.g. athletics, student clubs/organizations and class/club officers) and co-curricular activities (e.g. band, chorus and drama) are those school-sponsored activities other than regular class activities in which the student represents the school. The school system considers participation in these activities as a student privilege not a student right. “Regular class activities” (co-curricular) are those activities which are countywide expectations for a particular class and in which all students in the class must participate as part of their grade. These activities are designated in the course guide program overview. *(FCPS Policy 509)*

In grade kindergarten through eight, interscholastic sports and marching band will not be part of the school program for the students. Those programs or activities that extend beyond the school day should be generally limited to programs that are an extension of regular classroom work and flow naturally from the school curriculum.

In grades nine through twelve, only those extracurricular activities that are adequately supervised will be permitted.

High school extracurricular activities shall be open only to students in grades nine through twelve. (Exceptions may be made for elementary and middle school students by the appropriate associate superintendent when younger students are needed for a drama or musical program.)

In order to participate in extracurricular activities, a student must maintain specific academic standards. *(FCPS Policy 509.2)*

Only those students enrolled full time (4 credits per year or 2 credits per semester) in a high school are eligible for participation in extracurricular activities. The school principal may request an exemption to this requirement from the director of high schools. Participation will be allowed and facilitated for disabled students as required by federal and state regulations. *(FCPS Reg. 500-24)*

All activity stipends contracted with FCPS employees must be approved by the associate superintendent, or a designee.

All stipends are paid on a one-time (one stipend) seasonal or yearly basis; exceptions are senior class advisor (2), cheerleading (2) and athletic trainer (3).
Credit for years of experience is determined by the years of experience in the specific activity (a golf coach with 10 years of experience coaching football for the first time will be paid on level ‘A’; a band director with seven years of experience will be classified as a first year chorus director).

Credit for years of experience is based on the number of years as a head or assistant coach, or a sponsor at the high school level or higher. Years of experience as a volunteer coach do not transfer to paid years of experience, unless recommended by the principal and approved by the appropriate director.

If one stipend is split between two employees, one-half will be calculated based on years of experience for the first person and one-half will be calculated based on years of experience for the second person. The same proportionate method will be used for three or more employees splitting one stipend. Years of experience for one employee cannot be attributed to other employees.

Employees cannot perform activity compensated duties simultaneously, unless recommended by the principal and approved by the appropriate director.

Employees are limited to a maximum of three (3) activity compensation positions per school year. Exceptions must be recommended by the principal and approved by the appropriate director.

Any deviation from these guidelines must be recommended by the principal and approved by the appropriate director.

A request to change or create an activity compensation position may be submitted by an employee or appropriate director. An employee or appropriate director should complete and submit the Activity Compensation Position Change/Creation Consideration Request form to the appropriate associate superintendent.
INFORMATION ON SPLIT STIPENDS

FCTA expects that all stipends are 1.0 positions and that split stipends are the exception and not the rule. If you have a unique situation where you need to split a stipend, you need to fill out the form and get approval first.

Please remember the following:

- You must submit the form in writing, including all appropriate signatures
- There MUST be a compelling reason for the split stipend and it must be in the best interest of our student-athletes
- The reason MUST be spelled out on the form. Just putting splitting duties on the form will not be acceptable
- The split stipends, if approved, can only be a 50/50 split
- You must have a paid coach at each level (JV & Varsity)
- Forms should be sent to the Athletics' office and will be forwarded to FCTA for approval
- Forms should be completed 30 days in advance
Contract for Job Sharing – Activity Compensation Positions

Submit request to: Supervisor of Athletics & Extracurricular Activities

* Please submit request at least 30 days prior to starting assignment *

<table>
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<th>School Year</th>
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<td>Employee Name and ID Number</td>
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<td>Employee Name and ID Number</td>
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<td>Location</td>
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<td>Job Share Assignment Requested for:</td>
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<td>Reason for the Request:</td>
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Job Sharing Guidelines

1. Each employee will be responsible for one-half of the duties of the assignment, to be mutually agreed upon between both employees.

   - Initial to indicate agreement/acceptance of the duties of the assignment.

   Employee: ___________________ Employee: ___________________

   - Initial to indicate an understanding that the job share assignment is voluntary and must be requested annually.

   Employee: ___________________ Employee: ___________________

2. Each employee will receive one-half of the stipend in accordance with the corresponding years of experience set forth on the negotiated Activity Compensation Schedule.

   - Initial to indicate understanding of compensation.

   Employee: ___________________ Employee: ___________________
3. Each employee shall earn one year of activity compensation experience on the negotiated Activity Compensation Schedule for each year of job sharing.

- *Initial to indicate understanding of experience credit on the negotiated Activity Compensation Schedule.*

Employee: __________________ Employee: __________________

**Terms of Assignment**

Each job share contract for an activity compensation position shall be for a period of one sports season for a coaching assignment, or one year for any other activity compensation assignment. A coaching assignment is for one season only and terminates at the conclusion of the sports season of the respective fiscal year. Any other activity compensation assignment is for one year only and terminates on June 30 of the respective fiscal year. If the position is terminated as a job share, the assignment is considered a regular assignment.

**Job share contract discussed and agreed upon by:**

Employee: ________________________________ Date: ____________________________

Employee: ________________________________ Date: ____________________________

Principal: _________________________________ Date: ____________________________

FCTA: ___________________________________ Date: ____________________________

By: President

FCPS: ___________________________________ Date: ____________________________

By: Supervisor of Athletics & Ext. Act.

Revised 03.27.12
Credentialed Coach Hire - Request and Rationale

SCHOOL: _____________________________________________________________

ATHLETIC DIRECTOR SUBMITTING REQUEST: _____________________________

PURPOSE: Request permission to hire credentialed coach in place of certified teacher candidate

DATE: ____________ NAME OF COACH: ____________________________________

Rationale to Support Request:
(Include specific questions and applicant responses that indicate inadequate skills to handle position. Include any references to support your request.)

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

Signatures:

_________________________________________________________________________________

Athletic Director

_________________________________________________________________________________

Principal

(submit request to Kevin Kendro)

Request to Hire Credentialed Coach:

☐ Request Denied

☐ Request Approved

Signatures:

_________________________________________________________________________________

Kevin Kendro, Supervisor of Athletics & Extracurricular Activities

_________________________________________________________________________________

Kathleen Schlappal, Instructional Director of High Schools

ATH_Emergency Coach Hire Rationale-tmw, Mar 19, 2020
Emergency Coach Hire - Request and Rationale

SCHOOL: ________________________________

ATHLETIC DIRECTOR SUBMITTING REQUEST: ________________________________

PURPOSE: Request permission to hire emergency coach in place of certified teacher candidate

DATE: __________ NAME OF COACH: ________________________________

Rationale to Support Request:
(Include specific questions and applicant responses that indicate inadequate skills to handle position. Include any references to support your request.)

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

Signatures:

__________________________________________
Athletic Director

__________________________________________
Principal

(submit request to Kevin Kendro)

Request to Hire Emergency Coach:

☐ Request Denied

☐ Request Approved

Signatures:

__________________________________________
Kevin Kendro, Supervisor of Athletics & Extracurricular Activities

__________________________________________
Kathleen Schlappal, Instructional Director of High Schools

ATH_Emergency Coach Hire Rationale-tmw, Mar 19, 2020
Coach Hiring Procedure Checklist

☐ Vacancy posted

_____ School  _____ System  _____ Outside

☐ Online Application:

_____ Active applications released from HR

_____ Review applications and select candidates to interview (Remember to focus on those interested in your school or the “Any School” notation)

☐ Schedule Interview

_____ Enter interview schedule information in to School Recruiter

☐ Interview conducted

_____ Interview rating results are entered into School Recruiter

☐ Selected candidate

Name: ____________________________________________

☐ Coaching Position: _______________________________________________________

☐ Credentials:

Care & Prevention of Athletic Injuries Course

Date Completed: ________ Copy of Documentation ________

☐ Validate years of experience at high school level or higher

Number of years: ________

☐ Complete Two Phone Reference Checks

References checked: (Minimum requirement – two professional references)

1. _______________________________________________________

2. _______________________________________________________

_____ Phone reference information is entered into School Recruiter

☐ Forward hiring request to the Athletics Office

☐ Approval for hire

☐ Forward “Fingerprinting Letter” signed by Kevin to candidate* (Candidates will receive this letter via email from the athletics’ office. They must print and complete the information on the letter and bring it with them in order to be fingerprinted by Human Resources.)
APPLICATION PROCESS AT 191 SOUTH EAST STREET

TEACHER (CERTIFIED) COACHES*

- Completed online coach application [https://www.applitrack.com/fcps/OnlineApp/](https://www.applitrack.com/fcps/OnlineApp/) (fingerprinting and tax forms already processed)

EMERGENCY & VOLUNTEER COACHES*

- Completed online coach application via Frontline [https://www.applitrack.com/fcps/OnlineApp/](https://www.applitrack.com/fcps/OnlineApp/)
- Fingerprinting Letter from the Supervisor of Athletics & Extracurricular Activities Office
- Two Forms of ID (no photocopies allowed) which include: Unexpired photo id and Social Security Card; OR Unexpired photo id and Birth Certificate; OR Unexpired Passport in current name (counts as both ID’s) - does not apply to teachers already in system
- $34.50 fingerprinting charge (check or money order only) for all non-FCPS employees hired as emergency or volunteer coaches

PARENT VOLUNTEERS

- Completed non-benefited application or online coach application (received fingerprinting letter)
- Two Forms of ID (no photocopies allowed) which include: Unexpired photo id and Social Security Card; OR Unexpired photo id and Birth Certificate; OR Unexpired Passport in current name (counts as both ID’s)
- $34.50 fingerprinting charge (check or money order only)

*NOTE: All coaches must provide verification of completion of Care & Prevention of Athletic Injuries class. And all coaches must also provide verification of a CPR/AED hands on certification that has not expired.
FINGERPRINTING PROCEDURES FOR COACHES

- All coaches MUST bring their FINGERPRINTING LETTER AND ALL REQUIRED DOCUMENTS filled out to get fingerprinted. The fingerprint letter now has specific forms linked in the letter to be downloaded by the applicant to be filled out prior to arrival for printing. (There will be no exceptions and it will delay the hiring process now in place.)

- All PAID and VOLUNTEER coaches must have completed the online application and MUST bring two forms of identification to fingerprinting. (see below)

ACCEPTABLE FORMS OF IDENTIFICATION INCLUDE ANY COMBINATION BELOW:

- Two Forms of ID (no photocopies allowed) which include: Unexpired photo id and Social Security Card; OR Unexpired photo id and Birth Certificate; OR Unexpired Passport in current name (counts as both ID’s)

- If the person who is going to be a coach has been fingerprinted by Frederick County Government within one (1) year, they may be exempt from being fingerprinted at our office. However, they MUST fill out a 365-day form located in the Human Resources Office. **PLEASE NOTE: YOU MUST HAVE THE 12-DIGIT REFERENCE NUMBER FROM CJIS**

- If you are a current employee of FREDERICK COUNTY PUBLIC SCHOOLS, you do NOT have to be fingerprinted for coaching.

- There is a $34.50 fingerprinting charge for all non-FCPS employees hired as emergency and volunteer coaches.

Payment must be in the form of check made payable to FCPS or money order. **No cash or credit cards will be accepted!**

FINGERPRINTING IS BY APPOINTMENT ONLY
191 South East Street Frederick, MD 21701

Revised March 2020, tmw
To Whom It May Concern:

Frederick County Public Schools requests verification of coaching experience for _____________________________, an applicant for a coaching position in our system. Thank you for your assistance and prompt response to this request.

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<th>Sport</th>
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Name of Person Supplying Information: ________________________________

Address: ___________________________________________________________

Phone Number(s): ___________________________________________________

Email: ___________________________________________________________

Please return this form to: ______________________________________

_______________________________________

_______________________________________

Phone Number: __________________________
To Whom It May Concern:

Frederick County Public Schools requests **verification of a Care and Prevention of Athletic Injuries course** for ________________________________________________, an applicant for a coaching position in our system. Thank you for your assistance and prompt response to this request.

Name of Institution: ________________________________________________
Course: ___________________________________________________________
Date Completed: ____________________________________________________

Please include a transcript, or other official verification, and return to:

_________________________________________, Athletic Director
_________________________________________, School
_________________________________________, Address
# FCPS Assignment-Acknowledgement of Additional Pay - Coach

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## 1. This Section is Required For Activity/Stipend Compensation per Negotiated Agreements:

- **Assignment Offered:** 
- **School year/Fiscal Year:** ______
- **Department/School:** 
- **Stipend to be paid:** $_____
- **Yrs. Experience in Activity:** ____
- **TRC Code:** ACT

### Guidelines/Limitations:

This assignment is considered a temporary at-will position for one season only. A stipend is paid based on the completion of one season. If the assignment is discontinued prior to the end of the season, at the discretion of the Principal in consultation with the Supervisor of Athletics, the coach will be provided a pro-rated portion of the stipend based on time served in the position.

It is understood that the principal determines the scope of the assignment, and the coach accepting the assignment is directly responsible to the principal for the assignment.

Must have completed Care & Prevention of Athletic Injuries Course—**Date Completed:** ______

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<tr>
<th>I voluntarily accept the position as an at-will position, non-tenured.</th>
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<td><strong>Employee Signature:</strong></td>
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<th>Principal Signature:</th>
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## 2. Request for Payment

- **This section to be completed for all employees to request payment.**
- Upon completion of activity or certification, submit the completed form to the Athletics Office for payment.
- Please reference the Approved Activity Pay Rates for Non-Benefited Work for the current fiscal year. Only approved rates will be paid.

This form must be submitted by the Timesheet payroll deadline date for each pay period. Forms not received by the deadline will be paid in the next pay cycle. No advances will be given on this stipend.

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<th>Acct</th>
<th>Fund</th>
<th>Dept</th>
<th>Prog</th>
<th>Class</th>
<th>Proj</th>
<th>Supervisor of Athletics (Activity Compensation Only)</th>
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<th>Amount to be Paid:</th>
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Coach Acknowledgment

All coaches representing Frederick County Public Schools (FCPS) in an official capacity as a teacher coach, emergency coach, or volunteer coach must comply with Board of Education (BOE) policies and FCPS regulations as they pertain to their employment.

By evidence of the signatures below, you are acknowledging the understanding of and commitment to comply with BOE policies and FCPS regulations, acknowledging that you have received training in the following areas:

- Care & Prevention of Athletic Injuries Course
- CPR/AED Certification (a hands-on course)
- NFHS Concussion in Sports (required every 2 years)
- NFHS Heat Illnesses Prevention (once and done)
- NFHS Sudden Cardiac Arrest (once and done)

Upon signing this acknowledgment, I am responsible to complete the Safe Schools classes assigned to me by FCPS in addition to the above listed courses. I am aware that these classes may change during my contracted season at any time and I will need to complete them.

Failure to complete the required training and turn in your badge may postpone your payment at the end of your season.

You also acknowledge payment of the stipend is based upon completion of the season. In the event you are unable to complete the responsibilities of the full season, or accept, but do not begin the assignment, a pro-rated or forfeiture of the stipend will occur.

___________________________________________  ________________  ________________
Coach’s Signature                  Printed Name                Date

___________________________________________  ________________  ________________
Athletic Director’s Signature

Revised 07/01/18 tmw
Volunteer Coach Acknowledgment

All coaches representing Frederick County Public Schools (FCPS) in an official capacity as a teacher coach, emergency coach, or volunteer coach must comply with Board of Education (BOE) policies and FCPS regulations as they pertain to their employment.

By evidence of the signatures below, you are acknowledging the understanding of and commitment to comply with BOE policies and FCPS regulations, acknowledging that you have received training in the following areas:

- Care & Prevention of Athletic Injuries Course
- CPR/AED Certification (a hands-on course renewable every 2 years)
- NFHS Concussion in Sports (required every 2 years)
- NFHS Heat Illnesses Prevention (once and done)
- NFHS Sudden Cardiac Arrest (once and done)

Failure to complete the required training may result in not returning as a volunteer next season.

Coach Initials

___________________________________________  ________________________________
Volunteer Coach’s Signature                  Printed Name                Date

______________________________________________  ________________
Athletic Director’s Signature                 Date
Section 3

Policies & Regulations
Addition and Deletion of Teams

1. The basis for adding or deleting a sports team shall be determined by any one or combination of the following factors:

   **Adding a Team**
   - Availability of funds
   - Availability of coach(es)
   - Availability of participants
   - Availability of a facility
   - Availability of opponents

   **Deleting a Team**
   - Lack of funds
   - Lack of coach(es)
   - Lack of participants
   - Lack of facility
   - Lack of opponents

2. Administrative approval beyond the school level must also be obtained before adding or deleting a sports team

3. Guidelines for starting a new team can be found in Board Regulation No. 400-56
**Sports Standards**

The building administrator and appropriate staff members shall ultimately determine the maximum and minimum number of participants on a sports team. However, the following minimum numbers are recommended per sport:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Minimum</th>
<th>Maximum*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>15</td>
<td>52</td>
</tr>
<tr>
<td>Soccer</td>
<td>15</td>
<td>22</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>15</td>
<td>22</td>
</tr>
<tr>
<td>Cross Country</td>
<td>7</td>
<td>22</td>
</tr>
<tr>
<td>Basketball</td>
<td>8</td>
<td>15</td>
</tr>
<tr>
<td>Wrestling</td>
<td>12</td>
<td>20</td>
</tr>
<tr>
<td>Indoor Track</td>
<td>10</td>
<td>44</td>
</tr>
<tr>
<td>Outdoor Track</td>
<td>12</td>
<td>44</td>
</tr>
<tr>
<td>Baseball</td>
<td>12</td>
<td>22</td>
</tr>
<tr>
<td>Softball</td>
<td>12</td>
<td>22</td>
</tr>
<tr>
<td>Volleyball</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>Tennis</td>
<td>8</td>
<td>15</td>
</tr>
<tr>
<td>Golf</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>Swimming</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>15</td>
<td>35</td>
</tr>
</tbody>
</table>

*Reflects tentative numbers recommended by the athletic directors.
Use of Indoor Facilities for Outdoor Sports Practices and Activities

Indoor school facilities (gymnasiums, hallways, cafeteria, classrooms, etc.) should not be used for the purpose of participating in a sport that is normally played outdoors. This would include such activities as track, soccer, field hockey, baseball, softball and football.

Exceptions to this ruling would be in-season athletic teams and physical education classes when the weather is inclement and where responsible coaches and teachers are making appropriate modifications to ensure the safety of both participants and facilities. Hallway running is not appropriate at any time.

In all cases when lightning is present in the school vicinity and could pose a potential threat to the safety of contest participants and spectators, the game or practice must be postponed, delayed or rescheduled until safe conditions exist. School officials should consult specific sport rulebooks when making decisions relative to the appropriate method to complete, postpone, reschedule or restart a contest.

Off-Campus Running Guidelines

Off-Campus running courses need to be approved by the Supervisor of Athletics only one time. As long as courses, roads, and traffic patterns remain the same, yearly approval is not necessary. New courses and adjustments to existing courses require additional approval.

Common sense, adequate supervision, and necessary safety reminders must always be a primary concern. If there are any questions regarding off-campus running courses, please call the Supervisor of Athletics.
Use of Facilities Recommended Guidelines for Camps and Clinics
November 2009
(Revised 06/21/17)

☐ All camps and clinics are considered an outside user group activity and are subject to the guidelines as provided in Regulation 100-1, (revised 07/01/15) Rental of Frederick County Public School Facilities. [http://www.fcps.org/facilities/use-of-facilities]

☐ All camps and clinics must complete an “Application for Use of School Facilities” and attach a certificate insurance stating the “Board of Education of Frederick County is an additional insured.”

☐ Camps and clinics operated by FCPS staff must be sponsored either by a booster club, PTA, or a not-for-profit organization created independent of the school. As stated in Regulation 100-1, a not-for-profit is determined by the “evidence of a federal tax identification number.”

☐ Many times, questions are asked about camps using school equipment. Regulation 100-1 states: “School equipment may be utilized by outside groups only with the consent of the principal. All equipment that is so utilized shall be returned in the same condition as when it was borrowed. Lost or damaged equipment shall be replaced or repaired at the sole expense of the user. Under no condition will equipment be removed from the school. Some equipment will not be available for outside use under any conditions.”

☐ Monies collected, expenses, and salaries for camps and clinics are not to be processed through Student Activity Accounts since they are not considered a school event. The sponsoring organizations are responsible for handling all finances connected with the camp.

☐ Brochures need to state clearly the organization sponsoring the camp or clinic and a disclaimer stating the event is not sponsored or endorsed by the Board of Education of Frederick County, FCPS or school.

☐ Since camps are not considered school sponsored events, schools’ addresses, phone numbers, or emails should not be used on camp brochures for the purpose of collecting registrations and/or inquiries. The only exception to this are camps who are sponsored by parent organizations such as boosters and PTA who have mailboxes located at the school. When a camp is sponsored by the boosters or PTA and the school address is being used the name of organization should be stated on the brochure followed by the school’s address. All posted contact information should be that of the organization sponsoring the activity.

☐ FCPS staff involved in these activities must do so on their own personal time. Staff time should not be utilized for tasks involving planning, inquiries, collection of fees, or any other camp activities.

☐ Organizations which sponsor camps and clinics cannot use the school system's tax identification number for any reason (i.e. bank accounts, payroll tax forms, etc).

☐ Postage for mailings of brochures or any other information pertaining to camps and clinics should not be paid for with school funds or the FCPS nonprofit postage meter stamp.
I. Policy 203

II. Procedures

A. Rental of Frederick County Public Schools (FCPS) Facilities

The Board of Education of Frederick County (BOE) recognizes that FCPS facilities are public buildings and, subject to provisions established by Maryland school laws, encourages their use by an approved community user group (CUG) when they are not being used for FCPS purposes. The Superintendent or designee is authorized to establish standard operating procedures and regulations which will provide for the use of FCPS facilities by CUGs without profit to the BOE; provided, however, that the costs of operation and maintenance are defrayed by the CUG.

1. Non-Profit 501(c)(3) Organizations

FCPS buildings and grounds may be used for educational, civic, social, religious, and recreational activities only by approved 501(c)(3) non-profit CUGs.

To meet the FCPS requirement as a non-profit organization, a CUG must be recognized by the Internal Revenue Service (IRS) as a non-profit 501(c)(3) organization. The CUG must submit an IRS determination letter stating this status to FCPS. CUGs may obtain information about IRS recognition as a non-profit organization and/or IRS determination letters at www.irs.gov.

2. For-Profit Organizations

Rental of FCPS property by a for-profit business or CUG is not permitted.

B. FCPS Facilities Restricted for Outside Use

Because of the special purpose design of Rock Creek School, Career and Technology Center, Heather Ridge School, Earth and Space Science Lab, FCPS Staff Development Center in Walkersville, Lincoln A, and future special purpose schools and the equipment located in those facilities, after-hour use of those facilities shall be limited to school-related groups or CUGs directly related to the facility. Related CUGs using the Rock Creek School will include only groups comprised of or serving students or persons with disabilities. Those using the Career and Technology Center will include only Frederick Community College and organizations directly involved in the career education effort.

C. Special Operating Requirements

The BOE recognizes individual schools may have special operating requirements under the auspices of “Park School” agreements (shared use agreements with county or city parks and recreation) or other agreements approved by the BOE. These agreements
may contain provisions which sometimes may be at variance with BOE policy or FCPS regulation in order to meet the needs of specific situations.

D. Classification of Users and Charges
Tables I and II, as attached to this regulation, identify priorities of users and charges. Charges for use of FCPS facilities will be reviewed annually to determine whether the fees assessed by regulation are, in fact, adequate to cover costs of operating the facilities.

E. Applications to Become an Approved Community User Group (CUG)
1. An online application to become an approved CUG is made through the program found at www.fcps.org/uof. An application must be completed and submitted by a Frederick County adult resident who is a representative of the CUG. An application submitted on behalf of a governmental agency may be submitted by an official with the agency who is not a Frederick County resident.

2. The online application to become an approved CUG will be received by the Use of Facilities Coordinator. Proof of 501(c)(3) non-profit status and a valid certificate of insurance is required for approval. Once the request as a CUG has been approved, the CUG may submit a schedule request form (SRF) via the online program to request use of FCPS interior spaces or fields.

F. Standard Operating Procedures (SOP) for Use of Facilities
1. Refer to the SOP for Use of Facilities found at www.fcps.org/uof which details information on topics such as submitting a use of facility request form, requirements for valid certificate of insurance, invoicing and payment process, HVAC and custodial services, usage of high school auditoriums, accessing FCPS facilities, cancellation requirements, weather-related cancellations, summer hours, usage of FCPS grounds and fields, permission to mow or maintain FCPS fields, movie licenses, etc.

2. When updates are made to the SOP, an email announcement will be made to all approved CUGs and the revised copy will be posted on www.fcps.org/uof.

G. Scheduling of Facilities
1. Elementary and Middle Schools
   A schedule request form (SRF) for use of interior spaces or fields at elementary and middle schools may be submitted at any time, but event dates cannot extend past the end of the current fiscal year (June 30). See SOP for full details.

2. High Schools
   An SRF for use of interior spaces or fields at high schools, other than swimming pools, shall be processed in accordance with the following schedule, but event dates cannot extend past the end of the current fiscal year (June 30). See SOP for full details.
<table>
<thead>
<tr>
<th>Date for CUG to Submit a High School SRF</th>
<th>Deadline for Processing of SRF by High School Site Administrator *</th>
<th>Event Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>June 1</td>
<td>July 1 – August 31</td>
</tr>
<tr>
<td>July 15</td>
<td>August 15</td>
<td>September 1 – November 30</td>
</tr>
<tr>
<td>October 1</td>
<td>November 1</td>
<td>December 1 – February 28/29</td>
</tr>
<tr>
<td>January 1</td>
<td>February 1</td>
<td>March 1 – June 30</td>
</tr>
</tbody>
</table>

* Although a CUG may receive an approved SRF, due to the uncertain nature of internal FCPS high school athletic schedules (which could be extended due to play-offs, weather reschedules, etc.), previously approved dates for CUGs may need to be cancelled or postponed as required with limited notice to the CUG. Notice to CUG will be given as soon as possible.

3. An SRF received on or before the established deadline date are to be held until the deadline date will be held until the deadline for consideration of all received SRFs.

4. An SRF received after the established deadline may be considered at the discretion of the principal or designee.

H. Priority Schedule

Use of facilities shall be determined in accordance with the order of priority as identified in Table I.

I. Charges – See Table II

1. The total fee could consist of:
   a. Facility fee: Charges levied to offset costs of building operations and maintenance (applies to third, fourth and fifth priority users – See Table I).
   b. Labor fee: Charges levied to cover FCPS personnel required to be present in the building for coverage of the event, including set-up and clean-up (applies to all priority users – See Table I).
   c. Administrative Processing Fee: Charges levied to offset personnel time for services associated with the event (applies to second priority users – See Table I).

2. As a general rule, when a CUG uses FCPS facilities during a FCPS custodian’s (or other in-house FCPS staff’s) normal working hours, no labor charge will be assessed. If, in the judgment of the principal or designee, additional work is required in order for the custodian (or other FCPS staff) to accommodate the CUG’s event, labor charges may be levied to the CUG for the number of overtime hours required.

3. FCPS staff will review Table II rates periodically and revise the rate schedule as appropriate, with approval of the BOE (per Policy 203.3).

J. Restrictions and Conditions Regarding Use of the Facilities

1. All use of facility events (particularly after regular school hours and weekends) must be entered on an online schedule request form for both internal FCPS events and CUG events.

2. FCPS facilities are to be used for programs and activities that extend benefits to students and the community. Inappropriate use of facilities includes, but is not limited
to, for-profit commercial purposes, personal gain or profit, and use that is potentially disruptive to FCPS programs or could cause negative public opinion of the school system. It is not appropriate for an approved CUG (including a PTA or booster groups) to request use of facility on behalf of a for-profit group that they are not sponsoring.

3. The sale or use of tobacco products, alcohol, and controlled dangerous substances in any form is prohibited in FCPS buildings and on FCPS grounds at all times. FCPS buildings are defined as a local school system owned or leased building. FCPS grounds are defined as local school system owned or leased land that surrounds an FCPS building.

All CUGs must comply with BOE Policy 112 Drug-free, Alcohol-free and Tobacco-free Workplace and School System. Violations of the policy will result in permanent revocation of the CUG’s status as an approved user of FCPS facilities.

4. BOE policy mandates that groups using FCPS facilities shall conduct activities that are orderly and lawful, of a nature not to incite others to disorder, and not restricted by reason of race, creed, color, sex, or age.

5. Gambling and games of chance, such as bingo, where cash prizes or prizes of significant value are awarded are prohibited on FCPS grounds. Raffles and 50/50 drawings conducted by groups such as PTAs, alumni associations, recognized employee associations, and booster groups are permitted with approval of the principal, or designee. Students are prohibited from selling or distributing 50/50 or raffle tickets.

6. FCPS buildings shall not be used for events or activities private in nature such as birthdays, anniversaries, weddings, receptions, funerals, or memorial services.

7. FCPS buildings and grounds may be used for non-partisan political debates and issues forums sponsored by FCPS or non-partisan organizations. FCPS buildings or grounds shall not be used for partisan political rallies, political fundraisers, and presentations by candidates for public office or related election activities. FCPS buildings or grounds shall also not be used for partisan activities associated with any issue scheduled to be included on the ballot of the next election. Nothing in the above shall serve to restrict the county Board of Elections in the administration of Election Day activities.

8. Rental of FCPS facilities for overnight activities is not permitted. The appropriate instructional director may approve exceptions that are consistent with the purposes and intent of this regulation.

9. There shall be no temporary or permanent signs, banners, or pennants placed in or on FCPS buildings or on FCPS grounds by any CUG except those associated with activities sponsored by FCPS or the PTA. Two exceptions are:
   a. Activities carried on in FCPS facilities by the county Board of Elections shall be exempt from this restriction.
b. Other CUGs that use FCPS facilities may place temporary identification signs on FCPS grounds only during the actual hours the FCPS facility is used. At the conclusion of the use of the FCPS facility, the CUG must remove the signs.

10. All use of buildings and/or grounds is restricted to the area and to the activity as described on the SRF.

11. Continued use of an FCPS building by any group is contingent upon the following:
   a. CUG taking proper steps to protect FCPS property.
   b. CUG ensuring complete safety and the observance of policies and regulations concerning smoking or drinking in FCPS buildings.
   c. Timely payment of invoices.

12. If a principal, or designee feels that a CUG is misusing the building, it is the duty of the principal, or designee to provide written correspondence documenting the misuse to the CUG. The principal or designee must report each incident to the Use of Facilities Coordinator via a Google form found on the Inside FCPS Use of Facilities webpage. If continued misuse occurs, the principal or designee may cancel future event dates with the CUG, and contact the Use of Facilities Coordinator about the possibility of terminating the CUG’s privilege to use FCPS facilities (after investigation and determination by the Chief Operating Officer).

13. Occupancy of buildings or rooms shall not exceed capacities established by the fire marshal.

14. Vehicles will be parked in authorized parking areas only. Operation of vehicles on FCPS lawns and play fields is prohibited.

15. All after-hour use of FCPS facilities must be supervised by a person at least 21 years of age representing the user group.

16. Indoor FCPS facilities (gymnasiums, hallways, cafeterias, classrooms, etc.) may not be used for athletic activities which are normally played outdoors and/or for which the indoor facilities are not designed. This definition includes activities such as football, field hockey, cross-country, soccer, track, softball, lacrosse, baseball, etc.

17. Temporary structures including portable toilets, mobile concession stands, and beverage trailers may not be erected or placed on FCPS property without the permission of the school principal and the Chief Operating Officer. Beverage trailers and mobile concession stands will not be left on the FCPS grounds overnight. Large tents will not be erected on FCPS grounds. Temporary booths for PTA carnivals are exempt from this restriction.

18. Under no condition will a SRF for after-hour activities be approved where the SRF requires persons to be on a building roof. This includes firefighting practices, rappelling demonstrations, and other such activities.

19. It is at the discretion of the school principal to determine what areas/rooms may be available to a CUG; however, the following areas are not available for CUGs:
portables, computer labs (see M.9.a), locker rooms (except in conjunction with pool usage), and high school concessions.

K. **Indemnification Provision**

Any CUG using FCPS property shall hold the BOE, individual BOE members, and FCPS employees harmless for any loss, liability, or expense that may arise during, or be caused in any way by such use or occupancy of FCPS property. In the event loss is incurred as a result of the use of the facility by a CUG, the amount of damage shall be decided and invoiced by the BOE. The CUG shall also hold harmless and indemnify or reimburse the BOE for any liability to third parties arising from use of FCPS facilities.

L. **Principal's Responsibility**

1. The principal, or designee, is responsible for coordinating with the CUG the assignment of space necessary to accommodate the CUG's needs as indicated on the SRF.

2. The principal or designee is responsible for being familiar with use of facility documents and procedures found on the Inside FCPS Use of Facilities webpage.

3. The principal or designee is responsible for maintaining proper relationships with CUGs that use their facility.

4. FCPS equipment may be utilized by CUGs only with the consent of the principal, or designee. All equipment that is so utilized shall be returned in the same condition as when it was borrowed. Lost or damaged equipment shall be replaced or repaired at the sole expense of the CUG. Under no condition will equipment be removed from the FCPS facility. Some equipment will not be available to CUGs under any conditions. Damage to equipment must be reported by the principal or designee to the Use of Facilities Coordinator using the Incident Report Form found on the Inside FCPS Use of Facilities webpage.

M. **User's Responsibility**

1. The CUG must accept the entire responsibility for supervision of all persons associated with its activities, including participants and spectators in the building or on the grounds. The school custodian will not be expected to supervise the CUG activity. Supervision by the CUG shall include monitoring of entrance to ensure that only authorized persons are permitted in the building and that exterior doors remain locked/closed at all times.

2. The CUG must include all set-up requirements on the SRF. In no event are electrical power capacities to be exceeded.

3. Tables, chairs, and benches shall not be placed on the playing surface of tennis and multi-use courts. CUGs shall not bring heavy mechanical equipment on the grounds without approval of the principal, or designee. Portable booths and equipment shall be removed immediately after the activity.
4. It is assumed that all buildings and grounds shall remain in their original condition. Plans by the CUG for altering existing facilities is subject to approval of the principal or designee in coordination with the Director of Maintenance and Operations.

5. The CUG recognizes that FCPS facilities are available to the community for civic, social, and recreational purposes at hours other than those required for school-sponsored activities.

6. The CUG agrees that FCPS facilities may not be used by any organization, person, or persons who practice discrimination because of race, color, creed, sex, or national origin.

7. The CUG recognizes that FCPS facilities are not to be used for personal financial gain.

8. The CUG acknowledges that the charges for the facility shall be in accordance with Table II and shall include the labor time of the custodian(s) or other required staff assigned by the principal or designee as determined essential to the safekeeping and efficient operation of the FCPS facility.

9. CUGs are advised that technical equipment in FCPS facilities requires the attention of properly trained FCPS personnel.
   a. A CUG may not use FCPS computer equipment unless special permission is received by the school principal.
   b. When the kitchen portion of the cafeteria is requested, at least one of the Food & Nutrition Services staff must be on duty.
   c. When an FCPS pool is requested, a pool operator must be on duty. (The assignment of a pool operator can be in lieu of a custodian.)
   d. When a high school auditorium is requested to include use of theater lighting or sound systems, the high school auditorium facilitator will assign an FCPS-approved technician(s) to operate for the event. (See High School Auditorium Usage Guidelines for full details at www.fcps.org/uof )
   e. Services provided in b-d above will incur a labor charge to the CUG. (See Table II).

10. The CUG agrees that alcoholic beverages, controlled dangerous substances, and games of chance are prohibited.

11. The CUG agrees to provide adequate supervision to ensure that good order is maintained.

12. The CUG agrees that fire regulations shall be strictly followed.

13. The CUG agrees that all activities shall be planned and clean-up provided so that facilities and grounds are ready for instruction on the next instructional day.

14. The CUG may impose an admission charge to cover expenses.
15. Youth sports programs seeking to use FCPS school facilities must distribute concussion information to parents or guardians on an annual basis. Via the SRF, each youth sports program will affirm to FCPS its intention to comply with concussion information procedures as available on the Centers for Disease Control web site at http://www.cdc.gov.

16. The CUG recognizes that in the event there is a breach of any of these responsibilities, it may result in revocation of privilege to any future use of FCPS facilities.

17. For the protection of the CUG, the BOE requires that the CUG furnish to the BOE a certificate of insurance satisfactory to the BOE evidencing insurance coverage of not less than a combined single limit of bodily injury and property damage liability insurance in the amount of $1,000,000 per occurrence; $2,000,000 in the general aggregate (including spectator liability) on a commercial general liability form; $2,000,000 in products/completed operations aggregate; $1,000,000 personal/advertising injury; $50,000 fire damage legal liability; and $5,000 medical expense. The certificate of insurance can only be cancelled upon 30 days written notice, and the CUG must notify the Use of Facilities Coordinator of its cancellation. The certificate of insurance shall state that the Board of Education of Frederick County is named as an additional insured on the insurance policy and waiver of subrogation must be included. Any deductibles or self-insured retentions should be noted on the certificate. The certificate holder shall read: Board of Education of Frederick County, 191 South East Street, Frederick, MD 21701. (See sample of an acceptable insurance certificate at www.fcps.org/uof)

N. Pool Use

1. All FCPS pools when in use shall be in the immediate control of a person who shall be referred to as a pool operator. The pool operator must be an FCPS employee who possesses a valid swimming pool operator’s license. The pool operator is responsible for the maintenance and operation of pool equipment and for maintaining a healthy pool environment.

2. When the pool is open, at least one qualified lifeguard must be on duty. Additional guards will be required above the minimum at the rate of one additional guard for each twenty-five (25) users or portion thereof above the first twenty-five (25) users. For example, if there are thirty (30) users, two (2) guards are required.

3. A person may fulfill the functions of both lifeguard and pool operator when such duplication can be accomplished without adversely affecting safety and operational standards. No lifeguard shall be assigned any other duties such as out-of-water supervising, coaching, instructing, or cleaning, no matter how minor, while performing the duties of a lifeguard.

4. Persons acting as lifeguards shall be on deck and observing the pool whenever any person is in the water and shall not leave such post without ascertaining that all persons are out of the water.
5. To qualify as a lifeguard, the individual must be at least seventeen (17) years of age and must have on file, with the pool operator, a copy of a current senior life saving certificate and proof of current CPR training. Recognized life-saving certificates are those issued by the American Red Cross, the YMCA or YWCA.

6. The CUG using the pool will name a person in charge. The person in charge shall supervise the group and shall assume full responsibility for locker room supervision. Each group and/or individual shall be personally responsible for personal valuables left in locker areas.

7. Reservations for any swimming pool will not be granted for longer than six (6) months at a time.

8. The maximum pool capacity shall not exceed seventy-five (75) users in the water at any given time.

9. The charges for swimming pool use for all users are listed below:

   $80 per hour: Youth CUG that books and uses 150 or more hours during a 6-month period
   $90 per hour: Youth CUG that books and uses less than 150 hours during a 6-month period
   $100 per hour: Adult CUG that books and uses for any length of time

The above rates include the cost for the pool operator, up to two lifeguards and all other related expenses associated with pool operations except custodians on weekends and holidays. An extra fee will be assessed in the event more than two lifeguards are required to service the CUG.

Use of the pool on weekends or holidays, or other non-school days when custodians are not normally scheduled, will require scheduling of a school custodian at rates found in Table II.

FCPS may establish such hours of operation and holiday schedules as it deems appropriate for efficient operation of the facility.

The pool fee will be based on the reservation dates and times requested on the SRF. Approved FCPS fees will be non-refundable unless cancellation is directed by FCPS. Users booking less than 20 hours in a six-month period may cancel once, with two weeks’ notice, without penalty.

O. Field Use Cancellation

1. Use of any school field by a CUG may be cancelled at the discretion of the principal or the Chief Operating Officer based on weather and field conditions. (See SOP for more details.)

2. Use of any FCPS field may be cancelled for up to twelve (12) months if, based on the joint assessment of the principal or designee and the Chief Operating Officer or designee, the field meets one or more of the following conditions:
   a. Use of the field by a CUG directly interferes with a scheduled FCPS event.
   b. At least one-third of the field’s turf cover has significantly deteriorated.
c. The field has unacceptable compaction levels or other safety-related concerns.
d. A repair program for the field is underway as a consequence of overuse, turf
disease, or vandalism.
e. Use of the field interferes with construction under way at the FCPS facility.
f. The field is newly constructed and time is needed to establish a healthy turf
and root system (available for use 18 months from opening of new school).

P. Rental of Central Office Facilities

1. Rental of the central office facilities at 191 South East Street, Frederick, MD 21701,
by an approved CUG is limited to the first floor board room and conference room 1A.

2. Use of the board room by a CUG is limited to meetings, presentations, conferences,
public hearings, or similar events. The board room may not be used for events such
as private parties, performances, recreation programs, religious services, or political
rallies. Food and drink are not permitted in the board room.

3. Activities scheduled in the central office board room must conclude no later than
10:00 p.m.

4. Activities scheduled in the central office board room on weekends or holidays will
require custodial support at the labor rates outlined in Table II.

5. The rental fee for the central office board room is identified in Table II (See Note 3).

6. The CUG must provide its own projection equipment. Internet access may not be
available. Drop-down projection screens and microphone will be available for use.
The CUG must detail equipment needs in the Set-Up Requirement section of the
SRF.

7. All other procedures and requirements as outlined in this regulation will apply to the
rental of the central office board room.

Approved:

Original signed by

Theresa R. Alban
Superintendent

Other Relevant Policies/Regulations/Documents
Policy 112 – Drug-free, Alcohol-Free, Tobacco-free Workplace and School System
Policy 203 – Facilities and Grounds
Reg. 100-05 – Auxiliary Custodians
Reg. 200-29 – School Security and Safety
Standard Operating Procedures (SOPs)
• For Approved Community User Groups (see www.fcps.org/uof)
• Various SOPs for internal FCPS use only (see Inside FCPS Use of Facilities webpage)
**TABLE I – Priority List**

**FCPS Community User Group Priority List**

NC = **No Charge**  
FC = **Facility Charge** (Hourly; See Table II)  
APF = **Administrative Processing Fee** (See Table II)  
LC = **Labor Charge** (Hourly or Flat Fee; See Table II)

**FIRST PRIORITY - Frederick County Public Schools Related Groups**

<table>
<thead>
<tr>
<th>Frederick County Public Schools Related Groups</th>
<th>Building</th>
<th>Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PTA/PTSA</td>
<td>NC</td>
<td>LC</td>
</tr>
<tr>
<td>2. Booster Clubs</td>
<td>NC</td>
<td>LC</td>
</tr>
<tr>
<td>3. School Staff (events by and for school staff only)</td>
<td>NC</td>
<td>LC</td>
</tr>
<tr>
<td>4. Frederick County Teachers Assn (FCTA)</td>
<td>NC</td>
<td>LC</td>
</tr>
<tr>
<td>5. Frederick Assn of School Support Employees (FASSE)</td>
<td>NC</td>
<td>LC</td>
</tr>
<tr>
<td>6. Frederick County Administrative &amp; Supervisory Assn (FCASA)</td>
<td>NC</td>
<td>LC</td>
</tr>
<tr>
<td>7. Other Frederick County Public School-Sponsored Groups</td>
<td>NC</td>
<td>LC</td>
</tr>
<tr>
<td>8. School Athletic Officials</td>
<td>NC</td>
<td>LC</td>
</tr>
<tr>
<td>9. FFA</td>
<td>NC</td>
<td>LC</td>
</tr>
</tbody>
</table>

**SECOND PRIORITY - Youth Groups/Youth Activities/Youth Organizations**

<table>
<thead>
<tr>
<th>Youth Groups/Youth Activities/Youth Organizations</th>
<th>Building</th>
<th>Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. County Rec Councils - Youth Activities</td>
<td>APF</td>
<td>LC</td>
</tr>
<tr>
<td>2. Youth Athletic Associations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. YMCA Youth Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Boy and Girls Scouts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. 4-H</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**THIRD PRIORITY - Other Educational Groups**

<table>
<thead>
<tr>
<th>Other Educational Groups</th>
<th>Building</th>
<th>Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. State and other county-supported higher education</td>
<td>FC</td>
<td>LC</td>
</tr>
<tr>
<td>2. Private Schools (all grade levels)</td>
<td>FC</td>
<td>LC</td>
</tr>
<tr>
<td>3. Non-profit Nursery Schools &amp; Early Childhood Groups</td>
<td>FC</td>
<td>LC</td>
</tr>
</tbody>
</table>

**FOURTH PRIORITY - Federal, State, Local Government**

<table>
<thead>
<tr>
<th>Federal, State, Local Government</th>
<th>Building</th>
<th>Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. County and City Government Agencies-includes local parks &amp; recreation council’s adult activities.</td>
<td>FC</td>
<td>LC</td>
</tr>
<tr>
<td>2. State Government Agencies</td>
<td>FC</td>
<td>LC</td>
</tr>
<tr>
<td>3. Federal Government Agencies</td>
<td>FC</td>
<td>LC</td>
</tr>
<tr>
<td>4. Red Cross, Health Department</td>
<td>FC</td>
<td>LC</td>
</tr>
</tbody>
</table>
**FIFTH PRIORITY - Fire & Rescue Services, Adult Cultural, Recreational and Community Groups, Charity Fundraisers, Religious Groups, Commercial (not for private gain events)**

<table>
<thead>
<tr>
<th><strong>Fire &amp; Rescue Services, Adult Cultural, Recreational and Community Groups, Charity Fundraisers, Religious Groups, Commercial (not for private gain events)</strong></th>
<th><strong>Building</strong></th>
<th><strong>Labor</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fire and Rescue Department Events</td>
<td>FC</td>
<td>LC</td>
</tr>
<tr>
<td>2. Cultural and Musical, Community Improvement, Non-profit Charities, Service Clubs, Homeowners Associations, Civic Associations, Adult Social &amp; Recreational, PTA &amp; Faculty-sponsored Adult Activities not limited to members of organization.</td>
<td>FC</td>
<td>LC</td>
</tr>
<tr>
<td>3. Fundraiser to benefit non-profit organization</td>
<td>FC</td>
<td>LC</td>
</tr>
<tr>
<td>4. Churches, Synagogues, Gospel Singers (non-profit), Church-sponsored athletic teams and leagues.</td>
<td>FC</td>
<td>LC</td>
</tr>
<tr>
<td>5. Dance Recitals (not to exceed 2 rehearsals)</td>
<td>FC</td>
<td>LC</td>
</tr>
</tbody>
</table>

*Board of Elections State Mandated No Charge*

**NOTE 1:** Second Priority includes youth groups and youth activities sponsored by adult groups where the participants are 18 years old or younger. Coaches, instructors, and supervisors can be adults; however, no adult participants can be included to qualify for classification in Second Priority.

**NOTE 2:** To be considered as a Second Priority, the organization must be officially recognized by the Department of Parks and Recreation as an extension of its activity and must be approved by the county or city government.

**NOTE 3:** With the exception of First Priority users, all CUGs will be charged the stadium, auxiliary turf, and pool (shown in gray on Table II) use fees listed in Table II. There are no fee exemptions for use of the stadium field or track.
TABLE II – Facility Use Fees

Frederick County Public Schools Community User Group Fee Structure

<table>
<thead>
<tr>
<th>Priority Level</th>
<th>Administrative Processing Fee (APF)*</th>
<th>Facility Charge (Hourly)</th>
<th>Facility Charge (Hourly)</th>
<th>Labor Charge (Hourly)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2.00 per event date per application</td>
<td>a. Stadium Track Meet</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Stadium - Natural</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. Stadium - Artificial</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>d. Auxiliary Artificial Turf Field</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>e. Pools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>2nd</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>3rd, 4th, 5th</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

** Hourly Facility Charges**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Elementary</th>
<th>Middle</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Stadium-Track Meets</td>
<td>N/A</td>
<td>N/A</td>
<td>$75.00</td>
</tr>
<tr>
<td>b. Stadium-Natural Turf Field</td>
<td>N/A</td>
<td>N/A</td>
<td>$75.00</td>
</tr>
<tr>
<td>c. Stadium-Artificial Turf Field</td>
<td>N/A</td>
<td>N/A</td>
<td>$100.00</td>
</tr>
<tr>
<td>d. Auxiliary Artificial Turf Field</td>
<td>N/A</td>
<td>N/A</td>
<td>$90.00</td>
</tr>
<tr>
<td>e. Pools</td>
<td>N/A</td>
<td>N/A</td>
<td>$80.00/$90.00/$100.00 (See II.N.9 for details)</td>
</tr>
<tr>
<td>f. Auditorium</td>
<td>N/A</td>
<td>N/A</td>
<td>$90.00</td>
</tr>
<tr>
<td>g. Gymnasium</td>
<td>$35.00</td>
<td>$45.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>h. Auxiliary Gymnasium</td>
<td>N/A</td>
<td>N/A</td>
<td>$35.00</td>
</tr>
<tr>
<td>i. Cafeteria</td>
<td>$15.00</td>
<td>$25.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>j. Kitchen</td>
<td>$20.00</td>
<td>$30.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>k. Classroom</td>
<td>$15.00</td>
<td>$20.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>l. Media Center</td>
<td>$20.00</td>
<td>$30.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>m. Track Practice</td>
<td>N/A</td>
<td>N/A</td>
<td>$10.00</td>
</tr>
<tr>
<td>n. Parking Lot Event</td>
<td>$15.00</td>
<td>$25.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>o. Use of Grounds/Fields</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>p. HS Baseball and Softball Fields</td>
<td>N/A</td>
<td>N/A</td>
<td>$15.00</td>
</tr>
<tr>
<td>q. Tennis Courts</td>
<td>$10.00 per court</td>
<td>$10.00 per court</td>
<td>$10.00 per court</td>
</tr>
</tbody>
</table>

** Hourly Labor Charges**

<table>
<thead>
<tr>
<th></th>
<th>Elementary</th>
<th>Middle</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Custodian, Weekend or Non-School Day</td>
<td>$27.50-FY20</td>
<td>$27.50-FY20</td>
<td>$27.50-FY20</td>
</tr>
<tr>
<td>(regular school, school’s auxiliary custodian or coverage pool)</td>
<td>$30.00-FY21</td>
<td>$30.00-FY21</td>
<td>$30.00-FY21</td>
</tr>
<tr>
<td>2. Food Nutrition Services personnel</td>
<td>$27.50-FY20</td>
<td>$27.50-FY20</td>
<td>$27.50-FY20</td>
</tr>
<tr>
<td></td>
<td>$30.00-FY21</td>
<td>$30.00-FY21</td>
<td>$30.00-FY21</td>
</tr>
<tr>
<td>3. Sound/Lighting Technician</td>
<td>N/A</td>
<td>N/A</td>
<td>$27.50-FY20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$30.00-FY21</td>
</tr>
</tbody>
</table>

* Implementation of APF is effective 1/1/2020. There will be no application fee assessed to Priority 2 groups with event dates from July 1, 2019-December 31, 2019 to accommodate for the change in fee structure.

** All labor rates are subject to annual inflationary increases or changes to negotiated agreements. Individual hourly rates are posted on the Non-Benefited Rate chart maintained by FCPS Human Resources.

NOTE 1:
- Parking lot fees will be assessed only for specific events held in parking lots such as flea markets.
- No fee will be assessed for vehicle parking or spectators in approved activities on Board of Education grounds or facilities.

NOTE 2:
- Artificial turf fees include all fields constructed of artificial turf, whether or not they are in a stadium.
- All CUGs renting artificial turf fields must be trained by athletic director concerning use of the fields prior to use.

NOTE 3: The fee for use of the FCPS Central Office Board Room will be the same as Auditorium above.
### CERTIFICATE OF LIABILITY INSURANCE

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<table>
<thead>
<tr>
<th>PRODUCER</th>
<th>CONTACT NAME</th>
<th>INSURER(S) AFFORDING COVERAGE</th>
<th>NAIC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Agency</td>
<td>Agents Name</td>
<td>Insurance Carrier Name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSURED</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name/Address of Outside User Group</td>
<td></td>
</tr>
</tbody>
</table>

#### COVERAGES

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>ADDL SUBR</th>
<th>POLICY NUMBER</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>CLAIMS-MADE</td>
<td>X OCCUR</td>
<td>Policy #</td>
</tr>
<tr>
<td>AUTOMOBILE LIABILITY</td>
<td>SCHEDULED AUTOS</td>
<td>NON-OWNED AUTOS</td>
<td></td>
</tr>
<tr>
<td>UMBRELLA LIAB</td>
<td>OCCUR</td>
<td>CLAIMS-MADE</td>
<td></td>
</tr>
<tr>
<td>EXCESS LIAB</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

The Board of Education of Frederick County is Additional Insured under General Liability with respect to <event>.

#### CERTIFICATE HOLDER

Board of Education of Frederick County

191 South East Street

Frederick, MD 21701

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Signed by Agent

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Policy 324

I. Procedures

A. It is an expectation that management will create a culture that supports employees who wish to report dishonest, fraudulent or illegal activities. Employees are also expected to embrace and support a climate that promotes ethical behavior. It is important that employees wishing to make an oral or written report understand the degree to which their identity can be held confidential. It is an expectation that supervisors ensure that the employee(s) making the initial report will not be responsible for conducting an investigation, determining fault or recommending disciplinary action. Finally, it is important that the employee(s) understand that retaliation will not occur.

This procedure outlines how employees can report alleged dishonest, fraudulent or illegal activities they believe may impact Frederick County Public Schools (FCPS) business operations. Additionally, guidelines are given regarding maintaining confidentiality of the reporter and protecting the employee against retaliation.

B. Definitions (list is not intended to be all inclusive)

Reporter – An employee who makes an anonymous or identified report to a supervisor or an external fraud hotline regarding an activity that is alleged to be dishonest, fraudulent or illegal.

Employee – Benefitted or non-benefitted staff, whether full-time, part-time or temporary; approved volunteers; contracted service providers.

Dishonest, Fraudulent or Illegal Activity – Alleged violations of school system policies and regulations; breaches in local, state or federal laws; billing for goods and/or services not performed; other fraudulent financial reporting. Examples include, but are not limited to: stealing money or inventory; submitting timesheets for hours not worked; filing false expense reports; etc.

Investigator – The investigator will be determined by the Chief Financial Officer, or designee, and depending upon the nature of the report, may include the following:

a) Chief Financial Officer or Accounting Manager;
b) Supervisor of Security and Emergency Management;
c) Internal audit director; or
d) Independent third party with appropriate expertise.
Retaliation – Adverse employment action causally connected to an employee’s reporting of dishonest, fraudulent or illegal activities such as termination, compensation decrease, unrequested change in work assignment, harassment, intimidation. Any employee who retaliates against a reporter shall be subject to disciplinary action, up to and including termination.

C. Reporting Process

An employee shall first seek to make an oral or written report to an immediate supervisor or contact an external fraud hotline by phone 855-990-0017 or email reports@lighthouse-services.com, as outlined in InsideFCPS. When reporting via phone or email, identify FCPS in the report. If the employee is not comfortable speaking to the supervisor or an outside-party hotline, or if the matter involves the supervisor, the employee is encouraged to contact the Chief Financial Officer or Executive Director of Human Resources.

Supervisors are required to report complaints or concerns about alleged dishonest, fraudulent or illegal activity in writing to the appropriate Cabinet level supervisor. The Chief Financial Officer, or designee, will determine the appropriate investigator.

Any employee making an oral or written report about dishonest, fraudulent or illegal activity must do so in good faith and have reasonable grounds to make the claim. Any report made maliciously or knowingly false will result in disciplinary action against the employee, up to and including termination.

D. Confidentiality Process

Reports about dishonest, fraudulent or illegal activity may be submitted on a confidential basis. To the extent possible, and in accordance with law, that management is able to conduct an adequate investigation, employees who make the report will have their identities kept confidential, but it cannot be guaranteed.

E. Investigation Process

The investigator will notify the employee who made the report that the complaint has been received. The investigation shall be initiated promptly and a written report of findings and recommendations must be prepared. The reporter will not be entitled to receive the investigative report, nor will management share disciplinary actions taken against those who may have engaged in dishonest, fraudulent or illegal activity. When appropriate, the investigator may share the status of the investigation (ongoing or completed) with the employee who made the report.

Approved:

Original signed by

Theresa R. Alban
Superintendent
I. Policy 430 *Attendance at Schools*
   Policy 200.2 *Redistricting*

II. Procedure

A. Applying For An Out-of-District Transfer

The Department of Student Services receives requests for student transfers to schools outside of the student’s home attendance district. Requests to transfer from a student’s home school district may be made by parents/legal guardians. The following will be considered when evaluating such requests:

1. The student is applying for a program which is not available in the home school's district, and the receiving school principal has no objection.

2. With regard to a K-8 student, the student goes to school from, or returns after school, to a home other than the student's own because no parent can be at home and there would be no responsible adult in the child's home to either send or receive the student from school. Note: The name and address of the adult providing this care must be recorded on the application. The daycare provider must reside or be located in the requested district. With the exception of those daycare facilities on Ft. Detrick's military base serving the Department of Defense, out-of-district transfers are not allowed in any school which has been designated as restricted due to overcapacity conditions. Other exceptions may be granted only by the Superintendent or his/her designee.

3. The transfer is recommended by the Department of Student Services, and the receiving school principal has no objection.

4. A mental health or medical professional who has an established therapeutic relationship with the student and who is treating the student has provided a psychiatric or psychological written recommendation to support the transfer of the student which may include specific and detailed reasons for such request. Note: In such cases, the pupil personnel worker may ask the parent to grant permission for him/her to contact and confer with the treating mental health or medical professional to exchange information about the student. The pupil personnel worker will review the request and make a recommendation to the Director of Student Services.

5. The student’s family has presented verification of bona fide plans to move into the requested school district and occupy the new residence during the current school year.

6. The student is the child of a benefited Frederick County Public Schools (FCPS) employee and is seeking to attend school either where the parent is employed, or a different FCPS school based on the student's grade level.

7. The student has completed the first two quarters of the school year, has moved, but desires to complete the school year in his/her current school.
B. Out-of-District Transfer Requests May Be Denied Under The Following Conditions:

1. The school being requested is over capacity and considered restricted to out-of-district transfers.

2. The request is a result of Board of Education approved redistricting. ¹

3. The transfer poses an undue burden on the school system. (e.g., Specific grade levels may be restricted at a non-restricted school if found to be over capacity.)

4. The student being considered has a poor attendance record, failing grades, or disciplinary concerns.

5. A request is for the purpose of participating in athletics. Note: If fraud or misrepresentation is discovered, the student's out-of-district transfer may be immediately rescinded and athletic consequences may be imposed based on Maryland law and Maryland Public Secondary Schools Athletic Association (MPSSAA) rules. Penalties may be imposed against the school, the coach and/or the student as identified in Maryland law under the following link to COMAR13A.06.03.05

http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=13A.06.03.*

Athletic related fees and expenses will not be refunded.

NOTE REGARDING FCPS IN-SEASON ATHLETIC TRANSFER:

Students who legally and voluntarily transfer from one FCPS high school into another FCPS high school and request to participate on an interscholastic athletic team after the season * has begun may be considered, at the discretion of the coach, to be part of the team. If selected for the team, the student-athlete may not participate in a regularly scheduled game or athletic contest until at least 20 calendar days have elapsed after and including the first day he or she practices with the new school/team.

* The beginning of each season (fall, winter and spring) is defined as the first allowable practice date set forth by the MPSSAA.

C. Application/Approval Process

1. Out-of-district applications will be accepted by the Department of Student Services office from January 2 to March 1 of the school year preceding the request by using the form located on the FCPS Web site: http://www.fcps.org/student-services/Forms

2. If an out-of-district application has been approved for a student, the application will need to be submitted for annual review. Approval is granted on a year-to-year basis.

¹ Exceptions may be made if an out-of-district decision has been previously rendered based on daycare.
3. A student granted an out-of-district transfer must reapply between January 2 and March 1 prior to each new school year. The pupil personnel worker, in consultation with the school principal, will make a determination regarding the request and inform the parent of the decision by April 1.

4. After the receipt of the application to request a transfer outside of the home school district attendance area, the pupil personnel worker assigned to the requested school of the student will process the request and notify, in writing, the parents and the schools involved of the decision.

5. If the transfer is approved, the parent/student must provide his/her own transportation unless otherwise prescribed by law.

D. Requirements/Revocations

1. A student applying for an out-of-district transfer must have demonstrated compliance with school rules and regulations in his/her current placement (i.e., attendance, grades, tardiness, and behavior). Students not meeting these standards may have their request for out-of-district transfer denied.

2. Students granted conditional out-of-district approval and who do not comply with the terms and conditions stated in the acceptance letter from the Department of Student Services may have the out-of-district approval revoked for the following instructional term. The pupil personnel worker, in consultation with the school principal, will make the determination.

E. Appeal

Appeals of pupil personnel workers’ decisions are first reviewed by the Director of Student Services. Thereafter, appeals may be filed in accordance with Board Policy 105 Appeal and Hearing Procedures as a 4-205(c) appeal using the “Appeal Information Form/Superintendent (or Designee) Level” (pages 8 and 9 of Board Policy 105). The standard of review in appeals is whether the decision is arbitrary, unreasonable or illegal. The appellant has the burden of persuasion to provide evidence submitted on the appeal form that supports the position that the decision was arbitrary, unreasonable or illegal.

NOTE: Cross-reference FCPS Regulation 400-55 and FCPS Regulation 400-07

Approved:

Original signed by

Theresa R. Alban
Superintendent
FREDERICK COUNTY PUBLIC SCHOOLS
OUT OF DISTRICT (ATTENDANCE) AREA APPLICATION
IN ACCORDANCE WITH REGULATION 400-15

Send completed form to the Department of Student Services, via mail: 1501 N. Market Street, Frederick, MD 21701; via fax: 240-236-8867 or via email: outofdistrict@fcps.org If you have any questions please call: 240-236-8869.

Name of Student ____________________________ Date of Birth ____________________________

Request is for the school year 20_____ - 20_____ Grade ________ (For PRE-K contact Early Education Office 301-696-6864)

Name of Parent/Guardian ____________________________

Address: __________________________________________

Phone Numbers

<table>
<thead>
<tr>
<th>Home</th>
<th>Mother’s Work</th>
<th>Father’s Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of most recent school attended: ____________________________

Name of school which student should attend (from your address): ____________________________

Name of school to which the transfer is requested: ____________________________

Refer to FCPS Regulation 400-15 for approved reasons for transfer. To be approved for out-of-district transfer to an open school, students must meet one of the established reasons. If there is willful misrepresentation of information, approval will be denied or revoked, and the child will be assigned to his/her home district school. (Check appropriate reason below.)

☐ Accepted in the _______________ academy program at _______________ High School (include copy of acceptance letter)

☐ K thru 6th ONLY - Child care is provided by (complete only if childcare provider is someone other than parent/guardian):

Provider name ____________________________ Phone: ____________________________

Address ____________________________ Street Address ____________________________ City ____________________________ Zip Code ____________________________

FOR OFFICE USE ONLY Verified on:

☐ I am a benefited employee of Frederick County Public Schools at ____________________________ School/Office

FOR OFFICE USE ONLY Verified on:

☐ Other -Give specific reasons as to why this transfer is requested (see FCPS Reg. No. 400-15):

__________________________________________________________

(Continue on another sheet)

Note: If transfer is granted, applicant must provide needed transportation and current proof of residency.

EXCEPTIONS for transportation:

If the transfer is granted, FCPS will provide transportation under these circumstances:

• Transportation will only be provided to/from daycare providers within the school district.
• Students assigned by FCPS to a school other than the student’s home school will receive school transportation.

Otherwise, it is the responsibility of the parent/guardian to provide transportation for the student(s) to the approved out-of-district school.

☐ I have read and understand these conditions and Regulation 400-15: ____________________________

Parent/Guardian Signature ____________________________ Date ____________________________

FOR OFFICE USE ONLY

☐ APPROVED Reason # ________ ☐ DENIED PPW ____________________________ Date: ____________________________

Comments: ____________________________________________________________

Revised 1/2017
I. Policy 403
Note: Exceptions to disciplinary actions for prekindergarten through grade 2 are outlined in FCPS Regulation 400-04 Suspension and Expulsion

II. Procedures

A. Philosophy

All schools will have a safe, positive, healthy, and inviting environment: one that fosters respect, responsibility, trustworthiness, fairness, caring, and good citizenship. It is the responsibility of everyone associated with the school—staff, students, parents, and members of the community—to teach, promote and model self-discipline in order to preserve the quality of our educational environment.

Frederick County Public Schools’ (FCPS) discipline philosophy is based on the goals of fostering, teaching and acknowledging positive behavior. Discipline is designed to teach appropriate behavior, encourage more effective habits of conduct, and promote the development of self-discipline.

Consistent with the belief that we continuously teach by example and that training is important in the development of good citizens, the school system adopts the principles of cultural competency, fairness, equity, continuous improvement and conflict resolution. In order to maintain a positive, safe, and inviting school climate where learning and citizenship will occur, all individuals will be expected to exemplify this philosophy.

B. Process

It is expected that prior to imposing disciplinary measures, positive behavioral interventions and supports should be considered as practicable.

Students will be subject to the established disciplinary regulations for any incident occurring on any property owned by the Frederick County Public School system, before, during, and after school hours and also while attending school-sponsored activities on or off school property. Students may also be disciplined for possessing prohibited items in vehicles located on school property.

Disciplinary interventions to be used by all schools are listed in Section D of this regulation. While school principals/designees have discretion in imposing discipline based upon the facts of the investigation and the needs of the students, long term suspensions and requests for extended suspensions/expulsions should be considered as last resort options. With the exception of students enrolled in prekindergarten through grade 2, school principals or designees may suspend students for cause for not more than 10 school days. Students enrolled in prekindergarten through grade 2 may be suspended for up to five school days per incident if there is an imminent threat of serious harm to other students or staff that cannot be reduced or eliminated through interventions and supports (consultation with school psychologist or other mental health professional required). All students must receive due process and be aware of the charges against them. A parent/guardian conference must be held in the case of an out of school suspension. Some of the violations are criminal offenses and, if so, appropriate legal authorities may be informed.

In the event of an out of school suspension, school staff are encouraged to have a re-entry conference to provide transition and school connection supports to the suspended student as he/she returns to the educational setting.

(A school principal/designee reserves the right to temporarily secure an electronic device during a student discipline investigation to ensure integrity of the fact-finding process.)
C. Documentation

All administrative imposed discipline will be documented in the student information system. All discipline that results in suspension (for 1 or more days) will be maintained as part of the individual student’s permanent record. The discipline record will consist of a description of the student’s behavior that resulted in disciplinary action and a copy of the correspondence sent to the parent(s) informing them of the student's suspension or expulsion.

D. Disciplinary Measures

<table>
<thead>
<tr>
<th>Activity Suspension</th>
<th>Teacher</th>
<th>School Principal/Designee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity suspension ¹</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Behavior contract</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Behavior intervention plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus suspension</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Check-in/check-out</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Class removal</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Class suspension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community service</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Conflict resolution</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Detention-lunch or after school</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Functional behavior assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-school removal</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>In-school suspension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term out of school suspension ²</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Loss of privileges</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Parent-administrator conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent-teacher conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent-teacher-student conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent-teacher-administrator conference</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Parent-teacher-student-administrator conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peer mediation</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Probation</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Recommendation for extended suspension/expulsion</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Refer to agency</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Refer to alternative program ³</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Refer to counselor</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Refer to law enforcement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
E. Definitions

Check-In/Check-Out  
- Selected students have an informal check-in and check-out with a designated staff member.

Community Service  
- A service performed by a student for the school or the community in response to a behavioral issue.

Confer  
- A discussion or dialogue by any means (telephone, electronic mail, or a face-to-face meeting) where the views of the teacher are communicated and considered.

Due Process  
- Provide notification of the charges and an opportunity to respond.

Possession  
- Possession includes, but is not limited to, having control over, or the right to use, even if the control or right is shared with others. Possession does not require ownership.

Constructive Possession  
- Constructive possession of alcohol and drugs/drug paraphernalia is defined as failure to remove oneself as quickly and safely as possible from a person, area, or situation when the student is aware that drugs/alcohol are illegally possessed.

Restitution  
- Maryland law requires restitution in the form of monetary reimbursement (up to $2500) or school work projects performed by students or their parents when the student damages school or personal property. (See FCPS Reg. 400-75.)

Search and Seizure  
- A school administrator may make a search of a student, his/her locker, automobile, or personal property when the administrator has reasonable belief that the student has in his/her possession an item, the possession of which is a criminal offense, violates civil laws, or violates school rules. (See FCPS Reg. 400-59)
Probation
- A defined period of time for a student to change undesirable behavior and still remain in the school with behavioral goals, set forth by the principal/designee.

In-School Removal
- Temporary removal of a student from class; not considered suspension as long as the student is afforded the opportunities to:
  a. Appropriately progress in the general curriculum.
  b. Receive the special education and related services specified on the student’s IEP, if the student is a student with a disability.
  c. Receive instruction commensurate with the program afforded to the student in the regular classroom.
  d. Participate with peers as they would in their current education program to the extent appropriate.

In-School Suspension
- Removal by the school principal of a student from the student’s current education program to another location within the school building for up to ten (10) school days in a school year for disciplinary reasons.*

Suspension Pending Parent Contact
- Temporary removal of a student from classes and/or activity by the principal until the school administrator has conferred with the parent.

Short-Term Suspension
- Removal of a student from school, by the school principal for a time period of not more than three (3) school days, for disciplinary reasons.*

Long-Term Suspension
- Removal of a student from school, by the school principal, for a time period of four (4) to ten (10) school days, for disciplinary reasons.*

Extended Suspension
- Temporary removal by the Superintendent or Superintendent’s designee of a student from school for eleven (11) to forty-four (44) school days for disciplinary reasons. The school system will provide the excluded student with comparable educational services and appropriate behavioral support services to promote successful return to a regular academic program.

Expulsion
- Removal of a student from the student’s regular school program, for a specified period of time of forty-five (45) days or longer, as determined by the Superintendent/designee with comparable educational services and appropriate behavioral support services to promote successful return to a regular academic program. Expulsions from school are prohibited for students enrolled in prekindergarten through grade 2, except in instances where expulsion from school is required by federal law.

*(1) Each student suspended or expelled out of school who is not placed in an alternative education program shall receive daily classwork and assignments from each teacher, and if completed and returned shall be reviewed and corrected by teachers on a weekly basis and returned to the student; and

(2) Each principal shall assign a school staff person to be the liaison between the teachers and any student on out-of-school suspension or expulsion and to communicate weekly about classwork assignments and school-related issues by phone and or email with those out-of-school suspended/expelled students and their parents.; and

(3) To provide all students who receive short-term suspensions and their parents or guardians with contact information for a school employee who will be responsible for ensuring that the requirement is met.
### Tiers of Interventions

<table>
<thead>
<tr>
<th>TIER 1</th>
<th>Classroom, Support and Administrative Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*Check-in/check-out</td>
</tr>
<tr>
<td></td>
<td>*Classroom based response</td>
</tr>
<tr>
<td></td>
<td>(Verbal correction, written reflections, apology, etc.)</td>
</tr>
<tr>
<td></td>
<td>*Conflict resolution</td>
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<td></td>
<td>*Detention</td>
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<td></td>
<td>*Development of behavior contract</td>
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<td></td>
<td>*Formal/informal school based meeting</td>
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<td></td>
<td>*Parent outreach</td>
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<td></td>
<td>*Peer mediation</td>
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<td></td>
<td>*Referral to mental health services</td>
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<td></td>
<td>*Referral to School Counselor</td>
</tr>
<tr>
<td></td>
<td>*Re-teaching of classroom/school rules and expectations</td>
</tr>
<tr>
<td></td>
<td>*Student Support Team referral</td>
</tr>
<tr>
<td></td>
<td>*Teacher/Parent conference</td>
</tr>
<tr>
<td></td>
<td>*Warning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIER 2</th>
<th>Support, Removal and Administrative Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*Bus suspension</td>
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<tr>
<td></td>
<td>*Check-in/check-out</td>
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<tr>
<td></td>
<td>*Class removal</td>
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<td></td>
<td>*Community service</td>
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<td></td>
<td>*Detention</td>
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<td></td>
<td>*Development of behavior contract</td>
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<td></td>
<td>*Development of Behavior Intervention Plan</td>
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<tr>
<td></td>
<td>*Functional Behavior Assessments</td>
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<tr>
<td></td>
<td>*In school removal</td>
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<td></td>
<td>*In school suspension</td>
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<tr>
<td></td>
<td>*Loss of privileges</td>
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<tr>
<td></td>
<td>*Parent/Administrator conference</td>
</tr>
<tr>
<td></td>
<td>*Probation</td>
</tr>
<tr>
<td></td>
<td>*Referral to substance abuse counseling services</td>
</tr>
<tr>
<td></td>
<td>*Referral to community based agencies</td>
</tr>
<tr>
<td></td>
<td>*Referral to mental health services</td>
</tr>
<tr>
<td></td>
<td>*Removal from extracurricular activities</td>
</tr>
<tr>
<td></td>
<td>*Restitution</td>
</tr>
<tr>
<td></td>
<td>*Saturday school</td>
</tr>
<tr>
<td></td>
<td>*Student Support Team Referral</td>
</tr>
<tr>
<td></td>
<td>*Teacher/parent/administrator conference</td>
</tr>
<tr>
<td></td>
<td>*Temporary removal from class</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIER 3</th>
<th>Support, Removal, Administrative and Exclusionary Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*Suspension pending parent conference</td>
</tr>
<tr>
<td></td>
<td>*Short term out of school suspension</td>
</tr>
<tr>
<td></td>
<td>*Long term out of school suspension</td>
</tr>
<tr>
<td></td>
<td>*Extended out of school suspension</td>
</tr>
<tr>
<td></td>
<td>*Expulsion</td>
</tr>
</tbody>
</table>

F. Respect for the Personal Rights of Others

### Caring, Respect, Responsibility

All of us have a responsibility to treat one another with courtesy and respect. If students become angry or upset, school personnel will educate students regarding the resources available to them in school to reach a peaceful resolution to their problems.

These resources include: classroom teachers, school counselors, student support teachers, and administrators. The purpose of discipline is to teach valuable behavior skills useful throughout one’s lifetime. After exhausting positive behavior intervention and supports provided by school personnel, the following consequences will occur.

**NOTE:** A mandatory parent conference is required for any violation in this section. Where appropriate, the use of conflict resolution and peer mediation techniques should be used. It may also be necessary to make a law enforcement referral.
**KEY**

Lowest tiers of intervention should be considered first, if practicable followed by more intensive consequences.

<table>
<thead>
<tr>
<th><strong>Assault</strong></th>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>The unlawful attempt, coupled with a present ability, to commit a violent physical attack upon a person. This includes threatening language or gestures without actually touching another person.</td>
<td></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sexual Assault</strong></th>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical sexual attack upon another person.</td>
<td></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Battery</strong></th>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any willful and unlawful use of force or violence upon another person</td>
<td></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Fighting</strong></th>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mutual aggression in which both parties have contributed to the situation by verbal and/or physical action.</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Verbal Abuse</strong></th>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disrespectful and/or inappropriate language directed toward another person</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Hazing</strong></th>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any action taken or situation created that causes or is reasonably likely to cause harassment, physical harm, serious mental or emotional harm, extreme embarrassment, ridicule, or loss of dignity to another person for purposes of initiation into a student organization or activity.</td>
<td></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Bullying/Intimidation</strong></th>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>A pattern of behavior which results in a person feeling intimidated or harassed by another. <strong>Note:</strong> For purposes of this regulation, bullying may also include those offenses, which occur through electronic mechanisms (i.e. cyber bullying) when such behavior impacts the health or safety of students and/or proves disruptive to the educational environment. Cross-reference FCPS Regulation 400-48</td>
<td></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sexting</strong></th>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using an electronic communication device to send and/or possess text or email that includes nudity and/or sexually suggestive images. Parents of the students will be contacted. Because sexting may be deemed a form of child pornography, administrators are advised to contact law enforcement prior to investigating content on the electronic device.</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Gang Activity</strong></th>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any group of three (3) or more persons who share an ongoing relationship and whose purposes include the commission of illegal acts or acts in violation of school system regulations. Students who are in violation will be subject to disciplinary action in addition to applicable criminal and civil penalties. Refer to regulation 400-87 for more specific information.</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
</tbody>
</table>

Note: Special education students and students enrolled in prekindergarten through grade 2 are disciplined in accordance with provisions of state and/or federal law.
G. Responsibility and Respect for Property

**Fairness, Citizenship, Trustworthiness**

All of us have the right to expect our property to be secure, and all of us have the responsibility to respect the property of others. This includes property belonging to students, staff, and the Board of Education. Should a student choose not to respect others' rights or property, the following consequences will occur.

**KEY**

Lowest tiers of intervention should be considered first, if practicable followed by more intensive consequences.

**Extortion**
The obtaining of property from another, with or without that person's consent, by a wrongful use of force, fear, or threat. The parent or guardian shall be liable for all damages so caused by the student.

**Theft**
The unlawful taking of property or obtaining property by false pretense. The parent or guardian shall be liable for all damages so caused by the student.

**Destruction of Property**
Willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to the school district or another person. The parent or guardian shall be liable for all damages so caused by the student.

**Unauthorized Access to Computer Networks**
Hacking (to gain illegal or unauthorized access to a file or network) or use of another user's account. The student's computer privileges may be revoked.

Note: Special education students and students enrolled in prekindergarten through grade 2 are disciplined in accordance with provisions of state and/or federal law.

H. Responsibility for Maintaining Public Decency and Ethical Behavior

**Trustworthiness, Caring, Respect**

The nature of the school experience demands the highest standards of integrity on the part of all involved. Students have the responsibility to conduct themselves in a manner that demonstrates respect for themselves, each other, the school staff, and the school community. Positive values and attitudes are imperative for student success in the school community as well as in life. Students who choose not to behave in this manner face the following consequences:

**KEY**

Lowest tiers of intervention should be considered first, if practicable followed by more intensive consequences.

**Gambling**
The playing of a game of chance for stakes.

**Plagiarism**
Deliberately presenting work, words, ideas, theories, etc. derived in whole or in part from a source external to the student as though they are the student's own efforts.

A teacher may impose a consequence of disallowing a grade in whole or in part, and/or making an office referral.
**KEY**

Lowest tiers of intervention should be considered first, if practicable followed by more intensive consequences.

<table>
<thead>
<tr>
<th>Cheating</th>
<th>Classroom, Support and Administrative Responses</th>
<th>Support, Removal and Administrative Responses</th>
<th>Support, Removal, Administrative and Exclusionary Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

A teacher may impose a consequence of disallowing a grade in whole or in part, and/or making an office referral.

<table>
<thead>
<tr>
<th>Vulgarity/Profanity</th>
<th>Classroom, Support and Administrative Responses</th>
<th>Support, Removal and Administrative Responses</th>
<th>Support, Removal, Administrative and Exclusionary Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sexual Activity</th>
<th>Classroom, Support and Administrative Responses</th>
<th>Support, Removal and Administrative Responses</th>
<th>Support, Removal, Administrative and Exclusionary Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Harassment/Intimidation</th>
<th>Classroom, Support and Administrative Responses</th>
<th>Support, Removal and Administrative Responses</th>
<th>Support, Removal, Administrative and Exclusionary Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sexual Harassment</th>
<th>Classroom, Support and Administrative Responses</th>
<th>Support, Removal and Administrative Responses</th>
<th>Support, Removal, Administrative and Exclusionary Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
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</table>

1 Offenders will be required to participate in an educational activity. This activity, designed by the school administrator, counselor, or school team, and approved by the building principal, is intended to educate, sensitize, and instill openness, tolerance, and non-discrimination. Cross-reference FCPS Regulation 400-48.

Note: Special education students and students enrolled in prekindergarten through grade 2 are disciplined in accordance with provisions of state and/or federal law.

### I. Responsibility for Maintaining Public Health and Safety

**Citizenship, Responsibility, Caring**

The school community considers the health and safety of our students extremely important. Violations in this area are not only a threat to the individual, but also the school community. Therefore, in order to protect the individual student and the total school environment, health and safety violations are considered serious.

The police shall be notified when a student is in possession of a firearm or weapon or is distributing, using, or believed to be under the influence of drugs, alcohol, or inhalants as described in this section.

Any student who is involved with dangerous drugs or alcohol must schedule a substance abuse assessment with an appropriate provider or agency before returning to school. A school-based administrator may refer a student to the Frederick County Health Department for assessment using the referral form attached to this regulation.
Lowest tiers of intervention should be considered first, if practicable followed by more intensive consequences.

**Drugs, Narcotics, Controlled Dangerous Substances, Inhalants or Alcohol**
- Possession, use, being under the influence to any degree, or being party to an actual or attempted transaction of any of the substances which are or have the appearance of drugs (prescription or non-prescription used outside of their legal medical purposes); narcotics; controlled dangerous substances; drug paraphernalia; inhalants; or alcohol. Steroids are considered a drug.

**Distribution**
- Dispensing, conspiring, or packaging to dispense, with or without the exchange of money, drugs, narcotics, controlled dangerous substances, drug paraphernalia, inhalants, alcohol, or any substance having the appearance of these items.

**Tobacco**
- Possession or use of any type of tobacco product.
- Tobacco products include, but are not limited to, any substance containing tobacco, including cigarettes, smoking tobacco, snuff, chewing tobacco, smokeless tobacco, or any vaporizing device with liquid nicotine (e.g., electronic cigarettes, cigars, pipes).

**Weapon Possession**
- Possession of any instrument that the school administrative staff deems could cause or is intended to cause bodily harm. This category could include but is not limited to a knife, brass knuckles, BB gun, pellet gun, or look-alike weapon.

**Firearm Possession**
- For purposes of definition under this regulation, a firearm is defined under Section 921(a) of Title 18 of the U.S.C.
- Possession of a firearm on school property is inclusive of vehicles parked on school property.

**Serious Acts by Student Leaders**
- Students holding leadership positions or representing the school through academics, athletics, and/or activities, such as a club or organization, who commit an offense classified as a serious unlawful act in the community or a serious suspendable offense.

**Violent Offenses Off Campus**
- "Violent offenses" include, but are not limited to, committing or attempting to commit murder, rape, or assault with a deadly weapon.

Note: Athletes/student leaders are ineligible to participate in practices and/or scheduled activities.

### TIER 1
- Classroom, Support and Administrative Responses

### TIER 2
- Support, Removal and Administrative Responses

### TIER 3
- Support, Removal, Administrative and Exclusionary Responses

Student leaders are defined as students who are involved in extracurricular, co-curricular, clubs, or student representative activities.
Note: VIOLATIONS LISTED BELOW SHALL RESULT IN THE NOTIFICATION OF THE FIRE MARSHAL

### KEY

Lowest tiers of intervention should be considered first, if practicable followed by more intensive consequences.

<table>
<thead>
<tr>
<th>Violation</th>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Explosive Devices and Fireworks</strong></td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>The possession or detonation of any explosive device or fireworks.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bomb Threat</strong></td>
<td></td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>False notification of impending explosion or presence of a bomb.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Arson/Fire</strong></td>
<td></td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Attempting to set, aiding in setting, or setting fire to a building or other property.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>False Fire Alarm</strong></td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Illegally activating a fire alarm or issuing a false fire alarm.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Discharging Fire Extinguishers</strong></td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Willfully and maliciously discharging a fire extinguisher.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### J. Respect for School Administrative Procedures

**Fairness, Citizenship, Responsibility**

In a school, rules are established to protect the rights of everyone and to maintain a level of order that encourages academic and personal growth and success.

The overwhelming majority of students in Frederick County attend school daily, are respectful, and are attentive to those in positions of authority and, if they make a mistake, are honest and contrite about their error and successfully take the steps necessary not to make the same mistake again.

Students who choose not to behave in this manner face the following consequences:

<table>
<thead>
<tr>
<th>Violation</th>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Defiance of Authority</strong></td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>The willful refusal or failure to follow a legal direction/order given by a staff member or school resource officer.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Continued Willful Disobedience</strong></td>
<td></td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Repeated refusal or failure to follow school rules and regulations.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Disruptive Behavior</strong></td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Actions which interfere with the effective operations of the school.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Special education students and students enrolled in prekindergarten through grade 2 are disciplined in accordance with provisions of state and/or federal law.
<table>
<thead>
<tr>
<th><strong>KEY</strong></th>
<th><strong>TIER 1</strong></th>
<th><strong>TIER 2</strong></th>
<th><strong>TIER 3</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowest tiers of intervention should be considered first, if practicable followed by more intensive consequences.</td>
<td>Classroom, Support and Administrative Responses</td>
<td>Support, Removal and Administrative Responses</td>
<td>Support, Removal, Administrative and Exclusionary Responses</td>
</tr>
<tr>
<td><strong>False Identification</strong>&lt;br&gt;Refusal to give identification or giving false identification when requested to do so by a staff member or school resource officer.</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Forgery</strong>&lt;br&gt;The false making or the material altering of a document with the intent to defraud.</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Leaving Campus</strong>&lt;br&gt;Leaving campus during school hours without proper clearance.</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Misbehavior on School Buses</strong>&lt;br&gt;Bus drivers are responsible for the orderly conduct of students while they are on the school bus. Continued disorderly conduct or severe misbehavior shall be sufficient reason for the principal to deny the student transportation on a school bus.</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Student Attire</strong>&lt;br&gt;Students will adhere to dress code provisions as outlined in Board Policy 439.</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Violation of Suspension</strong>&lt;br&gt;Being present on a school campus or at a school activity while on suspension.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Trespassing</strong>&lt;br&gt;Unauthorized presence on school property</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Refusal to Allow Search and Seizure</strong>&lt;br&gt;Willful refusal to cooperate with a school administrator at any time during a search of the student’s person or property.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Class Cutting</strong>&lt;br&gt;Absence from class without permission.</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Truancy</strong>&lt;br&gt;Absence from school without permission. Chronic offenders will be referred to a pupil personnel worker and may receive court intervention.</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Cell Phones and Other Portable Electronic Devices</strong>&lt;br&gt;Student possession or use of portable electronic devices shall not:&lt;a&gt;&lt;ol type=&quot;a&quot; start=&quot;a&quot;&gt; a. Disrupt the learning environment or approved school activity.&lt;br&gt; b. Pose a threat to academic integrity.&lt;br&gt; c. Violate confidentiality or privacy rights of others during the school day as well as during after-school activities or the safe transportation of students.&lt;br&gt; d. Be used to take or transfer any image or recording at any time on school premises without teacher permission.&lt;br&gt; e. Create safety concerns.&lt;/ol&gt;&lt;/a&gt;</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Note: Cross reference FCPS Regulation 400-18

Note: Special education students and students enrolled in prekindergarten through grade 2 are disciplined in accordance with provisions of state and/or federal law.

(* A school principal/designee reserves the right to temporarily secure an electronic device during a student discipline investigation to ensure integrity of the fact-finding process.*)
Lowest tiers of intervention should be considered first, if practicable followed by more intensive consequences.

### KEY
- **Reckless Driving**: Driving on school property in such a manner as to endanger persons or property. Offenders may have their driving privileges revoked by the school.
- **Parking**: Parking in an unauthorized area on school property. The student’s parking privileges may be revoked.
- **Computer Usage**: Unauthorized use of computers or use that violates the acceptable use regulation (400-73). The student’s computer privileges may be revoked.

### TIER 1
**Classroom, Support and Administrative Responses**

### TIER 2
**Support, Removal and Administrative Responses**

### TIER 3
**Support, Removal, Administrative and Exclusionary Responses**

#### NOTE:
A coach or activity supervisor cannot establish rules more or less restrictive than those placed in policy and procedures. Coaches or supervisors may enforce other rules approved by the principal if placed in writing and signed by the student and parent.

#### NOTE: Special education students and students enrolled in prekindergarten through grade 2 are disciplined in accordance with provisions of state and/or federal law.

*Parent conference at school is mandatory. **Refer to definition of Possession.

**Approved:**

Original signed by

Theresa R. Alban  
Superintendent
I. Policy 430

II. Truancy

According to Maryland law, a “truant” is a student who is absent without lawful cause from the attendance for a school day or portion of it.

A student is a “habitual truant” if the student is unlawfully absent from school for a number of days or portion of days in excess of 20 percent of the school days within any marking period, semester or year. Frederick County Public Schools (FCPS) has the prerogative of defining habitual truancy in a more, but not less, stringent manner (e.g. unlawful absences in excess of 15 percent of the school days).

Any student attending kindergarten through grade 12 who is truant, which is defined as being unlawfully absent more than 8 school days in any quarter, 15 school days in any semester, or 20 school days in a school year, must immediately be referred to the pupil personnel worker for intervention.

III. Procedures

Absentee Report/Attendance Register

The absentee report/attendance register is maintained to meet the needs of the local school system and the requirements established by the Maryland State Department of Education. It sets forth the rationale and guidelines for the implementation of a continuous student accounting system, and it allows for flexibility in the manner in which records are maintained in the schools by providing a means for centralizing the function in the school. Attendance should be collected daily by the teacher. Schools are accountable for accurate reporting by creating an original source document, which is maintained in the school office for a period of three (3) years.

1. Tardy Students

Each school is responsible for maintaining a tardy log to record the arrival of tardy students. To the extent possible, the individual in the school office maintaining the tardy log should not be the same individual who maintains the attendance records. The tardy log which indicates late arrivals should be published and disseminated to staff the following day. The tardy log is to be maintained in the school office with the original source documents for attendance for a period of three (3) years.

2. Internal Controls

a. The security of the Frederick County Public Schools (FCPS) Student Information and Gradebook Systems is a top priority within our organization. The following identifies the logical and physical security
regarding all Student Information and Gradebook System data, including enrollment and attendance data:

- The computer operations center is housed in an FCPS building that is secure, with authorized access only.
- Software executable and source code is stored in a password-protected environment with update capability restricted to designated personnel only.
- Database administration is handled by limited personnel, also with security protection.
- Modifications to the Student Information System are made only at the request of known FCPS personnel via signed authorization.
- User access to the Student Information System for each school is protected by end-user level logon security that is assigned by system functionality. All security is also school/building specific. Only those employees with the job assignment need for update capability to enrollment and attendance data are provided the security access to those functions.
- Changes affecting the September enrollment extract data are restricted to one (1) person, who receives direction/supervision from the director of Student Services.

b. School attendance secretaries have password-protected logon IDs to their individual school’s absentee/attendance reporting in Student Information and Gradebook Systems. Only the director of Student Services and the office of System Accountability and School Improvement have the ability to update all school database programs.

3. Coding Absence and Tardiness

Days Absent

An absence record is the aggregate number of days the student was absent during the current school year, to the nearest half-day (implied decimal). If the student has multiple records, there must be an absence item for each record. Days absent for summer withdrawals must be zero (0).

- Students Scheduled for a Full Day
  - A student is counted present for a full day if the student is in attendance four (4) hours or more of the school day.
  - A student is counted present for one-half (1/2) day if in attendance for at least two (2) hours of the school day, but less than four (4) hours.

- Students Scheduled for a Partial Day
  - A student scheduled for less than a full day is to be counted present based on the amount of time he/she is scheduled.
Example: A student scheduled for a two-hour block of time will be counted present for a full day if the student is in attendance for that entire block of time. If the student is absent for that entire block of time, he/she will be counted absent for a full day. A student scheduled for a two-hour block of time will be counted present for ½ day if the student is in attendance for one hour.

A student is counted present if at school or at another place at a school activity sponsored by the school and personally supervised by a member(s) of the school staff. This may include authorized independent study, work study programs, field trips, athletic events, contests, music festivals, student conventions, instruction for home bound students, and similar activities when officially authorized under policies of the local school board. It does not include “making up” school work at home or activities supervised or sponsored by private groups or individuals. Lawful and unlawful absences are both counted as an absence.

When recording an absence, the appropriate code regarding the cause of the student’s absence shall be designated as indicated below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Lawful Cause of Absence - COMAR 13A.08.01.03</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Death in the immediate family</td>
</tr>
<tr>
<td>02</td>
<td>Illness of the child - (The principal may require a physician's certificate from the parent or guardian of a child reported continuously absent for illness.)</td>
</tr>
<tr>
<td>04</td>
<td>Court summons</td>
</tr>
<tr>
<td>07</td>
<td>Hazardous weather conditions - (Interpreted to mean weather conditions, which endanger the health or safety of the students when in transition to and from school.)</td>
</tr>
<tr>
<td>08</td>
<td>Work or activity approved or sponsored by the school, the local school system, or the state education agency, accepted by the local superintendent of schools or the school principal, or any persons duly authorized by the superintendent or principal, as reason for excusing the students.</td>
</tr>
<tr>
<td>09</td>
<td>Observance of religious holiday (up to three [3] per school year)</td>
</tr>
<tr>
<td>10</td>
<td>State emergency</td>
</tr>
<tr>
<td>13</td>
<td>Other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.</td>
</tr>
<tr>
<td>17</td>
<td>Health Exclusion– Used when the school is excluding a student because of health concerns (i.e., lack of immunization, conjunctivitis, lice infestation, etc.)</td>
</tr>
<tr>
<td>18</td>
<td>Suspension – (Reference FCPS Regulation 400-04)</td>
</tr>
</tbody>
</table>
• In-School Suspension
• Short-Term Suspension
• Extended Suspension
• Expulsion (separate and exclusive from suspension)

19 Lack of authorized transportation – (Shall not include students denied authorized transportation for disciplinary reasons.)

**Code Other Causes of Absences - Lawful (determined by the principal)**

03 Doctor’s note

14 Illness in family

15 Impoverished Condition

16 Vacation - (Students who take trips with approval of their parents may be excused no more than two [2] times during the school year for a combined maximum of five [5] days with prior written notice to the principal.)

23 College Visits - (Visits by students to prospective colleges are excused up to four [4] days per year. In an unusual circumstance, the principal may allow additional excused days.)

**Code Other Causes of Absence - Unlawful**

20 Truancy - (A truant is a student who is absent without lawful cause as defined in COMAR 13A.08.01.03 from the attendance for a school day or portion of it.)

21 Other

At all times, the register should contain an accurate record of a student’s attendance to date and should be available for review. Schools maintaining student enrollment and attendance records by computer should design the system so that:

a. Those data items specified for inclusion in the register may be collected and become integral parts of the student record maintained in the computer; and

b. Required summaries and reports may be generated at appropriate times.

The absentee report/attendance register should be run at the end of each month during the school year. It should include all students who have attended each school for that month, regardless of enrollment status.

4. Attendance Summary Report

The attendance summary report will be compiled at the end of each school year.
IV. Attendance Procedures for Pregnant and Parenting Students

A. A student’s absence due to a student’s pregnancy or parenting needs is a lawful absence as provided in Maryland law and acknowledged in Board of Education (Board) Policy 430 Attendance at Schools.

B. Pregnant or parenting student absences due to pregnancy, or pregnancy-related conditions, shall be excused. Examples are:

1. Labor;
2. Delivery;
3. Recovery; and
4. Prenatal and postnatal medical appointments.

C. At least ten days of excused absences will be provided for a parenting student after the birth of the student’s child.

D. Parenting-related absences due to an illness or medical appointment of the student’s child, including up to four days of absences per school year for which the school may not require a note from a physician, shall be excused.

E. Any absence due to a legal appointment involving the pregnant or parenting student that is related to family law proceedings, including adoption, custody and visitation shall be excused.

F. In addition to home and hospital services, a school may allow the pregnant or parenting student to make up the work that the student missed in a time period that equals at least as many days that the student was absent, and allow the student to choose one of the following alternatives to make up work that the student missed:

1. Retake a semester;
2. Participate in an online course credit recovery program; or
3. Allow the student six weeks to continue at the same pace and finish at a later date.

References: Title IX of the Education Amendments of 1972
Annotated Code of Maryland, Education Article, §7-301
Cross reference Board Policy 430

Approved:

Original signed by
Theresa R. Alban
Superintendent
I. Policy

II. Procedures

A. Unapproved athletic activities prohibited

An athletic activity that is new to the school system or to the grade level may not be organized or administered without the express approval of the Superintendent.

B. Approval procedure

1. Citizens and employees seeking to initiate a new athletic activity under this regulation are to inform the principal.

2. If the principal concurs with the initiative, the principal must submit a written proposal to the deputy superintendent. The proposal should: a) explain why the activity is desired; b) estimate the number of students expected to participate; c) identify the funding source; d) document that coaches will be available; e) specify the facilities that will be needed and available; f) cite what opponents will exist; and g) detail how other relevant logistics will be implemented (such as scheduling, uniforms, equipment, practice arrangements, transportation, safety measures, etc.).

3. The request for a new athletic activity must be coordinated with the school system's budget process and the school's budget process.

4. The deputy superintendent shall forward the principal's proposal to the Superintendent. The deputy superintendent shall include a recommendation of approval or nonapproval along with any suggested changes to the proposal.

5. The Superintendent shall decide whether the proposed activity is approved and, if so, how it is to be implemented.

Approved:

Original signed by

Noel T. Farmer, Jr.
Superintendent
I. Policy 509

II. Procedures

A. A student, to be eligible to participate in extracurricular activities, must have the minimum of a 2.00 grade point average and no "F" or "WF" grades. Grades used to determine eligibility will be recorded on report cards and interim reports. Grades used to determine ineligibility will be 9-week term grades only. Eligibility/ineligibility for fall extracurricular activities is determined by the fourth term grades from the previous year.

1. The student will become eligible/ineligible on the first school day following the system-designated posting date for that marking period. The June posting date will serve as the designated eligible/ineligible day for all fall activities. Students may also become eligible on the first school day following the system's designated posting date for that interim report grade.

2. In any grading period, if a student has made a schedule change, and if the student receives an interim report for either class involved in the schedule change, then the class in which the student has been enrolled for the most number of days (within the reporting period) will be used to determine the student's eligibility.

3. When a student believes that a procedural error has occurred through a miscalculation, omission or an inaccurate reporting in the awarding of a grade, an appeal may be made to the school principal. The student in this situation must be prepared to demonstrate in his/her appeal the circumstances that may have created an incorrect grade. This appeal must be initiated by the student in writing within five (5) school days of the system designated day for posting grades for that marking period. Until a decision is rendered by the principal, the student remains ineligible. The principal will render a decision within five (5) school days.

A student may further appeal to the deputy superintendent who serves as the Superintendent’s designee and, thereafter, to the Board in accordance with Board Policy 105 if the student is alleging a procedural or due process error.

4. Each high school must develop a procedure to inform all students that are ineligible on the school system designated day for posting grades.
B. The student may practice during an ineligibility period, but may not accompany the team or group or be excused from any class for the extracurricular activity concerned.

C. A student who becomes ineligible as determined by fourth term grades in June may participate in practice sessions for fall extracurricular activities. The ineligible student may not perform, accompany the team or group or be excused from any class for any extracurricular activity. Eligibility will be determined at the issuance of the first interim report in the first term of the new school year.

D. These standards apply only to extracurricular activities.

1. "Extracurricular activities" are those school-sponsored activities other than regular class activities in which the student represents the school. (Examples: athletics, student clubs/organizations, class/club officers.)

2. "Regular class activities" (co-curricular) are those activities which are countywide expectations for a particular class and in which all students in the class must participate as part of their grade. These activities are designated in the course guide program overview. (Examples: band, chorus, drama.)

E. The policy becomes effective for ninth grade students at the posting date of the first 9-week marking period.

F. Summer school, Frederick County Virtual School and Dual Enrollment grades do not affect academic eligibility at this time.

G. Only those students enrolled full time (4 credits per year or 2 credits per semester) in a high school are eligible for participation in extracurricular activities. The school principal may request an exemption to this requirement from the director of high schools. Participation will be allowed and facilitated for disabled students as required by federal and state regulations.

H. The grade weighting procedure shall not be used for eligibility/ineligibility purposes.

I. The student’s grade point average will be determined on a course-for-course basis.

J. Students who receive a grade of incomplete will remain ineligible until the grade has been changed and eligibility status verified.

Approved:

Original signed by

Theresa R. Alban
Superintendent
**Purpose**  To establish Board of Education of Frederick County (Board) expectations as they relate to student participation and equity in extracurricular activities and athletic programs which promote a culture of civility and positive behavior.

**Policy Statement**  The Board recognizes the value of student participation in extracurricular activities and understands such programs serve as a viable complement to a student’s overall educational experience. Academic achievement for each and every student is the cornerstone of the Board’s goals, as is creating a culture of wellness for all students. Therefore, time commitments for extracurricular activities will incorporate these goals to achieve a reasonable balance for students who seek to participate in extracurricular activities.

Extracurricular activities promote student achievement and engagement in the school community and present opportunities to learn teamwork, fairness, respect, and collaborative problem-solving skills necessary to be productive citizens.

This policy promotes equity of access to extracurricular activities for all students. Additionally, this policy reflects the value of all courses taken through Frederick County Public Schools (FCPS) by including dual enrollment, virtual and summer session classes.

**Definitions**

“Co-curricular” relates to programs and activities associated with a particular class and in which all students in the class must participate as part of the grade.

“Extracurricular activities” are school-sponsored activities beyond regular class activities in which the student represents the school, such as athletics, clubs/organizations, or class/club officers.

“Corollary athletic program” is specifically designed to combine groups of students with and without disabilities together in physical activity and competition.
509.1 Permitted Activities

Extracurricular activities are provided as follows:

A. With the exception of paragraph B below, extracurricular activities are offered to students in grades nine through twelve.

B. Exceptions may be made for elementary and middle school students by the Superintendent’s designee when younger students are needed for a drama or musical theater program.

C. In grade kindergarten through eight, interscholastic sports and marching band are not part of the school program for the students.

D. Co-curricular programs and activities are those activities which are countywide expectations for a particular class and in which all students in the class must participate as part of their grade. These activities are designated in the course guide program overview, such as band, chorus, or drama.

509.2 Academic Standards for Participation in Extracurricular Activities

The school system considers participation in extracurricular activities a student privilege not a student right. Therefore, in order to participate in extracurricular activities, a student must maintain specific academic standards as established in FCPS Regulation 500-24.

509.3 Conduct Standards for Extracurricular and Co-Curricular Activities

Any behavior that is deemed derogatory, disruptive or detrimental to the team may bring consequences ranging from diminished playing time to dismissal from the team in addition to consequences outlined under FCPS Regulation 400-08 Discipline. Appropriate school staff and/or coach shall be responsible for deciding appropriate discipline in accordance with FCPS Regulation 400-08 Discipline and the Guide for Student-Athletes and Parents. Note: The Guide includes a link to FCPS Systemic Procedures for Reporting Accusations/Use of Racial Slurs or Discriminatory Practices.

FCPS employees, volunteers or spectators who behave in a derogatory or disruptive manner may be subject to disciplinary action up to and including denial where appropriate, ineligibility to be a volunteer and/or restricted access to FCPS property.

509.4 Access and Equity

A. The Board supports provisions of Title IX and the implementation of the athletic program to reflect equity in funding, scheduling, and access to program and facilities. The program will allow all interested students, an equitable opportunity to enjoy the benefits of athletic participation and to pursue the academic requirements for a high school diploma.

B. The Board supports provisions of the corollary athletic program, which promotes the inclusion of students with disabilities in school athletic programs.
All students with disabilities will have opportunities for participation in mainstream physical education and interscholastic athletic programs. Appropriate and reasonable accommodations for students with disabilities shall be provided. Adapted physical education programs and corollary athletic programs will be available to all students.

C. Athletic programs are administered in accordance with the regulations of the Maryland Public Secondary Schools Athletic Association (MPSSAA).

D. The Superintendent shall develop regulations for implementation of the intent of this policy and provide an annual report to the Board.

E. Complaints alleging Title IX violations as they relate to inequity or discrimination in interscholastic high school athletics may be submitted to the Supervisor of Athletics and Extracurricular Activities who serves as the Title IX coordinator for such allegations.

Note: Complaints from employees or applicants alleging Title IX violations as they relate to sexual discrimination should refer to Board Policy 116 Title IX Sexual Harassment and Board Policy 309 Discrimination Unlawful.

<table>
<thead>
<tr>
<th>Legal Reference</th>
<th>COMAR 13A.06.03 Interscholastic Athletics in the State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COMAR 13A.06.04 Corollary Athletic Program</td>
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<tr>
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<td>Title IX, Education Amendments of 1972, 20 U.S.C. 1681</td>
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<tr>
<th>Source Documents</th>
<th>Board Policy 116 Title IX Sexual Harassment</th>
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<tr>
<td></td>
<td>Board Policy 444 Educational Equity</td>
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<td></td>
<td>FCPS Regulation 400-08 Discipline</td>
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<td></td>
<td>FCPS Regulation 400-48 Bullying-Harassment-Intimidation Complaint Process for Students</td>
</tr>
<tr>
<td></td>
<td>FCPS Regulation 500-24 Academic Standards for Participation in Extracurricular Activities in High School</td>
</tr>
</tbody>
</table>

OUT-OF-SEASON COACHING GUIDELINES

1. Coaching Window: Monday following the final state championship in May or June until the first day of fall practice.

2. Participation cannot be mandatory, cannot be used as criteria for team selection and cannot be used to determine regular season roster or playing time.

3. Using local youth organizations, county or city recreation departments, or other established clubs and organizations to sponsor, host or manage leagues, clinics and events is preferred.

4. All practices are team practices and must not exceed the number of scheduled days of competition (for example: 10 scheduled days of competition allow a maximum of 10 scheduled practices).

5. No school, coach or school-affiliated groups may sponsor a team, league or tournament, or team camp.

6. When using school facilities outside groups who sponsor the leagues must complete a Use of Facility Form and comply with all FCPS Facility Use Guidelines.

7. No school names, uniforms or equipment may be used.

8. No school or school-related organization funds may be used to support or sponsor a team, league or tournament, or team camp.

9. School coaching staffs may work with a maximum of two players per day.
Use of Personal Trainers

Personal Trainers may be used out of season under the following conditions:

- If the personal trainer is volunteering his/her time under the direct supervision of a FCPS coach at a school sponsored event.
- If it is a camp or pre-season activity, not under the direct supervision of a FCPS coach, then it is by definition an outside user activity. One of the following two scenarios must exist:
  1. A Use of Facilities Form must be filled out by the personal trainer and they must demonstrate that they are a non-profit group and provide evidence of the proper insurance.
  2. An Athletic Boosters Club must sponsor them. The Athletic Booster Club must fill out the Use of Facilities Form and provide evidence of the proper insurance. If payment is involved, student-athletes must pay the Athletic Boosters for any fees to participate in the camp or pre-season activity. The Athletic Boosters will be responsible for payment to the personal trainer. The school or FCPS is not responsible for payment.
Important Workplace Safety Notices for All Employees

The Board of Education desires to maintain a safe, healthy, and productive environment for all employees and students of the Frederick County Public Schools. The following describes Board policies and regulations concerning sexual harassment, weapons, alcohol, drugs, and tobacco and the standards of conduct with which all employees must comply in regard to these policies. For additional detail, please refer to the policies referenced or contact the individual listed.

Sexual Harassment

The Board of Education prohibits discrimination on the basis of sex in its education program, activities, or employment as required by Title IX of the 1972 Education Amendments and Title VII of the Civil Rights Act of 1964. The Board recognizes sexual harassment as a form of sexual discrimination.

In the belief that sexual harassment is offensive and morally wrong, the Board prohibits sexual harassment of or by employees, students, volunteers, vendors, or others having business or contacts with the school system. The Board will investigate all complaints of sexual harassment and take appropriate action to end the harassment. Employees and students who violate this policy will be disciplined. (See Policy 318.)

Contact: Executive Director of Human Resources – 301.644.5086

Weapon Possession

It is a serious offense to possess any rifle, gun, knife, or deadly weapon of any kind on any school property in Maryland. Offenders face criminal prosecution from the State’s Attorney’s Office and severe personnel consequences including termination from school system employment. FCPS Reg. 300-39 details the law and consequences. This regulation does not pertain to use of antique weapons for historical demonstrations and classroom presentations as outlined in Reg. 200-47.

Contact: Executive Director of Legal Services – 301.696.6851

Drug, Alcohol, and Tobacco-free Workplace

The Board of Education desires to maintain a safe, healthy, and productive environment free of alcohol, tobacco, and other drugs and hereby establishes a drug, alcohol, and tobacco-free environment. The possession, distribution, sale, or use of alcohol, tobacco, or any illegal or illicit drug, in any dorm, on school property or school-sponsored event* at any time is prohibited. In addition, students may not possess or use drugs, alcohol, or tobacco in any form on or off school property as identified in regulation. This policy does not apply to individuals providing an educational unit on the effects of tobacco, alcohol, or drugs.

* School property means school buildings, school grounds, school system owned or leased vehicles, and any other location that is used for a school-sponsored event. For students, it includes any other location used for official curricular or extracurricular activities, including any field trips.

* School-sponsored event means an event organized by an employee in the scope of their employment.

All individuals employed by the board have the responsibility to work diligently to discourage and prevent the use of drugs, alcohol, steroids, and tobacco by students (Policy 112.3.A).

Policy 112 details the provisions applicable for employees and students. The Board of Education will refer violations to law enforcement officials for prosecution and will take appropriate disciplinary action against an offender up to and including suspension or termination of employment. The Board may require the employee to participate in a drug and alcohol abuse assistance or rehabilitation program.
112.1 Purpose

The Board of Education (Board) values health and wellness, and promotes educational programs and activities to maintain a safe, healthy, and productive environment. The possession, distribution, sale, or use of alcohol, tobacco, or any illegal or illicit drug, in any form, on school property at any time is prohibited. This policy does not apply to individuals providing an educational unit on the effects of tobacco, alcohol, or drugs.

Exemptions:

A. **Health/instructional**: For purposes of the policy, it shall not be considered a violation for individuals or schools to possess or house products that contain alcohol or drugs as it relates to legitimate health and educational program needs.

B. **Religious**: For purposes of the policy, it shall not be considered a violation for students to consume alcohol for legitimately recognized religious ceremonies as verified by parents/legal guardians.

112.2 Definitions

A. **Alcohol** – Alcoholic beverages and/or any other intoxicating liquid that contains one half of one percent or more of alcohol by volume.
B. **Drug** means:

1. Substances recognized in the official United States Pharmacopoeia, official homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; and
2. Substances intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in humans or animals; and
3. Substances (other than food) intended to affect the structure or any function of the body of humans or animals; and
4. Substances intended for use as a component of any article specified in clause 1, 2, or 3 of this paragraph; but does not include devices or their components, parts, or accessories.

C. **Drug** includes:

1. A controlled dangerous substance that is regulated under the Federal/Maryland Controlled Dangerous Substance Act. **Note**: Anabolic steroids are included within this definition.

   Although under Maryland law individuals may be issued written certifications for medical cannabis, under the Federal Controlled Substances Act medical cannabis remains classified as a Schedule I drug with no accepted medical use.

2. A prescription medication used or dispensed improperly or in contradiction to the prescription.

3. A chemical substance when used for unintended and harmful purposes.

D. **Tobacco**, for the purposes of this policy, includes any lighted or unlighted cigarette, cigar, pipe, bidi, hookah smoking product, clove cigarette and any other smoking product, spit tobacco (also known as smokeless, dip, chew, snuff, in any form), nicotine or nicotine-delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute. This does not include FDA-approved nicotine replacement therapy products used for the purpose of cessation that do not emit vapor or smoke.

   The prohibition against tobacco also includes electronic cigarettes, meaning any oral device that provides a vapor of liquid nicotine, lobelia and/or other substance and the use of inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as vaporizers, e-cigarettes, e-cigars, e-pipes or any other electronic nicotine delivery system under any product name or description.

E. **School buildings** means local school system owned or leased buildings.

F. **School grounds** means local school system owned or leased land that surrounds a school building.
G. **School property** means school buildings, school grounds, school system owned or leased vehicles, and any other location that is used for a school-sponsored event. For students, it includes any other location used for official curricular or extracurricular activities, including any field trips.

H **School-sponsored event** means an event organized by an employee in the scope of their employment.

112.3 **Provisions Applicable to Employees**

A. All individuals employed by the Board have the responsibility to work diligently to discourage and prevent the use of drugs, alcohol, steroids, and tobacco by students. Employees are prohibited from engaging in any of the above in the presence of students at a school-sponsored event; and in the absence of students, employees are prohibited from engaging in any of the above while performing official business on behalf of the school system as directed by his/her supervisor.

B. Any violation of this policy may result in appropriate disciplinary action against an offender up to and including suspension or termination of employment. Any illegal activities may be referred to law enforcement officials. An employee may be required to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.

C. All employees will be furnished information periodically about the dangers of drug abuse in the workplace and informed about drug or alcohol counseling and rehabilitation programs.

D. Eligible employees may also access services through the employee assistance program offered through the Frederick County Public Schools (FCPS) medical plan.

E. Any employee who is taking medication which may affect the employee’s ability to perform a job in a safe and productive manner, must report such use to the work site supervisor. The supervisor, in consultation with Human Resources/Employee Benefits staff, will determine if the employee should remain at work, be restricted in duties, or be sent home.

NOTE: Employees may not be under the influence of medical cannabis while they are acting in the scope of their employment.

F. Employees must notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Appropriate disciplinary action against the offender up to and including suspension or termination of employment will be taken which may require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program.

112.4 **Provisions Applicable to Students**

A. The school system shall take appropriate disciplinary action against a student who violates these standards up to and including suspension and expulsion and referral for prosecution. The student may be required to complete an appropriate rehabilitation program. Students and parents will be informed about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students.
B. Age-appropriate, developmentally-based drug and alcohol education and prevention programs must be provided for all students in all grades. The programs must address the legal, social, and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

C. A drug and alcohol assessment is mandatory for students who are suspended for substance abuse. The assessment procedure requires family involvement conducted for the purpose of providing consultation and suggestions to the family. This is a combined effort of the Frederick County Health Department and the Frederick County School Counseling Program.

D. Teachers and other staff members who suspect a student of violating this policy must refer the student to the building administrator. Students seeking help should not be referred for disciplinary action. Administrators are to investigate possible violations in accordance with regulations issued by the Superintendent. Administrators must assure that any disciplinary action is taken in accordance with due process.

112.5 Provisions Applicable to Outside Persons and Groups

A. Individuals other than employees/students who violate the policy shall be reported to the appropriate police authority.

B. Outside individuals who violate the policy regarding tobacco use shall be subject to the following:

- **1st offense**: Verbal warning that must include the explanation of the Board policy.

- **2nd offense**: Written statement of the policy shall be issued with the warning that a no trespass letter will be filed with the police if the violations continue.

- **3rd offense**: No trespass letter issued with stipulation that the violator can only be on local school system owned or leased property with administrator or manager permission.

C. Any person or organization permitted to use school buildings or school grounds (e.g., use of facility form) must comply with the policy. Violations of the policy will result in the use permit being terminated through the remainder of the use period.

D. This policy shall also be in effect for any person or entity leasing or otherwise occupying a school system owned building. Violations of the policy will result in reporting the violation to the lessor, in writing, with a specific request for compliance.
112.6 Provisions Applicable to Heroin and Opioid Education and Awareness

The Board recognizes its role and responsibility to work jointly and collaboratively with the Frederick County Health Department and the Maryland State Board of Education to execute its responsibility under the Heroin and Opioid Education and Community Action Act of 2017 (Start Talking Maryland Act) as it relates to:

- implementing curriculum related to heroin and opioid addiction and prevention,
- administration of naloxone or other overdose-reversing medication to an individual on school property who is believed to be experiencing an opioid overdose,
- to store such medication according to state regulation; and
- to provide notification of this policy to parents/guardians of FCPS students.

The Superintendent is directed to issue regulation to implement the mandates of this policy.
POLICY 112 Q & A GUIDELINES

Drug, Alcohol, and Tobacco-Free Workplace and School System (Excerpt from Board Policy 112)

The Board of Education desires to maintain a safe, healthy, and productive environment free of alcohol, tobacco, and other drugs and hereby establishes a drug, alcohol, and tobacco-free environment. The possession, distribution, sale, or use of alcohol, tobacco, or any illegal or illicit drug, in any dorm, on school property or school-sponsored event* at any time is prohibited. In addition, students may not possess or use drugs, alcohol, or tobacco in any form on or off school property as identified in regulation. This policy does not apply to individuals providing an educational unit on the effects of tobacco, alcohol, or drugs.

* School property means school buildings, school grounds, school system owned or leased vehicles, and any other location that is used for a school-sponsored event. For students, it includes any other location used for official curricular or extracurricular activities, including any field trips.

* School-sponsored event means an event organized by an employee in the scope of their employment.

* Policy 112.3 A. and B. states:
  A. “All individuals employed by the board have the responsibility to work diligently to discourage and prevent the use of drugs, alcohol, steroids, and tobacco by students. Employees are prohibited from consuming alcohol in the presence of students at a school-sponsored event; and in the absence of students, employees are prohibited from consuming alcohol while performing official business on behalf of the school system as directed by his/her supervisor.
  B. Any violation of this policy may result in appropriate disciplinary action against an offender up to and including suspension or termination of employment. Any illegal activities may be referred to law enforcement officials. An employee may be required to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.”

Q & A

With regard to Policy 112, the following questions and answers may provide further guidance:

1. **As a coach, what are the expectations for “school-sponsored events” under Board Policy 112?**

   A. A “school-sponsored event” under Board Policy 112 means any activity/event that is a normal part of team “operations.” This includes but is not limited to activities associated with such items as pre/post season meetings with athletes and parents, practices, games, recognition ceremonies, and similar gatherings where team business is all or part of the event. Team activities are not limited to those occurring on school campuses as also stated in Board Policy 112. Coaches are expected to consult with their school administration/athletic director when holding team events off school campus that are not part of the normal practice/game schedules.

2. **Is my home considered “school property”?**

   A. Board Policy 112 indicates that, school property means “any other location that is used for a school-sponsored event.” So, yes, if you are using your home for a team activity that is approved by the principal or assistant principal it can be considered school property.

3. **If I attend a professional conference or meeting where students are not present and alcohol is available, may I elect to consume in that setting without violating Board Policy 112?**

   A. Yes, if your attendance is voluntary. Based on Board Policy 112.3 B., employees are prohibited from consuming alcohol in the presence of students at a school-sponsored event, and in the absence of students, employees are prohibited from consuming also while performing official business on behalf of the school system as directed by his/her supervisor. Consequently, you may elect to consume alcohol if your attendance at the conference or meeting is voluntary (i.e., your supervisor is not requiring your attendance; rather it is by personal choice that you are attending.)
I. Policy 400.1

II. Procedures

A. The Board of Education of Frederick County establishes policies to provide focus and strategic guidance of the school system. The superintendent of schools establishes regulations to provide procedural guidelines for administrative staff in the implementation of board policies.

B. The superintendent’s advisory council provides input from a wide range of perspectives in the continued evaluation of school system regulations and procedures. The advisory council is comprised of individuals appointed by the superintendent representing diverse viewpoints from various offices within the school system and the community including: administrative staff; PTA representatives; teachers’, support personnel, and administrative and supervisory unions; and members of the local business community.

The council may provide input on development and/or modification of regulations that govern the day-to-day operations of the school system. Staff members who wish to propose new regulations or modify existing regulations may present a proposal to the council for review. Unless otherwise waived by the superintendent, such proposals must be submitted by a council member. On occasion, the advisory council is asked to provide input regarding recommended changes to board policy prior to presentation to the board.

Policies and regulations are maintained on the FCPS web site by the Office of Legal Services. Policies and regulations are continually revised and updated to comply with state and federal laws and the school system is apprised of these revisions via the FCPS web site and email notices to all departments and schools.

C. The Office of Legal Services coordinates the superintendent’s advisory council meetings and distributes the meeting agendas. Members must submit items for the agenda to the executive director of legal services at least one week prior to the meeting.

Approved

Original signed by

Linda D. Burgee
Superintendent
This document highlights portions of some BOE policies and FCPS regulations pertaining to coaching. Access complete policies and regulations at www.fcps.org

➢ select red tab About FCPS
➢ select Policies and Regulations at drop-down menu

Regulation 200 FCPS Policies & Regulations

The Board of Education of Frederick County establishes policies to provide focus and strategic guidance of the school system. The superintendent of schools establishes regulations to provide procedural guidelines for administrative staff in the implementation of board policies.

Policy 112 Drug, Alcohol & Tobacco-Free Workplace & School System

The board desires to maintain a safe, healthy, and productive environment free of alcohol, tobacco, and other drugs and hereby establishes a drug, alcohol, and tobacco-free environment applicable to anyone on its premises. The possession, distribution, sale, or use of alcohol, tobacco, or any illegal or illicit drug, in any form, on school property at any time is prohibited. In addition, students may not possess or use drugs, alcohol, or tobacco in any form on or off school property as identified in regulation. This policy does not apply to individuals providing an educational unit on the effects of tobacco, alcohol, or drugs.

Policy 318 Sexual Harassment

A. The board prohibits discrimination on the basis of sex in its educational program, activities, or employment as required by Title IX of the 1972 Education Amendments and Title VII of the Civil Rights Act of 1964 and recognizes sexual harassment as a form of sexual discrimination. (Cross-reference Regulation 400-48.)

B. It is the policy of the board to maintain a learning and working environment that is free from sexual harassment. The board believes that sexual harassment is offensive and morally wrong. Therefore, the board prohibits sexual harassment of, or by, employees, students, volunteers, vendors, or others having business or contacts with the school system. The board will investigate all complaints of sexual harassment and take appropriate action to end the harassment. Employees and students who violate this policy will be disciplined, as outlined in section 318.8 of this policy.

Regulation 200-23 Bloodborne Pathogen Control

The Frederick County Public School system is committed to providing a safe and healthful work environment for all employees. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens.” Additionally, the exposure control plan provides direction regarding necessary actions following an exposure and information regarding training and record keeping requirements.

Bloodborne pathogens include, but are not limited to Hepatitis B virus (HBV), Hepatitis C and human immunodeficiency (HIV).
NOTE: This protocol applies to Frederick County Public School system employees. (When a student has been exposed to blood, the principal/principal's designee shall notify the student’s parent/guardian(s). The parent/guardian(s) are then responsible for the treatment and follow-up of the student.)

Regulation 200-39 EpiPen-Allergic Reactions

Many individuals may have life threatening allergic reactions when exposed to a wide variety of substances. An EPI PEN is a pre-filled syringe designed to automatically inject epinephrine (adrenaline) into the outer thigh to provide initial emergency treatment for these reactions. When an EPI PEN is used, 911 must always be called.

Regulation 300-7 Reporting Allegations of Fraud or Illegal Activity Impacting FCPS Business Operations

It is an expectation that management will create a culture that supports employees who wish to report dishonest, fraudulent or illegal activities. Employees are also expected to embrace and support a climate that promotes ethical behavior. It is important that employees wishing to make an oral or written report understand the degree to which their identity can be held confidential. It is an expectation that supervisors ensure that the employee(s) making the initial report will not be responsible for conducting an investigation, determining fault or recommending disciplinary action. Finally, it is important that the employee(s) understand that retaliation will not occur.

Regulation 400-15 Assignment & Transfer of Students

The Department of Student Services receives requests for student transfers to schools outside of the student’s home attendance district. These written requests from parents or guardians may be granted if one (1) or more of the [stated] conditions exist, the school being requested is not restricted to out-of-district transfers, and it does not pose an undue burden on the school system.

Transferring for the purpose of participating in athletics is not a legitimate reason to request a transfer.

Regulation 400-28 Student Accident Reports

The board of education carries a comprehensive general liability insurance policy to protect it and its personnel in the event of bodily injury to a student for which the board of education and/or its employees may be held liable.

A student accident insurance program is available. The board of education's function in this program is the timely completion of claim forms for accidental injuries to students for parents' submission to the insurance carrier.

All students desiring to participate in athletics are required to provide proof of medical insurance coverage in order to participate. Students who participate in football are required to purchase a special student accident insurance that is available or produce satisfactory evidence that the parents have insurance providing similar coverage.
Regulation 400-46 Student Travel

Schools shall provide Board of Education of Frederick County vehicles to transport students whenever possible. If the school system provides bus transportation, it is an expectation that students will ride the bus for activities and events unless granted an exception under Section B.

Regulation 400-47 Child Abuse & Neglect

The legal responsibility to make determination of abuse or neglect is vested in the agency authorities to whom the report is made. Any person who makes or participates in the making of a good faith report of abuse or neglect or participates in the investigation or in a judicial proceeding resulting from the report is immune from any civil liability or criminal penalty. The identity of the reporter is kept confidential, however, the reporter may be subpoenaed to testify to knowledge he/she may have regarding health and safety matters concerning the alleged victim.

Maryland law requires that every employee and volunteer of the local school system, health practitioner, human services worker, or law enforcement officer who has reason to believe that a child has been subjected to physical abuse, sexual abuse, mental injury or neglect shall immediately report to the local department of social services or appropriate law enforcement agency. The oral report must be made as soon as reasonably possible. At the same time, the employee shall also notify the school principal/designee or immediate supervisor, if the person is not school based.

Regulation 400-48 Bullying, Intimidation & Harassment

All school employees who observe, receive reports of, overhear, or otherwise witness bullying, intimidation, or harassment or to whom such harassment is reported shall take prompt and appropriate action.

Staff members who engage in or fail to appropriately address bullying, intimidation, or harassment may be subject to disciplinary consequences up to and including termination. Per Maryland law, a school employee who reports an act of bullying, intimidation, or harassment in accordance with this regulation is not civilly liable for any act or omission in reporting or failing to report an act of bullying, intimidation, or harassment.

**NOTE:** Cross-reference policies 305 and 323 for information regarding consequences. Cross-reference regulation 400-66 for disability discrimination regarding 504 issues.

Regulation 400-92 Physical Education and Athletic Programs for Students with Disabilities

(Refer to Policy 402 and COMAR 13A.06.03). This regulation is based on recent state legislation to promote and protect the inclusion of students with disabilities into physical education and athletic programs.

Regulation 500-24 Academic Standards Extracurricular Activities

"Extracurricular activities" are those school-sponsored activities other than regular class activities in which the student represents the school. (Examples: athletics, student clubs/organizations, class/club officers.)
Section 4

Calendars & Schedules
2020-2021 Athletic Director Meetings

*Additional virtual meetings may be scheduled due to RTP, etc.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Wednesday, September 09, 2020</td>
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## 2021-2022 FCPS Athletics

“Creating a Culture Committed to Excellence in Academics, Athletics, & Character Development”

### 2021-2022 First Day of Sports Season

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<th>Season</th>
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<tr>
<td>Fall</td>
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### 2021-2022 FCPS Athletic Championship Events

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</tr>
</thead>
<tbody>
<tr>
<td>FCPS Golf Tournament</td>
<td>Tuesday, September 14, 2021</td>
<td>Clustered Spires</td>
</tr>
<tr>
<td>FCPS Unified Tennis Tournament</td>
<td>Monday, October 11, 2021</td>
<td>Baker Park</td>
</tr>
<tr>
<td>FCPS Fall Cheerleading Competition</td>
<td>Monday, October 25, 2021</td>
<td>Gov. Thomas Johnson HS</td>
</tr>
<tr>
<td>FCPS Cross Country Meet</td>
<td>Thursday, October 28, 2021</td>
<td>Linganore HS</td>
</tr>
<tr>
<td>FCPS Indoor Track and Field Meet</td>
<td>Saturday, January 15, 2022</td>
<td>Hagerstown Community College</td>
</tr>
<tr>
<td>FCPS Winter Cheerleading Competition</td>
<td>Wednesday, January 19, 2022</td>
<td>Urbana HS</td>
</tr>
<tr>
<td>FCPS Unified Bocce Tournament</td>
<td>Wednesday, January 19, 2022</td>
<td>Tuscarora HS</td>
</tr>
<tr>
<td>FCPS Diving Meet</td>
<td>Thursday, February 11, 2022</td>
<td>Walkersville HS</td>
</tr>
<tr>
<td>FCPS Swimming Meet</td>
<td>Saturday, February 12, 2022</td>
<td>Walkersville HS</td>
</tr>
<tr>
<td>FCPS Wrestling Tournament</td>
<td>Friday, February 18, 2022</td>
<td>Catoctin HS</td>
</tr>
<tr>
<td>FCPS Unified Track &amp; Field Meet</td>
<td>Monday, April 25, 2022</td>
<td>Governor Thomas Johnson HS</td>
</tr>
<tr>
<td>FCPS Outdoor Track and Field Meet</td>
<td>Thursday, May 12, 2022</td>
<td>Governor Thomas Johnson HS</td>
</tr>
<tr>
<td>FCPS Tennis Tournament</td>
<td>Friday, May 13, 2022</td>
<td>Baker Park/Frederick HS</td>
</tr>
</tbody>
</table>
## THE SCHOOL YEAR AT A GLANCE

**2021**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 18 (Wednesday)</td>
<td>First Day of School</td>
</tr>
<tr>
<td>September 6 (Monday)</td>
<td>Schools* and Offices Closed</td>
</tr>
<tr>
<td>September 7 (Tuesday)</td>
<td>Schools* Closed</td>
</tr>
<tr>
<td>September 16 (Thursday)</td>
<td>Schools* Closed</td>
</tr>
<tr>
<td>September 23 (Thursday)</td>
<td>2-Hour Early Dismissal for Students</td>
</tr>
<tr>
<td>September 24 (Friday)</td>
<td>3 1/2-Hour Early Dismissal for Students</td>
</tr>
<tr>
<td>October 12 (Tuesday)</td>
<td>4-Hour Delayed Opening: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open on Time</td>
</tr>
<tr>
<td>October 13 (Wednesday)</td>
<td>4-Hour Delayed Opening: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open on Time</td>
</tr>
<tr>
<td>October 14 (Thursday)</td>
<td>3 1/2-Hour Early Dismissal: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open Full Day</td>
</tr>
<tr>
<td>October 15 (Friday)</td>
<td>Schools* Closed for Students</td>
</tr>
<tr>
<td>October 26 (Tuesday)</td>
<td>Schools* Closed for Students</td>
</tr>
<tr>
<td>November 24 (Wednesday)</td>
<td>Schools* and Offices Closed</td>
</tr>
<tr>
<td>November 25-26 (Thursday-Friday)</td>
<td>Schools* and Offices Closed</td>
</tr>
<tr>
<td>December 6 (Monday)</td>
<td>2-Hour Early Dismissal for Students</td>
</tr>
<tr>
<td>December 23 (Thursday)</td>
<td>Schools* Closed</td>
</tr>
<tr>
<td>December 24 (Friday)</td>
<td>Schools* and Offices Closed</td>
</tr>
<tr>
<td>December 27 (Monday)</td>
<td>Schools* and Offices Closed</td>
</tr>
<tr>
<td>December 28-30 (Tuesday-Thursday)</td>
<td>Schools* Closed</td>
</tr>
<tr>
<td>December 31 (Friday)</td>
<td>Schools* and Offices closed</td>
</tr>
</tbody>
</table>

**2022**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 14 (Friday)</td>
<td>Schools* Closed for Students</td>
</tr>
<tr>
<td>January 17 (Monday)</td>
<td>Schools* Closed for Students</td>
</tr>
<tr>
<td>February 18 (Friday)</td>
<td>2-Hour Early Dismissal for Students</td>
</tr>
<tr>
<td>February 21 (Monday)</td>
<td>Schools* and Offices Closed</td>
</tr>
<tr>
<td>March 28 (Monday)</td>
<td>Schools* and Offices Closed</td>
</tr>
<tr>
<td>April 15-18 (Friday-Monday)</td>
<td>Schools* and Offices Closed</td>
</tr>
<tr>
<td>April 19-22 (Tuesday-Friday)</td>
<td>Schools* and Offices Closed</td>
</tr>
<tr>
<td>May 6 (Friday)</td>
<td>Schools* and Offices Closed</td>
</tr>
<tr>
<td>May 30 (Monday)</td>
<td>Schools* and Offices Closed</td>
</tr>
<tr>
<td>June 1 *** (Wednesday)</td>
<td>2-Hour Early Dismissal/Last Day of School for Students</td>
</tr>
</tbody>
</table>

*BOE Determined
**State Mandated (See page 41)
***FCPS will make up days closed for inclement weather or other emergencies in the following sequence: June 2, 3, 6, 7, and 8. If no snow days are used, the last day for students is Wednesday, June 1. The June 2-hour early dismissal will occur on the last day of school for students. The school year will provide 180 days for students. Dates are subject to BOE revision.

### Get Calendar Details:

- [www.fcps.org/calendar](http://www.fcps.org/calendar)
- Like us on Facebook: FCPS Maryland
- Follow us on Twitter: @FCPSMaryland
- Select FindOutFirst email calendar updates and emergency-closing text messages: [www.fcps.org/fof](http://www.fcps.org/fof)
- See the Calendar Handbook months pages
# HIGH SCHOOL AND MIDDLE SCHOOL
## INTERIM PROCESSING SCHEDULE FOR 2021/2022 (SY’22)

<table>
<thead>
<tr>
<th>Term</th>
<th>Interim Date</th>
<th>Registrars Submit Processing Forms after 8:00 am</th>
<th>SIS Team processes IPR grades, generates IPR files</th>
<th>Petition Eligibility</th>
<th>Print IPRs and Eligibility Report PDF placed in SharePoint</th>
<th>Eligibility Dates</th>
<th>IPR’s Distributed to Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Thursday 9/23/21</td>
<td>Wednesday 9/29/21</td>
<td>Wednesday 9/29/21</td>
<td>Wednesday 9/29/21</td>
<td>Thursday 9/30/21</td>
<td>Friday 10/1/21</td>
<td>Friday 10/1/21</td>
</tr>
<tr>
<td>2</td>
<td>Monday 12/6/21</td>
<td>Friday, 12/10/21</td>
<td>Friday, 12/10/21</td>
<td>Friday, 12/10/21</td>
<td>Monday 12/13/21</td>
<td>Tuesday 12/14/21</td>
<td>Tuesday 12/14/21</td>
</tr>
<tr>
<td>3</td>
<td>Friday 2/18/22</td>
<td>Friday 2/25/22</td>
<td>Friday 2/25/22</td>
<td>Friday 2/25/22</td>
<td>Monday 2/28/22</td>
<td>Tuesday 3/1/22</td>
<td>Tuesday 3/1/22</td>
</tr>
<tr>
<td>4</td>
<td>Friday 5/6/22</td>
<td>Thursday 5/12/22</td>
<td>Thursday 5/12/22</td>
<td>Thursday 5/12/22</td>
<td>Friday 5/13/22</td>
<td>Monday 5/16/22</td>
<td>Monday 5/16/22</td>
</tr>
</tbody>
</table>

* Grades are due at 8:00 a.m. on the 4th business day AFTER the Interim Date.*

Rev. 03/10/2021
# Middle & High School

## REPORT CARD PROCESSING SCHEDULE FOR 2021/2022 (SY’22)

<table>
<thead>
<tr>
<th>Term</th>
<th>Term Ends 3:00 PM</th>
<th>Teacher Grade Entry Complete &amp; Secretaries notify SIS Team by 8:00 a.m.</th>
<th>Petition Eligibility</th>
<th>SIS Team to Assign Final Marks and Contact Guidance Dept.</th>
<th>Schools to Print Verification Sheets &amp; Complete Corrections</th>
<th>Guidance submit Report Card Processing Form to SIS Team no later than 8:00 a.m.</th>
<th>Eligibility Ineligibility Date</th>
<th>Schools Retrieve/Print Report Cards from SharePoint</th>
<th>Report Cards To Be Distributed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Thursday 1/13/22</td>
<td>Thursday 1/20/22</td>
<td>Thursday 1/20/22</td>
<td>Friday 1/21/22</td>
<td>Monday 1/24/22</td>
<td>Monday 1/24/22</td>
<td>Tuesday 1/25/22</td>
<td>Thursday 1/27/22</td>
<td>Thursday 1/27/22</td>
</tr>
</tbody>
</table>

- 4th Term Schedule is subject to change.
HOLIDAY CALENDAR

Jewish holidays begin at sunset. Dates specified are for evenings, so the holiday extends from sunset on the noted date until dusk on the last day of the holiday.

<table>
<thead>
<tr>
<th>JEWISH YEAR</th>
<th>5780</th>
<th>5781</th>
<th>5782</th>
<th>5783</th>
<th>5784</th>
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</thead>
<tbody>
<tr>
<td>SECULAR YEAR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rosh HaShanah</td>
<td>Sept 2020</td>
<td>Sept 2021</td>
<td>Sept 2022</td>
<td>Sept 2023</td>
<td>Sept 2024</td>
</tr>
<tr>
<td>Hanukkah</td>
<td>Dec 22–30</td>
<td>Dec 10–18</td>
<td>Nov 28–Dec 6</td>
<td>Dec 18–26</td>
<td>Dec 7–15</td>
</tr>
<tr>
<td>Tu Bishvat</td>
<td>Feb 9–10</td>
<td>Jan 27–28</td>
<td>Jan 16–17</td>
<td>Feb 5–6</td>
<td>Jan 24–25</td>
</tr>
<tr>
<td>Passover</td>
<td>Apr 8–15</td>
<td>Mar 27–Apr 3</td>
<td>Apr 15–22</td>
<td>Apr 5–12</td>
<td>Apr 22–29</td>
</tr>
<tr>
<td>Yom HaShoah</td>
<td>Apr 20–21</td>
<td>Apr 7–8</td>
<td>Apr 27–28</td>
<td>Apr 17–18</td>
<td>May 5–6</td>
</tr>
<tr>
<td>Yom HaZikaron</td>
<td>Apr 27–28</td>
<td>Apr 13–14</td>
<td>May 3–4</td>
<td>Apr 24–26</td>
<td>May 12–14</td>
</tr>
<tr>
<td>Yom HaAtzmaut</td>
<td>Apr 28–29</td>
<td>Apr 14–15</td>
<td>May 4–5</td>
<td>Apr 24–26</td>
<td>May 12–14</td>
</tr>
<tr>
<td>Lag BaOmer</td>
<td>May 11–12</td>
<td>Apr 29–30</td>
<td>May 18–19</td>
<td>May 8–9</td>
<td>May 25–26</td>
</tr>
<tr>
<td>Selichot Service</td>
<td>Sept 12</td>
<td>Aug 28</td>
<td>Sept 17</td>
<td>Sept 9</td>
<td>Sept 28</td>
</tr>
<tr>
<td>Fall Sports Championships</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Practice Start Dates</strong></td>
<td><strong>Golf</strong></td>
<td><strong>Field Hockey</strong></td>
<td><strong>Volleyball</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2021 - Wed. August 11</td>
<td>2021 - October 25-27</td>
<td>2021 - November 13</td>
<td>2021 - November 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2022 - Wed. August 10</td>
<td>2022 - October 24-26</td>
<td>2022 - November 12</td>
<td>2022 - November 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2023 - Wed. August 9</td>
<td>2023 - October 23-25</td>
<td>2023 - November 11</td>
<td>2023 - November 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2024 - Wed. August 14</td>
<td>2024 - October 28-30</td>
<td>2024 - November 9</td>
<td>2024 - November 16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2025 - Wed. August 13</td>
<td>2025 - October 27-29</td>
<td>2025 - November 8</td>
<td>2025 - November 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2026 - Wed. August 12</td>
<td>2026 - October 26-28</td>
<td>2026 - November 14</td>
<td>2026 - November 21</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Play Dates</th>
<th><strong>Cross Country</strong></th>
<th><strong>Soccer</strong></th>
<th><strong>Football</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2021 - Fri. September 3</td>
<td>2021 - November 13</td>
<td>2021 - November 18-20</td>
<td>2021 - December 2-4</td>
</tr>
<tr>
<td>2022 - Fri. September 2</td>
<td>2022 - November 12</td>
<td>2022 - November 17-19</td>
<td>2022 - December 1-3</td>
</tr>
<tr>
<td>2023 - Fri. September 1</td>
<td>2023 - November 11</td>
<td>2023 - November 16-18</td>
<td>2023 - Nov. 30-Dec. 2</td>
</tr>
<tr>
<td>2024 - Fri. September 6</td>
<td>2024 - November 9</td>
<td>2024 - November 14-16</td>
<td>2024 - December 5-7</td>
</tr>
<tr>
<td>2025 - Fri. September 5</td>
<td>2025 - November 8</td>
<td>2025 - November 13-15</td>
<td>2025 - December 4-6</td>
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<tr>
<td>2026 - Fri. September 4</td>
<td>2026 - November 14</td>
<td>2026 - November 19-21</td>
<td>2026 - December 3-5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Sports Championships</th>
<th><strong>Dual Wrestling</strong></th>
<th><strong>Swimming &amp; Diving</strong></th>
<th><strong>Basketball</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Practice Start Dates</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2025-26 - Sat. November 15</td>
<td>2025-26 - February 14</td>
<td>2025-26 - February 20-21</td>
<td>2025-26 - March 12-14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Play Dates</th>
<th><strong>Indoor Track</strong></th>
<th><strong>Wrestling</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2022-23 - Mon. December 5</td>
<td>2022-23 - February 20-21</td>
<td>2022-23 - March 2-4</td>
</tr>
<tr>
<td>2023-24 - Tue. December 5</td>
<td>2023-24 - February 19-20</td>
<td>2023-24 - Feb. 29-Mar. 2</td>
</tr>
<tr>
<td>2024-25 - Thu. December 5</td>
<td>2024-25 - February 17-18</td>
<td>2024-25 - March 6-8</td>
</tr>
<tr>
<td>2025-26 - Fri. December 5</td>
<td>2025-26 - February 16-17</td>
<td>2025-26 - March 5-7</td>
</tr>
<tr>
<td>2026-27 - Fri. December 4</td>
<td>2026-27 - February 15-16</td>
<td>2026-27 - March 4-6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Sports Championships</th>
<th><strong>Lacrosse</strong></th>
<th><strong>Baseball</strong></th>
<th><strong>Tennis</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Practice Start Dates</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2024 - Fri. March 1</td>
<td>2024 - May 21-23</td>
<td>2024 - May 24-25</td>
<td>2024 - May 23-25</td>
</tr>
<tr>
<td>2026 - Sat. February 28</td>
<td>2026 - May 19-21</td>
<td>2026 - May 22-23</td>
<td>2026 - May 21-23</td>
</tr>
<tr>
<td>2027 - Mon. March 1</td>
<td>2027 - May 25-27</td>
<td>2027 - May 28-29</td>
<td>2027 - May 27-29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Play Dates</th>
<th><strong>Track &amp; Field</strong></th>
<th><strong>Softball</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2023 - Tue. March 21</td>
<td>2023 - May 25-27</td>
<td>2023 - May 26-27</td>
</tr>
<tr>
<td>2026 - Sat. March 20</td>
<td>2026 - May 21-23</td>
<td>2026 - May 22-23</td>
</tr>
<tr>
<td>2027 - Mon. March 22</td>
<td>2027 - May 27-29</td>
<td>2027 - May 28-29</td>
</tr>
<tr>
<td>Sport</td>
<td>Practice Begins</td>
<td>First Contest</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Cross Country</td>
<td>August 11</td>
<td>Sept. 3</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>August 11</td>
<td>Sept. 3</td>
</tr>
<tr>
<td>Football</td>
<td>August 11</td>
<td>Sept. 3</td>
</tr>
<tr>
<td>Soccer</td>
<td>August 11</td>
<td>Sept. 3</td>
</tr>
<tr>
<td>Volleyball</td>
<td>August 11</td>
<td>Sept. 3</td>
</tr>
<tr>
<td>Wrestling Duals</td>
<td>Nov. 15</td>
<td>Dec. 6</td>
</tr>
<tr>
<td>Indoor Track</td>
<td>Nov. 15</td>
<td>Dec. 6</td>
</tr>
<tr>
<td>Swimming &amp; Diving</td>
<td>Nov. 15</td>
<td>Dec. 6</td>
</tr>
<tr>
<td>Wrestling Tournament</td>
<td>Nov. 15</td>
<td>Dec. 6</td>
</tr>
<tr>
<td>Baseball</td>
<td>March 1</td>
<td>March 21</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>March 1</td>
<td>March 21</td>
</tr>
<tr>
<td>Softball</td>
<td>March 1</td>
<td>March 21</td>
</tr>
<tr>
<td>Tennis</td>
<td>March 1</td>
<td>March 21</td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>March 1</td>
<td>March 21</td>
</tr>
</tbody>
</table>
SCHEDULING

SCHEDULES
1. Athletic schedules shall be formulated by the athletic director of individual schools in accordance with league and county policy.

2. Schools shall not participate in a regularly-scheduled game until at least twenty (20) calendar days have elapsed after and including the first authorized day of practice as determined by the MPSSAA. Golf is the only exception to this rule.

3. Postponed games caused by inclement weather and/or closing of school may be rescheduled at the discretion of the school.

4. FCPS will pay for officials for (1) varsity scrimmage and transportation for one (1) away varsity scrimmage. Any other costs incurred with additional varsity scrimmages or JV scrimmages will be billed to the individual school.

PRACTICE
1. Per MPSSAA Guidelines, teams may not practice or play on Sunday.

2. All organized practice sessions shall be confined to the seasonal limitations as defined in the current MPSSAA Handbook.

INCLEMENT WEATHER
Inclement weather conditions which cause schools to be closed, or cause early dismissal, will cancel practice and/or games for that day.

RELIGIOUS OBSERVANCES
Coaches may not penalize (not start, decrease playing time, etc.) student-athletes who miss practice or an athletic contest due to observing a religious holiday. Student-athletes must inform coaches in advance of their absence.

STARTING TIMES
1. Regularly-scheduled single athletic contests shall start no later than 7:00 p.m.

2. The first game of a doubleheader shall start and allow ample time for the second contest to begin by 7:00 p.m.

3. All FCPS baseball, softball and most tennis matches will begin at 4:30 p.m. beginning in the Spring of 2008. Tennis matches may begin at 4:00 p.m. in selected schools with limited facilities.

EARLY DISMISSAL
1. Home contests should be scheduled to avoid early dismissal of team members.
Extenuating circumstances may occasionally dictate an early starting time for a home contest.

2. For away contests, every effort should be made to have a maximum of three (3) early dismissals. This does not include state tournament-sponsored contests. All efforts should be made to minimize the number of early dismissals for away contests.

CONTRACTS
1. The official MPSSAA contract should be used when scheduling in state schools.

2. The National Federation Contract should be used, with appropriate signatures, when scheduling out-of-state schools.

SANCTION
1. Host for an intercounty or interstate contest shall file the appropriate sanction request with the MPSSAA executive secretary within a minimum of forty-five (45) working days before the contest.

2. Appropriate sanction forms for intercounty and interstate contests must be submitted to the MPSSAA executive secretary and approved by the governing agencies before participating.

3. Schools may only compete against teams who have met the MPSSAA standards competition and participate in events sanctioned by MPSSAA.

POSTPONEMENTS
The decision to postpone a contest should be made, if possible, no later than two (2) hours before departure time of the visiting team.

RESCHEDULING
Athletic contests should be rescheduled in the chronological order of their postponement. Due to scheduling conflicts, this may not always be possible.
Weather-Related Procedures

Use this chart **only** as a **general reference** for weather-related cancellations and procedures. For the most accurate, up-to-date information:

- Call your child’s school directly
- Turn to cable channel 18 on your TV
- Listen to 103.1 (Key103), 106.9 (The Eagle), 1490AM (WARK), 99.9 (FRE)

<table>
<thead>
<tr>
<th>IF...</th>
<th>THEN...</th>
</tr>
</thead>
<tbody>
<tr>
<td>the snow emergency plan is in effect at 7 a.m. on Saturday or on a day schools are scheduled to be closed for instruction</td>
<td>All games, events, and practices that are scheduled for a Frederick County school will be postponed until the 11 a.m. recorded announcement</td>
</tr>
<tr>
<td>it begins to snow/ice in the afternoon</td>
<td>Decision to play or cancel will be made by the Central Office based on weather reports from our Transportation Department</td>
</tr>
<tr>
<td>schools are closed for the day or dismissed early due to inclement weather</td>
<td>All games, events and practices will be cancelled</td>
</tr>
<tr>
<td>a snow emergency plan goes into effect before the practice or game</td>
<td>The practice/game must be cancelled</td>
</tr>
<tr>
<td>a snow emergency plan goes into effect after the start of the game or practice</td>
<td>The practice/game may be completed</td>
</tr>
<tr>
<td>a team or student group is involved in an event outside of Frederick County</td>
<td>• They may depart for the event after the emergency plan is lifted • They may not travel through a county that has a snow emergency plan in effect</td>
</tr>
<tr>
<td>a team is on an overnight trip</td>
<td>The team may compete unless travel is involved and a snow emergency plan is in effect at their location</td>
</tr>
<tr>
<td>a regional or state event is involved</td>
<td>A special decision will be made by our Superintendent in conjunction with the MPSSAA</td>
</tr>
</tbody>
</table>

This information can be found on the FCPS Athletics web site at: [http://www.fcps.org/page/186](http://www.fcps.org/page/186)
APPROVED STANDARDS OF COMPETITION FOR HIGH SCHOOLS TO PRACTICE OR PLAY AGAINST MEMBER SCHOOLS OF THE MARYLAND PUBLIC SECONDARY SCHOOLS ATHLETIC ASSOCIATION (MPSSAA) PURSUANT TO COMAR 13A.06.03.04

1. **Introduction:** The Maryland State Superintendent of Schools seeks to maintain the integrity of Maryland Public Schools athletic programs when MPSSAA member public schools practice or play against non-member high school teams. Accordingly, the Maryland State Superintendent of Schools has established Standards of Competition to achieve the following purposes: ensure athlete safety, minimize risks, deter exploitation of students, ensure that competing school teams are appropriately supervised by a responsible entity, maintain athletics as an integral part of the total educational program, promote competitive fairness, foster student leadership, encourage academic progress and minimize administrative burdens on MPSSAA member schools.

2. **High schools considered to meet the Standards of Competition:**
   (a) Members of a state interscholastic athletic association recognized by the National Federation of State High School Associations (NFHS);
   (b) High schools that have been approved to play members of a state interscholastic athletic association recognized by the NFHS;
   (c) High schools that are members of an athletic conference that formally adopts these Standards of Competition as part of its Constitution and Bylaws and has enforcement authority; and
   (d) Individual high schools that verify compliance with these Standards of Competition.

3. **Compliance:** To verify compliance with the Standards of Competition, the administrative head of the school, responsible for the daily administration, must sign and submit this verification application for annual approval. This verification shall be submitted to the Maryland State Superintendent of Schools prior to the first practice or athletic competition against an MPSSAA member high school team.

4. **Timeline:** This verification applies to all practices and athletic contests with MPSSAA member high schools beginning with the 2005-2006 school year. MPSSAA member school teams may not practice or play any team that is not listed on the current MSDE approved list. Renewal of these standards must represent continuous maintenance of compliance from the previous school year.

5. **Approved schools:** Those schools that meet the Standards of Competition will be listed as MSDE athletically approved schools eligible to practice or play against MPSSAA member schools.
Standards of Competition

PURSUANT TO COMAR 13A.06.03.04D(6), INDIVIDUAL HIGH SCHOOLS THAT PRACTICE OR PLAY AGAINST MPSSAA MEMBER HIGH SCHOOLS SHALL ADHERE TO THE FOLLOWING:

1. The athletes of the high school team are registered and attending a nonpublic school pursuant to COMAR 13A.09.09; are registered and attending an institution operated by a bona fide church organization pursuant to Md. Code Ann. Educ. 2-206(e)(4); or are home instructed pursuant to the requirements of COMAR 13A.10.01 and represent a nonpublic school or church organization as described herein, and pursuant to the requirements of the school.

2. The athletes of the high school team remain affiliated with the school for the duration of the academic school year in which they participate in interscholastic athletics and are not permitted to represent more than one school in interscholastic athletics unless they change their primary residence.

3. The administrative head of the school who is responsible for the day to day administration of the school shall:

   (a) Assure/Document that each school team member has received the written permission of the parent/legal guardian to practice and play in interscholastic athletics;

   (b) Assure/Document that each high school team member has been examined by a licensed physician, a certified physician assistant under supervision of a licensed physician, or a certified nurse practitioner as being physically fit to participate in any try out, practice, or contest;

   (c) Assure/Document that all team members enrolled and attending a school meet academic eligibility standards of the school;

   (d) Assure/Document that each home school team member is registered in a bona fide home instruction program, as defined in COMAR 13A.10.01;

   (e) Assure/Document that during the period of participation, each home school team member demonstrates educational progress in all subjects taken in the home education program as required by COMAR 13A.10.01.

4. The high school team does not permit students, who have reached the age of 19 years old or older as of August 31, to practice or play.

5. The high school team does not permit high school graduates to practice or play.

6. The high school team has a defined sports season within the season parameters of the interscholastic sport in which they will practice or play against a MPSSAA member school team.

7. The high school team permits equal opportunity for participation in athletic programs.
Standards of Competition

8. High school team members maintain amateur status as defined in COMAR 13A.06.03.10.

9. High school team members may participate in interscholastic athletic contests in a maximum of four seasons in one sport within the 9th through 12th grades.

10. High school team members who are registered in and represent a nongraded school or are home instructed pursuant to the requirements of COMAR 13A.10.01, shall not have participated in interscholastic athletic contests for more than a maximum of four seasons in any one sport between the ages of 13 and 19.

11. The high school represented by the high school team assumes responsibility for the coaches and athletes on the high school team.

12. The head coach or primary coach of the high school team is an employee of the represented school for at least the sport he/she is coaching.

13. Competition against MPSSAA member high school teams is conducted using certified officials, when required by the MPSSAA.

14. Competition against MPSSAA member high school teams is conducted using NFHS Rules of the game when applicable.

15. If a MPSSAA member school student is ineligible for academic and/or disciplinary reasons and subsequently becomes home schooled, he/she may not participate in interscholastic athletics for the remaining academic school year.

16. Foreign, exchange, and international student athletes holding a F1 or J1 visa, who practice and play on high school teams must be sponsored by an organization with “Full Listing” status by the Council on Standards for International Educational Travel (CSIET) and comply with these Standards of Competition.

17. Policies pertaining to wrestling in COMAR 13A.06.03.04E(1) and (2) are followed:

   (1) Students shall have their minimum weight class in which they can wrestle certified by a qualified physician before the student’s first match.

   (2) Students may not wrestle below the minimum weight class established for them at the time of certification.

18. Send completed verification forms to:

   Maryland State Department of Education
   Athletic Compliance Services – 6th Floor
   200 West Baltimore St.
   Baltimore, MD 21201
Verification of Compliance

**Section 1 (To be completed by a Conference)**

<table>
<thead>
<tr>
<th>Conference Name:</th>
<th>Application Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone #:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
</tbody>
</table>

PLEASE LIST ALL CONFERENCE SCHOOLS, INCLUDING ADDRESSES, ADMINISTRATIVE HEADS, TELEPHONE AND FAX NUMBERS.  
(Attach additional sheets if necessary)

<table>
<thead>
<tr>
<th>NAME OF SCHOOL/ADDRESSS</th>
<th>ADMINISTRATIVE HEAD</th>
<th>TELEPHONE &amp; FAX NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section 2 (To be completed by an Individual school)**

<table>
<thead>
<tr>
<th>School Name:</th>
<th>Application Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Address:</td>
<td>Telephone #:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
</tbody>
</table>

**Section 3**

I verify as administrative head of ______________________ conference/high school, that our interscholastic athletic teams accept and participate in accordance with the MSDE Standards of Competition for the ____________ school year.

____________________________________  ________________
Signature                                Witness

____________________________________  __________________
Print Name                               Print Name

Date

For MSDE use only:

Comments and recommendations
Sanctioning
The following are questions and additional information to clarify the levels and forms used in the sanctioning process:

If I am a member school of the MPSSAA, who can I compete against?
Member schools may only compete against other member schools of the MPSSAA, Maryland non-public schools verified to be in compliance with the Standards of Competition (link for list of schools can be found on sanctioning front page in the right hand column), or schools that are members or approved by their state's high school athletic association.

What are the "Standards Of Competition"?
The Maryland State Superintendent of Schools seeks to maintain the integrity of Maryland Public Schools athletic programs when MPSSAA member public schools practice or play against nonmember high school teams. Accordingly, the Maryland State Superintendent of Schools has established Standards of Competition to achieve the following purposes: ensure athlete safety, minimize risks, deter exploitation of students, ensure that competing school teams are appropriately supervised by a responsible entity, maintain athletics as an integral part of the total educational program, promote competitive fairness, foster student leadership, encourage academic progress and minimize administrative burdens on MPSSAA member schools.

I am a non-member school of the MPSSAA located in the state of Maryland, how do I become approved to compete with member schools?
The "Standards of Competition" (found in the "Info Center" on the right hand side of this page) has set standards that institutions must adhere to. To verify compliance with the Standards of Competition, the administrative head of the school, responsible for the daily administration, must sign and submit this verification application for annual approval. This verification shall be submitted to the Maryland State Superintendent of Schools prior to the first practice or athletic competition against an MPSSAA member high school team.

What is the "45-day Rule" and how can it affect my event from being sanctioned?
The 45-day Rule requires that all sanction requests must be received by the MPSSAA office 45 days before the event. The only exception to this is a sanction request for the NFHS which must be completed online and submitted 90 days prior to the event. This is necessary because of the different channels sanctions travel through (other state associations) and gives the MPSSAA office, host school and invited schools ample time to work out any issues regarding the sanction application. The most common reasons for sanction problems involves the wrong form, missing pertinent information, or missing appropriate signatures. The 45-day Rule allows for these and other issues to be resolved in a timely manner in order for the event to take place. The 45-day Rule is not designed to hinder member schools from athletic competition but to assure the event follows all state bylaws and gets sanctioned by all necessary state associations and, if applicable, the National Federation office.

- The "45-day Rule" does not apply to events outside Maryland.
- The "45-day Rule" does not apply to non-member sanction requests.
How do I know what form to use?

One of the most common problems in the sanctioning process is the use of the wrong form. The following is a set of sanctioning guidelines to check for the correct form to use. If you are still unsure, contact the MPSSAA office and we will help direct you to the proper form to fill out.

1. **MPSSAA Intrastate Sanction Form** (online process) - Complete this online form a minimum of 45 days prior for any intercounty contest where all participating teams are from Maryland with:

   (a.) more than three teams involved and the event is sponsored by a non-member educational institution; or
   (b.) more than four teams involved; or
   (c.) more than four counties represented by the participating teams.

2. **MPSSAA Bordering State Sanction Form** - Complete this form and submit to MPSSAA a minimum of 45 days prior for those events that involve participating teams from states that are immediately adjacent to the Maryland border (District of Columbia, Delaware, Pennsylvania, Virginia, and West Virginia) which is sponsored by a member high school or approved non-member high school (those who have signed and submitted the Standards of Competition for the current school year). Please note that the MPSSAA will communicate with the other State Associations regarding the sanction request and the status of the invited schools.

3. **MPSSAA Interstate Sanction Form** - Complete this form and submit to the MPSSAA a minimum of 45 days prior for those events that involve participating teams from states that are NOT adjacent to the Maryland border with:

   (a.) high school sponsorship of the event; and
   (b.) representation by four states or less; and
   (c.) a total of eight or fewer schools involved.

Please note that the MPSSAA will communicate with the other State Associations regarding the sanction request and the status of the invited schools.

4. **NFHS Application for Sanction of International and Interstate Events** - As of 8/1/09 event sponsors must go online to www.nfhs.org to complete this application 60 days prior for:

   (a.) any interstate event involving two or more schools which is co-sponsored by or titled in the name of an organization outside of the high school community; or
   (b.) non-bordering state events where five or more states are involved; or
(c.) non-bordering state events where more than eight schools are involved; or
(d.) any event involving two or more schools that involves a team from a foreign country other than Canada or Mexico.

After completing the online application, an email will be sent to the involved state associations requesting approval. Once the host state association approves an event, an email will be generated and automatically sent to the event sponsor requiring that the payment of the application fee be made to the NFHS office 60 days or more prior to the scheduled event. **The application fee for high school sponsored events (this includes Booster Clubs) is $100 and the fee for non-high school sponsored events is $200.** The only methods of payment accepted are: VISA, Mastercard, American Express, or electronic check.

Late submission of the application and/or the list of actual entries for an event will incur the following penalties to be paid in addition to the application fee:

- application filed late, between 15-59 days prior to event - - add $100 penalty fee for high school sponsored events or non-high school sponsored events.
- application filed late, less than 15 days prior to event - - add $200 penalty fee for high school sponsored events or add a $300 penalty fee for non-high school sponsored events.
- list of actual entries in event NOT submitted 20 days prior - - add $100 penalty fee for high school sponsored events or non-high school sponsored events.

**What can I do to assure I have done everything correctly?**

The Sanctioning Guidelines and Checklist are first steps in assisting our athletic directors and coaches with the sanctioning process. Having proactive communication with the MPSSAA office is key. Double check your sanction form with the Sanction checklist and submit the information to the appropriate office as directed.

**Sanction Checklist**

- Will a sanction request for MPSSAA arrive 45 days before the event and for NFHS, 60 days before the event?
- Is the correct form being used?
- Is all pertinent information given?
- Does the form have the proper signatures?
- Does the form have a list of invited schools attached?
- Has an electronic payment been submitted to NFHS as a followup to completing the NFHS Application for Sanction of International and Interstate Events online process?
MPSSAA Request for Sanction of Intercounty or Intrastate Athletic Contest, Meet, or Tournament

Association Sanction Rules: Students or teams representing a MPSSAA member school shall participate only in contests conducted by educationally-related organizations. A MPSSAA member school shall not compete in any of the following types of contests unless the contest receives prior approval (sanctioning) by the Executive Director of the MPSSAA:

1. Any *intercounty* contest involving more than 3 teams and sponsored by a non-member educational institution;

2. Any *intercounty* contest involving more than 4 schools;

3. Any *intercounty* contest involving more than 4 counties.

The sponsor of a contest that requires sanctioning shall submit the appropriate request online to the MPSSAA at least 45 days prior to the event.

The Sanction Request form for Intercounty or Intrastate Athletic Contests, Meets or Tournaments can be found on-line at the following link:

[http://www.mpssaa.org/sanctioning/request.asp](http://www.mpssaa.org/sanctioning/request.asp)
APPLICATION TO STATE ASSOCIATION FOR SANCTION OF INTERSTATE ATHLETIC EVENT
(Suggested for use when NFHS sanction is NOT required)

SECTION 1 (To be completed by host school)

Application Date: ____________________________

Description of Event

- Sport: ________________________________ Girls Boys • Date of Event: __________________ • Time of Event: ____________
- Sponsor(s):__________________________Member high school/other sponsoring organization
- Name of Event (if applicable):________________________________________________________
- Schools invited from the following states:________________________________________________
- Number of participating schools:________________________________________________________
- Entry Fee: Yes Amount: $_________ No • Admission Fee Charged: Yes No
- Event will be managed by:__________________________________________________________
- State association approved school or other sponsor
- Name of Manager/Title: _____________________________________________________________
- Phone: ______________________ Fax: __________________________

Description of Awards and Other Compensations and Maximum Retail Value
(ribbons/trophies/t-shirts/practice uniform/waiver of entry fee/travel expenses, etc.) to:

<table>
<thead>
<tr>
<th>Individual Student Athlete Participants:</th>
<th>Teams:</th>
<th>Coach:</th>
</tr>
</thead>
</table>

Execution of this form constitutes an agreement by the principal of the host school to submit a financial report about the event to the state association of the host school on the accompanying form within ninety (90) calendar days of the completion of the event. Execution also constitutes an agreement by the principal to assume oversight responsibility for the event.

Executed by: ___________________________ Phone: __________________ Date: ______________
Principal of host school* Signature/Printed Name

After completing Section 1, send form to state association of host/sponsor member school identified.

SECTION 2 ACTION BY STATE ASSOCIATION OF HOST SCHOOL

School membership: State Association Member School School Approved by State Association Non-Member School

Action: Sanction Event Do Not Sanction Event No Jurisdiction

If "No Jurisdiction," explain why:___________________________________________________________

Limitations/Other Comments:________________________________________________________________

Signature of State Executive: _____________________________________________________________
Date: ______________ State: __________________

If event sanctioned, send copies to each state association named in application.
If application is not sanctioned, return to applicant.

SECTION 3 ACTION BY STATE ASSOCIATION OF INVITED SCHOOL

School membership: State Association Member School School Approved by State Association Non-Member School
(If more than one school invited, please indicate member status of each school next to the listing on Page 4)

Action: Sanction Event Do Not Sanction Event No Jurisdiction

If "No Jurisdiction," explain why:___________________________________________________________

Limitations/Other Comments:________________________________________________________________

Signature of State Executive: _____________________________________________________________
Date: ______________ State: __________________

Forward a copy to host state association.

*If a state association, rather than a school, sponsors or co-sponsors the event, its executive director should sign here.
## APPLICATION FOR SANCTION OF BORDERING STATES ATHLETIC EVENT

Request for Sanction: Only a member school of an NFHS member state association, or a school approved by such an association, or such an association itself, is eligible to request sanctioning through the NFHS and the MPSSAA Sanctioning Programs. Any event seeking NFHS or MPSSAA sanction must be sponsored by a member high school, approved high school, or state association.

### SECTION 1 DESCRIPTION OF EVENT (To be completed by host school)

- **Sport**: [ ] Girls  [ ] Boys
- **Date of Event**: ____________
- **Time of Event**: ____________

**Sponsor(s):**

<table>
<thead>
<tr>
<th>Member high school/other sponsoring organization</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

**Name of Event (if applicable)** _______________________________________________________________________________________________

**Schools invited from the following states:** __________________________________________________________________________________________

### All sanction requests submitted to the MPSSAA office MUST be accompanied by the names, addresses, and contact information of all schools that MAY be invited to the event. Effective July 19, 2005, invitations may not be issued until all schools on the submitted list are verified as members or approved schools by their own state association.

**Number of participating schools:** ____________

**Entry fee:**  [ ] Yes  Amount: ____________  [ ] No

**Admission Fee Charged:**  [ ] Yes  [ ] No

**Event will be managed by** __________________________________________________________________________________________________

**Name of Manager/Title:** ____________________________________________  Phone: ______________  E-mail: ______________

**Description of Awards and Other Compensations & Maximum Retail Value**

(ribbons/trophies/tee-shirts/practice uniform/waiver of entry fee/travel expenses, etc.)

<table>
<thead>
<tr>
<th>Individual Student Athlete Participants:</th>
<th>Teams:</th>
<th>Coach:</th>
</tr>
</thead>
</table>

**Executed by:** ________________________________________________________________________________  Phone: _____________  Date: ______________

Execution of this form constitutes an agreement by the principal of the host school to assume oversight responsibility for the event.

**After completing Section 1, send form to MPSSAA**

### SECTION 2 ACTION BY STATE ASSOCIATION OF HOST SCHOOL

**School membership:**  [ ] State Association Member School  [ ] School Approved by State Association  [ ] Non-Member School

**Action:**  [ ] Sanction Event  [ ] Do Not Sanction Event  [ ] No Jurisdiction

If "No Jurisdiction", explain why: __________________________________________________________________________________________

**Limitations/Other Comments:** __________________________________________________________________________________________

**Signature of State Executive:** ____________________________________  Phone: _____________  Date: ______________  State _______________

If event sanctioned, send copies to each state association named in application.

If application is not sanctioned, return to applicant.

### SECTION 3 ACTION BY STATE ASSOCIATION OF INVITED SCHOOL

**School membership:**  [ ] State Association Member School  [ ] School Approved by State Association  [ ] Non-Member School

(If more than one school is invited, please indicate member status of each school next to the listing on back side of this application.)

**Action:**  [ ] Sanction Event  [ ] Do Not Sanction Event  [ ] No Jurisdiction

If "No Jurisdiction", explain why: __________________________________________________________________________________________

**Limitations/Other Comments:** __________________________________________________________________________________________

**Signature of State Executive:** ____________________________________  Phone: _____________  Date: ______________  State _______________

Forward a copy to host state association.
**PLEASE LIST ALL INVITED SCHOOLS, INCLUDING ADDRESSES, CONTACT PERSONS AND TELEPHONE NUMBERS:**

*Note: If school is not a full member of its NFHS member association, please indicate accordingly.
(Attach additional sheets if necessary)*

<table>
<thead>
<tr>
<th>NAME OF SCHOOL/ADDRESS</th>
<th>CONTACT PERSON</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Officials for the competition are assigned from an agency that regularly assigns high school officials:

- Yes
- No

The officials are registered to officiate high school events:

- Yes
- No

**IN ALL INTERSTATE CONTESTS,** each participating school shall follow the contest rules of the state association of which it is a member or rules which have been approved by that state association for interstate competition. The rules referred to are contest rules only and not rules applying to age, number of semesters of attendance, residency or academic accomplishments. **No school may violate its own state association rules.**

Any approval or sanction granted to the applicant does not constitute a representation by either the NFHS or any named state association that it has investigated the accuracy of the information provided by the applicant, or that the NFHS or any named state association will oversee the organization, performance or financial integrity of the event.

Any approval or sanction granted to the applicant may not be used in the marketing or promotion of the event without prior written approval of the NFHS and/or any named state association, as the case may be.
CONTRACT FOR INTERSCHOLASTIC ATHLETIC CONTESTS

(Recommended for all intercounty athletic contests: initiating school should prepare in duplicate and exchange with opponent’s school. For contests with out-of-state opponents, the National Federation Contract form must be used.)

___________________________________ High School, of ______________________  , MD

and

___________________________________ High School, of ______________________  , MD

DOES HEREBY ENTER INTO A CONTRACT FOR

_______ Contest(s) in _________________ to be played as follows:

☐ Varsity  ☐ Junior Varsity

to be held at __________________ on __________ , at ________.

One ☐ Varsity  ☐ Junior Varsity Contest to be held at __________________ on __________ , at ________.

Departure time of visiting team _______________________________________

The contracting parties agree that the contest(s) listed above shall be played under the following conditions:

1. The rules and regulations of the MPSSAA are a part of this contract. The suspension from, or termination of membership in the Association by either of the contracting parties shall render this contract null and void.

2. MPSSAA individual eligibility rules shall govern all participation.

3. The playing rules shall be those adopted by the MPSSAA as published in the State Handbook.

4. No protest shall be considered which involves decisions based upon the real or alleged failure of contest officials to interpret or properly apply games or contest rules, or to render correct decision in matters of judgment.

5. A school which removes its team from the playing field or floor because of dissatisfaction with officiating, or with other game conditions, forfeits its right to the guarantee or other financial return listed in (9) below.

6. If, in the opinion of the principal of the home school, unfavorable weather conditions or wet grounds make it impractical or impossible to play the contest as scheduled, the home school shall notify the visiting school, preferably 2 hours before the scheduled departure of its team. This notice shall serve to release the home school from its financial obligation to the visiting school. If after the visiting team has arrived at the site of the contest, unfavorable weather conditions or wet grounds make it impractical or impossible to play the contest, the financial terms and other agreements set forth in (9) below shall be carried out in full. Should the visiting school encounter hazardous traveling conditions, the same procedure would prevail.

7. This contract shall be considered valid only if signed and returned within (10) days of the *date indicated below.

8. In case of cancellation of contract or failure on the part of any one of the contracting parties to fulfill any of the terms of the contract, except by written mutual consent, the offending school may be disciplined subject to the discretion of the Appeals Committee.

9. The financial terms (guarantee) and other agreements covering this/these contest(s) shall be as follows:

___________________________________ HIGH SCHOOL

* DATE ___________________________________________ , MD

PRINCIPAL

* REFERS TO ITEM NO. 7

___________________________________ INITIATING

CITY

HIGH SCHOOL

___________________________________ OPPONENT

CITY

___________________________________ PRINCIPAL

DATE

___________________________________ PRINCIPAL

DATE
National Federation of State High School Associations

CONTRACT FOR INTERSTATE GAMES OR MEETS

Place ______________________ Date __________ 20__

This CONTRACT is made and subscribed to by the principals and athletic managers of the __________________ High School and of the __________________ High School for __________ contests in __________ to be played as follows:

FIRST TEAM CONTEST __________________ CITY __________________ DATE __________ HOUR __________ PRELIMINARY GAME __________ HOUR __________

SECOND TEAM CONTEST __________________ CITY __________________ DATE __________ HOUR __________ PRELIMINARY GAME __________ HOUR __________

FINANCIAL TERMS: __________________

1. Each school guarantees its membership and good standing in its own high school association and also guarantees that participants in this contest will not violate any rule of that association or of the National Federation. The game contract is void if such membership is terminated or if participation is found to be contrary to the state or national rules.

2. Each contestant will be eligible under the rules of his home state association.

3. The game will be administered under playing rules and safety requirements approved by the National Federation.

4. If either party fails to fulfill its contract obligations, that party shall make amends in accordance with terms fixed by the National Federation executive committee after consultation with the executive officers of the states involved.

5. Only officials approved by the home state office shall be used. They will be proposed by the home school at least fourteen (14) days before the contest and approved by the visitors not later than seven (7) days before the contest.

______________________ ________________________ ________________________
PRINCIPAL ATHLETIC MANAGER SCHOOL STATE

______________________ ________________________ ________________________
PRINCIPAL ATHLETIC MANAGER SCHOOL STATE

NOTE: List suggested registered officials below. The visitors should scratch those not acceptable and number the others in order of preference.

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

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Section 5

Coach Resources & Evaluations
After July 1, 2010 all Emergency Coaches are required to become a credentialed coach prior to the start of his/her fourth year as an Emergency Coach.

Credentialed Coach Requirements

- Complete two successful years as a FCPS Emergency Coach (FCPS Coach Evaluation)
- Successfully complete the NFHS Fundamentals of Coaching Course (http://nfhslearn.com/courses/61001)
- Successfully complete MSDE Required Care & Prevention of Athletic Injuries Course
- Successfully complete sport specific class of teaching skills and fundamentals (NFHS courses are preferred)
- Complete FCPS Coach Leadership Seminar

★ All records, validations, certificates, and course completion credentials must be submitted to the FCPS Office of Athletics for final approval and certification.

Kevin Kendro
Supervisor of Athletics & Extracurricular Activities
191 South East Street
Frederick, MD 21701
301-696-6845 phone
301-696-6801 fax
The Student Athlete

Interscholastic athletics support the academic mission of the school and therefore serves as an integral part of a good educational program. Athletic programs provide valuable lessons on many practical situations such as teamwork, sportsmanship, winning, losing, and dedication to task. Through participation in the sports program, students also learn self-discipline, build self-confidence, and develop qualities, which will enable them to become responsible adults and productive citizens.

The student athlete shall:

1. Understand that membership and participation on an interscholastic athletic team is a privilege and not a right.
2. Abide by all rules, policies, and procedures as set forth by the school, county, ad state.
3. Set high standards of accomplishment by demonstrating exemplary attitude, positive work habits, and a level of fitness commensurate with the activity.
4. Be cognizant of the fact that as a member of an athletic team, everything you do is a reflection of your family, school, and community.
5. Be respectful and accountable for personal and school property whether at home or away.
6. Demonstrate a sense of school loyalty and pride by maintaining expected academic standards and by participating in or supporting other school function.

Parent Involvement with Coaching

Only approved teacher, emergency and volunteer coaches may be involved in coaching during official school practices and contests. Parents cannot be involved in coaching during official school practices or contests.

FCPS recommends avoiding using parents and immediate family members of players as volunteer coaches.
Athletic Team Selection

All Frederick County Public Schools students will have fair and equitable opportunities to be selected for athletic team membership. Each candidate should be made aware of specific criteria and expectations on which the team will be selected. Prospective players must be afforded the time and attention (minimum 3 day tryout) necessary to evaluate his or her skills and abilities as they relate to their specific sport. Coaches should consider, but not limit to, using the following selection categories:

- Attendance
- Athletic ability based on specific sports skills
- Attitude
- Commitment
- Work Ethic
- Citizenship
- Value to the team

Coaches ultimately are empowered to select team members based on their expectations as they relate to the best interest of the team as it represents their school and their school’s philosophy.

Cutting Student-Athletes from Teams

When cutting student-athletes from teams it is important to be sensitive and caring when having these difficult discussions. Although there is no easy way to accomplish this, the preferred method is a face to face discussion with the student-athlete. When meeting with the student-athlete the following points should be discussed:

- Overall assessment of the tryout based on written skills assessment/tryout rubric
- Where the student-athlete ranked based on written skills assessment/tryout rubric (May not discuss other student-athletes)
- What to work on for next year
Pre-Game Music Check

COACHES:

Remember, one of our attainable goals is to be the “classiest” team in the state.

Therefore...
Please check and then DOUBLE-CHECK all pre-game music for inappropriate language, bad language, etc.

INAPPROPRIATE CD = NO MUSIC!

Thanks for helping to avoid these embarrassing situations!
Post Season Coaching Information

Name: ______________________________________ Sport: __________________

Phone Number(s): _____________________________________ (Home)

________________________________________ (Cell)

________________________________________ (Work)

E-Mail: ________________________________________________

Address:

____________________________________________________
Street Address

____________________________________________________
City, State, Zip

Do you plan on returning to your coaching position next year?

________ Yes

________ No

*Please remember that FCPS policy requires that we advertise all non-teacher coaching positions. Non-Teacher (Emergency) coaching contracts are only valid for one year. There is no expectation of automatically being re-hired. *Please see FCPS Policy 300-16.
Close Out Checklist

Coach: __________________________
Sport: __________________________

Please complete your end of the season responsibilities ASAP so we may process your contract in a timely fashion. This information is being distributed to Head Coaches. Please supervise the end of the year process for your JV and Varsity teams.

____ 1. Complete the awards information sheet. Keep me updated on your plans for post-season banquets or gatherings so that I can have certificates, letters and pins to you on time. Please check the GPA listing to identify team members receiving Mind in Motion and/or CMC Academic certificates.

**Date and location of Post Season Gathering: ____________________________**

____ 2. Equipment Check-In: Complete an end of the season equipment and uniform inventory. It is your responsibility to collect all items checked-out to your athletes during the season. The sooner after the last contest of the season, the easier this process is to accomplish. If, after one week, a team member has not returned equipment or uniforms, please check the replacement cost with me and issue a financial obligation form.

____ 3. Have athletes clean out their lockers at equipment check-in. Leave the locks on the empty lockers. The locks are provided to the athletes at no cost. They must be charged a $3.00 fee for any lost locks. Please check the lockers and make sure everything has been removed.

____ 4. Rinse out and turn in all coolers. Clean out and turn in first aid kits. Both are to be turned in to the trainer.

____ 5. Fill out the budget request form. Include equipment and uniform needs as well as any items you will need to run your program next year.

____ 6. Complete the Frederick County Public Schools Performance Record form.

____ 7. Compile statistics appropriate to your sport and maintain a record keeping procedure.
Frederick County Public Schools Coach Evaluation

COACH:____________________________________ SPORT ASSIGNMENT:__________________

EVALUATED BY:_____________________________  SCHOOL YEAR:______________

<table>
<thead>
<tr>
<th>PROFESSIONAL AND PERSONAL RELATIONSHIPS:</th>
<th>Effective</th>
<th>Needs</th>
<th>Unsatisfactory</th>
<th>Not Applicable</th>
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<tbody>
<tr>
<td>1. Cooperates with the Athletic Director in regard to submitting all necessary forms, paperwork and program information as required by FCPS.</td>
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<tr>
<td>2. Follows all FCPS policies and procedures and meets all criteria as outlined in job description.</td>
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<tr>
<td>3. Provides and reviews team rules to team members and parents.</td>
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<td>4. Develops rapport with the athletic coaching staff.</td>
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<tr>
<td>5. Is appropriately dressed at the practice and games.</td>
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<tr>
<td>6. Participates in in-service meetings and other activities to improve coaching performance. Attends meetings necessary to the welfare of the Athletic Director.</td>
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<tr>
<td>7. Develops sound public relations. Cooperates with newspapers, radio, television, Booster Club and interested spectators.</td>
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<tr>
<td>8. Understands and follows rules and regulations set forth by all governing agencies: State Association, Board of Education and League.</td>
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<tr>
<td>9. Participates in parent’s night, banquets, award nights, pep assemblies and letters to colleges regarding players.</td>
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<td>10. Maintains suitable sideline conduct at games towards players, officials and other workers.</td>
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<tr>
<td>11. Develops rapport with other teachers, coaches and administrators.</td>
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<tr>
<td>12. Works cooperatively with assistant coaches and other feeder programs in developing a coordinated program.</td>
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<tr>
<td>13. Promotes positive character development and good sportsmanship.</td>
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<tr>
<td>14. Promotes all sports in the athletic program attempting to foster school spirit.</td>
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<td>15. Cooperates and communicates with parents.</td>
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<tr>
<td>16. Works cooperatively with Administrative Staff.</td>
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<td>17. Promotes academic achievement and college placement.</td>
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COACHING PERFORMANCE:

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<tr>
<th>Effective</th>
<th>Needs</th>
<th>Unsatisfactory</th>
<th>Not Applicable</th>
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<tbody>
<tr>
<td>1. Provides proper supervision and administration of teams while on school property and on bus trips.</td>
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<tr>
<td>2. Is well versed and knowledgeable in matters pertaining to the sport.</td>
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<td>3. Has individual and team discipline and control.</td>
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<tr>
<td>4. Develops a well-organized practice schedule which utilizes his/her staff and team to its maximum potential.</td>
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<td>5. Establishes the fundamental philosophy, skills and techniques to be taught by the staff.</td>
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<tr>
<td>6. Holds periodic coaches meetings to implement the above.</td>
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<td>7. Is fair, understanding, tolerant, consistent, and patient with team members.</td>
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<td>8. Is innovative, using new coaching techniques and ideas in addition to already proven methods of coaching.</td>
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<td>9. Is prompt in meeting team members for practices and games.</td>
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<td>10. Shows an interest in athletes in off-season activities and classroom efforts.</td>
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<td>11. Provides leadership and attitudes that produce positive efforts by participants.</td>
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<td>12. Knows the medical aspects of the position, including first aid, injury policies, working with trainer and/or family physician.</td>
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<td>13. Delegate’s authority with responsibility while remaining accountable for such delegations.</td>
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<tr>
<td>14. Uses all possible ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, decision-making and lasting values to each individual.</td>
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<td>15. Utilizes videotape as a teaching tool.</td>
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<td>16. Utilizes practice time for both individual and team development.</td>
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RELATED COACHING RESPONSIBILITIES:

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<tr>
<th>Effective</th>
<th>Needs</th>
<th>Unsatisfactory</th>
<th>Not Applicable</th>
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<tbody>
<tr>
<td>1. Understands and applies current safety practices and procedures as they relate to heat, humidity, lightning/thunder and handling bodily fluids.</td>
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<tr>
<td>2. Maintains current certifications in CPR, First Aid and Care and Prevention of Athletic Injuries.</td>
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<td>3. Is concerned about the care of equipment, including collection, inventory and storage.</td>
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<td>5. Is cooperative in sharing facilities.</td>
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<td>6. Displays enthusiasm and exhibits interest in coaching.</td>
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<td>7. Keeps A.D. informed about unusual events.</td>
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<td>8. Cooperates and gives direction to Booster Club and encourages their working within the rules of the Athletic Department.</td>
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<tr>
<td>10. Operates sport within the budget approved by school administrator.</td>
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Comments:__________________________________    ______________                             _____________________________

Coach Signature _____________________________ Date _____________________________ Evaluator Signature _____________________________
Section 6

Student-Athlete Accountability
Eligibility/Ineligibility

- Please make sure you double-check the ineligibility list before your first scrimmage.

- When checking interims or report cards, please be extremely careful. Interims can only make you eligible. Report cards can make you either ineligible or eligible.

- Student-athletes who are ineligible may not:
  - Travel with the team to any scrimmages or games
  - Dress in uniform or sit with the team at a game

Learn from others...don’t let this ruin your season!
Please double-check everything.

Thanks!
Initial Fall Ineligibility List

Coaches:

*Please sign below indicating that you have read the entire ineligibility list.
*Please list members of your team who are ineligible.
*Those who are ineligible may not dress or travel to any scrimmage or game.

Var. Football:______________________________________________________________

JV Football:______________________________________________________________

Var. Field Hockey:__________________________________________________________

JV Field Hockey:___________________________________________________________

Var. Volleyball:_____________________________________________________________

JV Volleyball:______________________________________________________________

Girls Var. Soccer:__________________________________________________________

Girls JV Soccer:___________________________________________________________

Boys Var. Soccer:____________________________________________________________

Boys JV Soccer:____________________________________________________________

Golf:_____________________________________________________________________

Girls Cross Country:________________________________________________________

Boys Cross Country:________________________________________________________

Var. Cheerleading:__________________________________________________________

JV Cheerleading:___________________________________________________________

Coach Signature:___________________________________________________________
Initial Winter Ineligibility List

Coaches:

*Please sign below indicating that you have read the entire ineligibility list.
*Please list members of your team who are ineligible.
*Those who are ineligible may not dress or travel to any scrimmage or game.

Girls Var. Basketball:____________________________________________________________

Girls JV Basketball:______________________________________________________________

Boys Var. Basketball:______________________________________________________________

Boys JV Basketball:______________________________________________________________

Girls Indoor Track:______________________________________________________________

Boys Indoor Track:______________________________________________________________

Girls Swimming:______________________________________________________________

Boys Swimming:______________________________________________________________

Wrestling:____________________________________________________________________

Var. Cheerleading:______________________________________________________________

JV Cheerleading:______________________________________________________________

Coach Signature:______________________________________________________________
Initial Spring Ineligibility List

Coaches:

*Please sign below indicating that you have read the entire ineligibility list.
*Please list members of your team who are ineligible.

*Those who are ineligible may not dress or travel to any scrimmage or game.

Girls Var. Lacrosse:__________________________________________________________

Girls JV Lacrosse:__________________________________________________________

Boys Var. Lacrosse:__________________________________________________________

Girls Outdoor Track:________________________________________________________

Boys Outdoor Track:_________________________________________________________

Var. Softball:_______________________________________________________________

JV Softball:_______________________________________________________________

Var. Baseball:____________________________________________________________

JV Baseball:______________________________________________________________

Girls Tennis:_____________________________________________________________

Boys Tennis:______________________________________________________________

Coach Signature:__________________________________________________________
Accounting for County and Interscholastic Athletic Fees

The school financial secretary will distinguish between county and interscholastic athletic fees when recording these amounts in the school records. The athletic director and coach will be responsible for giving the secretary a breakdown between the two categories. The athletic director and principal will also indicate the account or accounts into which they wish their school portion of the fees to be deposited within the School Activity Fund.

**County Participation Fees to be Turned in to FCPS**

- Account for these amounts on a separate exchange card called Interscholastic Athletic Fees.
- Write a receipt for the coach through the one-write system, just as you normally would do.
- Retain a copy of a signed deposit slip.
- Retain copies of forms for each individual, submitted by the coach, with your records as documentation.

**Interscholastic Athletic Fees to be Controlled by the School**

- These amounts are deposited to the appropriate restricted fund record card or cards as directed by the athletic director and the school principal.
- These amounts may be used for appropriate expenditures by the individual school and are not to be turned in to the finance department.
- Write a receipt to the coach through the one-write system, just as you would normally do.
- Retain a copy of a signed deposit slip.
- Retain copies of forms for each individual, submitted by the coach, with your records as documentation.

In many cases, one deposit may consist of both county and school fees. Write two or more separate receipts, as many fund record cards are involved, to equal the total amount of the deposit.
FREDERICK COUNTY PUBLIC SCHOOLS INTERSCHOLASTIC ATHLETIC FEE

All student team members are required to pay a nonrefundable interscholastic fee of $95 per sport season. Students must pay this fee prior to the first athletic contest. Fees collected will contribute to the county athletics program to underwrite transportation, coaches’ salaries, officials’ fees, equipment and uniforms. **Please make check payable to the local high school**

Student Name: ____________________________________________ Date: ________________
Sport: __________________________ High School: __________________________
Amount Paid: $___________________ Check #: _____________________________

Coach’s Signature: ____________________________________________

Revised 6/09 white copy – School yellow copy – Participant
PURPOSE: This Athletic Brochure is designed to be useful as a guide for student-athletes and parents. The intent is to condense into one brochure that information which is necessary to effectively understand and participate in the athletic program in Frederick County Public Schools. The brochure includes a collection of information pertaining to state and county procedures and regulations. There may be questions which arise that may not be covered in this brochure. Remember, this brochure is only a guide. Only open communication between coaching staff, athletic director, parents, student-athletes and school administrators will ensure an effective athletic program.

ENROLLMENT: Students shall be officially registered, as required by Maryland school laws and attending a member MPSSAA school. They may represent only the school in which they are registered and at which it is anticipated they will complete their graduation requirements.

AGE: Students who are 19 years or older as of August 31 are ineligible to participate in interscholastic athletics for the school year ahead.

PHYSICAL EXAMINATION: A student shall be examined and certified as being physically fit to participate in any tryout, practice, or contest of a school team. This examination shall be performed by a licensed physician, certified physician assistant under the supervision of a licensed physician, or a certified nurse practitioner. Verification of physical examinations must be submitted beginning on April 1 or after for each academic year of participation. Student physical examinations cover one school year only. It is recommended that the sports physical should not take the place of a student’s annual physical examination with their primary care doctor as stated by the American Academy of Family Physicians (AAFP) and the American Academy of Pediatrics (AAP).

ATHLETIC INSURANCE AND PARENTAL PERMISSION: Every candidate for and participant on an interscholastic team must provide proof of parental permission and have insurance covering possible accident or injury in school-sponsored games, practice sessions and travel to and from athletic contests. Such coverage may be provided through the purchase of scholastic accident insurance, or by providing proof of similar or superior coverage.

Insurance may be purchased through https://www.bobmccloskey.com/md/md_k-12/

FOOTBALL INSURANCE: A football accident policy is also available for purchase through a company approved to offer it through Maryland schools. Visit https://www.bobmccloskey.com/md/md_k-12/ for policies and coverage. There is no guarantee that all medical bills and expenses will be borne by the football insurance. Every football candidate must provide proof of similar or superior coverage, or they may purchase the football coverage through the company above. If an injury occurs, parents and/or guardians should anticipate the distinct possibility of incurring medical expenses that will not be covered by insurance.

The football insurance coverage offered at https://www.bobmccloskey.com/md/md_k-12/ has an option to cover students participating in foot-ball only. At school coverage and 24-hour coverage (excludes football) may be purchased separately. Before purchasing student insurance through https://www.bobmccloskey.com/md/md_k-12/, you may wish to consult with your insurance agent to see if policies you already hold provide adequate coverage. Note: FCPS is not affiliated with nor endorses these programs and does not handle claims or any associated problems.

INTERSCHOLASTIC ATHLETIC FEE: The school system will require that each student pay a nonrefundable fee of $95 for each team in which the student athlete is a member. The interscholastic athletic fee is $150 for students that play two sports in the same season (see dual participation). You will not be able to pay online until your student athlete is selected for the team and the roster has been finalized. Fees must be paid before the first regular season contest.

Fees collected will contribute to the county athletic program to underwrite transportation, coaches’ salaries, officials’ fees, equipment and uniforms.

SEASON OF COMPETITION: Students may participate in interscholastic athletic contests a maximum of four seasons in any one sport in grades 9, 10, 11, and 12.

OUTSIDE TEAM MEMBERSHIP: The outside participation shall not conflict with the practice or contest schedule of the school including district, regional and state championship play. A principal and coach must authorize in advance an absence from a school scheduled practice or competition.

ACADEMIC ELIGIBILITY: See FCPS Policy 509 and Regulation 500-24. **Please note that both Policy 509 and Regulation 500-24 are currently under review. To ensure continued eligibility, parents and student-athletes should monitor grades using Schoology. Log in regularly to check grades and assignments.

ATTENDANCE: Each student-athlete is required to attend school and classes regularly. On the day of an event (game or practice) a student-athlete must attend for the entire day; in the case of extenuating circumstances, the school administration may waive this rule.
DRUG, ALCOHOL, TOBACCO AND DRUG PARAPHERNALIA POLICY: Alcohol, drug, and tobacco use are extremely serious offenses. Not only is the quality of life of the student-athlete in jeopardy but the quality of life of innocent bystanders may be in jeopardy as well. Individuals participating in athletics depend on one another to be mentally and physically prepared to give their best effort each day. This cannot happen if the student-athlete is using alcohol, tobacco, or drugs that are not prescribed by a physician. Student-athletes using, possessing, or distributing drugs, alcohol, or tobacco on school premises or at a school sponsored event shall be subject to discipline as outlined in FCPS Regulation 400-8 “Student Discipline.”

SERIOUS ACTS BY STUDENT LEADERS: Students holding leadership positions or representing the school through academics, athletics and/or activities such as a club or organization, who commit an offense classified as a serious, unlawful act in the community or a serious offense resulting in suspension may be removed from the position. Arrest, conviction, or legal judgment is not required.

STUDENT CONDUCT: Any behavior that is deemed disruptive or detrimental to the team may bring consequences ranging from diminished playing time to dismissal from the team. As a result of misconduct (as described by the principal and/or coach) the principal and/or coach shall be responsible for deciding appropriate punishment.

Any student-athlete ejected from an athletic contest will be suspended for the next contest. In addition to sitting out the next contest, student-athletes who are ejected from a competition must take the NFHS online course, “Sportsmanship.”

HAZING: Hazing will not be tolerated to any degree and will be punishable as outlined in Board regulation 400-8. Any action taken or situation created that causes or is reasonably likely to cause harassment, physical harm, serious mental or emotional harm, extreme embarrassment, ridicule, or loss of dignity to another student for purposes of initiation into a student organization or activity will not be tolerated.

TITLE IX: FCPS supports the provisions of Title IX and believes the implementation of the athletic program should reflect equity in funding, scheduling, and access to programs and facilities. The supervisor of athletics in cooperation with the athletic director and building principal will annually evaluate the following areas to insure equity in athletic programs at all FCPS high schools.

Questions or concerns about the application of Title IX should be directed to the executive director of legal services who serves as the Title IX coordinator for Frederick County Public Schools.

STARTING DATES FOR PRACTICE: Fall sports, August 11; winter sports, November 15; spring sports, March 1.

OUT-OF-SEASON PRACTICE: Member schools and coaches shall confine all organized or formal practices for all students or teams to MPSSAA seasonal limitations. Any school group or team gathering consisting of three or more student-athletes that has assembled for the purpose of drilling would constitute a violation. Any paid or volunteer coach may coach a non-school team provided the team has no direct affiliation with the school (additional MPSSAA and FCPS limitations and out-of-season rules apply).

RECRUITING STATEMENT: No coach or school personnel are to discuss or otherwise promote transfers or changes in residence or residence arrangements with any student, parent or other person of influence or knowingly permit such activity to take place for the purpose of facilitating athletic participation.

EQUIPMENT RESPONSIBILITY: It is the responsibility of the student-athlete to maintain and return all equipment and uniforms issued to them. Parents will be financially responsible for any equipment or uniforms which are lost, stolen, or misplaced during the time the student-athlete is responsible for them. The price of replacing these items will be the actual cost to the school for purchasing new replacement items. Until any charges for lost equipment have been paid, the student-athlete may not receive a report card or be eligible to participate on any other high school athletic team.

DUAL SPORTS IN A SINGLE SEASON: FCPS is allowing dual-sport participation beginning with the 2021-2022 school year. The “FCPS Dual Sport Participation Contract” must be completed and signed by the student-athlete, their parent/guardian, both coaches, the athletic director and principal. This must be completed before the first allowable MPSSAA play date. The athletic participation fee for dual-sport student-athletes is $150.

FCPS IN-SEASON TRANSFER: Students who legally and voluntarily transfer from one FCPS high school into another FCPS high school and request to participate on an interscholastic athletic team after the season has begun may be considered, at the discretion of the coach, to be part of the team. If selected for the team, the student-athlete may not participate in a regularly scheduled game or athletic contest until at least 20 calendar days have elapsed after and including the first day he or she practices with the new school/team. The beginning of each season (fall, winter and spring) is defined as the first allowable practice date set forth by the MPSSAA.

SPORTSMANSHIP AND RESPECT FOR ALL: FCPS is committed to providing a safe and positive atmosphere, free of any type of inappropriate behaviors or practices for all involved in athletic events. It is FCPS’ expectation that good sportsmanship is displayed on the field and in the stands before, during and after an athletic contest. Promoting good sportsmanship is a team effort that includes student-athletes, coaches, officials, school and athletic administrators, spectators and parents/guardians. Sportsmanship Counts in FCPS. Spectators displaying unsportsmanlike conduct may be asked to leave the athletic contest. Please remember to “Respect the Game.”

Click here: FCPS Systemic Procedures for Reporting Accusations/Use of Racial Slurs or Discriminatory Practices

Revised June 2021
PRE-PARTICIPATION PHYSICAL EVALUATION FOR ATHLETICS

To Parents or Guardians:

Students enrolled in grades 9-12 must have an annual pre-participation physical evaluation, dated April 1, 2021 or later for this school year, in order to participate in Frederick County Public Schools (FCPS) interscholastic and corollary athletics.

The medical evaluation shall be performed by a licensed physician, a certified nurse practitioner, or a certified physician assistant under the supervision of a licensed physician.

The pre-participation physical evaluation consists of three parts: History Form (page 1), Physical Examination Form (page 2), and Supplemental History Form for Athletes with Special Needs (page 3).

When a student-athlete has experienced a significant injury, illness, or surgery after submitting the annual pre-participation physical evaluation, a clearance letter from a physician, nurse practitioner, or certified physician assistant under the supervision of a licensed physician is required to resume participation.

The health information submitted to the school will be available only to those health and education personnel who have a legitimate educational interest in your child.

Sports starting dates for 2021-2022 are:

- Fall – Wednesday, August 11, 2021
- Winter – Monday, November 15, 2021
- Spring – Tuesday, March 1, 2022

www.fcps.org/athletics
Twitter: @FCPSAthletics
Preparticipation Physical Evaluation  

(Note: This form is to be filled out by the patient and parent prior to seeing the physician.)

Date of Exam ____________________________

Name ____________________________ Date of birth ____________________________

Sex _______ Age _______ Grade _______ School ____________________________ Sport(s) ____________________________

**Date of Exam** __________________________________________________________________________________________________________________________________

__Sex__ _______ **Age** _______ **Grade** _______ **School** ____________________________ **Sport(s)** ____________________________

**Medicines and Allergies:** Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking.

<table>
<thead>
<tr>
<th>Date</th>
<th>Medicine</th>
<th>Allergy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__Do you have any allergies? □ Yes □ No If yes, please identify specific allergy below. □ Medicines □ Pollens □ Food □ Stinging Insects

Explain “Yes” answers below. Circle questions you don’t know the answers to.

**GENERAL QUESTIONS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Has a doctor ever denied or restricted your participation in sports for any reason?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Do you have any ongoing medical conditions? If so, please identify below: □ Asthma □ Anemia □ Diabetes □ Infections Other:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Have you ever spent the night in the hospital?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Have you ever had surgery?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HEART HEALTH QUESTIONS ABOUT YOU**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Have you ever passed out or nearly passed out DURING or AFTER exercise?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Does your heart ever race or skip beats (irregular beats) during exercise?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MEDICAL QUESTIONS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>26. Do you cough, wheeze, or have difficulty breathing during or after exercise?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Have you ever used an inhaler or taken asthma medicine?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28. Is there anyone in your family who has asthma?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30. Do you have groin pain or a painful bulge or hemia in the groin area?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31. Have you had infectious mononucleosis (mono) within the last month?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32. Do you have any rashes, pressure sores, or other skin problems?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33. Have you had a herpes or MRSA skin infection?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34. Have you ever had a head injury or concussion?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. Do you have a history of seizure disorder?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37. Do you have headaches with exercise?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39. Have you ever been unable to move your arms or legs after being hit or falling?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40. Have you ever become ill while exercising in the heat?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>41. Do you get frequent muscle cramps when exercising?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42. Do you or someone in your family have sickle cell trait or disease?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43. Have you had any problems with your eyes or vision?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44. Have you had any eye injuries?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45. Do you wear glasses or contact lenses?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46. Do you wear protective eyewear, such as goggles or a face shield?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47. Do you worry about your weight?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48. Are you trying to or has anyone recommended that you gain or lose weight?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49. Are you on a special diet or do you avoid certain types of foods?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50. Have you ever had an eating disorder?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51. Do you have any concerns that you would like to discuss with a doctor?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FEMALES ONLY**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>52. Have you ever had a menstrual period?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>53. How old were you when you had your first menstrual period?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>54. How many periods have you had in the last 12 months?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Explain “yes” answers here


I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete ____________________________ Signature of parent/guardian ____________________________ Date ____________________________

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PHYSICAL EXAMINATION FORM

Name ______________________ Date of birth ______________________

EXAMINATION

<table>
<thead>
<tr>
<th>Height</th>
<th>Weight</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BP</th>
<th>Pulse</th>
<th>Vision R 20/</th>
<th>L 20/</th>
<th>Corrected</th>
<th>☐ Y ☐ N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MEDICAL

<table>
<thead>
<tr>
<th>Appearances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span &gt; height, hyperelasticity, myopia, MVP, aortic insufficiency)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Eyes/ears/nose/throat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupils equal</td>
</tr>
<tr>
<td>Hearing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lymph nodes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heart</td>
</tr>
<tr>
<td>Murmurs (auscultation standing, supine, +/- Valsalva)</td>
</tr>
<tr>
<td>Location of point of maximal impulse (PMI)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pulses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simultaneous femoral and radial pulses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lungs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdomen</td>
</tr>
<tr>
<td>Genitourinary (males only)*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skin</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSV, lesions suggestive of MRSA, tinea corporis</td>
</tr>
</tbody>
</table>

Neurologic

MUSCULOSKELETAL

<table>
<thead>
<tr>
<th>Neck</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back</td>
</tr>
<tr>
<td>Shoulder/arm</td>
</tr>
<tr>
<td>Elbow/forearm</td>
</tr>
<tr>
<td>Wrist/hand/fingers</td>
</tr>
<tr>
<td>Hip/thigh</td>
</tr>
<tr>
<td>Knee</td>
</tr>
<tr>
<td>Leg/ankle</td>
</tr>
<tr>
<td>Foot/toes</td>
</tr>
</tbody>
</table>

Functional

| Duck-walk, single leg hop |

*Murmurs (auscultation standing, supine, +/- Valsalva)

*Location of point of maximal impulse (PMI)

*Simultaneous femoral and radial pulses

*Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.

*Consider GU exam if in private setting. Having third party present is recommended.

*Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

☐ Cleared for all sports without restriction

☐ Cleared for all sports without restriction with recommendations for further evaluation or treatment for ____________________________

☐ Not cleared

☐ Pending further evaluation

☐ For any sports

☐ For certain sports ____________________________

Recommendations ____________________________

ALLERGIES: ____________________________________________________________________________

PERTINENT INFORMATION FOR COACHES/TRAINERS/ATHLETIC DIRECTORS (I.E. CUNCUSSION, DIABETES, SEIZURE DISORDER, CARDIAC ISSUES, ASTHMA, ETC.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Name of physician (print/type) ______________________ Date ______________________

Address ______________________ Phone ______________________

Signature of LHCIP ______________________

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

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THE ATHLETE WITH SPECIAL NEEDS: SUPPLEMENTAL HISTORY FORM

Date of Exam __________________________ Date of birth __________________________

Name ____________________________ Sex ______ Age ________ Grade ________ School ____________ Sport(s) ____________

1. Type of disability
2. Date of disability
3. Classification (if available)
4. Cause of disability (birth, disease, accident/trauma, other)
5. List the sports you are interested in playing

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>6. Do you regularly use a brace, assistive device, or prosthetic?</td>
<td></td>
</tr>
<tr>
<td>7. Do you use any special brace or assistive device for sports?</td>
<td></td>
</tr>
<tr>
<td>8. Do you have any rashes, pressure sores, or any other skin problems?</td>
<td></td>
</tr>
<tr>
<td>9. Do you have a hearing loss? Do you use a hearing aid?</td>
<td></td>
</tr>
<tr>
<td>10. Do you have a visual impairment?</td>
<td></td>
</tr>
<tr>
<td>11. Do you use any special devices for bowel or bladder function?</td>
<td></td>
</tr>
<tr>
<td>12. Do you have burning or discomfort when urinating?</td>
<td></td>
</tr>
<tr>
<td>13. Have you had autonomic dysreflexia?</td>
<td></td>
</tr>
<tr>
<td>14. Have you ever been diagnosed with a heat-related (hyperthermia) or cold-related (hypothermia) illness?</td>
<td></td>
</tr>
<tr>
<td>15. Do you have muscle spasticity?</td>
<td></td>
</tr>
<tr>
<td>16. Do you have frequent seizures that cannot be controlled by medication?</td>
<td></td>
</tr>
</tbody>
</table>

Explain “yes” answers here

Please indicate if you have ever had any of the following.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Atlantoaxial instability</td>
<td></td>
</tr>
<tr>
<td>X-ray evaluation for atlantoaxial instability</td>
<td></td>
</tr>
<tr>
<td>Dislocated joints (more than one)</td>
<td></td>
</tr>
<tr>
<td>Easy bleeding</td>
<td></td>
</tr>
<tr>
<td>Enlarged spleen</td>
<td></td>
</tr>
<tr>
<td>Hepatitis</td>
<td></td>
</tr>
<tr>
<td>Osteopenia or osteoporosis</td>
<td></td>
</tr>
<tr>
<td>Difficulty controlling bowel</td>
<td></td>
</tr>
<tr>
<td>Difficulty controlling bladder</td>
<td></td>
</tr>
<tr>
<td>Numbness or tingling in arms or hands</td>
<td></td>
</tr>
<tr>
<td>Numbness or tingling in legs or feet</td>
<td></td>
</tr>
<tr>
<td>Weakness in arms or hands</td>
<td></td>
</tr>
<tr>
<td>Weakness in legs or feet</td>
<td></td>
</tr>
<tr>
<td>Recent change in coordination</td>
<td></td>
</tr>
<tr>
<td>Recent change in ability to walk</td>
<td></td>
</tr>
<tr>
<td>Spina bifida</td>
<td></td>
</tr>
<tr>
<td>Latex allergy</td>
<td></td>
</tr>
</tbody>
</table>

Explain “yes” answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete ____________________________ Signature of parent/guardian ____________________________ Date ____________


HE500

9.2681.0410
PRE-PARTICIPATION COVID-19  
Supplemental Questions for Student’s Physical

This form should be completed by the student’s physician at the time of a physical.

Student History

1. Has your child or adolescent been diagnosed with COVID-19?
   Yes  No

2. Was your child or adolescent hospitalized as a result for complications of COVID-19?
   Yes  No

3. Has your Child been diagnosed with Multi-inflammatory Syndrome in Children?
   Yes  No

4. Has your child or adolescent had direct known exposure to someone diagnosed with COVID-19?
   Yes  No

Please address any "yes" answers to the above questions here:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
EVALUACIÓN FÍSICA PREPARTICIPATIVA PARA ACTIVIDADES DEPORTIVAS

Para los padres o tutores:

Los estudiantes del 9.º al 12.º grado deben tener una evaluación física anual previa a la participación con fecha del 1 de abril de 2021 o en una fecha posterior durante este año escolar para poder participar en las actividades deportivas de los eventos interescolares de las Escuelas Públicas del Condado de Frederick (Frederick County Public Schools, FCPS).

La evaluación médica la llevará a cabo un médico matriculado, un enfermero practicante certificado o un asistente médico certificado bajo la supervisión de un médico matriculado.

La evaluación física preparticipativa consta de tres partes: un formulario de historia clínica (página 1), un formulario de examen físico (página 2) y un formulario de historia clínica suplementario para deportistas con necesidades especiales (página 3).

Si un estudiante deportista sufre una lesión, enfermedad o cirugía importante después de presentar la evaluación física anual previa a la participación se requiere una carta de autorización de un médico, enfermero practicante o asistente médico certificado bajo la supervisión de un médico matriculado para que el estudiante pueda continuar participando.

Solo el personal de salud y educación con un interés educativo legítimo por su hijo(a) tendrá acceso a la información de salud que se presentara a la escuela.

Las fechas de inicio de las actividades deportivas para el período 2021-2022 son:

- Otoño: miércoles, 11 de agosto de 2021
- Invierno: Lunes, 15 de noviembre de 2021
- Primavera: Martes, 2 de marzo de 2022

www.fcps.org/athletics
Twitter: @FCPSAthletics
# EVALUACIÓN FÍSICA PREPARTICIPATIVA

**FORMULARIO DE HISTORIA CLÍNICA**

(Nota: El paciente y sus padres deben llenar este formulario antes de ver al médico.)

### Fecha del examen

### Nombre

### Sexo   Edad   Grado   Escuela   Deporte(s)

### Fecha de nacimiento

---

**Medicamentos y alergias.** Por favor indica todos los medicamentos con receta o de venta libre, y suplementos (herbales y nutricionales) que tomas actualmente.

<table>
<thead>
<tr>
<th>Medicamentos</th>
<th>Alimentos</th>
<th>Picaduras de insectos</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¿Sufras de alguna alergia?  
☐ Sí  ☐ No  En caso afirmativo, especifica a continuación la alergia.

---

En la parte inferior, explica las respuestas afirmativas. Encierra en un círculo las preguntas cuyas respuestas desconoces.

### PREGUNTAS GENERALES

<table>
<thead>
<tr>
<th>PREGUNTAS</th>
<th>Sí</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ¿Alguna vez un médico te ha prohibido o limitado la participación en deportes por alguna razón?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. ¿Actualmente sufres de alguna condición médica? En caso afirmativo, indica a continuación: ☐ Asma  ☐ Anemia  ☐ Diabetes  ☐ Infecciones Otra:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. ¿Has sido hospitalizado alguna vez?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. ¿Alguna vez has tenido cirugía?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. ¿Alguna vez te has desmayado o casi desmayado DURANTE o DESPUÉS de hacer ejercicio?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. ¿Alguna vez has experimentado molestias, dolor o presión en el pecho mientras haces ejercicio?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. ¿Tu corazón se acelera o experimentas latidos irregulares mientras haces ejercicio?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. ¿Alguna vez un médico te ha dicho que tienes problemas del corazón? Si es así, marca todos los que corresponderan:  ☐ Hipertensión arterial  ☐ Un soplo en el corazón  ☐ Colesterol alto  ☐ Una infección en el corazón  ☐ Enfermedad de Kawasaki Otro:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. ¿Alguna vez un médico te ha indicado hacerte una prueba del corazón? (Por ejemplo, ECG/EKG, ecocardiograma...)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. ¿Sientes mareo o mayor dificultad para respirar de l a esperada mientras haces ejercicio?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. ¿Has tenido alguna vez una convulsión inexplicable?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. ¿Te sientes más cansado o experimentas dificultad para respirar más rápidamente que tus amigos mientras haces ejercicio?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. ¿Alguno de tus familiares o parientes ha muerto por problemas cardíacos, usa un soporte ortopédico, ortesis u otro dispositivo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. ¿Alguien en tu familia sufre de miocardiopatía hipertrófica, síndrome de muerte súbita infantil o ha tenido una muerte súbita inesperada o inexplicable antes de los 50 años (incluidos ahogamiento, accidente automovilístico misterioso o en fecha de 12 meses después de una caída o de un golpe)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. ¿Alguien en tu familia padece de problemas cardíacos, usa un marcapasos o tiene un desfibrilador implantado?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. ¿Alguien en tu familia ha experimentado desmayos o convulsiones inexplicables, o casi se ha ahogado?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PREGUNTAS SOBRE LA SALUD DEL CORAZÓN DE TU FAMILIA

<table>
<thead>
<tr>
<th>PREGUNTAS</th>
<th>Sí</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. ¿Alguno de tus familiares o parientes ha muerto por problemas cardíacos o ha tenido una muerte súbita inesperada o inexplicable antes de los 50 años (incluidos ahogamiento, accidente automovilístico misterioso o síndrome de muerte súbita infantil)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. ¿Alguien en tu familia sufre de miocardiopatía hipertrófica, síndrome de Marfan, miocardiopatía arritmogénica del ventrículo derecho, síndrome de QT largo, síndrome de QT corto, síndrome de Brugada o taquicardia ventricular polimórfica catecolaminérgica?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. ¿Alguien en tu familia padece de problemas cardíacos, usa un marcapasos o tiene un desfibrilador implantado?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. ¿Alguien en tu familia ha experimentado desmayos o convulsiones inexplicables, o casi se ha ahogado?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PREGUNTAS SOBRE HUESOS Y ARTICULACIONES

<table>
<thead>
<tr>
<th>PREGUNTAS</th>
<th>Sí</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. ¿Alguna vez un médico te ha prohibido o limitado la participación en deportes por alguna razón?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. ¿Alguna vez te has roto o fracturado un hueso, o dislocado una articulación?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. ¿Alguna vez has necesitado radiografías, resonancia magnética, TAC, inyecciones, terapia, un soporte ortopédico, un vaso o muletas por una lesión?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. ¿Alguna vez has sufrido una fractura por estrés?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. ¿Alguna vez te han diagnosticado o te han hecho una radiografía para diagnosticar inestabilidad del cuello o atlantoaxial (síndrome de Down o enanismo)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. ¿Usas regularmente un soporte ortopédico, ortesis u otro dispositivo de asistencia?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. ¿Tienes una lesión ósea, muscular o articular que te moleste?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. ¿Tienes dolor, inflamación, calentura o enrojecimiento en alguna articulación?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. ¿Tienes antecedentes de artritis juvenil o enfermedad del tejido conectivo?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Explica tus respuestas afirmativas aquí:

---

Por la presente declaro que, según mi más leal saber y entender, mis respuestas a las preguntas anteriores están completas y son correctas.

Firma del deportista: ___________________________ Fecha: ___________________________

Firma del padre/tutor legal: ___________________________ Fecha: ___________________________

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FORMULARIO DE EXAMEN FÍSICO

Nombre __________________________ Fecha de nacimiento __________________________

<table>
<thead>
<tr>
<th>EXAMEN</th>
<th>NORMAL</th>
<th>HALLAZGOS ANORALES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estatura</td>
<td>Peso</td>
<td>Hombre</td>
</tr>
<tr>
<td>PA / ( / )</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MÉDICO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspecto</td>
</tr>
<tr>
<td>• Síndrome de Marfan (cieloescoliosis, paladar muy arqueado, pectus excavatum, aracnodactilia, longitud del brazo &gt; estatura, hiperlaxitud, miopía, Prolapso Mitral, insuficiencia aórtica)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ojos/oidos/nariz/garganta</th>
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</thead>
<tbody>
<tr>
<td>• Pupilas isocóricas</td>
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<tr>
<td>• Audición</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Ganglios linfáticos</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Corazón</th>
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</thead>
<tbody>
<tr>
<td>• Soplos (auscultación de pie, supina, +/- Valsalva)</td>
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<tr>
<td>• Localización del punto de máximo impulso (PMI)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Pulso</th>
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<tbody>
<tr>
<td>• Pulso femoral y radiales simultáneos</td>
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<table>
<thead>
<tr>
<th>Pulmones</th>
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<table>
<thead>
<tr>
<th>Abdomen</th>
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</table>

<table>
<thead>
<tr>
<th>Genitourinario (solo hombres)*</th>
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</thead>
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<table>
<thead>
<tr>
<th>Piel</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Herpes simple, lesiones sugestivas de SARM, tinea corporis</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Neurológico</th>
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</table>

<table>
<thead>
<tr>
<th>MUSCULOESQUELÉTICO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cuello</td>
</tr>
<tr>
<td>Espalda</td>
</tr>
<tr>
<td>Hombro/ brazo</td>
</tr>
<tr>
<td>Codo/ antebrazo</td>
</tr>
<tr>
<td>Muñeca/ mano/ dedos</td>
</tr>
<tr>
<td>Cadera/ muslo</td>
</tr>
<tr>
<td>Rodilla</td>
</tr>
<tr>
<td>Pierna/ tobillo</td>
</tr>
<tr>
<td>Pie/ dedos</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funcional</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Marcha de pato, salto de una pierna</td>
</tr>
</tbody>
</table>

*Se recomienda realizar un ECG y un ecocardiograma, y referir al paciente a cardiología si el examen o los antecedentes cardíacos son anormales.
*Se recomienda realizar un examen genitourinario si se evalúa al paciente en un entorno privado. Se recomienda la presencia de un tercero.
*Se recomienda realizar una evaluación cognitiva o pruebas neuropsiquiátricas de referencia si hay antecedentes de conmoción cerebral significativa.

- Autorizado para participar en todos los deportes sin restricciones.
- Autorizado para participar en todos los deportes sin restricciones con recomendaciones para evaluaciones o tratamientos adicionales por __________________________

- No autorizado
  - En espera de evaluaciones adicionales
  - Para ningún deporte
  - Para algunos deportes __________________________
    Recomendaciones __________________________

ALERGIAS: ____________________________

INFORMACIÓN PERTINENTE PARA ENTRENADORES, INSTRUCTORES O DIRECTORES DE ACTIVIDADES DEPORTIVAS (P. EJ., CONMOCIÓN CEREBRAL, DIABETES, TRASTORNOS CONVULSIVOS, PROBLEMAS CARDÍACOS, ASMA, ETC.) ____________________________

Nombre del médico (letra imprenta) ____________________________ Fecha ____________________________

Dirección ____________________________ Teléfono ____________________________

Firma del profesional médico matriculado ____________________________

Examiné al estudiante mencionado anteriormente y completé la evaluación física preparticipativa. El deportista no presenta contraindicaciones clínicas aparentes para practicar y participar en el(s) deporte(s), como se indica anteriormente. En el expediente en mi oficina se encuentra una copia del examen físico y se puede poner a disposición de la escuela a petición de los padres. Si surgen afecciones de salud después de que el deportista haya sido autorizado para participar, el médico puede rescindir la autorización hasta que se resuelva el problema y se le expliquen completamente las posibles consecuencias al deportista (y a los padres o tutores).

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Evaluación física preparticipativa de FCPS
DEPORTISTA CON NECESIDADES ESPECIALES:
FORMULARIO DE HISTORIA CLÍNICA SUPLEMENTARIO

Fecha del examen __________________________ Fecha de nacimiento __________________
Nombre ____________________________ Sexo _____ Edad _____ Grado _____ Escuela ___________ Deporte(s) ___________

1. Tipo de discapacidad
2. Fecha de diagnóstico de la discapacidad
3. Clasificación (si está disponible)
4. Causa de la discapacidad (nacimiento, enfermedad, accidente/trauma, otro)
5. Indique los deportes que desea practicar

<table>
<thead>
<tr>
<th></th>
<th>Sí</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>¿Usas regularmente un soporte ortopédico, dispositivo de asistencia o prótesis?</td>
<td></td>
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<tr>
<td>7.</td>
<td>¿Usas algún soporte ortopédico especial o dispositivo de asistencia para practicar deportes?</td>
<td></td>
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<tr>
<td>8.</td>
<td>¿Tienes alguna erupción, llagas por presión o cualquier otro problema de la piel?</td>
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<tr>
<td>9.</td>
<td>¿Tienes problemas de audición? ¿Usas una prótesis auditiva?</td>
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<tr>
<td>10.</td>
<td>¿Tienes problemas de visión?</td>
<td></td>
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<tr>
<td>11.</td>
<td>¿Usas algún dispositivo especial para el funcionamiento del intestino o de la vejiga?</td>
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<tr>
<td>12.</td>
<td>¿Sientes ardor o molestias al orinar?</td>
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<tr>
<td>13.</td>
<td>¿Has tenido hiperreflexia autónoma?</td>
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<tr>
<td>14.</td>
<td>¿Alguna vez te han diagnosticado una enfermedad relacionada con el calor (hipertermia) o el frío (hipotermia)?</td>
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<tr>
<td>15.</td>
<td>¿Tienes espasticidad muscular?</td>
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<tr>
<td>16.</td>
<td>¿Sufres de convulsiones frecuentes que no se pueden controlar con medicamentos?</td>
<td></td>
</tr>
</tbody>
</table>

Explica tus respuestas afirmativas aquí

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Por favor, indica si alguna vez has experimentado alguno de los siguientes.

<table>
<thead>
<tr>
<th></th>
<th>Sí</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inestabilidad atlantoaxial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluación radiográfica para diagnosticar inestabilidad atlantoaxial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Articulaciones dislocadas (más de una)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sangrado fácil</td>
<td></td>
<td></td>
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<tr>
<td>Agrandamiento del bazo</td>
<td></td>
<td></td>
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<tr>
<td>Hepatitis</td>
<td></td>
<td></td>
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<tr>
<td>Osteopenia u osteoporosis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dificultad para controlar el intestino</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dificultad para controlar la vejiga</td>
<td></td>
<td></td>
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<tr>
<td>Entumecimiento u hormigueo en los brazos o las manos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entumecimiento u hormigueo en las piernas o los pies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debilidad en los brazos o las manos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debilidad en las piernas o los pies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cambios recientes en la coordinación</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cambios recientes en la capacidad para caminar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Espina bífida</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alergia al látex</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Explica tus respuestas afirmativas aquí

---

Por la presente declaro que, según mi más leal saber y entender, mis respuestas a las preguntas anteriores son completas y correctas.

Firma del deportista __________________________ Firma del padre/tutor __________________________ Fecha ___________

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PRE-PARTICIPACIÓN COVID-19
Preguntas complementarias para el examen físico del estudiante

Este formulario debe ser completado por el médico del estudiante en el momento que se realice un examen físico.

**Historial clínico del estudiante**

1. ¿Ha sido su niño o adolescente diagnosticado con COVID-19?
   - Sí  -  No

2. ¿Estuvo hospitalizado su niño o adolescente debido a complicaciones de COVID-19?
   - Sí  -  No

3. ¿Ha sido diagnosticado su hijo con Síndrome Multi-Inflamatorio Infantil (Multi-inflammatory Syndrome in Children)?
   - Sí  -  No

4. ¿Ha estado su niño o adolescente expuesto a contacto directo con alguien diagnosticado con COVID-19?
   - Sí  -  No

**Responda cualquier respuesta afirmativa a las preguntas anteriores:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Registration Information

The following documents are now found in our on-line registration.

- Authorization for Participation in Interscholastic Athletics
- Student Athlete Information Form
- Football Medical Insurance Requirements – letter from Kevin Kendro, Supervisor of Athletics
- Football Medical Insurance Certification
- Parental Permission to Participate in Interscholastic Football
- Student Athlete Information Card
- Health & Emergency Information
- Concussion Awareness – Parent/Student Acknowledgment Statement
- Pre-Participation Head Injury/Concussion Reporting form for Extracurricular Activities
- Sudden Cardiac Arrest – Information for Parents
- Parent/Student Athlete Acknowledgement Statement for Sudden Cardiac Arrest and Concussion Awareness
- Transportation of Student to/from FCPS Activities and Events – Parent Permission

*updated 06/21/17 tmw*
Student Eligibility and Participation

1. Students shall be officially registered and attending a member MPSSAA school.

2. Students who are 19 years old or older as of August 31 are ineligible to participate in interscholastic athletics.

3. Students may participate in interscholastic athletic contests for a maximum of three (3) seasons in any one sport in grades 10, 11, and 12. Students who participate on an interscholastic team in grade nine will have a maximum athletic eligibility of four (4) seasons in any one sport.

4. Middle, intermediate, or junior high school students are not eligible to compete or practice with high school teams.

5. Students shall maintain amateur status as defined by Regulation 10 of the MPSSAA handbook.

6. Students, while participating on a school team, are permitted to participate in the same sport outside of school during the sports season. This participation shall meet the following criteria:

   - The outside participation shall not conflict with the practice or contest schedule of the school including district, regional and state championship play. A principal and coach must authorize, in advance, an absence from a school scheduled practice or competition. Failure to comply with this rule will result in dismissal from the team.

   - Students who elect to participate on an outside team and do not participate on the school team throughout the designated sports season are ineligible to represent the school in all contests that determine a county, district, regional, or state championship during the sports season.

7. Students shall present to their high school principal a certificate from their parents or guardian giving permission for participation.

8. Member school coaches, school-related organizations, or individuals shall not sponsor or conduct a camp in which students who are returning players are involved or participate. Students who participate in such a camp will become ineligible for that sport. Interpretation: School-related individuals mean any school employee, volunteer, their relatives, and/or agents.

9. A student shall be examined and certified to the high school principal as being physically fit to participate in any tryout, practice or contest of a school team. The examination shall be performed by a qualified physician.

10. Students legally transferred to another school may participate. “Legally transferred” means a change of residence or a transfer from one school to another by action approved by the local superintendent of schools.
11. Graduates of high schools are not eligible to practice with or participate on interscholastic sports teams. However, they may participate in the remaining athletic contest of that semester. Students are considered graduates when they have completed the work required for graduation and are declared graduates by the local board of educations.

12. Before the first game of each sports season, an eligibility list will be forwarded to the Supervisor of Athletics & Extracurricular Activities, using the MPSSAA eligibility form. Each list shall be signed by the athletic director and high school principal. A supplementary list shall be submitted as inclusion of new players to the team are made.

13. Squad Membership

a. Junior Varsity squads: juniors may be eligible to compete at the junior varsity level when the number of freshman and sophomore participants is not sufficient in number to safely field a competitive team or with special permission of the athletic director on an isolated case-by-case basis.

b. Varsity squads may consist of students from grades 9 through 12.

c. Participants may be elevated at any time from the ninth grade team to the junior varsity team and/or the junior varsity team to the varsity team and return to the lower level. Total participation for the individual shall not exceed the maximum number of contests per week as stated in .03 Sports Session of the MPSSAA Handbook.

d. A student must provide residency verification by completing the “Authorization for Participation in Interscholastic Athletics” form and returning it to the coach before the first day of practice.

e. A student may not participate in more than one high school sport per sports season.

f. Juniors and seniors may participate on “B” level competition in cross-country, wrestling, track, swimming, tennis, and golf.
**Academic Eligibility**

These standards apply to all extracurricular activities that are not an extension of a course where a grade is affected by participation in the activity. These standards become effective with the first interim report of the first marking period in the ninth grade.

A student, to be eligible to participate in extracurricular activities, must have earned a minimum of 2.00 grade point average and no “F” grades. Grades used to determine **eligibility** will be recorded on report cards and interim reports. Grades used to determine **ineligibility** will be nine-week term grades only. Eligibility/Ineligibility for fall extracurricular activities is determined by the fourth term grades from the previous year.

1. The student will become eligible/ineligible in accordance with the FCPS Report Card & Interim Processing Schedules. The June posting date will serve as the designated eligible/ineligible day for all fall activities.

2. In any grading period, if a student has made a schedule change, and if the student receives an interim report for either class involved in the schedule change, the class in which the student has been enrolled for the most number of days (within the reporting period ) will be used to determine the student’s eligibility.

3. When a student believes that a procedural error has occurred through a miscalculation, omission or an inaccurate reporting in the awarding of a grade, an appeal may be made to the principal. The student in this situation must be prepared to demonstrate in his/her appeal the circumstances that may have created an incorrect grade. This appeal must be initiated by the student, in writing, within five (5) schools days of the system designated day for posting grades in the SIS for that marking period. Until a decision is rendered by the principal, the student remains ineligible. The principal’s decision must be made within five (5) school days of the appeal and will be final.

4. Each high school must develop a procedure to inform all students who are ineligible on the school system designated day for posting grades.

5. The student may practice during the ineligible period, but may not accompany the team, participate in any interschool competition (including scrimmages) or be excused from class for the activity concerned. Academically ineligible students at the beginning of a sport must practice with the team during the entire ineligibility period.

6. A student who becomes ineligible as determined by fourth term grades in June may participate in practice sessions for fall extracurricular activities. The ineligible student may not perform, accompany the team or be excused from any class for any extracurricular activity. Eligibility will be determined at the issuance of the first interim report in the first term of the new school year.

7. A student may petition for eligibility in accordance with the dates established on the FCPS Report Card & Interim Processing Schedules.

8. Summer school classes cannot remove the fourth marking period failing grade(s).
**Student-Athlete Awards**

1. **Minds in Motion Scholarship** – a MPSSAA Minds in Motion certificate may be awarded to student athletes who have a minimum 3.25 unweighted GPA on their report card and have participated in interscholastic athletics while in high school.

   Contact the MPSSAA Office at athletics@mpssaa.org for certificates.

   In addition, $1,000 scholarships toward post-secondary education will be awarded to outstanding senior male and female scholar-athletes attending a MPSSAA member school. A minimum of one recipient will be selected from each of the nine Districts that comprise the MPSSAA.

   Students with an immediate family member (spouse, mother, father, sister, brother, ward, daughter or son and their respective spouses, regardless of where they reside) employed by The Allstate Foundation ("Sponsor"), Allstate Insurance Company, any Allstate insurance agency and persons living in their same households, whether or not related, are not eligible to enter or win this scholarship. An eligible minor must have his/her parent's or legal guardian's permission to enter. Void where prohibited by law. Program is subject to all applicable federal, state and local laws.

   To Apply:

   Applicants shall have a minimum 3.25 unweighted GPA and have participated in interscholastic athletics while in high school. The application can be completed at the following website: http://www.mpssaa.org/publications/MindsinMotion.asp and submitted via email to the MPSSAA. The deadline is typically in April. Male and female applicants will be selected and notified via email.

2. **CMC Academic Award** – a CMC Academic Certificate may be awarded to student athletes who meet the following criteria:

   A. Seniors in ‘good standing’
   B. Minimum winner of two varsity letters
   C. Senior year letter required
   D. 3.5 cumulative GPA (weighted or unweighted)

   Contact the Supervisor of Athletic & Extracurricular Activities Office for certificates.
End of Year Awards Sheet

<table>
<thead>
<tr>
<th>Name of Athlete</th>
<th>Grade</th>
<th>Lettered Before (What Sport?)</th>
<th># of Years Lettered</th>
<th>Minds in Motion (3.25 or better)</th>
<th>CMC Academic Award (3.5 or better)</th>
</tr>
</thead>
<tbody>
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</table>

# of Felt Letters (1st Year lettering in any sport) = __________

# of Varsity Certificates (Everyone who was a member of your varsity team) = __________

# of Pins (Same as Varsity Certificates) = __________

# of Participation Awards (members of your entire program who were not on varsity) = __________

# of Minds in Motion Awards (those in your entire program who have a 3.25 or better on their report card) = __________

# of CMC Academic Awards (seniors in ‘good standing’, minimum 2 varsity letters including senior year letter, 3.5 cumulative GPA – weighted or unweighted) = __________

Manager:_________________________________________________

Trainer:___________________________________________________

Statistician:_______________________________________________

Scorekeeper:_______________________________________________

Individual/Team Honors:_____________________________________

Team Record:_______________________________________________

_______________________________________________________

Signature of Coach
Section 7

Financial Accountability
TO: Athletic Directors  
FROM: Kevin Kendro  
RE: Interscholastic Athletic Fees  
DATE: July 1, 2021

Frederick County Public Schools requires that each student pay a non-refundable interscholastic athletic fee of $95 for each sport in which he or she is a member. Each school will keep $5 and forward $90 to the Office of Athletics and Extracurricular Activities. Fees collected will contribute to the county athletics program to underwrite transportation, coaching salaries, officials’ fees, equipment, and uniforms.

Each high school will submit payment to the school system for the number of student athletes listed on their state eligibility rosters with the exception of partial waivers of full waivers. The fee waiver form is attached, along with a new accounting form (with tabs for each season). Schools will determine the individual athlete’s ability to pay. No student will be excluded from participation because of his/her inability to pay. Schools will keep $5 from each partial waiver student and forward the remainder to this office. Full waivers will be absorbed at the county level. The school payment schedule to this office will be as follows:

- **Fall Sports**  
  October 1
- **Winter Sports**  
  January 1
- **Spring Sports**  
  April 1

It is imperative that all schools process payments to FCPS in a timely fashion and include copies of each completed fee waiver form. The tracking procedure for partial and full waivers is especially important. Please contact me with any questions.

Attachments (2)
The Frederick County Public Schools (FCPS) athletic activity fee of $95 per student, per sport season, is required to financially support the county athletics program. Fees collected will contribute to the county athletics program to underwrite transportation, coaches’ salaries, officials’ fees, equipment and uniforms. Parents or guardians who are not financially able to pay the full activity fee amount by the required deadline (fees must be paid before the first scheduled competition) may request a modified payment plan, or a waiver of all or part of the fee. All requests must be made, in writing, to the school’s athletic director and approved by the principal or designee.

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**Waiver Request**

Student-Athlete Name: ______________________________________________________________

Sport Level (check one):   □ JV   □ Varsity

Sport: ___________________________________________________________________________

School: ___________________________________________________________________________

Applying for: (check one)

□ Modified Payment Plan (please explain proposed plan)

___________________________________________________________________________
___________________________________________________________________________

□ Partial Waiver - I can pay the following amount $__________.

___________________________________________________________________________
___________________________________________________________________________

Parent/Guardian Signature: __________________________________________________________

Parent/Guardian Printed Name:_______________________________________________________

Parent/Guardian Phone Number:______________________________________________________

----------------------------------------------------------------------------------------------------------------------------

**OFFICE USE ONLY**

□ Approved:   

    □ Total Amount $__________

□ Denied (explanation) ______________________________________________________________

Administrator Signature: ____________________________________ ______ Date: __________

06/20/16 t.wisner
Preferred Method for Submitting Interscholastic Participation Fee Paperwork

On the dates below, participation fees & paperwork are due to the Office of Athletics & Extracurricular Activities:

**Fall Season: October 1**
**Winter Season: January 1**
**Spring Season: April 1**

Please submit your paperwork in the following order:

1. Check made out to FCPS (if all students did not pay online)
2. Interscholastic Athletic Fee Accounting Form calculated @ $95 per paid at school fee – signed by the principal
3. Waivers – in order by sport as listed on the accounting form (you do not have to split out partial and full waivers)
4. MPSSAA Eligibility Forms – in order by sport as listed on the accounting form. (Please indicate any student managers.)
5. Refunds - let us know as soon as you know; please don’t wait until the paperwork is sent in.

Please do not staple anything together!

*esSchool Rosters* (including Unified Sports) are due on the same date as the Participation Fee Paperwork. (Please do NOT indicate any student managers by putting ‘*Manager*’ in the *Activity Comment* field.)

Athletic Participation Fee Refunds

- Student-athletes who voluntarily quit the team may receive a refund of their participation fee only if the request is made prior to the first official regular season contest.

- All other situations must be approved the school and Supervisor of Athletics.

- Refunds will be processed @$95.**
**Interscholastic Athletic Fee Accounting Form**

<table>
<thead>
<tr>
<th>SPORT</th>
<th>ACTUAL NUMBER OF PARTICIPANTS* After Refunds</th>
<th>TOTAL # PARTICIPANTS PAYING @ THE SCHOOL IN FULL</th>
<th>TOTAL # PARTICIPANTS PAYING ONLINE After Refunds</th>
<th>PARTIAL WAIVERS TOTAL #</th>
<th>FULL WAIVERS TOTAL #</th>
<th>FULL WAIVERS TOTAL $ @ $95</th>
<th>REFUNDS TOTAL #</th>
<th>REFUNDS TOTAL $ @ $95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheerleading JV</td>
<td>0</td>
<td>$0</td>
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<td>$0</td>
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<td>Cheerleading V</td>
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<tr>
<td>Cross Country Boys</td>
<td>0</td>
<td>$0</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Cross Country Girls</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Field Hockey JV</td>
<td>0</td>
<td>$0</td>
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<td>Field Hockey V</td>
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<tr>
<td>Football JV</td>
<td>0</td>
<td>$0</td>
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<td>Football Varsity</td>
<td>0</td>
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<td>Golf</td>
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<td>Boys JV Soccer</td>
<td>0</td>
<td>$0</td>
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<td>Boys Varsity Soccer</td>
<td>0</td>
<td>$0</td>
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<td>Girls JV Soccer</td>
<td>0</td>
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<tr>
<td>Girls Varsity Soccer</td>
<td>0</td>
<td>$0</td>
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<tr>
<td>Volleyball JV</td>
<td>0</td>
<td>$0</td>
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<tr>
<td>Volleyball Varsity</td>
<td>0</td>
<td>$0</td>
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<td>$0</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td><strong>0</strong></td>
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</tbody>
</table>

0 (# full paying participants @ the school x $90)

(portion of partial paying participants)

Total Due **$** -

Highlighted columns require manual entries

* Attach copies of eligibility for verification

** Send check to Athletics Office for this total amount payable to FCPS

All fees are processed at $95- Paid at School/Online/Full/Partial Waivers
School keeps $5 for each full paying & partial paying participant

Approval: __________________________________________

Principal
According to the Rules and By-Laws of the M.P.S.S.A.A., I certify that the following named members of _________________________________ High School are eligible to compete in athletics with other member schools.

<table>
<thead>
<tr>
<th>NAME (Last Name, First)</th>
<th>Birth Date</th>
<th>Age</th>
<th>Semesters Enrolled (Including Current Session)</th>
<th>Semesters participated (Including Current Session)</th>
<th>Grade Level</th>
<th>Football</th>
<th>Cheerleading (V)</th>
<th>Boys Soccer</th>
<th>Girls Soccer</th>
<th>Boys Cross Country</th>
<th>Girls Cross Country</th>
<th>Field Hockey</th>
<th>Golf</th>
<th>Volleyball</th>
<th>Boys Basketball</th>
<th>Girls Basketball</th>
<th>Boys Swimming</th>
<th>Girls Swimming</th>
<th>Boys Indoor Track</th>
<th>Girls Indoor Track</th>
<th>Wrestling</th>
<th>Boys Lacrosse</th>
<th>Girls Lacrosse</th>
<th>Boys Track</th>
<th>Girls Track</th>
<th>Tennis</th>
<th>Softball</th>
<th>Baseball</th>
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</tbody>
</table>

ATHLETIC DIRECTOR ________________________________ DATE ________________ PRINCIPAL ________________________________ DATE ________________
The Board of Education shall pay the cost of security personnel as requested by the principal in preparing the annual budget. These costs shall be reflected in the supplementary allocation as received by each school.

Securing security personnel and the number needed shall be determined by each school and conditions of the contests.

Lifeguards must be provided for all swim team practices and matches.

Supervisors must be at the site of swim meets.
<table>
<thead>
<tr>
<th>EVENT</th>
<th>TIME/HOURS</th>
<th>LEVEL OF SECURITY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varsity Football Game</td>
<td>4 – 4+</td>
<td>High</td>
<td># depends on crowd &amp; location</td>
</tr>
<tr>
<td>9/JV Football Doubleheader</td>
<td>4 – 4+</td>
<td>Medium - High</td>
<td>1-2 officers depending on crowd &amp; location</td>
</tr>
<tr>
<td>JV/V Boys and Girls Soccer Doubleheaders</td>
<td>4 -4+</td>
<td>Medium</td>
<td>1 officer</td>
</tr>
<tr>
<td>JV/V Volleyball Doubleheaders</td>
<td>3 – 4</td>
<td>Low</td>
<td>1 officer shared w/ Soccer if home on same night</td>
</tr>
<tr>
<td>JV/V Field Hockey (Gated Event)</td>
<td>4</td>
<td>Low</td>
<td>0-1 officer depending on crowd &amp; location</td>
</tr>
<tr>
<td>JV/V Field Hockey (Non-Gated Event)</td>
<td>0</td>
<td>Low</td>
<td>No money taken</td>
</tr>
<tr>
<td>JV/V Boys Basketball Doubleheader</td>
<td>4</td>
<td>Medium – High</td>
<td># depends on crowd &amp; location</td>
</tr>
<tr>
<td>JV/V Girls Basketball Doubleheader</td>
<td>4</td>
<td>Medium</td>
<td>1 officer</td>
</tr>
<tr>
<td>9/JV/V Boys Basketball Tripleheaders</td>
<td>4+</td>
<td>Medium – High</td>
<td># depends on crowd &amp; location</td>
</tr>
<tr>
<td>JV/V Wrestling Match</td>
<td>3-4</td>
<td>High</td>
<td>1 officer/ more depending on crowd &amp; location</td>
</tr>
<tr>
<td>Swim Meets</td>
<td>0</td>
<td>Low</td>
<td>Gated events but very small crowds</td>
</tr>
<tr>
<td>JV/Varsity Boys Lacrosse</td>
<td>4</td>
<td>Medium – High</td>
<td>Not large crowds but intense, emotional games</td>
</tr>
<tr>
<td>JV/V Girls Lacrosse</td>
<td>4</td>
<td>Medium</td>
<td>1 officer</td>
</tr>
<tr>
<td>Non-Gated Athletic Events</td>
<td>0</td>
<td>Low-Medium</td>
<td>No money taken, smaller crowds, no security unless a problem is anticipated</td>
</tr>
<tr>
<td>Homecoming</td>
<td>4-4+</td>
<td>Medium</td>
<td>1-2 officers</td>
</tr>
<tr>
<td>Prom</td>
<td>4-4+</td>
<td>Medium</td>
<td>1-2 officers</td>
</tr>
<tr>
<td>School Plays</td>
<td>3</td>
<td>Low</td>
<td>None?</td>
</tr>
</tbody>
</table>
Additional Criteria for Security

- Gated vs. Non-Gated Event
- Size of crowd anticipated
- Location of the Game
- Night Game vs. Day Game
- Level of Security Risk (Low, Medium, High)
- Intensity/Emotion of the Game (Football, Wrestling, Boys Lacrosse are emotionally charged sports)
- Past Issues at Recent Events
- Rivalry Games

Paying Cash to Officials/Workers out of the Gate Money

We cannot pay officials/workers cash out of the gate for any FCPS event where the money is going back to the school. Therefore, those individuals who are serving as track officials, cheerleading judges, etc. must fill out a W-9 form. Once the school finance secretary receives the completed W-9 form, a check may be issued to that person.

*In regards to MPSSAA district, regional, and state events, paying workers and officials cash is allowed because the money is not going back to the school. We can use the forms the district and state provides to pay cash out to our workers.

*Please make sure that you indicate on the gate receipt form whether the event is a “school event” or a “district,” “regional” or “state” event. This will help our auditors.
Guide to the effective, efficient and safe management of interscholastic athletic contests in Frederick County Public Schools at gated events where admission is charged:

<table>
<thead>
<tr>
<th>Event Staff</th>
<th>Anticipated Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 – 500</td>
</tr>
<tr>
<td>Ticket Takers</td>
<td>2</td>
</tr>
<tr>
<td>Game Managers</td>
<td>1</td>
</tr>
<tr>
<td>Administrator(s)</td>
<td>1</td>
</tr>
<tr>
<td>Athletic Director(s)</td>
<td>1</td>
</tr>
</tbody>
</table>

- Athletic Directors have the option to pay two game managers instead of a game manager and two ticket takers. The game managers would perform both duties (ticket taking and game management). This option must be budget neutral.
Guidelines for Hosting FCPS Championship Events

Note: Host schools are financially responsible for all costs involved in the operation of the meet. County schools may be asked to split costs of event receipts when receipts do not meet expenditures.

**FCPS Golf Championship**

- Officials – N/A
- Venue – Supervisor of Athletics will pay rental fee for Clustered Spires
- Awards – Supervisor of Athletics will provide team championship plaque and individual championship plaque for male and female winner.
- Athletic Trainer – N/A
- Custodians – N/A
- Ticket Takers/Supervisors – N/A
- Security – N/A

**FCPS Cross Country Championship**

- Officials – Supervisor of Athletics will pay for the following official positions. Any additional positions will be the responsibility of the host school.
  1 Referee--$65
  1 Starter--$65
  1 Head finish line judge--$55
- Venue – N/A. If a school chooses to host other than on school property, the cost will be the responsibility of the host school.
- Awards – Supervisor of Athletics will provide team championship plaques and individual championship plaques for male and female winners. Any other awards are the responsibility of the host school.
- Athletic Trainer – Supervisor of Athletics will pay for the Athletic Trainer provided they cannot cover within their normal working hours. Prior approval from the Supervisor of Athletics is required.
- Custodians – N/A
- Ticket Takers/Supervisors – N/A
- Security – N/A
FCPS Cheerleading Championship

- Officials – Responsibility of the host school. Pay local rate.
- Venue – N/A. Held at host school.
- Awards – Supervisor of Athletics will provide team championship plaque.
- Athletic Trainer – Supervisor of Athletics will pay for the Athletic Trainer provided they cannot cover within their normal working hours. Prior approval from the Supervisor of Athletics is required.
- Custodians – N/A. If held on the weekend and custodians are required, Supervisor of Athletics will pay with prior approval required.
- Security – Responsibility of Host School
- Dee Jay/Music – Responsibility of the host school.

FCPS Indoor Track Championship

- Officials - Supervisor of Athletics will pay for the following official positions. Any additional positions will be the responsibility of the host school.
  1. Referee--$65
  2. Starters--$65 each
  1. Head finish line judge--$55
  1. Head field event judge for each of the following--$45
     a. High jump
     b. Pole vault
     c. Shot put
  6. Umpires--$25 each
- Venue – Supervisor of Athletics will pay for rental of Hagerstown Community College.
- Awards – Supervisor of Athletics will provide the team championship plaques for male and female winners. All other awards are the responsibility of the host school.
- Athletic Trainer – Supervisor of Athletics will pay for the athletic trainer if available. Prior approval is required.
- Custodians – N/A
- Ticket Takers/Supervisors – Responsibility of the host school.
- Security – N/A

FCPS Swimming & Diving Championship

- Officials – Supervisor of Athletics will pay officials fees.
- Venue – N/A. Held at Walkersville High School each year.
- Awards – Supervisor of Athletics will provide the team championship plaques for male and female winners. All other awards will be split four ways with host school, school selling T-shirts, school selling programs, and Supervisor of Athletics.
• Athletic Trainer – Supervisor of Athletics will pay for athletic trainer. Prior approval from the Supervisor of Athletics is required.
• Custodians – Supervisor of Athletics will pay for custodial coverage with prior approval.
• Ticket Takers/Supervisors – Supervisor of Athletics will pay for with prior approval.
• Security – Responsibility of host school.

FCPS Wrestling Tournament

• Officials – Supervisor of Athletics will pay for officials fees.
• Venue – N/A. Held at host school.
• Awards – Supervisor of Athletics will provide team championship plaque. All other awards are the responsibility of the host school.
• Athletic Trainer – Supervisor of Athletics will pay for athletic trainer with prior approval.
• Custodians – Supervisor of Athletics will pay for custodial coverage with prior approval.
• Ticket Takers/Supervisors – Responsibility of host school.
• Security – Responsibility of host school.

FCPS Tennis Tournament

• Officials – N/A
• Venue – Supervisor of Athletics will pay rental fees for Baker Park Courts.
• Awards – Supervisor of Athletics will pay for team championship plaques for male and female winners as well as brackets for individual winners.
• Athletic Trainer – Supervisor of Athletics will pay for athletic trainer provided one is available and with prior approval.
• Custodians – N/A
• Ticket Takers/Supervisors – N/A
• Security – N/A

FCPS Track & Field Championship

• Officials - Supervisor of Athletics will pay for the following official positions. Any additional positions will be the responsibility of the host school.
  1 Referee--$65
  2 Starters--$65 each
  2 Clerks--$55 each
  1 Head finish line judge--$55
  1 Head field event judge for each of the following--$45
    a. High jump
    b. Pole vault
    c. Long jump
d. Triple jump  
e. Shot put  
f. Discus  

6 Umpires--$25 each

- Venue – N/A. Held at host school.
- Awards – Supervisor of Athletics will provide team championship plaques to male and female winners. All other awards are the responsibility of the host school.
- Athletic Trainer – Supervisor of Athletics will pay for athletic trainer provided one is available and with prior approval.
- Custodians – N/A unless held on a weekend. Supervisor of Athletics will pay for custodial coverage if on a Saturday with prior approval.
- Ticket Takers/Supervisors – Responsibility of host school.
- Security – Responsibility of host school.
Interscholastic Athletics Admission Guidelines

❖ Adult Admission = $6.00 (all contests, single or double-header)

❖ Student Admission = $2.00 (all contests, single or double-header)

❖ All FCPS employees (only) displaying an FCPS photo ID (bearer only) will be admitted to all FCPS sponsored athletic contests free of charge. *Note - this does not include CMC championships, region, and state events and may not include invitationals or competitions hosted by a school.

❖ MPSSAA pass holders (bearer only) will be admitted to all FCPS sponsored contests free of charge.

❖ All guests aged sixty (60) or older will be admitted free of charge. *Note - this does not include region and state events.

❖ Children aged seven (7) and under will be admitted free of charge.

❖ Admission charges may be adjusted for county, holiday, and invitational tournaments

❖ Some contests may require purchasing tickets in advance so guests are encouraged to contact the appropriate school well in advance of a “big” event.

❖ Local (FCPS) schools will provide season/sport pass opportunities for students, parents, and communities.
Gate Receipts

When a Gate Receipts Reconciliation Form accompanies a deposit, the following steps should be performed:

1. Key the name of the person handing in the money and the number of bills, rolled coins, and loose coins just as you would for any receipt.
2. Verify that the Deposit Total on the screen agrees with the amount of money turned in and the Cash Revenue written on the Gate Reconciliation Form. If the amounts do not agree, contact the administrator who completed the form for further instructions.
3. Select the “BOE Participation Fund” category from the drop down category menu and enter the amount from the “LESS REVENUE FOR BOE PARTICIPATION FUND” line from Part III of the Gate Reconciliation Form into the Amount Field on the screen. Key “Gate Receipts” in the Reason column.
4. Select the appropriate category from the drop down category menu to account for the balance of the revenue and enter the amount from the “TOTAL REVENUE FOR ATHLETIC DEPARTMENT” line from Part III of the Gate Reconciliation Form in the Amount Field on the screen. Key “Gate Receipts” in the Reason column.
5. Save the form and continue with the Deposit/Receipt process as you would with any other receipt.
6. At the end of the month, write a check to FCPS for the balance in the BOE Participation Fund category and send it to the Finance Department along with a Remittance Log. Use account code string “21340-10-10-0102-013-88-00000”.
7. You can print a report showing all gate receipts by running Report 11 from the Report Menu, selecting a date range, and entering “Gate Receipts” in the Description field.
GATE RECEIPTS RECONCILIATION FORM

SCHOOL: ____________________________  DATE: ____________________________  EVENT: ____________________________

I. TICKET REVENUE CALCULATION:
   A. Adult Tickets
      Ending Number: _______ 
      Beginning Number: _______ 
      Total Sold X _______ = _______ (Ticket Rate) _______ (Adult Revenue)
   B. Student Tickets
      Ending Number: _______ 
      Beginning Number: _______ 
      Total Sold X _______ = _______ (Ticket Rate) _______ (Student Revenue)
   C. No-Charge Tickets
      Ending Number: _______ 
      Beginning Number: _______ 
      Total Issued X _______ = _______ (Ticket Rate) _______ (Student Revenue)
   D. Other Tickets
      Ending Number: _______ 
      Beginning Number: _______ 
      Total Sold X _______ = _______ (Ticket Rate) _______ (Other Revenue)

I. TOTAL TICKET REVENUE  $ _______

II. CASH RECONCILIATION:
   Hundreds = _______ X _______ = _______  
   Fifties = _______ X _______ = _______  
   Twenties = _______ X _______ = _______  
   Tens = _______ X _______ = _______  
   Fives = _______ X _______ = _______  
   Ones = _______ X _______ = _______  
   Fifty Cents = _______ X _______ = _______  
   Quarters = _______ X _______ = _______  
   Dimes = _______ X _______ = _______  
   Nickels = _______ X _______ = _______  
   Pennies = _______ X _______ = _______

Total Cash in Cash Box $ _______
Less: Beginning Cash $ _______

II. CASH REVENUE  $ _______

III. TOTAL REVENUE  $ _______

LESS REVENUE FOR BOE PARTICIPATION FUND ($2 PER ADULT
(ACCT CODE 21340-10-0102-013-88-00000)
(TICKET)
TOTAL REVENUE FOR ATHLETIC DEPARTMENT  $ _______

Administrator  Cashier
Cash Short (I. Exceeds II.)  OR
Cash Over (II. Exceeds I.)

COMMENTS: ____________________________
MPSSAA

PLAYOFFS

Admission = $6.00 ADULTS
UNDER 7 FREE

ONLY MPSSAA PASSES ACCEPTED!

Thank you and enjoy the contest.
ATHLETIC EVENT ADMISSION

$6 ADULTS
$2 STUDENTS

Security provided by police officers
Video surveillance in use on these premises

@FCPSAthletics
ADMINISTRATORS & ATHLETIC DIRECTORS

Booster Club Accountability

- Not part of the school system, but athletic program relies on booster club funding; keep a delineation
- Public’s perception that booster club is responsibility of the school system
- Booster club cannot use FCPS sales exempt number or Federal tax ID number
- Booster donations used to purchase items in Student Activity Funds must adhere to FCPS rules
- School administrators and athletic directors should oversee booster club fundraising
- Funds raised by booster club are entrusted by the public to be used for the intended purpose
- Encourage booster club board to establish and adhere to appropriate internal controls to safeguard assets
- Best if booster club board chooses to make changes and embraces financial responsibility and accountability without being mandated
- Administrators and athletic directors set the appropriate tone by demonstrating ethical behavior and integrity
- First step in preventing, deterring and detecting fraud is creating a culture of honesty, integrity, accountability and ethical behavior which is expected by everyone
- Success of the booster club is based upon trust; fraud also occurs because of trust
- Be aware of the probability of theft of funds, equipment or supplies and deter possibility of embezzlement or theft
- Create channel of communication to address any issues
- Administrators and athletic directors need to balance booster club trust and oversight
- Emphasize to booster club members that following financial procedures protects booster club funds, the school, and individual members from allegations of inappropriate behavior
- Discuss precautions and internal controls at booster club meeting and provide a copy to all members; suggest good practices to implement

1. Secure checks, cash box change, petty cash and other revenues in a locked and secure location.
2. Never sign blank checks and do not permit use of a signature stamp.
3. Establish clear procedures for reimbursement of expenses and require original receipts.
4. Use requisition forms prior to issuing a check for which an invoice has not been received.
5. Adequately secure cash, inventory and supplies to decrease temptation and theft.
6. Require that booster club financial records and files be uploaded onto a school computer to permit you to review the work and ensure a backup in the event of an equipment or software failure, or if the volunteer’s records become unavailable. Also require that financial records be kept at the school.
7. Rotate treasurers or other members in positions with financial authority.

Sources:
Securing School Funds and Assets, Athletic Directors Meeting March 11, 2009, Leslie Pellegrino, FCPS Asst. Director of Fiscal Services
BOOSTER CLUB BOARD OF DIRECTORS

Booster Club Accountability

- Not part of the school system, but athletic program relies on booster club funding
- Public’s perception that booster club is responsibility of the school system
- Booster club cannot use FCPS sales exempt number or Federal tax ID number
- Booster club fundraising must be approved by administration
- Funds raised by booster club are entrusted by the public to be used for the intended purpose
- Establish and adhere to appropriate internal controls to safeguard assets
- Create a culture of honesty, integrity, accountability and ethical behavior which is expected by everyone
- Success of the booster club is based upon trust; fraud also occurs because of trust
- Be aware of the probability of theft of funds, equipment or supplies and deter possibility of embezzlement or theft
- Follow proper channel of communication to address any issues
- Adhering to proper financial procedures protects booster club funds, the school, and individual members from allegations of inappropriate behavior
- Proper internal controls should be in place:
  1. Segregation of Duties – different people to receive and log cash and checks, handle deposits, issue checks, and reconcile bank statements; rotate responsibilities periodically
  2. Checks – all stamps should be marked “For Deposit Only” upon receipt; require invoices and supporting paperwork before issuing checks; consider two signatures for checks; use numbered checks for all payments; do not sign blank checks; review backup for the check payment and require an invoice or documentation; attach copies of invoices or receipts to duplicate check copy; review cancelled checks and endorsements for anything suspicious; account for every check (including voided or cancelled checks); keep all records
  3. Deposits – use separate deposit slip each business day and make deposits quickly (preferably daily); compare deposit slips and daily log receipts to bank statements
  4. Cash – duties of handling cash should be assigned to different people; two people should count cash and issue a receipt; rotate individuals who count cash; use numbered receipt book with a duplicate copy; the person receiving cash should not be the same person making the deposit; limit access to cash; use a safe and keep combination or key location confidential at all times; be cautious who is given the combination or key
  5. Financial Reporting – this should be reported to the board of directors and administration monthly; financial reports should be periodically shared with all booster club members
  6. Audits – three different types of audits based on the amount of money involved: compilation (less than $20,000), review ($20,000 to $50,000) and audit ($50,000 or more)

Sources:
Securing School Funds and Assets, Athletic Directors Meeting March 11, 2009, Leslie Pellegrino, FCPS Asst. Director of Fiscal Services
<table>
<thead>
<tr>
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CHECK ONE: [ ] Official(s) *PAID* at game site

[ ] Official(s) *NOT PAID* at game site
<table>
<thead>
<tr>
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</tbody>
</table>
Hosted by District I Schools

Date of Contest: _________________________________________________________

Site of Contest: _________________________________________________________

Teams: ________________________________ vs. _____________________________

Money Disbursed: Please have workers sign payroll form to acknowledge receipt of payment, attached.

<table>
<thead>
<tr>
<th>Pay officials first</th>
<th>Single</th>
<th>Doubleheader</th>
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<tbody>
<tr>
<td>Official</td>
<td>$ **all fees paid by District 1</td>
<td>**all fees paid by District 1</td>
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<tr>
<td>Official</td>
<td>**all fees paid by District 1</td>
<td>**all fees paid by District 1</td>
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<tr>
<td>Table Official</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic Director or Game Director (one only) (Includes Site Preparation)</td>
<td>75.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Administrator</td>
<td>55.00</td>
<td>80.00</td>
</tr>
<tr>
<td>Athletic Trainer</td>
<td>$35 per hour</td>
<td></td>
</tr>
<tr>
<td>Workers (if needed)</td>
<td>50.00</td>
<td>75.00</td>
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<tr>
<td>Worker (Visiting School) 2 Max (if needed)</td>
<td>50.00</td>
<td>75.00</td>
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<tr>
<td>Security (as needed)</td>
<td></td>
<td>Local rate</td>
</tr>
</tbody>
</table>

Total amount of money from gate: $ ____________________
Total amount of money paid out for workers: $ ____________________
Net receipts returned to district: $ ____________________

Signature of Athletic Director or Designee

Send remaining monies, check payable to MPSSAA District I to:
Michael Chavez
11701 Bunker Hill Court
Union Bridge, MD 21791

Visiting District I schools will submit transportation forms for reimbursement to:
Michael Chavez, District I treasurer

Visiting non-District I schools should submit transportation forms to their district treasurer.
District I – Volleyball
Complete a Separate Sheet for Each

Hosted by District I Schools

Date of Contest: _________________________________________________________

Site of Contest: _________________________________________________________

Teams: ________________________________ vs. _____________________________

Money Disbursed: Please have workers sign payroll form to acknowledge receipt of payment, attached.

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<tr>
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<tr>
<td>Line Judge</td>
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<td>**all fees paid by District 1</td>
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<tr>
<td>Athletic Director or Game Director (one only)</td>
<td>75.00</td>
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<td>(Includes Site Preparation)</td>
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<tr>
<td>Athletic Trainer</td>
<td>$35 per hour</td>
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<tr>
<td>Administrator</td>
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<td>80.00</td>
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<tr>
<td>Workers (if needed)</td>
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<tr>
<td>Worker (Visiting School) 2 Max (if needed)</td>
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<tr>
<td>Security (as needed)</td>
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<tr>
<td>Total amount of money from gate :</td>
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<tr>
<td>Total amount of money paid out for workers:</td>
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<tr>
<td>Net receipts returned to district:</td>
<td>$__________________</td>
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</tbody>
</table>

Signature of Athletic Director or Designee

Send remaining monies check payable to MPSSAA District I to:
Michael Chavez
11701 Bunker Hill Court
Union Bridge, MD 21791

Visiting District I schools will submit transportation forms for reimbursement to:
Michael Chavez, District I treasurer

Visiting non-district I schools should submit transportation forms to their district treasurer.

ADMISSION
All games: $6
Under 7 years old: Free
District I – Boys & Girls Soccer (circle one)
Complete a Separate Sheet for Each

Hosted by District I Schools

Date of Contest: ________________________________

Site of Contest: ________________________________

Teams: __________________ vs. __________________

Money Disbursed: Please have workers sign payroll form to acknowledge receipt of payment, attached.

Pay officials first

<table>
<thead>
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<th>Officials</th>
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<tr>
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<td>75.00</td>
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<tr>
<td>Administrator</td>
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<td>Security (as needed)</td>
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Total amount of money from gate: $_______________
Total amount of money paid out for workers: $_______________
Net receipts returned to district: $_______________

Signature of Athletic Director or Designee

Send remaining monies check payable to MPSSAA District I to:
Michael Chavez
11701 Bunker Hill Court
Union Bridge, MD 21791

Visiting District I schools will submit transportation forms for reimbursement to:
Michael Chavez, District I treasurer

Visiting non-district I schools should submit transportation forms to their district treasurer.
District I – Boys & Girls Basketball

Complete a Separate Sheet for Each
First & Second Round Games Only

Hosted by District I Schools

Date of Contest: _______________________________________________________

Site of Contest: _______________________________________________________

Teams: __________________________________________ vs. ___________________

Money Disbursed: Please have workers sign payroll form to acknowledge receipt of payment, attached.

Pay official first

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<tr>
<td>Athletic Trainer</td>
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<tr>
<td>Administrator(s) In Charge</td>
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<td>Net receipts returned to district:</td>
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Signature of Athletic Director or Designee

Send remaining monies check payable to MPSSAA District I to:
Michael Chavez
11701 Bunker Hill Court, Union Bridge, MD 21791

Visiting District I schools will submit transportation forms for reimbursement to:
Michael Chavez, District I treasurer

Visiting non-district I schools should submit transportation forms to their district treasurer.
District I –Boys & Girls Lacrosse (circle one)
Complete a Separate Sheet for Each

Hosted by District I Schools

Date of Contest: ________________________________

Site of Contest: ________________________________

Teams: ________________________________ vs. _____________________________

Money Disbursed: Please have workers sign payroll form to acknowledge receipt of payment, attached.

Pay officials first

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Athletic Director or Game Director (one only) (Includes Site Preparation) 75.00 100.00

Athletic Trainer $35 per hour

Administrator(s) In Charge 55.00 80.00

Workers (as needed) 50.00 75.00

Workers (Visiting School) 2 Max (if needed) 50.00 75.00

Security As Needed Local rate

Total amount of money from gate: $ ____________________

Total amount paid to workers: $ ____________________

Net receipts returned to district: $ ____________________

Signature of Athletic Director or Designee

Send remaining monies check payable to MPSSAA District I to:
Michael Chavez
11701 Bunker Hill Court, MD 21791

Visiting District I schools will submit transportation forms for reimbursement to:
Michael Chavez, District I treasurer

Visiting non-district I schools should submit transportation forms to their district treasurer.

ADMISSION
All games: $6
Under 7 years old: Free
# District I – Baseball & Softball

**Complete a Separate Sheet for Each**

**Hosted by District I Schools**

**Date of Contest:** _________________________________________________________

**Site of Contest:** _________________________________________________________

**Teams:** __________________________________ vs. _____________________________

**Money Disbursed:** Please have workers sign payroll form to acknowledge receipt of payment, attached.

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<td>Workers (as needed)</td>
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**Total amount of money from gate:** $ ____________________

**Total amount paid to workers:** $ ____________________

**Net receipts returned to district:** $ ____________________

**Signature of Athletic Director or Designee**

---

**Send remaining monies check payable to MPSSAA District I to:**

Michael Chavez  
11701 Bunker Hill Court, Union Bridge, MD  21791

---

Visiting District I schools will submit transportation forms for reimbursement to:  
Michael Chavez, District I treasurer

Visiting non-district I schools should submit transportation forms to their district treasurer.

---

**ADMISSION**

All games: $6  
Under 7 years old: Free
MARYLAND PUBLIC SECONDARY SCHOOLS ATHLETIC ASSOCIATION

REIMBURSEMENT FORM  A separate form must be completed for each contest that reimbursement is requested, with receipts for bus, meals, and lodging attached. Return to MPSSAA, 200 West Baltimore Street, Baltimore, MD 21201

SCHOOL:

ADDRESS: ___________________________ CITY: ___________________________ ZIP: ___________________________

OppoNent: ___________________________ Site: ___________________________ Date: ___________________________

<table>
<thead>
<tr>
<th>SPORT</th>
<th>CHECK ONE</th>
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<tbody>
<tr>
<td>Field Hockey</td>
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<tr>
<td>Football</td>
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<td>Soccer</td>
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<td>Volleyball</td>
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<td>Basketball (Boys)</td>
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<td>Basketball (Girls)</td>
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<td>Wrestling</td>
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<td>Baseball</td>
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<tr>
<td>Lacrosse</td>
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<tr>
<td>Softball</td>
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</tbody>
</table>

(REIMBURSEMENT MADE FOR BONDED CARRIERS ONLY)

TEAM TRANSPORTATION (submit bus bill)

Amount charged

Round trip mileage
(must be included)

Driver layover charge

Tolls

TEAM MEALS (receipts required)

Date ____________________ persons @ $5

Date ____________________ persons @ $15

LODGING (submit bill)

$ ______________

Totals $ ______________

ROUND TRIP MILEAGE (check distance) 0-50 51-150 151-225 Over 225

Cross Country $ ______________

Golf $ ______________

Indoor Track $ ______________

Tennis $ ______________

Track & Field $ ______________

TOTAL $ ______________

Principal’s signature ___________________________ Date ___________________________
I. Policy 509

II. Procedures

A. Title IX is that portion of the Educational Amendments of 1972 which prohibits discrimination on the basis of gender in educational programs or activities receiving federal funds and requires equal opportunity in admissions, athletics, counseling, access to courses, employment possibilities, regarding marital or parental status of students, and treatment of students. Title IX also prohibits intimidation, threats, coercion, or retaliation against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulation or because an individual has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing regarding Title IX.

B. The board supports the provisions of Title IX and believes the implementation of the athletic program should reflect equity in funding, scheduling, and access to programs and facilities. The supervisor of athletics in cooperation with the athletic director and building principal will annually evaluate the following areas to insure equity in athletic programs at all FCPS high schools.

1. Budget allocations for male and female athletic programs, including travel allowances.
2. Percentage of male and female athletes
3. Number of male and female athletic programs
4. Equipment/supply inventory for male and female athletic programs, including replacement procedures.
5. Game schedules and practice times for male and female athletic programs.
6. Coaching staff provided for both male and female athletic programs.
7. Locker rooms, practice and competitive facilities for male and female athletic programs.
8. Athletic scholarship and award program opportunities for male and female athletes.

C. A report of the above information will be compiled and submitted to the superintendent and the board each year with recommendations made as appropriate.

Approved:

Original signed by

Linda D. Burgee
Superintendent
Frederick County Public Schools  
TITLE IX SELF-EVALUATION: ATHLETICS

Name of School:  
Date:  
191 South East Street  
Frederick, MD 21701  
Kevin Kendro, Supervisor of Athletics

Title IX Review Factors

1. Are the percentages of male and female athletes about the same as the percentages of male and female students enrolled at the school?
   • What is the TOTAL number of students in the school? ______
     – How many are females? ______
     – How many are males? ______
     – What are the percentages of female and male students? Female _____ Male _____
   • What is the TOTAL number of athletes in the school? ______
     – How many are females? ______
     – How many are males? ______
     – What are the percentages of female and male athletes? Female _____ Male _____

2. Does the school have a continuing practice of expanding athletic opportunities for female students?
   • Over the last few years, has the school added female teams?  
   • Has the school cut any female teams?  
   • If "yes," did the school cut each team because there truly weren't enough female students who were interested or had the ability to play?  
   • Have females asked for any sports to be added?  
   • If "yes," did the school grant their request(s)?  
   • If the school did not grant their request(s), why not?

3. Overall Support
   • Are overall budgets for the male and female programs (including income from booster clubs, concession stand profits, and fundraisers) equitable?  
   • Are school-sponsored athletic banquets and social events for male and female athletes equal?

4. Equipment and Supplies
   • Does your school provide athletic paraphernalia (gym bags, towels, jackets, travel bags, sweaters, rings, etc.) of similar quality and quantity for female and male athletes?  
   • Does your school provide practice and competitive uniforms of similar quality and quantity for male and female athletes?  
   • Are uniforms and equipment paid for in the same way for both male and female athletes?  
   • Are the replacement schedules for equipment and uniforms the same for male and female athletes?
### 5. Scheduling of Games and Practice Times
- Do male and female athletes have equitable amounts of practice time (hours of practice, days per week)?
- Are the numbers of competitive events for male and female teams equitable?
- Are practice and competition times equally desirable for both male and female athletes (e.g., scheduling boys' games for Friday nights and girls' games for Tuesday mornings would not be equally desirable)?
- Do the competitive schedules for male and female teams provide equal quality competition (e.g., do male and female athletes have opportunities to compete at the same division levels)?
- Are post-season, league championship, etc. opportunities comparable for male and female teams?

### 6. Travel and Related Expenses
- Do male and female athletes have similar modes of transportation to away games (e.g., if coaches or athletes drive female athletes in cars or vans, while professionals drive male athletes in buses, check "No").
- When extensive travel is required, are provisions for overnight stays equal for male and female athletes (quality of motels, number per room, etc.)?
- Does your school provide equitable amounts of money for food to male and female athletes when they travel?

### 7. Availability of Coaches and Their Compensation
- Does your school provide the same quality coaches for male and female athletes?
- Do coaches of male and female teams receive equal salaries for equal work?
- Do coaches of male and female teams have equal support staff and office resources to handle paperwork, hire officials, line fields, set up the gym, etc.?
- Are quality officials (referees, umpires, lines people, etc.) provided equally to male and female teams?
- Are assistant coaches equally available to male and female teams?

### 8. Locker Rooms, Practice and Competitive Facilities
- Are practice and competitive facilities equally available to male and female teams at desirable times?
- Are practice and competitive facilities maintained equally for male and female teams?
- Do male and female athletes have locker rooms of equivalent quality and size?
- Are spectator seating and scoreboards provided equally to male and female teams?
- Are the conditions of playing fields, courts, and pools for male and female teams equal?

### 9. Medical and Training Services
- Are weight training and conditioning facilities equally available and of equal quality for male and female athletes?
- Are medical personnel provided equally for male and female athletes' physicals and at games?
- Are qualified athletic trainers or auxiliary coaches (strength, sports psychology, etc.) provided equally to male and female athletes?
- Is health, accident or injury insurance equally available?
10. Publicity

- Is coverage in the school's paper and media of female and male athletes equal?  
  [ ] Yes  [ ] No

- Are the school's sports publicity personnel equally available to male and female teams?  
  [ ] Yes  [ ] No

- Are school spirit teams, clubs, groups, activities, etc. equitably provided for female and male teams?  
  [ ] Yes  [ ] No

- Are athletic awards and recognition equal for male and female athletes?  
  [ ] Yes  [ ] No

- Are the quantity and quality of press guides, press releases, game programs, etc., equal?  
  [ ] Yes  [ ] No
Section 8

Health & Safety
National Athletic Trainers’ Association Official Statement on Athletic Health Care Provider “Time Outs” Before Athletic Events

The National Athletic Trainers’ Association recommends a “time out” system be adopted for athletic health care. Before the start of each athletic event – practice or competition – a time out should be held to convene the athletic health care professionals who comprise the emergency response team. The purpose of the meeting is to go through a pre-athletic event checklist reviewing the venue’s emergency action plan (EAP).

Time out is a common term both in athletics and medicine. Time outs are taken immediately before surgery when all operating room participants stop to verify the procedure, patient identity, correct site and side. Coaches and athletes call time out to gather the team together and discuss game strategies or call a play. This new application of time out is expected to save lives by ascertaining all those involved in emergency care are properly briefed and ready before a potentially dangerous or life-threatening injury occurs.

A time out will help produce a decisive, coordinated emergency response and outcome. Typically the athletic trainer is the first person to respond to an athletic emergency situation. Other individuals also are involved – physicians, EMTs – and need to be part of the pre-event briefing so they are fully informed. Effective communication with all relevant parties is critical to ensure the athlete receives the best care when an emergency arises.

EAP Time Out: Pre-Athletic Event Checklist

- Athletic health care providers meet before start of each practice or competition to review the emergency action plan.
- Determine the role and location of each person present (i.e., AT, EMT, MD)
- Establish how communication will occur (i.e., voice commands, radio, hand signals). What is the primary means of communication? What is the secondary or back-up method of communication?
- An ambulance should be present at all high-risk events. Where is it physically located? What is the planned route for entrance/exit and is the route unencumbered? Is the ambulance a dedicated unit or on stand-by? If an ambulance is not on site, what is the mechanism for calling one?
- In the event of emergency transport, what is the designated hospital? Consider the most appropriate facility for the injury/illness when selecting the hospital.
- What emergency equipment is present? Where is it located? Has it been checked to confirm it is in working order and fully ready for use?
- Are there any issues that could potentially impact the emergency action plan (i.e., construction, weather, crowd flow)?

References

8/1/12
HIGH SCHOOL ATHLETIC TRAINER - Job Description

The athletic trainer has administrative responsibility for all aspects of care and prevention of injuries related to the interscholastic athletic program. In the event of no athletic trainer, these duties will be performed by the coach. Under the direction of the school administration and the athletic director, the athletic trainer will be responsible for providing communication between coach, parents, and physician.

The duties of the athletic trainer are as follows:

1. Monitor athletes for possible symptoms and signs of illness or injury that suggest referral to the coach and family.
2. Administer emergency first aid and CPR to injured athletes.
3. Use protective and injury prevention devices and techniques, such as adhesive strapping or bandaging to prevent injuries or recurrence of injuries.
4. Utilize techniques of physical therapy and rehabilitation procedures, under the direction of the team/family physician, to restore injured players to competition as soon as possible.
5. Carry out instructions given by the team/family physician regarding routine procedures in the treatment of athletic injuries.
6. Keep and maintain adequate records on all athletic injuries, treatment given, and outcome.
7. Supervise and organize conditioning exercises and programs, if desired by the coach.
8. Maintain training quarters in an orderly and sanitary state; supervise and care for equipment and supplies; and inventory and order supplies.
9. Provide first aid kit and equipment needed in case of an injury at the site of competition and practice sessions.
10. Supervise and instruct student trainers.
11. Work in cooperation with the coaches and the team/family physician in the selection of the best available protective athletic equipment and checking it for safety and the proper fit.
12. Counsel/Advise athletes and coaches on matters pertaining to conditioning, diet, rest, exercise, reconditioning and other similar health matters.
13. Schedule and follow up on physical examinations in cooperation with coach and the team physician.
14. Student athletes must present to the trainer a written release from their personal physician in order to resume participation in their sport.
Care and Prevention of Athletic Injuries Course

**Class will be held at Frederick High School, 650 Carroll Parkway, Frederick MD 21701**
(CPR/AED Certification is also required. Once registered for this class, an online sign up will be sent to you).

*Registration form and check/money order for $50 (registration & materials fee) made payable to Frederick County Public Schools must arrive by the deadline to:

Frederick County Public Schools – attn: Athletics Office
191 South East Street, Frederick MD 21701
For additional information, call 301.696.6845 or email theresa.wisner@fcps.org

*There are no refunds. Please make sure you have plans to attend before submitting your registration form and check.*

****LIMITED ENROLLMENT – please select one class below****

□ #1 April 30 – May 13, 2021 Tuesday-Friday - 5:00–9:00PM *(Click here for Registration) *see back for details – this registration is for virtual Care & Prevention – please use the link above to sign up. Thank you.

□ #2 August 3, August 5, 2021 Tuesday & Thursday - 5:00-9:00PM & August 10, Tuesday 7:30 – 9:30 (MUST register by 7/27)

□ #3 November 9 – November 11, 2021 Tuesday – Thursday -5:00-9:00PM (MUST register by 10/21)

□ #4 February 22 - February 24, 2022 Tuesday - Thursday - 5:00-9:00PM (MUST register by 2/3)

Name – Please Print: __________________________________________________________

Address: ____________________________________________________________

…………………………….. (Street Address)

…………………………….. (City)  ……………………………….. (State)  ……………………………….. (Zip Code)  ……………………………….. (Email)

Best phone number to reach you: _______________________

I am: □ a certified teacher with FCPS at __________________________ School

□ an employee with FCPS at __________________________ School/Office

□ not a current FCPS employee

_________________________ (Sport)  ……………………………….. (Coaching Position – Head/Asst/Volunteer)  ……………………………….. (High School)

I will participate in the FCPS course of Care and Prevention of Athletic Injuries and understand that attendance is mandatory on all days and that there are no exceptions. This is a Code of Maryland Regulation (COMAR) and I must complete 15 seat hours in order to receive a certificate of completion.

_________________________________________ (Applicant’s Signature) ……………………………….. (Date)
The Handling of Injures Involving Blood

It is essential that we have latex gloves in all training and physical education kits. Use the gloves when handling accidents and injuries involving blood.

Prepare a solution of one part Clorox* bleach to nine parts water* to have on hand for all physical education classes and athletic events (wrestling matches). The solution should be in a spray bottle or in a bucket with a mop to thoroughly clean and sanitize wrestling mats and other areas when blood has soiled any part of the area. These precautions should also be followed when a student has lost blood in any area of activity.

*Please keep water and Clorox separate until it is needed. Once mixed, the solution is effective for only 24 hours.

Please follow these guidelines for your benefit as well as the benefit of your students.
Recommended Precautions Against the Transmission of Blood-borne Pathogens

Proper handling of situations in which blood is present will greatly reduce the possibility of any transmission of a blood-borne pathogen such as Hepatitis B or HIV, if the individual who is bleeding has such a disease.

Injuries that result in the presence of blood are most likely to occur in athletic practice sessions, and athletic contests. Therefore, it is extremely important that coaches, officials, and student-athletes observe the following precautions and be cognizant that any time there is blood present that it be treated with respect regarding its ability to transmit infectious disease.

1. **Before competing, an athlete must cover any open wound on his body.** This will reduce the risk of transmission of a blood-borne pathogen from his open wound to the open wound or mucous membrane of another person or vice versa.  
   NOTE: “Coach” and “official” may be substituted wherever use of the term “athlete” is used. Also, the information is applicable to either sex.

2. An athlete should render first-aid to himself and cover his own wounds whenever possible. Again, this reduces the risk of transmission of blood-borne pathogens from one person to another.

3. When rendering first-aid to others, an individual should wear protective gloves (such as rubber surgical gloves) at time blood, open wounds, or mucous, membranes are involved. The individual should wear clean gloves for each athlete treated or when treating the same athlete more than one time.

4. If an individual gets someone else’s blood on his skin, he should wear protective gloves and wipe the blood off with a disposable towel, using a disinfectant such as isopropyl alcohol (rubbing alcohol).
   NOTE: If any blood gets on an opponent’s uniform during competition or a teammate’s uniform during practice, it is not necessary to clean the uniform at that point unless the opponent or teammate has an open cut or unskinned area on his body, or the blood is on a part of the uniform which might come in contact with his mucous membranes. If the athlete does not have an open cut or unskinned area or believes the blood might come in contact with one of his mucous membranes, then the uniform should be wiped with a disinfectant such as rubbing alcohol.

5. If an athlete begins to bleed during practice or competition, please must be stopped, the athlete who is injured removed, and any potentially contaminated surfaces such as the basketball court or wrestling mat cleaned using a disinfectant solution of household bleach and water. The recommended mixture is 10 parts water to 1 part bleach. (Example: 1.5 cups bleach to 1 gallon of water.) The surfaces should then be rinsed with clean water to avoid participants getting the disinfectant in their eyes. The individual doing the clean-up should wear protective gloves.

6. An athlete who is removed from a practice or contest due to bleeding must have his bleeding stopped and any wound covered before he is allowed to return to competition. If his bleeding resumes, the practice or contest must be stopped again and any potentially contaminated surfaces cleaned. It is up to the discretion of the official in charge of the competition (i.e. referee, home plate umpires, etc.) as to how many times the competition should be stopped due to an athlete’s bleeding before the athlete is disqualified from further participation in that contest.

7. An individual who has treated an injury where blood is present or has cleaned a potentially contaminated surface should wash his hands with soap and hot water whether or not protective gloves were worn.

8. An athlete should take a shower using a liberal amount of soap and hot water after each practice and competition.

9. **Towels which will be used for any purpose by athletes, coaches, or officials should not be used to clean blood off any potentially contaminated surface.** Neither should towels be shared by athletes, coaches, or officials.
   NOTE: Disposable towels should be used in all clean-up.

   Towels, protective gloves and other materials used in clean-up, as well as any cotton used to stem bleeding, should be placed in a sealed container lined with a plastic bag. Close the plastic bags and discard daily. Do not reuse the plastic bags.

10. All soiled linen such as uniforms and towels should be washed in hot, soapy water. Any detergent that contains bleach is appropriate.

11. If an official or coach should get blood on himself, he should to the same as the athlete — use a disinfectant such as rubbing alcohol to wipe the blood from the area.

12. **All coaches, officials, and athletes should practice good hygiene.** Towels, cups, and water bottles should not be shared.
   NOTE: While hepatitis B can be transmitted into the bloodstream by saliva through an open wound, the possible transmission of HIV in this manner is currently thought to be of little concern. In fact, there is some evidence to indicate that saliva may inhibit the AIDS virus.

SOURCE: Infectious Disease Policy of the Florida High School Athletic Association, 1992
Important Workplace Safety Notices for All Employees

The Board of Education desires to maintain a safe, healthy, and productive environment for all employees and students of the Frederick County Public Schools. The following describes Board policies and regulations concerning sexual harassment, weapons, alcohol, drugs, and tobacco and the standards of conduct with which all employees must comply in regard to these policies. For additional detail, please refer to the policies referenced or contact the individual listed.

**Sexual Harassment**

The Board of Education prohibits discrimination on the basis of sex in its education program, activities, or employment as required by Title IX of the 1972 Education Amendments and Title VII of the Civil Rights Act of 1964. The Board recognizes sexual harassment as a form of sexual discrimination.

In the belief that sexual harassment is offensive and morally wrong, the Board prohibits sexual harassment of or by employees, students, volunteers, vendors, or others having business or contacts with the school system. The Board will investigate all complaints of sexual harassment and take appropriate action to end the harassment. Employees and students who violate this policy will be disciplined. (See Policy 318.)

**Contact:** Executive Director of Human Resources – 301.644.5086

**Weapon Possession**

It is a serious offense to possess any rifle, gun, knife, or deadly weapon of any kind on any school property in Maryland. Offenders face criminal prosecution from the State’s Attorney’s Office and severe personnel consequences including termination from school system employment. FCPS Reg. 300-39 details the law and consequences. This regulation does not pertain to use of antique weapons for historical demonstrations and classroom presentations as outlined in Reg. 200-47.

**Contact:** Executive Director of Legal Services – 301.696.6851

**Drug, Alcohol, and Tobacco-free Workplace**

The Board of Education desires to maintain a safe, healthy, and productive environment free of alcohol, tobacco, and other drugs and hereby establishes a drug, alcohol, and tobacco-free environment. The possession, distribution, sale, or use of alcohol, tobacco, or any illegal or illicit drug, in any dorm, on school property or school-sponsored event* at any time is prohibited. In addition, students may not possess or use drugs, alcohol, or tobacco in any form on or off school property as identified in regulation. This policy does not apply to individuals providing an educational unit on the effects of tobacco, alcohol, or drugs.

* School property means school buildings, school grounds, school system owned or leased vehicles, and any other location that is used for a school-sponsored event. For students, it includes any other location used for official curricular or extracurricular activities, including any field trips.

* School-sponsored event means an event organized by an employee in the scope of their employment.

All individuals employed by the board have the responsibility to work diligently to discourage and prevent the use of drugs, alcohol, steroids, and tobacco by students (Policy 112.3.A).

Policy 112 details the provisions applicable for employees and students. The Board of Education will refer violations to law enforcement officials for prosecution and will take appropriate disciplinary action against an offender up to and including suspension or termination of employment. The Board may require the employee to participate in a drug and alcohol abuse assistance or rehabilitation program.

Copies of policies and/or regulations are available on the FCPS web page www.fcps.org and in the office of the Executive Director of Legal Services – 301.696.6851
Purpose

It is the expectation of the Board of Education (Board) that student discipline practices provide a form of prevention and intervention activities, and encourage and promote positive behavior, problem solving, conflict resolution, and reduce disruption.

Policy Statement

All schools will have a safe, positive, healthy, and inviting environment which fosters respect, responsibility, trustworthiness, fairness, caring, and good citizenship. It is the responsibility of everyone associated with the school to teach, promote, and model self-discipline in order to preserve the quality of our educational environment.

Consistent with the belief that we continuously teach by example, and that training is important in developing good citizens, the Board adopts the principles of cultural competency, fairness, equity, continuous improvement, and conflict resolution. In order to maintain a positive, safe, and inviting school climate where desired learning and citizenship will occur, all individuals are expected to exemplify this philosophy.

The Board establishes that student disciplinary regulations, at a minimum:

- Reflect a discipline philosophy inclusive of fostering, teaching, and acknowledging positive behavior, problem solving, and conflict resolution;
- Be designed to keep students connected to school so that they may graduate high school and be college and career ready;
- Describe the conduct that may lead to in-school and out-of-school suspension or expulsion;
- Allow for discretion in imposing discipline;
- Address the ways the educational and counseling needs of suspended students will be met; and
- Explain why and how long-term suspensions or expulsions are last resort options.

Corrective actions to discipline problems must be taken in a sensitive and positive way. It is an expectation that teachers and principals indicate such behaviors impinge on the rights of others and make learning difficult. It is important that the student not be rejected. Rather, the student should be advised that a mistake has been made and that the school wants to provide interventions and support the student to redirect his or her actions in a positive and constructive direction.
No matter how effective a disciplinary program may be, violations of the rules do occur. Staff responses are necessary and should be appropriate to the specific behavior. The school administrator has responsibility for investigating the matter and taking action based upon his/her knowledge of the facts and the needs of the student. The listing of minimum and maximum disciplinary action does not imply or require a “step-by-step” progression of increasing severity.

Corporal punishment, defined as any intentional physical contact used in the act of disciplining a child, is prohibited by law.

<table>
<thead>
<tr>
<th>Legal Reference</th>
<th>§§ 7-304 and 7-306, Education Article, Annotated Code of Maryland</th>
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<tr>
<td></td>
<td>COMAR 13A.08.01.11 “Disciplinary Action”</td>
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<tr>
<td>Policy History</td>
<td>Reviewed 2018</td>
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Guidelines for Severe Weather Conditions and Safety During Athletic Events

- School officials are in control of the decision to play or postpone a contest until the game officials take over when the event actually begins. These game officials are usually empowered at that point to decide the outcome.

- School administrators are ultimately responsible for the safety of students and, when weather conditions or any dangerous circumstances (fights, crowd control, etc.) exist, the principal or his/her designee should and must intervene to stop play and take appropriate action.

- The principal or his/her designee (school official) will intervene when necessary in the progress of athletic events and make appropriate decisions when conditions threaten the safety and security of student athletes and spectators. The school official will work closely with game officials and coaches to make appropriate decisions.

- In all cases when lightning and/or thunder is present in the school vicinity and could pose a potential threat to the safety of contest participants and spectators, the game or practice must be postponed, delayed or rescheduled until safe conditions exist.

- When lightning and/or thunder are evident, game participants must wait 30 minutes following the last sighted lightning and/or thunder before the game can continue.

- School officials should consult specific sport rulebooks when making decisions relative to the appropriate method to complete, postpone, reschedule or restart a contest.
Guidelines for Lightening/Thunder During Athletic Practices or Games

➢ Anytime lightning is seen or thunder is heard, all outside activities must be stopped immediately and students/athletes/participants/spectators must be sent to safe shelter (school building, permanent structure or automobiles). Allow 30 minutes or more to pass from last strike of lightning or sound of thunder.

➢ Allow 30 minutes to pass after the last sound of thunder or flash of lightning before resuming any athletic activity or returning outdoors. In other words, if the “thirty minute clock” has been started to monitor return to activity, it must be reset after each sound of thunder or flash of lightning.

➢ It is extremely important to be inside a safe structure or location long before the lightning threat becomes dangerous. It is also imperative to understand that lightning is a real and deadly weather phenomenon. It can come in ahead of the rain and it can strike as far as ten miles from where it is raining. Therefore, do not wait until rain begins to postpone a game or practice. Lastly, blue sky or sunshine peeking through thunderstorm clouds are not safe reasons to shorten the 30 minute rule. Avoid becoming a casualty statistic.
FCPS Heat Acclimatization Procedures

Heat Acclimatization Guidelines Introduction

Each year high school athletes experience serious injury and even death as a result of heat-related illnesses. It has become a major concern in that the number of deaths over the last 15 years has remained constant. That statistic becomes more alarming given that heat-related illness and death are almost entirely preventable. The need to dramatically increase awareness of the issue, recognize the symptoms of heat illness and treatment of suspected cases has become a primary consideration for early season practice routines.

Frederick County Public Schools has formulated specific guidelines for acclimatization of athletes to warm weather conditions. Resources for all sections of this document may be found on the Health and Safety page at www.mpssaa.org.

Education

Coaches, parents and students play a critical role in understanding the dynamics associated with heat related illnesses. For many, the concept of heat acclimatization is a vague term. Likewise, the awareness of hydration and/or heat related emergency procedures are also limited among the general population. Raising the awareness level of the components of heat related illness should be a priority of each school athletic department.

Frederick County Public Schools will take a number of educational initiatives including:

- All coaches will complete the National Federation of State High School Associations (NFHS) online course entitled, “A Guide to Heat Acclimatization and Heat Illness Prevention.” The class can be found at www.nfhslearn.com and is free of charge. The course will become operational on July 15, 2012.

- Handouts of materials formulated by CDC will be provided to parents and discussed at pre-season “Meet the Coach Nights.”

- Agenda item at team meetings for each fall sport.

- Placement of pertinent material on FCPS website and links to related materials on MPSSAA website.

- Public Service announcements at games.
Resources on Education


Important Definitions

For the purpose of this document the following definitions will be used to provide meaning and further interpretations of the guidelines. Definitions for heat acclimatization, practice, and recovery period were derived directly from House Bill 1080 while the definition of a walk-through comes from the National Athletic Trainers Association Preseason Heat-Acclimatization Guidelines for Secondary School Athletics.

Heat Acclimatization – Enhancing an individual’s exercise heat tolerance and ability to exercise safely and effectively in warm to hot conditions.

Practice – A period of time a student-athlete engages in physical activity during a coach-supervised, school-approved sports- or conditioning-related activity, including warm-up, stretching, weight training, and cool-down periods.

Walk-Through – A teaching opportunity when an athlete is not wearing protective equipment, including helmets, shoulder pads, catcher’s gear, or shin guards, or using other sports-related
equipment (eg, footballs, lacrosse sticks, blocking sleds, pitching machines, soccer balls, marker cones).

**Recovery Period** – The time between the end of one practice or walk-through and the beginning of the next practice or walk-through.

**Hydration** – The process of drinking fluid to restore fluid levels in the body to avoid poor performance, muscle cramps, dizziness, fatigue, and other heat related illnesses.

**Scrimmage** - A practice or game in which no score is reported, no admission is charged, no public report is made, and the sole purpose is for instructional purposes.

**Hydration Awareness**

The purpose of proper hydration in regard to the overall safety and conditioning to a student-athlete is a key part of a successful high school athletic program and one of the most preventable ways to combat heat illnesses. The responsibility to prevent injury and to successfully hydrate student-athletes is shared among the student-athlete, coaching staff, and athletic trainers.

Many student-athletes are not educated on the need and do not voluntarily drink enough water to prevent significant dehydration during physical activity. National recommendations suggest student-athletes drink regularly throughout all physical activities. An athlete cannot always rely on his or her sense of thirst to sufficiently maintain proper hydration.

**FCPS Suggested Guidelines Include:**

- Readily available and unlimited amounts of water during practice and designated breaks.

- Drink before, during, and after practice and games. For example:
  - Drink 16 ounces of fluid 2 hours before physical activity.
  - Drink another 8 to 16 ounces 15 minutes before physical activity.
  - During physical activity, drink 4 to 8 ounces of fluid every 15 to 20 minutes (some athletes who sweat considerably can safely tolerate up to 48 ounces per hour).

- After physical activity, drink 16 to 20 ounces of fluid for every pound lost during physical activity to achieve normal hydration status before the next practice or competition.

- Student-athletes who do not properly rehydrate their bodies between practices run the risk of cumulative dehydration. Cumulative dehydration develops insidiously over several days and raises the risk for heat illness, especially in the first few days of acclimatization. (See NATA position statement on Fluid Replacement for Athletes).

- Student-athletes can monitor their hydration level by the color and volume of urine. Small amounts of dark urine indicates the need to drink more, while a “regular” amount
of light colored urine is normal and indicates the student-athlete is well hydrated. A urine chart, such as the one used by the University of Maryland, should be posted so that student-athletes can access their individual hydration.

- Weight charts should be utilized to assess an athlete’s weight loss and hydration status. Weights should be taken prior to and after practice.

- Athletic trainers, if available, should assess in the monitoring of student-athletes during times where athletes are becoming acclimated to a new sports season and when temperatures are high.

Resources on Hydration


- Hydration Color Chart [http://www.mpssaa.org/assets/HealthandSafety/Hydration%20Color%20Chart.doc]

Environmental and Non-Environmental Risk Factors

Enacting guidelines to fit every situation is problematic when individual and local differences often render unique circumstances. Frederick County Public Schools will be prepared to make interpretations and err on the side of caution when dealing with unique circumstances.

The FCPS guidelines are requirements designed to acclimatize student-athletes so they can participate effectively in warm and hot conditions and reduce the risk of heat related illnesses. However, environmental and non-environmental risk factors can increase the risk of heat illness per individual participant and per individual school. FCPS will enact policy when needed to address environmental and non-environmental risk factors. (See FCPS Heat and Humidity Guidelines)

Environmental Risk Factors
FCPS will assess the environmental conditions for each day of practice and have procedures in place depending on the assessment of the conditions. The more humid and hot conditions are on any given day of practice, the higher the risk for heat illness; therefore, appropriate modifications to the practice schedule may be necessary.

Air temperature, combined with humidity, wind speed and the amount of radiant heat are all contributing environmental factors that can increase the risk of heat illness.

Resources for Environmental Risk Factors

- NATA Position Statement: Exertional Heat Illness
- The NOAA national Weather Service’s Heat Index Chart:

Non-Environmental Risk Factors

The inter-association task force on exertional heat illnesses consensus statement details factors that may increase the risk associated with participation in the heat for individual students. During moderate exercise, 70 to 90 percent of the energy produced by the body is released as heat. There are a number of factors that can hamper heat dissipation and put an athlete at increased risk for heat illness. The NFHS Sports Medicine Advisory Committee (SMAC) lists the following non-environmental risk factors.

**Risk Factors:**

- **Clothing and Equipment** — Clothing and equipment inhibit heat loss from the body and increase the risk for heat illness. Dry clothing and equipment absorb sweat and prevent evaporative heat loss. Dark clothing or equipment produces radiant heat gain. Clothing and equipment decrease convective heat loss by interfering with air contact with the body. During periods of high WBGT or Heat Index, the risk of heat illnesses increases when clothing and equipment are worn. Thus, risk may be minimized through removing equipment and participating in drills wearing shirts and shorts only. Given that a great deal of heat is radiated from the head, helmets should be removed early on in hot and humid conditions.

- **Age** — Children acclimatize to heat more slowly and are less effective in regulating body heat than adults.

- **Dehydration** — It has been shown that moderate levels of dehydration (3-5% of body weight) can cause a significant decrease in performance and predispose an athlete to exertional heat illness. Lack of sufficient water to be released by the sweat glands makes
it very difficult for the body to dissipate heat through evaporation. Thirst is a poor indication of hydration. (See more in the Hydration Section)

- **Pre-activity Hydration Status** — Athletes who begin activity in an already dehydrated state are at increased risk for exertional heat illness. Pre-activity hydration status may be compromised by inadequate rehydration following previous session, alcohol consumption, rapid weight loss regimes (i.e., wrestling), and febrile or gastrointestinal illness (vomiting or diarrhea).

- **High Body Fat** — Athletes with a high percentage of body fat are at increased risk for heat illness, as fat acts to insulate the body and decreases the body's ability to dissipate heat.

- **Poor Acclimatization/Fitness Level** — Those not yet acclimatized to the heat or inadequately conditioned are at increased risk.

- **Febrile Illness** — A fever increases core temperature and decreases the ability of the body to compensate. It is dangerous to exercise with a fever, especially when Wet Bulb Globe Test (WBGT) is high. Athletes with a fever, respiratory illness, vomiting or diarrhea should not exercise, especially in a hot environment.

- **Medications** — Amphetamines (including ADHD medications), ephedrine, synephrine, ma huang and other stimulants increase heat production. Some medications have anti-cholinergic actions (amitriptyline, Atrovent) resulting in decreased sweat production. Diuretics can produce dehydration. Athletes taking medication for ADHD should be monitored closely for signs and symptoms of heat illness.

- **Sickle Cell Trait** — Athletes with sickle cell trait (SCT) are at increased risk for a sickling crisis with exercise during hot weather. Special precautions should be taken in hot and humid conditions for athletes with SCT.

- **Prior Heat Illness History** — The risk factor for individuals with a prior history of heat related illnesses is higher. Decreased heat tolerance may affect 15 percent of athletes with a history of previous heat illness.

Additional non-environmental risk factors can be found in the consensus statement by the inter-association task force.

Resources for Non-Environmental Risk Factors

- NATA Position Statement: Exertional Heat Illness

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

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

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

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

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

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

Equipment Restrictions

- **Football**
  - Practice days 1 and 2 – Helmets only, and shorts/t-shirts
  - Practice days 3 through 5 – Helmets and shoulder pads only. Contact with blocking sleds and tackling dummies may be initiated.
  - Beginning practice day 6 – Full protective equipment and full contact may begin

- **Field Hockey**
  - Practice days 1 and 2 – Goalies in helmet and goalie kickers, athletes may wear shin guards, goggles and mouth pieces
  - Practice days 3 through 5 – Goalies in helmet, chest protection and goalie kickers
  - Beginning practice day 6 – Full protective equipment may be worn

- **Soccer** – Shin guards and goalie gloves can be worn beginning day 1

- **Volleyball** – Knee pads may be worn beginning day 1

The heat-acclimatization period is designed for students on an individual basis. Days in which athletes do not practice due to a scheduled rest day, injury, illness or other reasons do not count towards the heat-acclimatization period.

- **Practice Days 1-5**
  - School teams shall conduct all practices within the general guidelines above as well as the following guidelines for practice days 1-5.
  - School teams are limited to one practice per day not to exceed three hours in length.
  - One walk-through session is permitted per day no longer than 1 hour in duration.
• **Practice Days 6-14**

  o School teams shall conduct all practices within the general guidelines above as well as the following guidelines for practice days 6-14.

  o Total practice and walk-through time per day should be limited to five hours with no single session longer than three hours in duration.

  o School teams may participate in full contact practices with all protective equipment worn.

• **Scrimmages** – May occur on Day 10 or after. Scrimmages must meet the practice requirements for time. No scrimmage should exceed the time limit of a practice.

### FCPS Practice Calendar

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<th>Sunday</th>
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<td>Day 20</td>
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**Note:** Shaded days reflect Heat Acclimatization Period

### Resources for Heat Acclimatization Guidelines

• NATA “Preseason Heat-Acclimatization Guidelines For Secondary School Athletics”

• NATA Consensus Statement on Heat-Acclimatization Guidelines
Emergency Plan

Practicing a comprehensive hydration and acclimatization plan constitutes the best possible emergency action plan. Never-the-less, it is critical that each school have in place specific preparedness measures should they encounter a heat emergency. Knowing what to do and reviewing specific protocols could minimize potentially catastrophic injuries.

As local conditions render each school setting unique any emergency plan needs to be tailored to suit individual school needs. There are however common factors that should comprise every school emergency plan. In light of the fact that a qualified medical person might not be on hand at every game or practice, it is recommended that a simple plan be prescribed. An uncomplicated plan provides the best opportunity to be remembered and then employed in time of crises. Any single heat emergency plan should incorporate three basic components; recognition of heat illness, immediate cooling and transport via ambulance to a hospital.

A simple plan with assigned specific delegated duties could prove to be most helpful in:

- Remembering what to do
- Covering important task
- Offering the best chance for success

Each school plan should offer as a minimum three important factors and posted for all coaches and student-athletes to see.

- Preparedness
  - Coach training to recognize symptoms (NFHS Course at nfhslearn.com)
  - Materials on hand i.e. 100 gallon Rubbermaid stock tank, plastic children’s pool
  - Water source and bottled water
  - Ice for water cooling or application to victim
  - Cell phone

- Emergency Treatment
  - Recognition of symptoms
  - Rapid submersion in tub or pool or application of ice under arms and to groin area
  - Transport via ambulance to hospital
  - Water consumption

- Pre-assignment of Responsibilities
  - Person to call 911 first and then parent
  - Person(s) to prepare soaking tub or pool or ice bags for topical application
  - Person(s) to assist with moving and attending injured player
  - Person to meet and escort emergency vehicle to victim
  - Person to supervise rest of the team
Preseason Heat-Acclimatization Guidelines for Secondary School Athletics

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A proper heat-acclimatization plan in secondary school athletic programs is essential to minimize the risk of exertional heat illness during the preseason practice period. Gradually increasing athletes’ exposure to the duration and intensity of physical activity and to the environment minimizes exertional heat illness risk while improving athletic performance. Progressive acclimatization is especially important during the initial 3 to 5 days of summer practices. When an athlete undergoes a proper heat-acclimatization program, physiologic function, exercise heat tolerance, and exercise performance are all enhanced.1–6 In contrast, athletes who are not exposed to a proper heat-acclimatization program face measurable increased risks for exertional heat illness.

For these reasons, the Inter-Association Task Force for Preseason Secondary School Athletics, in conjunction with the National Athletic Trainers’ Association’s Secondary School Athletic Trainers’ Committee, recommends that these “Preseason Heat-Acclimatization Guidelines for Secondary School Athletics” be implemented by all secondary school athletic programs. These guidelines should be used for all preseason conditioning, training, and practice activities in a warm or hot environment, whether these activities are conducted indoors or outdoors. When athletic programs implement these guidelines, the health and safety of the athletes are primary. However, the recommendations outlined here are only minimum standards, based on the best heat-acclimatization evidence available. Following these guidelines provides all secondary school athletes an opportunity to train safely and effectively during the preseason practice period.

DEFINITIONS

Before participating in the preseason practice period, all student-athletes should undergo a preparticipation medical examination administered by a physician (MD or DO) or as required/approved by state law. The examination can identify predisposing factors related to a number of safety concerns, including the identification of youths at particular risk for exertional heat illness.

The heat-acclimatization period is defined as the initial 14 consecutive days of preseason practice for all student-athletes. The goal of the acclimatization period is to enhance exercise heat tolerance and the ability to exercise safely and effectively in warm to hot conditions. This period should begin on the first day of practice or conditioning before the regular season. Any practices or conditioning conducted before this time should not be considered a part of the heat-acclimatization period. Regardless of the conditioning program and conditioning status leading up to the first formal practice, all student-athletes (including those who arrive at preseason practice after the first day of practice) should follow the 14-day heat-acclimatization plan. During the preseason heat-acclimatization period, if practice occurs on 6 consecutive days, student-athletes should have 1 day of complete rest (no conditioning, walk-throughs, practices, etc).

Days on which athletes do not practice due to a scheduled rest day, injury, or illness do not count toward the heat-acclimatization period. For example, an athlete who sits out the third and fourth days of practice during this time (eg, Wednesday and Thursday) will resume practice as if on day 3 of the heat-acclimatization period when returning to play on Friday.

A practice is defined as the period of time a participant engages in a coach-supervised, school-approved, sport- or conditioning-related physical activity. Each individual practice should last no more than 3 hours. Warm-up, stretching, and cool-down activities are included as part of the 3-hour practice time. Regardless of ambient tempera-
ture conditions, all conditioning and weight-room activities should be considered part of practice.

A walk-through is defined as a teaching opportunity with the athletes not wearing protective equipment (eg, helmets, shoulder pads, catcher’s gear, shin guards) or using other sport-related equipment (eg, footballs, lacrosse sticks, blocking sleds, pitching machines, soccer balls, marker cones). The walk-through is not part of the 3-hour practice period, can last no more than 1 hour per day, and does not include conditioning or weight-room activities.

A recovery period is defined as the time between the end of 1 practice or walk-through and the beginning of the next practice or walk-through. During this time, athletes should rest in a cool environment, with no sport- or conditioning-related activity permitted (eg, speed or agility drills, strength training, conditioning, or walk-through). Treatment with the athletic trainer is permissible.

RECOMMENDATIONS FOR THE 14-DAY HEAT-ACCLIMATIZATION PERIOD

1. Days 1 through 5 of the heat-acclimatization period consist of the first 5 days of formal practice. During this time, athletes may not participate in more than 1 practice per day.

2. If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe. Total practice time should not exceed 3 hours in any 1 day.

3. A 1-hour maximum walk-through is permitted during days 1–5 of the heat-acclimatization period. However, a 3-hour recovery period should be inserted between the practice and walk-through (or vice versa).

4. During days 1–2 of the heat-acclimatization period, in sports requiring helmets or shoulder pads, a helmet should be the only protective equipment permitted (goalies, as in the case of field hockey and related sports, should not wear full protective gear or perform activities that would require protective equipment). During days 3–5, only helmets and shoulder pads should be worn. Beginning on day 6, all protective equipment may be worn and full contact may begin.

   A. Football only: On days 3–5, contact with blocking sleds and tackling dummies may be initiated.

   B. Full-contact sports: 100% live contact drills should begin no earlier than day 6.

5. Beginning no earlier than day 6 and continuing through day 14, double-practice days must be followed by a single-practice day. On single-practice days, 1 walk-through is permitted, separated from the practice by at least 3 hours of continuous rest. When a double-practice day is followed by a rest day, another double-practice day is permitted after the rest day.

6. On a double-practice day, neither practice should exceed 3 hours in duration, and student-athletes should not participate in more than 5 total hours of practice. Warm-up, stretching, cool-down, walk-through, conditioning, and weight-room activities are included as part of the practice time. The 2 practices should be separated by at least 3 continuous hours in a cool environment.

7. Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, we strongly recommend that an athletic trainer be on site before, during, and after all practices.

REFERENCES


DISCLAIMER

The National Athletic Trainers’ Association (NATA) and the Inter-Association Task Force for Preseason Secondary School Athletics advise individuals, schools, athletic training facilities, and institutions to carefully and independently consider each of the recommendations. The information contained in the statement is neither exhaustive nor exclusive to all circumstances or individuals. Variables such as institutional human resource guidelines, state or federal statutes, rules, or regulations, as well as regional environmental conditions, may impact the relevance and implementation of these recommendations. The NATA and the Inter-Association Task Force advise their members and others to carefully and independently consider each of the recommendations (including the applicability of same to any particular circumstance or individual). The foregoing statement should not be relied upon as an independent basis for care but rather as a resource available to NATA members or others. Moreover, no opinion is expressed herein regarding the quality of care that adheres to or differs from any of NATA’s other statements. The NATA and the Inter-Association Task Force reserve the right to rescind or modify their statements at any time.
How to Recognize, Prevent & Treat Exertional Heat Illnesses

Many cases of exertional heat illness are preventable and can be successfully treated if such conditions are properly recognized and appropriate care is given in a timely manner. The main objective of the Inter-Association Task Force on Exertional Heat Illnesses Consensus Statement is to educate athletes, coaches, parents and medical staffs alike on what can be done to avert dehydration, exertional heat stroke (EHS), heat exhaustion, heat cramps and exertional hyponatremia.

Prevention Strategies:

The Task Force committee recommends:

- Providing medical services onsite at various events
- Ensuring that preparticipation physical examinations have been completed, which include specific questions regarding fluid intake, weight changes during activity, medication and supplement use and history of cramping/heat illnesses
- Assuring that medical staffs have authority to alter work/rest ratios, practice schedules, amounts of equipment and withdrawal of individuals from participation in sports, based on heat conditions and/or athletes’ medical conditions

Treatment Strategies for Exertional Heat Illnesses:

DEHYDRATION
When athletes do not replenish lost fluids, they become dehydrated.

- Signs and Symptoms:
  - Dry mouth
  - Thirst
  - Being irritable or cranky
  - Headache
  - Seeming bored or disinterested
  - Dizziness
  - Cramps
  - Excessive fatigue
  - Not able to run as fast or play as well as usual

Treatment:

- Move athlete to a cool environment and rehydrate.
- Maintain normal hydration (as indicated by baseline body weight).
- Begin exercise sessions properly hydrated. Any fluid deficits should be replaced within 1 to 2 hours after exercise is complete.
- Hydrate with a sports drink like Gatorade, which contains carbohydrates and electrolytes (sodium and potassium) before and during exercise is optimal to replace losses and provide energy.
- Hydrate throughout sports practice to minimize dehydration and maximize performance.
- Seek medical attention to replace fluids via an intravenous line if athlete is nauseated or vomiting.

Return-to-Play Considerations:

- If degree of dehydration is minor and the athlete is symptom free, continued participation is acceptable
EXERTIONAL HEAT STROKE
A severe illness characterized by central nervous system (CNS) abnormalities and potentially tissue damage resulting from elevated body temperatures induced by strenuous physical exercise and increased environmental heat stress.

Signs and Symptoms:

- Increase in core body temperature, usually above 104°F/40°C (rectal temperature) when athlete falls ill
- Central nervous system dysfunction, such as altered consciousness, seizures, confusion, emotional instability, irrational behavior or decreased mental acuity
- Nausea, vomiting or diarrhea
- Headache, dizziness or weakness
- Hot and wet or dry skin
- Increased heart rate, decreased blood pressure or fast breathing
- Dehydration
- Combativeness

Treatment:

- Aggressive and immediate whole-body cooling is the key to optimizing treatment. The duration and degree of hyperthermia may determine adverse outcomes. If untreated, hyperthermia-induced physiological changes resulting in fatal consequences may occur within vital organ systems (muscle, heart, brain, etc.). Due to superior cooling rates, immediate whole-body cooling (cold water immersion), is the best treatment for EHS and should be initiated within minutes post-incident. It is recommended to cool first and transport second if onsite rapid cooling and adequate medical supervision are available.

Return-to-Play Considerations:

- The athlete's physician should devise a careful return-to-play strategy that can be implemented with the assistance of a qualified health care professional.

HEAT EXHAUSTION
Heat exhaustion is a moderate illness characterized by the inability to sustain adequate cardiac output, resulting from strenuous physical exercise and environmental heat stress.

Signs and Symptoms:

- Athlete finds it hard or impossible to keep playing
- Loss of coordination, dizziness or fainting
- Dehydration
- Profuse sweating or pale skin
- Headache, nausea, vomiting or diarrhea
- Stomach/intestinal cramps or persistent muscle cramps

Treatment:

- Remove athlete from play and immediately move to shaded or air-conditioned area.
- Remove excess clothing and equipment.
- Cool athlete until rectal temperature is approximately 101°F (38.3°C)
- Have athlete lie comfortably with legs propped above heart level.
- If athlete is not nauseated, vomiting or experiencing any CNS dysfunction, rehydrate orally with chilled water or sports drink. If athlete is unable to take oral fluids, implement intravenous infusion of normal saline.
- Monitor heart rate, blood pressure, respiratory rate, core temperature and CNS status.
- Transport to an emergency facility if rapid improvement is not noted with prescribed treatment.

Return-to-Play Considerations:

- Athlete should be symptom free and fully hydrated; recommend physician clearance; rule out underlying condition that predisposed him/her for continue problems; and avoid intense practice in heat until at least the next day.
HEAT CRAMPS
Muscle cramps are not well understood. Heat cramps are often present in athletes who perform strenuous exercise in the heat. Conversely, cramps also occur in the absence of warm or hot conditions, which is common in ice hockey players.

Signs and Symptoms:

- Intense pain (not associated with pulling or straining a muscle)
- Persistent muscle contractions that continue during and after exercise

Treatment:

- Reestablish normal hydration status and replace some sodium losses with a sports drink or water
- Some additional sodium may be needed (especially in those with a history of heat cramps) earlier in the activity.
- Light stretching, relaxation and massage of the involved muscle may help acute pain of a muscle cramp.

Return-to-Play Considerations:

- Athletes should be assessed to determine if they can perform at the level needed for successful participation.

EXERTIONAL HYponatreMIA
When an athlete’s blood sodium levels decrease, either due to overhydration or inadequate sodium intake, or both, medical complications can result in cerebral and/or pulmonary edema. This tends to occur during warm/hot weather activities. Hyponatremia may be completely avoided if fluid consumption during activity does not exceed fluid losses.

Signs and Symptoms:

- Excessive fluid consumption before, during and after exercising (weight gain during activity)
- Increasing headache
- Nausea, vomiting (often repetitive)
- Swelling of extremities (hands and feet)

Treatment:

- If blood sodium levels cannot be determined onsite, hold off on rehydrating athlete (may worsen condition) and transport immediately to a medical facility.
- The delivery of sodium, certain diuretics or intravenous solutions may be necessary. All will be monitored in the emergency department to ensure no complications develop.

Return-to-Play Considerations:

- Physician clearance is strongly recommended in all cases.
The first step is identifying the condition. If the ARC is not present, a coach or administrator is to contact him/her immediately in order to assess the level of severity. The primary goals of any heat illness are to decrease core temperature, administer fluids to aid in thermoregulation, and minimize risk of systemic shock. The following protocols will be implemented in the event of a heat illness at the time the ATC arrives.

### Heat Cramps

1. Assess level of illness (if thermometer is available take athlete’s temperature)
2. Move athlete to a cooler location – rest him or her in a comfortable position
3. Administer cool fluids every 15 minutes
4. Remove or loosen tight clothing or athletic equipment
5. Begin gentle stretching of affected areas
6. Monitor athlete closely for any changes in status
7. Instruct on 24 hour care

### Heat Exhaustion

1. Assess level of illness (if thermometer is available take athlete’s temperature)
2. Move athlete to a cooler location – rest him her in a comfortable position, lying down with feet elevated if possible)
3. Administer cool fluids every 15 minutes
4. Remove or loosen tight clothing or athletic equipment and apply cool/wet towels or sheets if fan is available or ice packs to neck, armpits, groin, wrists
5. Monitor athlete closely for any changes in status
6. **Call 9-1-1 or the local emergency number if the person refuses water, vomits, or loses consciousness.**
7. Based on level of severity, determine practice status in following sessions that day
8. Instruct on 24 hour care
9. Athlete must check in with ARC the following day prior to any activity for reevaluation
Heat Stroke

1. Assess level of illness (if thermometer is available take athlete’s temperature)
2. Check the ABC’s
   a. Airway – make sure the person’s airway is clear and not obstructed
   b. Breathing – make sure the person’s chest is rising and falling to indicate breathing
   c. Circulation – check pulse – carotid, distal radial
3. **Call 9-1-1 or your local EMS number immediately**
4. Move the athlete to a cooler location – rest him or her in a supine position with feet elevated
5. Quickly cool the body removing any athletic equipment, wrap wet sheets around the body and fan it (box or oscillating fan if available)
6. If you have ice packs or cold packs, place them on the athlete’s wrists and ankles, in the armpits, groin, and neck to cool the large blood vessel
7. Administer cool fluids if athlete is conscious
8. Continue to monitor ABC’s and overall status
9. Keep the person lying down and wait for EMS to arrive
Concussion Protocol and Procedures

Introduction
In accordance with SB 771 and HB 858 which amended sections 7-432 and 14-501 of the Annotated Code of Maryland, The Maryland State Department of Education (MSDE) has developed policies and provided recommendations for the implementation of concussion awareness programs throughout the state of Maryland for student-athletes, their parents or guardians, and their coaches. The Department has also developed recommendations on the management and treatment of student-athletes suspected or diagnosed with having sustained a concussion. These recommendations, in addition to the accompanying recommended forms, provide guidance for both the student-athlete’s exclusion from play as well as their return to the classroom. Finally, the Department addresses the concussion education and tracking requirements of non-school related athletic programs and provides guidance and suggestions for those programs.

The provisions of the policies and plan call for training every public high school coach as well as providing awareness to all student-athletes and their parents or guardians on:

- The nature and risk of a concussion or head injury
- The criteria for removal from and return to play
- The risk of not reporting injury
- Appropriate academic accommodations

The provisions also mandate written verification of:

- The coach receiving concussion awareness training
- The student-athlete and parent or guardian acknowledging receipt of concussion awareness information

In addition, schools shall extend appropriate procedures for academic accommodations to student-athletes who have been diagnosed with a concussion.

Finally, non-school youth athletic activities conducted on school property must provide assurances that concussion information has been provided to all participants and their parents or guardians.

Frederick County Public Schools has formulated the following procedures to be in compliance with MSDE regulations on concussion awareness and training.

Definitions
Concussion – a type of traumatic brain injury (TBI) causing an immediate and, usually short-lived change in mental status or an alteration of normal consciousness resulting from a bump, blow, jolt, shaking or spinning of the head or body.
**Graduated return to play protocols** - the progressive return to play stages included in the Policies and Programs on Concussions for Public Schools and Youth Sports Programs (Maryland State Department of Education, updated through December 2012.

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

**Student-athlete** – a student participating in any tryout, practice, or contest of a school team.

**School personnel** – those directly responsible for administering or coaching an interscholastic athletic program within a school or county and those employees of the school or school system with overall responsibility for student-athletes academic performance and medical well-being.

**Youth sports program** – a program organized for recreational athletic competition and instruction for participants who are younger than 19 years old.

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**Coach’s Education**

FCPS has the responsibility to assure that each coach is trained in concussion risk and management. At a minimum, the coach’s training shall include:

- The nature and risk of a brain injury
- The risk of not reporting the injury
- Criteria for removal and return to play
- Understanding concussions
- Recognizing concussions
- Signs and symptoms
- Response and action plan

All FCPS coaches will participate in the following concussion awareness training:

- The National Federation of State High School Associations’ (NFHS) online coach education course, *Concussion in Sports-What You Need to Know*. This Center for Disease Control’s (CDC) –endorsed program provides a guide to understanding, recognizing and properly managing concussions in high school sports. It is available at [www.nfhs.learn.com](http://www.nfhs.learn.com)
- The Center for Disease Control’s (CDC) tools for youth and high school sports coaches, parents, athletes, and health care professionals provide important information on preventing, recognizing and responding to a concussion and are available at [http://www.cdc.gov/concussion/HeadsUp/online_traning.html](http://www.cdc.gov/concussion/HeadsUp/online_traning.html). These include *Heads Up to Schools: Know Your Concussion ABCs; Heads Up: Concussion in Youth Sports; and Heads Up: Concussion in High School Sports.*
- Safe Schools Training module, *Concussion Awareness: Athletics*. This training is available to FCPS employees and is available at [http://fcps.mdsafeschools.com/training](http://fcps.mdsafeschools.com/training).

Presentation of a certificate of completion from a coaches training course with biennial renewal as a condition of coaching employment will be required to assure compliance. FCPS coaches will
present certificates to their Athletic Director and Supervisor of Athletics and Extracurricular Activities to verify completion of their training. The following certificates are required:

- NFHS on-line course, *Concussion in Sports-What You Need to Know* is required every two years,
- Safe Schools Training Module, *Concussion Awareness: Athletics* is required yearly

The following list of resources should be at every practice or competition where a student-athlete could sustain a concussion.

- On field quick reference guide kept in team medical kit or other accessible area
- A CDC clipboard or clipboard sticker (http://www.cdc.gov/concussion/pdf/Clipboard_Stamp.pdf)
- Copies of the “Medical Clearance for Suspected Head Injury” form

**Concussion Awareness for Student-Athletes, Parents or Guardians and School Personnel**

FCPS will assure that student-athletes, parents or guardians, and school personnel receive an informational sheet describing:

- The nature and risk of a concussion or head injury
- The criteria for removal and return to play
- The risks of not reporting injury and continuing to play
- Appropriate academic accommodations for diagnosed concussion victims

FCPS will use materials from the following sources:

- The Center for Disease Control’s (CDC) tools for youth and high school sports coaches, parents, athletes, and health care professionals provide important information on preventing, recognizing, and responding to a concussion, and are available at http://www.cdc.gov/concussion/headsUp/online_training.html
- The Maryland Public Secondary Schools Athletic Association (MPSSAA) website has posted parent and student-athlete information sheets, forms and other materials at www.mpssaa.org

FCPS will provide concussion information in the following ways:

- In-service training
- Coach/Parent/Student-Athlete pre-season meetings
- Meet the Coach Nights
- Team meetings/practices
- Website www.fcps.org with links to MPSSAA

Every student-athletes and at least one parent or guardian must verify in writing that they have received information on concussions and sign a statement acknowledging receipt of the
information. FCPS will include this form in the Required Paperwork for Participation in Interscholastic Athletics.

Furthermore, every student-athlete and at least one parent or guardian must verify in writing if the student-athlete has a history of traumatic head injury/concussion. FCPS will include this form in the Required Paperwork for Participation in Interscholastic Athletics.

**Removal and Return to Play**

After an appropriate medical assessment, any student-athlete suspected of sustaining a concussion shall immediately be removed from practice or play. The student-athlete shall not return to play until cleared by a licensed health care provider authorized to approve return to play. Additionally, FCPS will ensure appropriate academic accommodations and restrictions are made available to student-athletes during the recovery phase from a concussion. As part of the protocol, a parent, guardian or emergency contact must be notified in person or by telephone and in writing immediately after a student-athlete sustains a suspected concussion. The athletic director and school nurse must be notified before the start of the next school day.

To assist student-athletes, parents and school personnel the following forms and documents are provided on the MPSSAA website at www.mpssaa.org

- High School Student-Athlete Probable Head Injury Flow Chart
- Medical Clearance for Suspected Head Injury
- Graduated Return to Play Protocol
- Appropriate Education Accommodations
- Case Management and Care Coordination – Roles and Responsibilities
- 2011 Center for Disease Control and Prevention *Heads Up to Schools: Know Your Concussion ABCs*

**Licensed Health Care Providers**

As of this writing, there are no formally approved or licensed certifications of concussion management. As a result, and until such time as a certification exists, each medical professional authorizing return to play must determine whether they are aware of current medical guidelines on concussion evaluation and if concussion evaluation and management fall within their own scope of practice. Any medical professional’s concussion education should include at least the following:

## Identification of Collision, Contact and Non-Contact Sports

<table>
<thead>
<tr>
<th>Collision</th>
<th>Contact</th>
<th>Limited Contact</th>
<th>Non Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consistent with the purpose of the game athletes hit or collide with each other or inanimate objects including the ground with great force</td>
<td>Athletes routinely make contact with each other or inanimate objects but usually with less force than in collision sports</td>
<td>Contact with other athletes or inanimate objects are less frequent or inadvertent</td>
<td>Any contact is inadvertent and not expected</td>
</tr>
</tbody>
</table>

### Football
- Boys Lacrosse

### Contact
- Basketball
- Field Hockey
- Girls Lacrosse
- Soccer
- Wrestling

### Limited Contact
- Baseball
- High Jump
- Pole Vault
- Softball
- Volleyball

### Non Contact
- Discus
- Shot Put
- Triple Jump
- Long Jump
- Golf
- Swimming
- Track
- Cross Country
- Tennis

## Recommendations for Concussion Injury Mitigation and Reduction of Contact Exposure for Collision Sports

By definition, those activities designated as Collision Sports may incur a high rate of concussion for participating athletes. Research indicates that in addition to proper instruction and drills a reduction of exposure to live contact should contribute to a lower rate of concussion injury.

### Football

**Rationale:**
*Research has demonstrated the rate of concussion injury in football is the highest among interscholastic sports. The National High School Sports Related Injury Surveillance Study 2011-12 found that head/face concussions accounted for 23.6% of total injuries. Furthermore, the data details 95% of these injuries occur while blocking, being blocked, tackling or being tackled. Research data by the Ivy League and the NCAA have reported similar findings in the rate on concussions. Currently numerous national and state organizations, as well as three local school systems in the state of Maryland have implemented reductions to contact exposure during practice sessions.*

**Definitions:**
- Live Hitting is defined as football drills or live game simulations where full game speed blocking and tackling of players to the ground occurs.*
• Full Padded is defined as players dressed and equipped in accordance with NFHS Football Rule 1-5 (equipment guidelines).

**Recommendations:**
1. Coaches should place special emphasis during practice sessions on proper techniques for blocking and tackling.
2. The following football practice restrictions are recommended to strike a balance between teaching proper technique and skills while limiting the number of live contact exposures.

**Pre-season:**
- No live hitting until day 6 of practice (Heat Acclimation Rules)
- Live hitting (full speed, go to ground contact) periods limited to full padded practice days.

**In-season (Beginning the Monday prior to the first play date):**
- A team may conduct full padded practice days, but may only participate in live hitting drills and live game simulations with live hitting no more than two practice days per week.
- Live hitting drills or live game simulations with live hitting shall not be conducted the day prior to a game.

**Boys Lacrosse**

**Rationale:**
Research has demonstrated the rate of concussion injury in boys’ lacrosse is among the highest within interscholastic sports. The National High School Sports Related Injury Surveillance Study 2011-12 found that head/face concussions accounted for 34.3 of reported injuries. NCAA data collected from 1988 to 2003 found the concussion injury rate in men’s lacrosse to be 2nd only to football. Research by the Ivy League has reported similar collaborative data.

**Definition:**
- Body Checking is defined as contact typically made with a shoulder or chest to an opponent with both hands of the player applying the check remaining in contact with the cross.

**Recommendations:**
1. Coaches should place special emphasis during practice sessions on proper techniques for body checking that avoids contact with or to the head.
2. The following boy’s lacrosse practice restrictions are recommended to strike a balance between teaching proper technique and skills while limiting the number of live contact exposures.
- After the 1st play date, schools are limited to a maximum of one full-contact practice per day.
- No live body checking allowed in practice the day prior to a game. (Stick checking is permitted.)
**Recommendations for Concussion Injury Mitigation in Contact Sports**

While activities classified as Contact Sports are not specifically structured to provide for intentional physical contact between participants like Collision Sports, the incidence of game/sport related contact between players and/or equipment cannot be totally avoided.

Providing athletes with proper instruction and drills emphasizing proper techniques should contribute to a lower rate of concussion injury.

**Rationale:**

*Research has demonstrated that the rate of concussion in contact sports indicates the need for special emphasis on specific sports related skills. The National High School Sports Related Injury Surveillance Study 2011-12 indicated skill-related activities that led to the highest incidents of head/face concussion injury. Thus the instruction and drill of proper techniques in these specific sport segments is essential in order to minimize potential for injury.*

**Sport Recommendations:**

**Basketball**

- Coaches will place special emphasis on proper techniques on play involving body-to-body contact specifically rebounding, picking, screening and shot blockage.

**Field Hockey**

- Coaches will place special emphasis on proper techniques on dual challenges specifically where the potential for body-to-body or body-to-stick contact can occur.

**Girl's Lacrosse**

- Coaches will place special emphasis on proper techniques specifically for player positioning and stick checking.

**Soccer**

- Coaches will place special emphasis during practice sessions specifically on proper individual heading techniques, heading duals and aerial challenges.

**Wrestling**

- Coaches will place special emphasis specifically on proper takedown techniques and aspects of competitions involving contact to the head.
Youth Sports Programs Use of School Property
Youth sports programs seeking to use school facilities must verify distribution of concussion information to parents or guardians and receive verifiable acknowledgement of receipt. In addition, each youth sports program will annually affirm to FCPS of their intention to comply with the concussion information procedures. Materials for use for youth sports are available on the CDC website http://www.cdc.gov
A FACT SHEET FOR
High School Parents

This sheet has information to help protect your teens from concussion or other serious brain injury.

What Is a Concussion?
A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Teens Safe?
Sports are a great way for teens to stay healthy and can help them do well in school. To help lower your teens’ chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
  - Work with their coach to teach ways to lower the chances of getting a concussion.
  - Emphasize the importance of reporting concussions and taking time to recover from one.
  - Ensure that they follow their coach’s rules for safety and the rules of the sport.
  - Tell your teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. There is no “concussion-proof” helmet. Even with a helmet, it is important for teens to avoid hits to the head.

How Can I Spot a Possible Concussion?
Teens who show or report one or more of the signs and symptoms listed below—or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

**Signs Observed by Parents**
- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can’t recall events prior to or after a hit or fall

**Symptoms Reported by Teens**
- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not “feeling right,” or “feeling down”

Talk with your teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some teens think concussions aren’t serious or worry that if they report a concussion they will lose their position on the team or look weak. Remind them that it’s better to miss one game than the whole season.

GOOD TEAMMATES KNOW:
IT’S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.
CONCUSSIONS AFFECT EACH TEEN DIFFERENTLY.

While most teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your teens' healthcare provider if their concussion symptoms do not go away or if they get worse after they return to their regular activities.

What Should I Do If My Teen Has a Possible Concussion?

As a parent, if you think your teen may have a concussion, you should:

1. Remove your teen from play.
2. Keep your teen out of play the day of the injury. Your teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your teen's healthcare provider for written instructions on helping your teen return to school. You can give the instructions to your teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a teen for a possible concussion. You may not know how serious the concussion is at first, and some symptoms may not show up for hours or days. A teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1, or take your teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

Teens who continue to play while having concussion symptoms or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a teen for a lifetime. It can even be fatal.

To learn more, go to cdc.gov/HEADSUP
A FACT SHEET FOR Athletes

This sheet has information to help you protect yourself from concussion or other serious brain injury and know what to do if a concussion occurs.

WHAT IS A CONCUSSION?
A concussion is a brain injury that affects how your brain works. It can happen when your brain gets bounced around in your skull after a fall or hit to the head.

What Should I Do If I Think I Have a Concussion?

Get Checked Out. If you think you have a concussion, do not return to play on the day of the injury. Only a healthcare provider can tell whether you have a concussion and when it is OK to return to school and play. The sooner you get checked out, the sooner you may be able to safely return to play.

Report It. Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. It’s up to you to report your symptoms. Your coach and team are relying on you. Plus, you won’t play your best if you are not feeling well.

Give Your Brain Time to Heal. A concussion can make everyday activities, such as going to school, harder. You may need extra help getting back to your normal activities. Be sure to update your parents and doctor about how you are feeling.

Why Should I Tell My Coach and Parent About My Symptoms?

- Playing or practicing with a concussion is dangerous and can lead to a longer recovery.
- While your brain is still healing, you are much more likely to have another concussion. This can put you at risk for a more serious injury to your brain and can even be fatal.

GOOD TEAMMATES KNOW:
IT’S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.
How Can I Tell If I Have a Concussion?

You may have a concussion if you have any of these symptoms after a bump, blow, or jolt to the head or body:

- Get a headache
- Feel dizzy, sluggish, or foggy
- Are bothered by light or noise
- Have double or blurry vision
- Vomit or feel sick to your stomach
- Have trouble focusing or problems remembering
- Feel more emotional or “down”
- Feel confused
- Have problems with sleep

Concussion symptoms usually show up right away, but you might not notice that something “isn’t right” for hours or days. A concussion feels different to each person, so it is important to tell your parents and doctor how you are feeling.

How Can I Help My Team?

**Be a Team Player.**
You play an important role as part of a team. Encourage your teammates to report their symptoms and help them feel comfortable taking the time they need to get better.

**Protect Your Brain.**
Avoid hits to the head and follow the rules for safe and fair play to lower your chances of getting a concussion. Ask your coaches for more tips.

The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other healthcare provider.

Revised January 2019

To learn more, go to cdc.gov/HEADSUP
High School Student-Athlete Probable Head Injury Flow Chart

School Day
- Evaluated by school nurse.
- Nurse notifies parent/guardian/emergency contact by phone immediately.
- Nurse gives athletic concussion form to parent or student.
- Nurse notifies athletic director (AD) and athletic trainer (AT) (when present).

After School
- Removed from play by coach for suspected head injury.
- Evaluated by athletic trainer (AT) (when present).
- AD is notified by coach or AT immediately.
- Coach or AT notifies parent/guardian/emergency contact by phone immediately.
- Coach or AT gives athletic concussion forms to parent or student.
- Coach, AT, or AD notifies school nurse before next school day.

Student sees authorized health care provider (HCP) for concussion evaluation.

Nurse follows up with student upon return to school. Form returned to nurse.

Yes – Concussion Diagnosis
- School nurse immediately notifies AD, AT, Coach, and physical education staff.
- School nurse notifies guidance, teachers, and administration of academic accommodations needed.
- Student is symptom-free and reevaluated by health care provider. Medical clearance form is completed and returned to the nurse.
- Nurse distributes copies of medical clearance forms to the AD and AT.
- Coach and/or AT (when present) implement RTP program.

No – Concussion Diagnosis
School nurse notifies AD and AT (when present).

Student has symptoms of concussion (reported by student or noted in school by teacher, nurse, AT or staff).

Not Cleared
- Parent is notified.
- Student unable to play due to signs and symptoms of concussion.
- School nurse immediately notifies AD, Coach and PE staff
- Reevaluation by HCP required.
Graduated Return To Play Protocol

<table>
<thead>
<tr>
<th>Description of Stage</th>
<th>Date Completed</th>
<th>Supervised by</th>
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</thead>
<tbody>
<tr>
<td><strong>STAGE 1: LIGHT AEROBIC ACTIVITY</strong></td>
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<tr>
<td>Begin stage 1 when: Student is cleared by health care provider and has no symptoms</td>
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<tr>
<td>Sample activities for stage 1: 20-30 minutes jogging, stationary bike or treadmill</td>
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<tr>
<td><strong>STAGE 2: HEAVY AEROBIC AND STRENGTH ACTIVITY</strong></td>
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<tr>
<td>Begin stage 2 when: 24 hours have passed since student began stage 1 AND student has not experienced any return of symptoms in the previous 24 hours</td>
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<tr>
<td>Sample activities for stage 2: Progressive resistance training workout consisting of all of the following:</td>
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<td>• 4 laps around field or 10 minutes on stationary bike, and</td>
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<tr>
<td>• Ten 60 yard sprints, and</td>
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<tr>
<td>• 5 sets of 5 reps: Front squats/push-ups/shoulder press, and</td>
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<td>• 3-5 laps or walking lunges</td>
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<tr>
<td><strong>STAGE 3: FUNCTIONAL, INDIVIDUAL SPORT-SPECIFIC DRILLS WITHOUT RISK OF CONTACT</strong></td>
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<tr>
<td>Begin stage 3 when: 24 hours have passed since student began stage 2 AND student has not experienced any return of symptoms in the previous 24 hours</td>
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<tr>
<td>Sample activities for stage 3: 30-45 minutes of functional/sport specific drills coordinated by coach or athletic trainer. NOTE: no heading of soccer ball or drills involving blocking sled.</td>
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<tr>
<td><strong>STAGE 4: NON-CONTACT PRACTICE</strong></td>
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<tr>
<td>Begin stage 4 when: 24 hours have passed since student began stage 3 AND student has not experienced any return of symptoms in the previous 24 hours</td>
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<tr>
<td>Sample activities for stage 4: Full participation in team’s regular strength and conditioning program. NOTE: no heading of soccer ball or drills involving blocking sled permitted.</td>
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<tr>
<td><strong>STAGE 5: FULL-CONTACT PRACTICE AND FULL PARTICIPATION IN PHYSICAL EDUCATION</strong></td>
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<tr>
<td>Begin stage 5 when: 24 hours have passed since student began stage 4 AND student has not experienced any return of symptoms in the previous 24 hours</td>
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<tr>
<td>Sample activities for stage 5: Unrestricted participation in practices and physical education</td>
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<tr>
<td><strong>STAGE 6: RETURN TO GAME</strong></td>
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<tr>
<td>Begin stage 6 when: 24 hours have passed since student began stage 5 AND student has not experienced any return of symptoms in the previous 24 hours</td>
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</tbody>
</table>
Case Management and Care Coordination - Roles and Responsibilities

A student with a suspected or diagnosed TBI/concussion may need a designated school case manager to coordinate his/her care. Providing appropriate support for a student returning to school after a TBI/concussion requires a coordinated and collaborative team approach. The Task Force recognizes the student, parent, and school staff as integral partners in the management of TBIs/concussions in the school setting. The roles and responsibilities of team members for the management of students with a suspected or diagnosed TBI/concussion may include, but are not limited to, the following:

<table>
<thead>
<tr>
<th>Team Members</th>
<th>Role(s)</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Student/Athlete      | Notify appropriate school staff and parents/guardians about any head injuries | • Increase education about and awareness of TBIs/concussions including an understanding of signs and symptoms.  
• Immediately inform school staff and parents/guardians in the event of injury and suspected TBI/concussion.  
• Participate in care planning, including accommodations for return to learn and return to play authorization. |
| Parent/Guardian      | Integral part of the process of planning, and coordination of care for the health and safety of the student | • Increase education about and awareness of TBIs/concussions;  
• Complete and return all necessary pre-participation forms and sports physical forms for the student annually.  
• Provide the school with emergency contact information that is accurate and updated as needed.  
• Provide the school with complete and accurate medical information related to the student’s TBI/concussion including written health care provider documentation.  
• Communicate with the school nurse and school staff to develop the plan of care for the student. |
| School Administrator | Leader of the school team                                                | • Oversee/ensure implementation of school policies and protocols;  
• Communicate the importance of concussion management to all necessary school staff. |
<table>
<thead>
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<th>Role(s)</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Private Medical Provider     | Provide guidance and directives for the student’s treatment of TBI/concussion in the school setting | • Provide written signed orders regarding restrictions and monitoring for specific symptoms that the provider should be made aware of by family and/or school nurse/school staff.  
• Provide the local school system-specific graduated return to activity schedule to follow, or approve use of the district’s graduated return to activity schedule if deemed appropriate.  
• Provide written clearance/authorization for return to full activities. (In order for a student to return to athletic activities after he or she has sustained a concussion during school athletic activities, an evaluation must be completed and signed by a licensed physician.) |
| School Nurse (Registered Nurse) | Leader of the school health nursing team; may serve as a liaison between health care professionals and school-based personnel. | • Provide education about concussion management to other team members as indicated.  
• Interpret written orders from the health care provider including the return to school order; seek clarification if needed.  
• Institute health-related accommodations as needed in school;  
• Monitor student’s status and progress in school and report changes to parent/guardian and health care provider.  
• Communicate status and progress to the athletic department and other school staff on a need-to-know basis.  
• Participate in school support team meetings and 504 Plans.  
• Document nursing care and communication with all team members. |
| School Counselor             | Provide support to the student and family and assist with academic accommodations as needed | • Communicate with school nurse about student and coordinate information for teaching staff about student’s return/treatment.  
• Reinforce student’s need for academic rest as ordered.  
• Convene team meetings as needed per student’s status.  
• Suggest necessary accommodations required to ensure student’s success based on information provided by school nurse and health care professional if needed. |
<table>
<thead>
<tr>
<th>Team Members</th>
<th>Role(s)</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| School Teachers (General Education and Special Education Teachers) | Ensure appropriate instruction and supports are provided for the student during the transition back to school | • Communicate with teachers and monitor effectiveness of classroom accommodations.  
• Understand the signs and symptoms of TBI/concussion and the potential impact on academic performance.  
• Provide support for successful re-entry to school.  
• Participate as a member of the student services support team  
• Administer necessary testing, if special educator.  
• Assist in development and implementation of 504 Plan or IEP if applicable.  
• Assist in the development of short-term, appropriate accommodations in consultation with the school team.  
• Understand the range of accommodations needed for the student during the school day, including, but not limited to, shorter school day, rest periods, extended time for tests and assignments, copies of notes, alternative assignments, minimizing distractions, audio taping classes, or peer note taking.  
• Communicate student’s progress to school team. |
| School Psychologist                | Resource consultant for the school team                                  | • Consult with school team members regarding student(s) with prolonged or complex recovery.  
• Provide educational and psychological assessments as determined by the school team.  
• Consult with school team regarding educational planning and accommodations for the student with TBI/concussion. |
| Speech-Language Pathologist        | Supports transition of the student back to school (e.g., return to learn) when necessary | • Evaluate the student’s current status and needs, including medical information, and provide appropriate recommendations if necessary.  
• Assist in the development of a transition plan back to school, as needed.  
• Review any prior testing performed in the medical setting post-injury and administer additional testing as needed.  
• Assist in development of an Individualized Education Program (IEP) if applicable. |
<table>
<thead>
<tr>
<th>Team Members</th>
<th>Role(s)</th>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• Suggest appropriate instructional accommodations and modifications for student if applicable.</td>
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<td>• Provide speech and/or language services if applicable and monitor student progress.</td>
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<td>• Assist in promoting awareness of TBI/concussion symptoms.</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Provides leadership and supervision of the interscholastic athletic program.</td>
<td>• Ensure concussion materials are provided to coaches, athletes, and parents.</td>
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<tr>
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<td>• Provide concussion materials to coaches, athletes, and parents.</td>
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<td>• Ensure athletes and parents have signed forms acknowledging receipt of concussion information.</td>
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<td>• Ensure all coaches have completed annually a recognized concussion training course.</td>
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<td>• Collect all Student Accident/Concussion forms from coaches.</td>
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<td>• Provide a copy of the Student Accident/Concussion form to the principal or designee.</td>
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<td>• Provide a copy of the Student Accident/Concussion form to the school nurse.</td>
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<td></td>
<td>• When athlete returns, collect the signed Return to Play clearance from the coach.</td>
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<td>• Provide a copy of the Return to Play clearance form to principal.</td>
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<td></td>
<td></td>
<td>• Provide a copy of the Return to Play clearance form to school nurse.</td>
</tr>
<tr>
<td>Certified Athletic Trainer</td>
<td>Under the supervision of a qualified physician can assist the medical director and coach by identifying a student with a potential concussion and evaluate the student diagnosed with</td>
<td>• Educate students and staff in concussion management and prevention.</td>
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<td></td>
<td>• Oversee student athletes taking baseline validated standardized computerized tests if permitted by district policy.</td>
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<td></td>
<td>• Evaluate student-athletes for signs and symptoms of a concussion when present at athletic events.</td>
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<td></td>
<td>• Observe for late onset of signs and symptoms, and refer as appropriate.</td>
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<tr>
<td>Team Members</td>
<td>Role(s)</td>
<td>Responsibilities</td>
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</table>
| TBI/concussion in progress of return to athletic activities based on private medical provider orders and/or district protocol. | • Evaluate the student to determine if injury warrants emergency transport per district policy.  
  • Refer parents/guardians of student athletes believed to have sustained a concussion to their medical provider.  
  • Provide parents/guardians with oral and/or written instructions on observing the student for concussive complications that warrant immediate emergency care.  
  • Assist in implementation of accommodations for the student-athlete.  
  • Monitor the student’s return to school activities and communicate with the supervising medical director, school nurse, parent/guardian, and appropriate school staff. |
| Physical Education Teacher | Provide appropriate instruction and supports for student’s transition back to school and during physical education class activities | • Recognize signs and symptoms of TBI/concussion and remove student from activities immediately if student presents with signs and symptoms.  
  • Contact the school nurse or certified athletic trainer (if available) for assistance with any student injury *(thus transferring responsibility of treatment and parent notification...)*.  
  • Communicate with school administrator and school nurse regarding suspected TBI/concussion and any head injuries occurring in physical education class and complete required school incident report form.  
  • Verify written authorization for student to participate in physical education activities post-TBI/concussion.  
  • Adhere to the school’s gradual return to play protocol. |
| Coaches                 | Provides leadership and supervision of the interscholastic sport team to which he/she is assigned. | • Adhere to the local school system’s policies regarding concussion management and ensure coaching staff, assistant coaches, parents/guardians, and students are educated about concussions and local policies/procedures.  
  • Provide students and parents/guardians with concussion information, prior to sports participation.  
  • Review safety techniques, sportsmanship, and proper equipment with student athletes. |
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<tr>
<th>Team Members</th>
<th>Role(s)</th>
<th>Responsibilities</th>
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<tr>
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<td>- Understand the sport and create drills, practice sessions, and instruction to reinforce safety.</td>
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<td>- During practice and/or contests, remove an athlete if a TBI/concussion is suspected.</td>
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<td>- Contact parent/guardian to pick up student or call 911 if appropriate or parents cannot be located.</td>
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<td>- Provide parent and Emergency Medical Technician (EMT) with information about injury or suspected TBI/concussion including signs and symptoms observed.</td>
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<td>- Complete Student Accident/Injury Form or other school system form regarding TBI/concussion.</td>
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<td>- Provide a copy of the completed student accident/injury form to athletics director.</td>
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<td>- Follow up with parents/guardian regarding student athlete’s well-being.</td>
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<td>- Collect the signed Return-to-Play clearance and authorization form.</td>
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<td>- Provide a copy of the Return to Play clearance form to athletics director and communicate with school administrator and school nurse.</td>
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</table>
## Appropriate Educational Accommodations

<table>
<thead>
<tr>
<th>Post-Concussion Effect</th>
<th>Functional School Problem</th>
<th>Accommodation/ Management Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attention/ Concentration</td>
<td>Short focus on lecture, class work, homework</td>
<td>Shorter assignments, break down tasks, lighter work load</td>
</tr>
<tr>
<td>“Working” Memory</td>
<td>Holding instructions in mind, reading comprehension, math calculation, writing</td>
<td>Repetition, written instructions, use of calculator, short reading passages</td>
</tr>
<tr>
<td>Memory Consolidation/ Retrieval</td>
<td>Retaining new information, accessing learned info when needed</td>
<td>Smaller chunks to learn, recognition cues</td>
</tr>
<tr>
<td>Processing Speed</td>
<td>Keep pace with work demand, process verbal information effectively</td>
<td>Extended time, slow down verbal info, comprehension-checking</td>
</tr>
<tr>
<td>Fatigue</td>
<td>Decreased arousal/ activation to engage basic attention, working memory</td>
<td>Rest breaks during classes, homework, and exams</td>
</tr>
<tr>
<td>Headaches</td>
<td>Interferes with concentration</td>
<td>Rest breaks</td>
</tr>
<tr>
<td>Light/Noise Sensitivity</td>
<td>Symptoms worsen in bright or loud environments</td>
<td>Wear sunglasses, seating away from bright sunlight or other light. Avoid noisy/ crowded environments</td>
</tr>
<tr>
<td>Dizziness/Balance Problems</td>
<td>Unsteadiness when walking</td>
<td>Elevator pass, class transition prior to bell</td>
</tr>
<tr>
<td>Sleep Disturbance</td>
<td>Decreased arousal, shifted sleep schedule</td>
<td>Later start time, shortened day</td>
</tr>
<tr>
<td>Anxiety</td>
<td>Can interfere with concentration; Student may push through symptoms to prevent falling behind</td>
<td>Reassurance from teachers and team about accommodations; Workload reduction, alternate forms of testing</td>
</tr>
<tr>
<td>Depression/Withdrawal</td>
<td>Withdrawal from school or friends due to stigma or activity restrictions</td>
<td>Time built in for socialization</td>
</tr>
<tr>
<td>Cognitive Symptoms</td>
<td>Concentrating, learning</td>
<td>See specific cognitive accommodations above</td>
</tr>
<tr>
<td>Symptom Sensitivity</td>
<td>Symptoms worsen with over-activity, resulting in any of the above problems</td>
<td>Reduce cognitive or physical demands below symptom threshold; provide rest breaks; complete work in small increments until symptom threshold increases</td>
</tr>
</tbody>
</table>

Athletes who experience **one or more** of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

### Signs Observed by Coaching Staff
- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness *(even briefly)*
- Shows mood, behavior, or personality changes
- Can’t recall events **prior** to hit or fall
- Can’t recall events **after** hit or fall

### Symptoms Reported by Athlete
- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

**It’s better to miss one game than the whole season.**

For more information and to order additional materials **free-of-charge**, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

---

### ACTION PLAN

If you suspect that an athlete has a concussion, you should take the following four steps:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete’s parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says the athlete is symptom-free and it’s OK to return to play.

### IMPORTANT PHONE NUMBERS

<table>
<thead>
<tr>
<th>Emergency Medical Services</th>
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<tbody>
<tr>
<td>Name:</td>
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<td>Phone:</td>
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<table>
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<tr>
<th>Health Care Professional</th>
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<tbody>
<tr>
<td>Name:</td>
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<td>Phone:</td>
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<table>
<thead>
<tr>
<th>School Staff Available During Practices</th>
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<tbody>
<tr>
<td>Name:</td>
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<td>Phone:</td>
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<tr>
<th>School Staff Available During Games</th>
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<tbody>
<tr>
<td>Name:</td>
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<tr>
<td>Phone:</td>
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</tbody>
</table>
Whirlpool

1. Students using the whirlpool shall do so AFTER a physician’s order for treatment: the information should include length of time of treatment and desired temperature of water. If there are any questions regarding lack of improvement during the treatment period, the student should be referred back to the physician for further evaluation.

2. The whirlpool should not be used until 36 to 48 hours after an injury because of the possibility of the development of edema.

3. All safety precautions should be taken, including such things as proper grounding, stabilizing of the table, and blocking the wheels to prevent movement, if there are no safety locks. The temperature gauges should be checked and all electrical cords must be kept away from water.

4. The student should shower, using soap, before being treated.

5. The water temperature should not exceed 102 degrees at any time.

6. When the whirlpool is in use, the athletic trainer or an attendant should be present.

7. The water should be changed frequently; preferably, the tub should be cleaned and refilled after each patient.

8. Students who have pimples, cuts, or boils should not be treated in the whirlpool.

PLEASE POST THE RULES IN A CONSPICUOUS PLACE SO ALL COACHES WILL BE AWARE OF THE GUIDELINES
I. Policy

II. Definitions

“Automated external defibrillator” (AED) - a medical heart monitor and defibrillator device that:

- Is cleared for market by the federal Food and Drug Administration (FDA);
- Recognizes the presence or absence of ventricular fibrillation or rapid ventricular tachycardia;
- Determines, without intervention by the operator, whether defibrillation should be performed;
- On determining that defibrillation should be performed, automatically charges; and
- Either (1) requires operator intervention to deliver the electrical impulse, or (2) automatically continues with delivery of electrical impulse.

The Maryland Public Access Automated External Defibrillator Program permits an organization, which meets certain requirements, to make AEDs available for individuals suffering sudden cardiac arrest on the premises prior to the arrival of emergency medical services personnel.

MIEMSS - Maryland Institute of Emergency Medical Services Systems

“School-sponsored athletic event” means an interscholastic, corollary or intramural sporting event that takes place on-site at a public high school or middle school, including practices and scrimmages.

III. Procedure

The purpose of this regulation is to provide guidance in the administration of an AED Program. An AED is used to treat victims who experience sudden cardiac arrest. The treatment must be delivered within a short time to be effective. Sudden cardiac arrest occurs when the electrical impulses of the human heart malfunction causing ventricular fibrillation, a condition that will result in sudden death unless appropriately treated. The most effective treatment for ventricular fibrillation is the administration of an electrical current (shock) to the heart by a defibrillator such as an AED. It is only to be applied to victims who are unconscious, and without pulse, signs of circulation and normal breathing. Use of an AED is a link in the “chain of survival” as defined by the American Heart Association, which also includes cardio-pulmonary resuscitation (CPR).

As a safety measure, to prevent unnecessary shocks, the AED automatically analyzes the heart rhythm to determine if an abnormal rhythm is detected. If the abnormal ventricular fibrillation rhythm is detected, the AED will charge to the appropriate energy level, advise, and allow the operator to deliver an appropriate shock. If shocked, the heart ideally will convert back to the normal rhythm and the life will be saved.

At least one AED will be on site at each FCPS middle and high school during the school day and available for use at each school-sponsored athletic event.
A. Roles and responsibilities:

1. FCPS will comply with the MIEMSS requirements that must be maintained in order to participate in the Maryland Public Access AED Program.

2. The Health Services Specialist and the Supervisor of Athletics will provide central program coordination.

   Central program coordinator responsibilities include:
   
   a. Implementing and administering the AED Program.
   
   b. Facilitating MIEMSS required monthly inspection, any manufacturer recommended maintenance, and other associated program tasks for all sites associated with a registered Public Access AED Program.
   
   c. Maintaining certificate issued by MIEMSS in a place where it is readily available.
   
   d. Instituting remedial action as necessary to resolve any issues of compliance with Title 30 MIEMSS Subtitle 06 AED Program.

3. The principal's designee or building manager's designee will provide program coordination for his/her individual school or FCPS building. For purposes of this document, the designee in each FCPS school or building will be called the AED program facilitator.

4. Athletic Directors will serve as the AED program facilitators in all high schools.

   AED program facilitator responsibilities include:
   
   a. Providing information regarding the AED to all employees or volunteers at a facility.
   
   b. Reporting suspected cardiac arrest and/or use of an AED to MIEMSS.
   
   c. Ensuring that all equipment and supplies are present and working correctly.
   
   d. Maintaining a file with specifications/technical information sheets for each approved AED model assigned or donated to the school/building.
   
   e. Maintaining records related to testing/proper functioning of AEDs and the presence of required equipment.
   
   f. Obtaining follow-up maintenance and replacement as needed if an AED or supplies are used.

B. Location of AEDs

1. The principal/designee or building manager will determine the location of AEDs in his/her building.

2. AEDs shall be placed in locations which are visible and readily accessible to any person willing to operate the AED in the event of a suspected cardiac arrest. The location of AEDs should allow staff members to retrieve the device outside of normal school/building hours if necessary.
3. In high schools, the AED may be moved from its designated location by the school athletic trainer or FCPS coach to support athletic department activities after school hours.
   
a. During interscholastic school sponsored athletic events, the host school will be responsible for providing an AED.

b. If removed from its storage location, the AED must be signed out. Information regarding the person responsible for it, the time it was removed, the location to which it has been taken, and the estimated time it will be returned must be left in the storage location. (Form on FCPS Web site under “Specialized Health Forms” http://www.fcps.org/student-services/forms

c. The FCPS coach/athletic trainer will be responsible for taking an AED to out-of-state athletic events.

4. FCPS is not responsible for providing or ensuring access to AEDs or AED services to organizations that use the school buildings after school hours.

C. Use of the AED

1. The AED should be used on any person suspected of being in cardiac arrest. Signs of suspected cardiac arrest include the following:

   a. Victim is unresponsive.

   b. Victim is not breathing, or is breathing ineffectively.

   c. Victim has no signs of circulation such as pulse and coughing, or movement.

2. The individual using the AED is expected to use the AED in accordance with his/her training. When an individual’s training conflicts with the auditory and visual prompts of the device, the individual shall follow the auditory and visual prompts.

3. Emergency Medical System (EMS - 911) must be called immediately when a sudden cardiac arrest occurs or is suspected.

4. Upon arrival, the EMS staff assumes care and responsibility for the victim.

D. Reporting

1. If there is a suspected cardiac arrest at an FCPS location or event, the Maryland Public Access AED Report form for Cardiac Arrests should be completed and faxed to MIEMSS as soon as possible but not longer than 48 hours following the incident, even if the AED was not used.

   https://www.miemss.org/home/Portals/0/Docs/AED/MD_Facility_AED_Report_Form_Cardiac.pdf?ver=2011-12-02-090316-167

   When available, any event (code) summary, recording, or tape created by the AED should also be sent to MIEMMS.

2. The AED program facilitator will notify the principal of the school or building manager as well the Central Program Coordinator as soon as is feasible following the use of an AED.

3. If there is a suspected malfunction of the AED, a report must be filed with the Food and Drug Administration (FDA), and a copy of the report must be sent to MIEMSS. Information on device malfunction reporting maybe found at the following FDA website:
E. Training

1. The AED central program coordinators, AED facilitators, as well as individuals who are expected to operate the AED, must complete CPR/AED training that at a minimum includes content consistent with the recommendations for layperson CPR and AED training in the most current publication of the American Heart Association Guidelines for CPR and Emergency Cardiovascular Care.

2. The FCPS training center coordinator is responsible for ensuring that all Health/PE teachers receive and maintain current AED/CPR training.

3. All athletic directors, athletic trainers, physical education teachers, and coaches are responsible for maintaining current AED/CPR certification.

4. FCPS certified instructors will provide initial and re-certification training annually. This training will be made available to all athletic directors, athletic trainers, physical education teachers, coaches and other staff designated by the AED central program coordinator/ athletic director/school principal.

5. Newly hired athletic directors, athletic trainers, and coaches must be AED/CPR certified before assuming responsibilities at athletic events.

6. The athletic director at each high school will maintain training records relevant to E.5 above.

7. Frederick County Health Department will provide and ensure that all School Nurses (Registered Nurses), Licensed Practical Nurses, and Health Room Technicians maintain current Healthcare Provider CPR/AED training.

F. Equipment

1. A ready to use AED should be kept in an unlocked case with no visible signs of damage that would interfere with its use.

2. Supplemental equipment to be kept with each AED include:
   a. At least 2 sets of adult defibrillator chest pads and 1 set of pediatric chest pads
   b. Disposable latex free gloves
   c. Maryland Public Access AED Report Forms for Cardiac Arrests and Instructions.

G. Equipment Checks and Maintenance

1. All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness.

2. The individual school AED program facilitator will be responsible for AED checks. Information from the checks is to be recorded on the Rescue One AED Management software system. The AED Monthly Safety Inspection Record will serve as backup
documentation when the software system is not immediately accessible. (Form on FCPS Web site under “Specialized Health Forms” http://www.fcps.org/student-services/forms) AED check information should be entered into the software system as soon as is feasible once the system is again able to be accessed.

3. The individual school/building AED program facilitator shall be responsible for having regular equipment maintenance performed as necessary.

4. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.

5. Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required.

Approved:

Original signed by

Theresa R. Alban
Superintendent
# AED Sign-Out Sheet

Reg. No. 400-83

**ADDENDUM 1**

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>AED Location</th>
<th>Date &amp; Time Removed</th>
<th>Date &amp; Time Returned</th>
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I. Policy 306.4

II. Procedures

A. Insurance Information

1. The Board of Education of Frederick County carries a comprehensive general liability insurance policy to protect it and its personnel in the event of bodily injury to a student for which the board and/or its employees may be held liable.

2. A student accident insurance program is available. The board’s function in this program is the timely completion of claim forms for accidental injuries to students for parents’ submission to the insurance carrier.

3. All students desiring to participate in athletics are required to provide proof of medical insurance coverage in order to participate. Students who participate in football are required to purchase a special student accident insurance that is available or produce satisfactory evidence that the parents have insurance providing similar coverage.

B. Injury Reporting Procedures

1. In the event of an injury to a student while on school property or being transported to or from school by FCPS buses, or while participating in school sanctioned events off school property such as athletic events, parades, and field trips, staff will ensure the student receives the medical care necessary under the circumstances and in accordance with the First Aid Procedures for Maryland Schools.

2. In all cases of injury to students, which require more than simple first aid (i.e., a band aid), the following shall occur:

   a. Parents will be notified immediately.
   b. A Frederick County Standard Student Injury Report (Form A-53) will be completed and forwarded promptly, along with any applicable health room report, to the chief financial officer. This form may be obtained via “Form Finder” on the Intranet at InsideFCPS: http://insidefcps/formfinder/default.cfm

3. If the nature of the injury requires transportation of the student to the hospital, either by private passenger car or ambulance, the following offices shall be promptly contacted by telephone with the details of the incident:

   a. Chief financial officer
   b. Appropriate instructional director
   c. Manager of Environmental Health and Safety
4. The office of the chief financial officer will maintain the completed student injury reports and will distribute copies to the Board’s liability insurance carrier and the manager of Environmental Health and Safety.

5. Make no statements obligating the Board or any statements regarding responsibility on the part of the Board and/or its employees. Such decisions are more properly the responsibility of the Board's insurance carrier in consultation with the Board’s legal counsel.

C. Submittal of Claim – Ambulance Services

If school staff deems it necessary for a student to be transported by ambulance from the school, the medical invoice will first be submitted to the parent/legal guardian’s insurance carrier for payment. Any remaining balance of expenses incurred will be submitted to the Board’s insurance carrier to determine extent of eligible coverage.

Approved:

Original signed by

Theresa R. Alban
Superintendent
**What is Staphylococcus aureus?**  
Staphylococcus aureus (S. aureus) is a bacteria commonly found on the skin and in the nose of 20-30% of healthy individuals. This bacteria often causes skin infections; however, it can also cause more serious infections such as pneumonia or bloodstream infections.

**What is MRSA?**  
Methicillin-resistant Staphylococcus aureus (MRSA) is a strain of S. aureus that is resistant to methicillin, an antibiotic in the same class as penicillin. MRSA is traditionally seen in people recently hospitalized or who have been treated at a healthcare facility (such as a dialysis center).

**What is Community Associated MRSA (CA-MRSA)?**  
CA-MRSA infections have been documented among athletes, prisoners, military recruits, daycare attendees, injection drug users and others who live in crowded settings or routinely share contaminated items.

**What does a CA-MRSA skin infection look like?**  
A skin infection with CA-MRSA can begin as a reddened area on the skin, or resemble a pimple that can develop into a skin abscess or boil causing fever, pus, swelling or pain. Antibiotics can be administered as necessary. These infections can become serious and more difficult to treat if not cared for properly and promptly. It is also possible for a pre-existing cut, turf burn or other irritated area on the skin to develop an infection with CA-MRSA if the area is not kept clean and dry.

How can athletes prevent CA-MRSA skin infections?  
The National Collegiate Athletic Association (NCAA) and the Centers for Disease Control and Prevention (CDC) have identified CA-MRSA as an emerging problem for athletic participants. In order to prevent the transmission of CA-MRSA, here are some recommendations:

- Practice good hygiene; shower with soap and water or alcohol-based sanitizers
- Do not share towels, clothing, razors, equipment or any other personal items
- Assess skin condition regularly
- Avoid contact with other people’s wounds and bandages
- Properly clean all wounds, cuts and scrapes and exercise appropriate first aid
- Keep wounds, cuts and scrapes covered with bandages
- Seek advice from school personnel or family member if you have a concern
- Disinfect sports equipment
- Seek medical care if you suspect CA-MRSA

Additional information about CA-MRSA can be obtained at the following websites: [www.cdc.gov](http://www.cdc.gov), [www.edcp.org](http://www.edcp.org), [www.co.frederick.md.us/HealthDept](http://www.co.frederick.md.us/HealthDept). Some of this information has been adapted from the New York State Department of Health and the Centers for Disease Control and Prevention, a division of the Department of Health and Human Services.
Precautions Regarding Communicable Infections in Wrestling

The potential dangers of communicable staph and skin infections have long been a concern in the sport of wrestling, primarily because of the amount of physical contact involved. Fundamental precautions can significantly reduce the potential for contracting a communicable staph or skin infection. In wrestling, these fundamental precautions can be effectively separated into five categories:

1. **National Federation of High School (NFHS) Rules**
   - NFHS regulations require that all wrestlers weigh in for a match or tournament “wearing no more than a suitable undergarment.” A primary reason for this rule is that wrestlers’ bodies can be assessed by the weigh in supervisor(s) for suspicious sores, lesions, or potential communicable infections (Rule 4.5.7)
   - Wrestlers suspected by the referee or coach of having a communicable skin disease or infection may not participate in the match or tournament (Rule 4.2.3)
   - Wrestlers “suspected” of having a communicable skin disease or infection may not compete until the wrestler has written documentation from a physician stating that the suspected disease or condition is not communicable, and that the wrestler’s participation will not be harmful to any opponent (Rule 4.2.3.)
   - “If an on-site meet physician is present, he/she may overrule the diagnosis of the physician signing the physician’s release form for a wrestler to participate with a particular skin condition” (Rule 4.2.4)

2. **Diligent Hygiene on the Part of Wrestlers**
   - Shower as soon as possible after every practice or contest, using an appropriate (preferably antibacterial) soap
   - Do not share personal items (towels, headgear, bars of soap, kneepads, razors, etc.)

3. **Diligent Care of Cuts, Scratches, and Abrasions**
   - Prompt and appropriate cleansing of cuts, wounds, scratches, sores, and abrasions
   - Keep all wounds covered (to prevent infection and potential spread of infection)
   - Change dressing daily; dispose of soiled dressing in an appropriate manner
   - Wear protective gloves when handling soiled dressings; wash hands afterwards
   - Promptly reporting potential skin infections or unusual skin markings to the coach
   - Having potential infections diagnosed and treated by a physician

4. **Diligent Care of Equipment, Practice Clothing, and Uniforms**
   - Launder practice clothing and uniforms after each use
   - Frequently clean personal equipment (kneepads, arm pads, headgear, etc.) with an appropriate cleaning agent

5. **Diligent Care and Cleaning of Mat, Wrestling Room, and Locker Areas**
   - Clean mat and area surrounding the mat daily using a 10:1 bleach mix
   - Provide means to clean feet when entering wrestling room/wrestling mat
   - Diligent cleaning of mats before and after matches and during tournaments
   - Cleaning all equipment used by wrestlers prior to use
Steroids: NOT IN MY GAME PLAN!

Parents and friends of athletes need to be alert to possible steroid abuse. Anabolic steroids and HGH (human growth hormones) have extremely alarming and harmful side-effects, especially during adolescence. All hormonal based supplements and their precursors are considered banned substances by the NCAA, NFL and IOC. Studies show that steroid/HGH abuse by athletes in high schools and middle schools are increasing. More and more females are putting themselves at risk by using these drugs as well.

**Know the Signs**
- Sudden increase in strength and muscle size
- Severe mood swings
- Rage
- Bad breath
- Acne on face and back
- Unaccountable bottles of pills, liquid or syringes

**Steroids will not improve an athlete’s ability.**

**Serious Health Problems**
- Heart disease and high blood pressure
- Liver, prostate and kidney cancer
- Stroke & blood clots
- Urinary & bowel problems
- Tendon, ligament and muscle damage
- Breast growth for males
- Shrinking of the testicles
- Stunted growth
- Baldness

**Supplements**
Recently over-the-counter supplements like creatine androstenedione have become popular. Although these supplements are not steroids, the manufacturers promote their use to build muscles and improve strength and stamina, without the side effects of steroids. These supplements are not regulated by the Food and Drug Administration and may be unsafe!

**Slang**
- Juice
- Arnolds
- Shotgunning
- Stacking
- Roids rage

**Anabolic steroids, even in small doses have been shown to stop bone growth.**

Using steroids is a form of cheating and interferes with fair competition. Parents, encourage your student athlete to:
- Train safely without using drugs
- Eat a healthy diet
- Get plenty of rest
- Set realistic goals and be proud of reaching them
- Seek out training supervision, coaching and advice from a reliable professional: A.T.L.A.S. and A.T.H.E.N.A. (healthful nutrition and strength-training alternatives to performance-enhancing drugs) are part of the instructional programs in FCPS Strength Training classes
- Avoid injuries by playing safely and using protective gear.

Adolescents may be at risk for becoming dependent on steroids.

For steroid abuse treatment:
Frederick County Health Dept. Substance Abuse Division
301-631-3293

For more info:
www.steroidabuse.gov
www.drugfree.org
Section 9

Equipment, Uniforms & Field Maintenance
Uniforms

1. Sports uniforms for all teams shall be of comparable quality. A replacement cycle of three to five years is recommended and the order of replacement shall be determined by the individual schools.

2. The purchase of uniforms shall be the responsibility of individual schools. The source of funding should be through gate receipts, fundraisers and school booster clubs.

3. All student athletes will be dressed in proper uniforms when participating in an athletic contest.

4. Students will not be allowed to participate in an athletic event without wearing a school issued uniform.
August 21, 2019

To: Local Supervisors of Athletics, Member School Athletic Directors

From: R. Andrew Warner, Executive Director, MPSSAA

RE: NFHS Uniform Standards

Pursuant to National Federation of State High School Associations (NFHS) regulations, each state association may, in keeping with applicable laws, authorize exceptions to NFHS playing rules. The exception shall not fundamentally alter the sport, heighten the risk of injury to the athlete/others, or place opponents at a competitive disadvantage.

The Maryland Public Secondary Schools Athletic Association (MPSSAA) herein grants an exception to the NFHS uniform standards for religious purposes for any participant to wear a head covering, wrap or other required religious garments which are not abrasive, hard, or dangerous to any other player and which are attached in such a way that it is unlikely to come off during play.

Questions regarding exceptions to NFHS uniform standards that fundamentally alter the sport, heighten the risk of injury to the athlete/others or place opponents at a competitive disadvantage shall be referred to the local educational agency and/or the MPSSAA for further review.

The MPSSAA recommends coaches have a copy of this letter available at each contest in the event an official or opposing school questions uniform compliance.
October 8, 2021

To: Local Supervisors of Athletics, Member School Athletic Directors, Sport Officials

From: R. Andrew Warner, Executive Director, MPSSAA

RE: NFHS Uniform Standards- Hair Adornments

Pursuant to National Federation of State High School Associations (NFHS) regulations, each state association may, in keeping with applicable laws, authorize exceptions to NFHS playing rules. The exception shall not fundamentally alter the sport, heighten the risk of injury to the athlete/others, or place opponents at a competitive disadvantage.

NFHS playing rules detail hair adornments such as beads, bobby pins, flat clips, and flat barrettes as prohibited equipment. The Maryland Public Secondary Schools Athletic Association (MPSSAA) herein grants the following accommodations for all sports for hair styles and adornments. The accommodations are necessary in order to ensure student participation is culturally responsive, and students are not discriminated against because of hair adornments that include protective hairstyles as defined in State Government Article 20-101(f), Annotated Code of Maryland. Moreover, high school sport officials should not determine participation related to a student’s hairstyle and adornments.

Until further guidance is provided by the MPSSAA, effectively immediately:

1. Each local school system bears the responsibility for ensuring all school athletic administrators, athletic directors, coaches, participants, and parents/guardians are knowledgeable of each respective sports rule codes for participation.

2. Local school system coaches bear the responsibility of ensuring all members of their team are properly and safely equipped for participation in practice and contests.

3. If a student’s coach has health, safety, or welfare concerns about a student’s hair adornments or other competitors during competition, they shall refer the concern to their athletic director who will contact their appropriate local school system official for an individual analysis and decision regarding a student’s hair adornment.

4. With approval of the appropriate local school system official, the student’s athletic director and coach may require a student’s hair adornment to be removed, secured in a way to protect the student or competitors, or exclude the student from competition only because of bona fide and articulable health, safety, or welfare reasons to the student or other students during competition.
5. Coaches shall be required to certify to the head official prior to all contests that their students are properly equipped to compete.

6. Officials are only required to ensure, as it relates to student hairstyles and hair adornments, that the head coach of each team has authorized that all participants on their respective team are properly equipped.
   
   a. Officials may not touch any student’s hair to check hair adornment(s).
   b. Officials may not remove a hair adornment from the student’s hair.
   c. Officials shall not make determinations or comments about whether or not a hair adornment shall be removed or whether or not a student may participate with such hair adornment.
   d. Officials, if requested for rule interpretation on hair adornments, shall refer the coach to the applicable rule for the head coach’s discretion.

7. After the contest is complete, the official is requested to notify the local school system if they believe a student’s hair adornment potentially poses a risk of injury to the athlete or others.

8. The member local school system shall make the final determination of an allowable hair adornment based on an individual analysis of risk of injury for future competitions.

Questions regarding exceptions to NFHS uniform standards that fundamentally alter the sport, heighten the risk of injury to the athlete/others, or place opponents at a competitive disadvantage shall be referred to the local educational agency and/or the MPSSAA for further review.

The MPSSAA recommends coaches have a copy of this letter available at each contest in the event an official or opposing school questions uniform compliance.
Request to Borrow and Assumption of Risk

We,__________________________________________________________________________,
(Player) and ___________________________________________________________________,
his parents/guardians (Parents/Guardians) request Frederick County Public Schools (FCPS) to
lend us the following equipment which Player will use in any All-Star game, and in the practice
sessions before that game.

In order to induce FCPS to lend us the equipment, we assume all risks of injury to Player or any
other person arising out of or in any way connected with Player’s use of the equipment. We
covenant and agree to make no claim against FCPS on account of any such injury to Player, and
we will indemnify FCPS and save it harmless from all claims and suits growing out of any such
injury or damage to any person. We further agree to return the equipment to FCPS in good
condition on or before ____________________________________.

Witness our hands and seals this _________day of ___________________________, 20___

____________________________________  ____________________________________
Witness      Player

____________________________________  ____________________________________
Witness      Parent/Guardian

____________________________________  ____________________________________
Witness      Parent/Guardian
Lacrosse helmets independently purchased and worn by a student-athlete have a safety approval for a three-year time span from the date of purchase. The safety warning on the helmet and its purchase date must be verified. The manufacturer warrants the safety of the helmet as of the purchase date.

Since you have privately purchased this lacrosse helmet, a parent or legal guardian must complete and sign this form.

Student: __________________________________________________________

School: __________________________________________________________

Purchase Date: ________________________________

Parent/Legal Guardian Signature: ________________________________________

Parent/Legal Guardian Printed Name: ______________________________________

Today’s Date: ________________________________
Financial Obligations

*Please make sure to inventory your uniforms carefully. If a student-athlete has lost his or her uniform, please fill out this paper. Thanks!

Financial Obligation:
Name: ________________________________
Sport: ________________________________
Item(s): ______________________________ Total
Cost: ________________________________ Coach
Signature: ____________________________

Financial Obligation:
Name: ________________________________
Sport: ________________________________
Item(s): ______________________________ Total
Cost: ________________________________ Coach
Signature: ____________________________

Financial Obligation:
Name: ________________________________
Sport: ________________________________
Item(s): ______________________________ Total
Cost: ________________________________ Coach
Food, snacks or candy of any kind (i.e., gum, sunflower seeds) are not permitted on the turf field.

Water is the only beverage allowed on the turf field; all other drinks are prohibited; teams using water jugs and cups are requested to use paper cups.

Glass containers are not permitted on the turf field.

Soccer shoes, multi-cleats, turf shoes and running shoes are allowed on the turf field; cleat length not to exceed 3/4”; players must clean dirt and grass at shoe brush station before entering the turf field; players will only use designated carpeted entrances to the turf field to cross the track.

Metal spikes or high-heeled shoes are not permitted on the turf field.

Pets are not allowed on the turf field.

No sharp objects on the turf field.

No trash or litter on the turf field.

Any bloodborne pathogen or bodily fluid will be cleaned immediately with a sanitizing agent to decontaminate the area of the turf field.

Bikes, roller blades, strollers, skateboards, and any other similar mode of transportation/recreation, are prohibited on the turf field.

Motorized vehicles are prohibited on the turf field.

Fireworks are not allowed on or near the turf field.

Unauthorized persons, including spectators, are not permitted on the turf field.

Users of the turf field are responsible for communicating these guidelines to all players, coaches, officials and spectators.

Failure to comply with these guidelines will be cause for immediate removal from the turf field.
Diagram 2

OFFICIAL MEASUREMENTS . . . for laying out baseball field
Boys' Lacrosse
WOMEN’S FIELD DIAGRAM

METRIC CONVERSIONS

<table>
<thead>
<tr>
<th>Metric</th>
<th>Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2M</td>
<td>6’6”</td>
</tr>
<tr>
<td>3M</td>
<td>9’11”</td>
</tr>
<tr>
<td>4M</td>
<td>13’2”</td>
</tr>
<tr>
<td>8M</td>
<td>26’4”</td>
</tr>
<tr>
<td>9M</td>
<td>10 yd.</td>
</tr>
</tbody>
</table>

OTHER INFORMATION

- Hash Marks = 1’
- Guidelines = 6.5’
- Goal Line Width = 2”
- Width of Other Lines = 2-4”
- (Goal is placed on front of line)
8 METER ARC / 12 METER FAN

GOAL / GOAL CIRCLE
Softball Field Diagram

Diagram 1
BASKETBALL COURT DIAGRAM
(See Rule 1-13 for location and size of optional coaching box)

IF COURT IS LESS THAN 74-FEET LONG, IT SHOULD BE DIVIDED BY TWO LINES, EACH PARALLEL TO AND 40 FEET FROM THE FARTHER END LINE.

DIVISION LINE

6" TO OUTSIDE EDGE

12" WIDE 8" DEEP

2" LINE

6" TO OUTSIDE EDGE

19' 9" TO OUTSIDE EDGE

15"

4"

19' 9"

TO OUTSIDE EDGE

THE THREE-POINT LINE SHALL BE THE SAME COLOR AS THE FREE-THROW LANE LINE AND SEMICIRCLE.

OPTIMUM LENGTH 94 FEET INSIDE
ALL LINES SHALL BE 2 INCHES WIDE (NEUTRAL ZONES EXCLUDED)
END LINES AND SIDELINES SHALL BE A MINIMUM OF 2 INCHES IN WIDTH.

MINIMUM OF 3 FEET
Preferably 10 feet of unobstructed space outside. If impossible to provide 3 feet, a narrow broken 1-inch line should be marked inside the court parallel with and 3 feet inside the boundary.

Left End Shows
Rectangular Backboard
72-Inches Wide

Right End Shows
Fan Backboard
54-Inches Wide
FIELD HOCKEY FIELD DIAGRAM

25 Yard Line

Except as specifically stated within the rules, any dimensions or other information in diagrams of fields is suggestive only; it is not required by NFHS rules. The construction and layout of all facilities used for high school competition are subject to any applicable laws and building codes, and to the sound judgments of the persons in charge of the facilities.

Hashmark to designate exact center not to exceed 24".

NOTE: The grass should be cut to a height not to exceed 1½". The circle and endline hashmarks should all be measured from the goalpost.
SOCCER FIELD

If used on a football field, portable goals should be anchored at least 2 yards in front of the base of the existing football goalposts.

Except as specifically stated in the rules, information on field diagrams in this book is suggestive only; it is not required by NFHS rules. The construction and layout of all courts and fields used for high school competition are subject to any controlling laws and building codes, and to the sound judgment of the persons in charge of the facilities.

An engineered natural turf soccer field should have a minimum of one-and-one-half percent (1.5%) slope for fields which are surface drained. For natural turf fields with a sub-surface drain system the slope should be no less than one (1.0%) percent. For synthetic turf fields with a sub-surface drain system the slope should be no less than one half of one (0.5%) percent. Slope is measured from center to side. For consulting services, contact SportsPLAN Studio, 816-842-5200.
Volleyball

Note: All lines on the court are 2 inches wide. For the center line, a solid or shadow-bordered 2-inch-wide line is permissible. The border or outlines for the shadowed center line shall be at least ¼-inch wide and shall be within the 2-inch width. It is recommended that the court should be clear of obstructions and the overhead playable area should be at least 23 feet high.
ART. 5 . . . The mat area includes the wrestling mat and a space of at least 10 feet surrounding the mat, as well as the team benches and scorer’s table where facilities permit. The team bench in dual meets should be at least 10 feet from the wrestling mat and 10 feet from the scorer’s table. The diagrams below are a suggested configuration.
Rule 2

Pool, Lane & Equipment Specifications

The NFHS does not perform scientific tests on any specific items of equipment to determine if the equipment poses undue risks to student-athletes, coaches, officials or spectators. Such determinations are the responsibility of equipment manufacturers.

NOTE: Pool, board and equipment specifications for the event of diving are addressed in Rule 9. Diving is subject to Rules 1 through 8 as applicable to the event and participants.

SECTION 1 VARIATIONS IN POOL AND EQUIPMENT

When existing facilities are such that pool dimensions, markings and construction do not meet the standards prescribed by rule, meets may be conducted by prior mutual consent of the competing teams unless state association regulations determine otherwise.

Water depth, starting platform height, distance from starting platform to surface of the water, use of a recall device and backstroke flags may not be waived by prior mutual consent.

SECTION 2 POOL DIMENSIONS

The swimming pool shall be either 75 feet long (22.860 m) or 82.021 feet long (25 m), measured from the inside walls or from the tile or timing devices attached to the walls, and at least 45 feet wide (13.716 m). A pool 60 feet wide (18.288 m) is recommended.

NOTE: Consideration on the length dimension of new pools being constructed should account for pads being added on the end wall(s) in order to meet the length requirements in Rule 2-2.

SECTION 3 POOL CONSTRUCTION

ART. 1 . . . End walls, and movable bulkheads serving as end walls, shall be parallel and vertical for a distance of 3 feet 6 inches (1.0668 m) below the overflow level of the water, with no protrusions below the surface. Touch pads for automatic timing may be used if they do not shorten the race course beyond minimum specifications. It is recommended end walls be finished with a nonslip surface that extends no less than .8 meters (2 feet 7-1/2 inches) below the water surface.

NOTE: In newly constructed pools, it is recommended that there be a minimum water depth of 4 feet in the starting end, and that inlets on the end walls be at least 2 feet 6 inches below the surface of the water.

Pools constructed with a radius transition from vertical wall to horizontal bottom meet this rule specification provided the 4-foot depth requirement is met.
within the 12-inch distance measured out from the end wall when measured from
the pool end to 16 feet, 5 inches (5 meters) from the end wall if racing starts are
used.

ART. 2 . . . All ladders, steps or stairs shall be recessed into side walls or easily
removable for competition.

ART. 3 . . . One hundred foot candles of lighting at water level is recommended.

SECTION 4 POOL MARKINGS

ART. 1 . . . The bottom and walls of pools constructed or refinishing shall be
white or a light color.

ART. 2 . . . Continuous lines 10-12 inches wide (25 cm) and of a dark color
shall indicate the middle of each swimming lane. These lines shall end 60 to 80
inches (1.5 to 2.0 m) from the end walls and the last 10 to 12 inches of the line
shall be 36 inches wide (.9144 m), thus forming a broad “T”. The center of each
lane shall be indicated on the end walls by a 10 to 12 inch line extending verti-
cally at least 3 feet, 6 inches (1.0668 m) below the surface of the water. Markings
on the finish pad and bulkheads shall conform to required markings on the end
walls.

ART. 3 . . . Visible numbers identifying the lanes shall be provided. The lanes,
when practical, should be numbered from right to left as the swimmer stands fac-
ing the course.

ART. 4 . . . The top edge of deck level pools shall be marked with a dark color
which is distinct from surrounding colors to provide the swimmer with a visual
target. It is recommended that the end walls extend at least 2 inches above (5.08
cm) the normal flat surface of the water.

ART. 5 . . . Visible markings on the pool deck or on each lane marker shall be
located 16.4 yards (15 m) from each end wall.

RULE 2, SECTION 4 — PLAY RULINGS

2.4.2 SITUATION A: Several schools are invited to participate in a swim meet at a pool that is
undergoing renovations. Upon arriving at the pool, one of the teams notices the lack of markings
in the pool. RULING: Illegal. COMMENT: However, meets may be conducted by prior mutual con-
sent of the competing teams unless state association regulations determine otherwise. (2-4)

2.4.2 SITUATION B: A new community recreation center has been built. The markings in the
center lane of the pool are: (a) a continuous line 10 inches wide with the last 10 inches forming
a 36-inch broad “T”; (b) lines ending 80 inches from the end walls; (c) a line indicating the cen-
ter of each lane on the end wall by a 10-inch line extending vertically 3 feet, 6 inches below the
water surface. RULING: (a) (b) and (c) Legal. Pools that have Olympic markings may also serve
the needs of high school students provided measurements are legal. (2-4-2)

2.4.5 SITUATION: A coach arrives at another school for a meet and discovers there are no
markings for the 16.4 yard (15 m) mark. The coach insists the host school must forfeit all events
involving the backstroke. RULING: Request denied. COMMENT: Markers must be present for
events involving the backstroke, butterfly & freestyle, the host school may use temporary mark-
ings on the deck. (i.e. duct tape X’s on the deck, traffic cone, etc.) (2-4-5)
SECTION 5 LANCES

ART. 1 . . . Lane markers are required and shall be continuous, clearly visible floats which indicate the lateral limits of each lane. They shall be attached to and stretched between the end walls, anchored at surface water level in a recessed receptacle. It is recommended there be solid-colored floats within 15 feet (4.572 m) of both end walls in contrast with the center portion of the lane markers.

ART. 2 . . . The width of lanes shall be a minimum of 7 feet (2.134 m). The two lanes next to the side walls may be wider; in such pools, outside lane markers are recommended.

RULE 2, SECTION 5 — PLAY RULING

2.5.2 SITUATION: It is discovered after arrival of the visiting team that lanes are only 6 feet wide, and the referee declares that the meet may not be conducted. RULING: Incorrect procedure. COMMENT: With mutual consent the meet shall be conducted. The proper procedure is for the host team to inform visiting teams at the time of scheduling the meet of aspects of its facility which do not meet specifications for which prior mutual consent is possible. (1-3-1, 2-1)

SECTION 6 WATER CONDITIONS

ART. 1 . . . The water clarity shall be such that the bottom and end lane line markings can be clearly seen while standing at midpoint on either side of the pool deck. The physical condition of the water shall meet standards of chemical balance and treatment as prescribed by that school’s local or state health code. PENALTY: When water conditions do not meet rule specifications, the referee may declare that the meet will not be conducted. (2-7 Penalty 2)

ART. 2 . . . It is recommended that the water temperature be no less than 78 degrees Fahrenheit (26 degrees Celsius) and no more than 82 degrees Fahrenheit (28 degrees Celsius).

ART. 3 . . . The level of the water shall be at the overflow rim of the pool.

RULE 2, SECTION 6 — PLAY RULING

2.6.1 SITUATION: The referee is unable to see the markings on the bottom of a pool prior to the starting of the meet. The referee may declare the meet will not be conducted if the host school cannot correct water clarity. RULING: Correct procedure. (2-6-1 Penalty)

SECTION 7 EQUIPMENT FOR SWIMMING EVENTS

ART. 1 . . . All necessary equipment shall be provided by the host team or institution and maintained in proper working condition throughout the competition.

ART. 2 . . . When starting platforms are used:

a. the minimum water depth at the point of entry for racing starts during practice or competition shall be measured for a distance from the end wall to a minimum of 16 feet, 5 inches (5 meters) from the end wall;

b. they shall be securely attached to the end walls. The starting platforms shall
Rule 5  Running Events

NOTE: For more detailed information regarding track construction, contact American Sport Builders Association (ASBA), 8480 Baltimore National Pike, #307, Ellicott City, MD 21043, 410-730-9595, info@sportsbuilders.org, www.sportsbuilders.org.

SECTION 1  TRACK CONSTRUCTION

ART. 1 . . . A 400-meter track is standard. It has two straight sides and two curved ends. The length of the track and the radius of the curve is often influenced by the available space. The radius of tracks may differ, depending on the configuration for activities inside the oval.

ART. 2 . . . Inclination shall be limited to 2:100 (2 percent) laterally and 1:1000 (0.1 percent) in the running direction.

ART. 3 . . . A solid curb with a rounded top surface 2 inches (5 centimeters) above track level shall mark the inner edge of the track. On all-weather tracks, a painted line 2 inches (5 centimeters) or more in width may be used for this purpose.

ART. 4 . . . The direction of running in lap races shall be such that the inner edge of the track is to the left of the runners. An event run entirely on the straightaway may be run in either direction.

SECTION 2  COURSE MEASUREMENTS

ART. 1 . . . Course is a general term to indicate the path of a runner. In races during which each runner is required to remain in a specified lane, the course is the same as the lane.

ART. 2 . . . The course length shall be measured between two theoretical hairlines. The marks to indicate these hairlines shall be perpendicular to the course and approximately 2 inches (5 centimeters) wide. The mark at the start shall be within the course and shall have that edge which is nearer the starting competitors identical with the actual starting line. The mark at the finish shall be outside the course and shall have its nearer edge identical with the actual finish line. On 400-meter tracks, where a common finish line is used, it is recommended that the finish line be located at the point of curve or within 20 meters of that point.

ART. 3 . . . A lane is the course which is marked on the track for a race or that part of a race during which the runner must stay in a prescribed path. Lanes vary in width depending upon the size of the track and the number desired for a given event. Standard lane width is 42 inches (1.07 meters).

ART. 4 . . . Each lane shall be marked so the left-hand boundary line is outside the competitor's lane and the right-hand boundary line is within the lane. Lanes should be marked with a material which is not injurious to the eyes or skin. If more than one stagger is marked within a lane, a different color of material should
be used for each stagger. The lane nearest the inner edge of the track is referred to as Lane 1. It is also called the pole.

**RECOMMENDED STANDARDIZED COLOR MARKINGS FOR TRACKS**

Problems which arise in the running of races, particularly distance races involving a large number of contestants, can be reduced and sometimes completely eliminated through the use of standardized color markings to denote alleys, starting lines, finishing lines and exchange zones. The NFHS Track and Field and Cross Country Rules Committee recommends the use of the following color lines to aid in the administration of the meet:

**Starting lines:**
- 100 meters: White
- 110 HH: White
- 200 meters: White
- 300 meters: White
- 400 meters: White
- 800 meters: Green
- 1600/3200 meters: White
- 4x200-meter Relay: Red
- 4x400-meter Relay: Blue

**Finish Line:** White

**Break Line:** Green

**Relay Exchange Zones:**
- 400 meters: Yellow
- 800 meters – Lane 1 only split color - Red/Yellow: Red
- 1-2 and 2-3 Red: 3-4 Yellow (same mark as 400 meters, 2-3): Blue
- 1600 meters: Blue
- 3200 meters: Green

**Hurdle Locations:**
- 100-meter HH (Girls): Yellow
- 110-meter HH (Boys): Blue
- 300-meter LH/IH (Girls/Boys): Red
- One-turn Stagger: Green
- Two-turn Stagger: White
- Three-turn Stagger: Blue
- Four-turn Stagger: Red

**ART. 5 . . .** A lap is one complete counterclockwise circuit of the track.

**ART. 6 . . .** Distances which are run around a curve but not in lanes shall be measured upon a line 12 inches (30 centimeters) outward from the inner edge of the track when a raised curb is used. If a painted line is used to mark this inner edge on all-weather tracks, the distance shall be measured upon a line 8 inches
(20 centimeters) outward from the inner edge of the track. Those distances which do not involve a curve shall be measured in a direct line from the starting line to the finish line.

**ART. 7 . . .** Distances which are run in lanes and which involve a curve shall be separately measured for each lane, and the measurement shall be upon a line 8 inches (20 centimeters) from the nearer edge of the lane line which is on the runner's left, except the lane next to the inside raised curb shall be measured 12 inches (30 centimeters) into the lane from the raised curb.

**FIGURE 1 - TRACK MEASUREMENTS**

**SECTION 3 TRACK MARKINGS**

**ART. 1 . . .** When races are run in lanes around a turn or turns, the starting lines shall be staggered so that each competitor will run the same distance. When the start is on a turn or when relay exchanges are made on turns, the staggered distances should be determined by a competent engineer. Each lane shall be measured when the staggers are on a curve.

**ART. 2 . . .** An alley is a combination of two or more adjoining lanes which are utilized when three or more runners start from the same stagger. The lane line of the innermost lane of the alley becomes the lane boundary for all competitors running in that alley.

**ART. 3 . . .** An exchange zone is designated for exchanging the baton during relay races. It is an area the width of one lane and 20 meters (22 yards) long. The lines marking the limits of the exchange zone are included in the 20-meter (22-yard) measurement.

**ART. 4 . . .** The acceleration zone is that distance in each lane, 10 meters (11 yards) preceding the exchange limit line in relay races in which the incoming competitor is running 200 meters (220 yards) or less. A distinctive mark shall be
FOREWORD

The International Tennis Federation (ITF) is the governing body of the game of tennis and its duties and responsibilities include protecting the integrity of the game through determination of the Rules of Tennis.

To assist the ITF in carrying out this responsibility, the ITF has appointed a Rules of Tennis Committee that continually monitors the game and its rules, and when considered necessary makes recommendations for changes to the Board of Directors of the ITF who in turn make recommendations to the Annual General Meeting of the ITF which is the ultimate authority for making any changes to the Rules of Tennis.

Appendix V lists all known and approved alternative procedures and scoring methods. In addition, on its own behalf or on application by interested parties, certain variations to the rules may be approved by the ITF for trial purposes only at a limited number of tournaments or events and/or for a limited time period. Such variations are not included in the published rules and require a report to the ITF on the conclusion of the approved trial.

Note: Except where otherwise stated, every reference in these Rules of Tennis to the masculine includes the feminine gender.

1. THE COURT

The court shall be a rectangle, 78 feet (23.77 m) long and, for singles matches, 27 feet (8.23 m) wide. For doubles matches, the court shall be 36 feet (10.97 m) wide.

The court shall be divided across the middle by a net suspended by a cord or metal cable which shall pass over or be attached to two net posts at a height of 3½ feet (1.07 m). The net shall be fully extended so that it completely fills the space between the two net posts and it must be of sufficiently small mesh to ensure that a ball cannot pass through it. The height of the net shall be 3 feet (0.914 m) at the centre, where it shall be held down tightly by a strap. A band shall cover the cord or metal cable and the top of the net. The strap and band shall be completely white.

• The maximum diameter of the cord or metal cable shall be ⅛ inch (0.8 cm).
• The maximum width of the strap shall be 2 inches (5 cm).
• The band shall be between 2 inches (5 cm) and 2½ inches (6.35 cm) deep on each side.

For doubles matches, the centres of the net posts shall be 3 feet (0.914 m) outside the doubles court on each side.

For singles matches, if a singles net is used, the centres of the net posts shall be 3 feet (0.914 m) outside the singles court on each side. If a doubles net is used, then the net shall be supported, at a height of 3½ feet (1.07 m), by two singles sticks, the centres of which shall be 3 feet (0.914 m) outside the singles court on each side.

• The net posts shall not be more than 6 inches (15 cm) square or 6 inches (15 cm) in diameter.
• The singles sticks shall not be more than 3 inches (7.5 cm) square or 3 inches (7.5 cm) in diameter.
• The net posts and singles sticks shall not be more than 1 inch (2.5 cm) above the top of the net cord.

The lines at the ends of the court are called baselines and the lines at the sides of the court are called sidelines.
Section 10

Transportation
I. Policy

II. Procedures

A. Student Travel to Activities and Events

Schools shall provide Board of Education of Frederick County vehicles to transport students whenever possible. If the school system provides bus transportation, it is an expectation that students will ride the bus for activities and events unless granted an exception under Section B.

B. Exceptions

If authorized by the principal and with written parental permission acknowledging responsibility and acceptance of liability, students may travel in privately owned vehicles to and from Frederick County Public Schools (FCPS) activities and events, including those events on school property as well as off-site locations (i.e., athletic team events, field trips, extracurricular activities).

1. Parental permission must be obtained annually for each event or activity using the attached parental permission form.

2. The event, activity, or sports season must be indicated on the permission form.

3. The form must be authorized by the student’s home school principal.

C. Travel to Work Study, Internship, or Service Learning Site

When a student leaves a school site to travel to a work study, internship, or service learning site, the student is considered as dismissed from the custody of the school.

Attachment:
Transportation of Student(s) to and from FCPS Activities and Events – Parental Permission Form

Approved:

Original signed by

Linda D. Burgee
Superintendent
Transportation of Student(s) to and from FCPS Activities and Events

School Year: ____________

Parental Permission

If bus transportation is not provided by the Board of Education of Frederick County, I understand and affirm as the parent/guardian of the student(s) named below that I accept full responsibility for the transportation of my child/children to and from Frederick County Public Schools activities and events, including those events on school property as well as off-site locations (i.e., athletic team events, field trips, extracurricular activities) as identified below:

Student(s): __________________________________________________________

________________________________________________________

Event/Activity/Sports Season (i.e., year):

________________________________________________________

I understand that the Board of Education of Frederick County is not liable for any resulting injuries or loss associated with these travel arrangements and further acknowledge that any liability is primarily assured by the private driver’s automobile insurance.

________________________________________________________

Signature of Parent/Guardian Date

Authorized: __________________________________________

Signature of Principal Date

REFERENCE: FCPS Regulation 400-46
REQUEST FOR APPROVAL TO TRANSPORT STUDENT-ATHLETES IN PRIVATE VEHICLES

<table>
<thead>
<tr>
<th>Sport</th>
<th>Event Info</th>
<th>Date(s) of Travel</th>
<th>Travel From</th>
<th>Travel To</th>
<th>Congested Metropolitan Area (parent/guardian drivers only):</th>
<th># of Students Traveling</th>
<th>How will students be traveling?</th>
<th>Rationale for transporting students in private vehicles:</th>
<th>Approval: Athletic Director</th>
<th>Approval: Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Scrimmage</td>
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<td>[ ] Event required under MPSSAA</td>
<td>[ ] Yes</td>
<td>[ ] Yes</td>
<td>[ ] Yes (i.e., Who is driving? What type of vehicles? Permission slips approved? Other details?)</td>
<td>[ ] Yes</td>
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<td>2.</td>
<td>Scrimmage</td>
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<td>[ ] Event required under MPSSAA</td>
<td>[ ] Yes</td>
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<td>[ ] Yes (i.e., Who is driving? What type of vehicles? Permission slips approved? Other details?)</td>
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<td>3.</td>
<td>Scrimmage</td>
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<td>[ ] Event required under MPSSAA</td>
<td>[ ] Yes</td>
<td>[ ] Yes</td>
<td>[ ] Yes (i.e., Who is driving? What type of vehicles? Permission slips approved? Other details?)</td>
<td>[ ] Yes</td>
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<td>4.</td>
<td>Scrimmage</td>
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<td>[ ] Event required under MPSSAA</td>
<td>[ ] Yes</td>
<td>[ ] Yes</td>
<td>[ ] Yes (i.e., Who is driving? What type of vehicles? Permission slips approved? Other details?)</td>
<td>[ ] Yes</td>
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<td>5.</td>
<td>Scrimmage</td>
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<td>[ ] Event required under MPSSAA</td>
<td>[ ] Yes</td>
<td>[ ] Yes</td>
<td>[ ] Yes (i.e., Who is driving? What type of vehicles? Permission slips approved? Other details?)</td>
<td>[ ] Yes</td>
<td>[ ] Yes</td>
</tr>
</tbody>
</table>

**APPROVALS:**

ATHLETIC DIRECTOR: ___________________________ PRINCIPAL: ___________________________ SUPERVISOR OF ATHLETICS: ___________________________

Date: ___________________________ Date: ___________________________ Date: ___________________________

Send to Kevin Kendro, Office of Athletics & Extracurricular Activities
Transportation Guidelines
2019-2020 (Updated)

While following these guidelines, particular attention should be given to: FCPS Reg. No. 400-46, BOE Policy 414, and FCPS Reg. No. 400-5.

FCPS Policies and Regulations

- BOE policies and FCPS regulations must be strictly followed.

- In compliance with FCPS Reg. No. 400-46, a signed FCPS parental permission form must be on file for any participating student-athlete transported by private vehicle. Advance approval must be obtained from the parent and principal.

- Drivers of private vehicles transporting student-athletes must: (1) be at least 21 years old; (2) hold a valid driver’s license; (3) possess a good driving record; (4) have current auto insurance coverage; and (5) understand the driver is the primary insurance holder and that FCPS is a secondary insurance holder.

- Athletic trips requiring overnight accommodations must adhere to school system overnight field trip policies and procedures. (BOE Policy 414 and FCPS Reg. No. 400-5)

Bus Transportation Provided by FCPS

- All FCPS student-athletes will be transported to interscholastic athletic events by FCPS school buses, or other certified/bonded carriers.

- Reg. No. 400-46 allows for an exception to transporting students by school bus or certified/bonded carriers. As an exception, this decision should be taken cautiously and with careful consideration for student and staff safety.

- FCPS will provide school bus transportation to all MPSSAA/Frederick County required scheduled events. Private vehicle transportation cannot replace bus transportation for these contests without principal and parent approval, in consultation with the Supervisor of Athletics.

- Private vehicle transportation may be used at the discretion of the principal when teams travel to events not required by the MPSSAA. (This includes holiday tournaments and scrimmages.)

- If the principal requires bus transportation for non MPSSAA events, the school will assume responsibility for the cost of the trip.

- FCPS will fund scrimmage transportation for Varsity teams only.

- Schools must assume all transportation costs and responsibility for scrimmages that exceed the limit of two scrimmages per sport per season.
Trip Limitations

- Student drivers to athletic contests are limited to Frederick County hosted events and/or events not exceeding 60 miles round trip.

- Private vehicle trips with parent/adult drivers to congested metropolitan areas, or trips exceeding 60 miles round trip, will require approval of the Supervisor of Athletics.

- Private vehicle travel in severe weather conditions, or forecasted severe weather conditions, is prohibited.

- Student athletes may ride with coaches when approved in advance by the principal and parent. [may require verification of insurance]

- Travel for all regular season athletic contests must not exceed 200 miles round trip (door-to-door). Special events exceeding the limit may be approved by the Supervisor of Athletics.

- Travel for athletic scrimmages must not exceed 100 miles round trip.

- State and regional competition required trips are exempt from mileage limitations.

- Shuttle bus applies for trips less than 25 miles one way.

Recommended Guidelines for Safe Group Travel by Private Vehicle

- All travel groups meet at a central location prior to departure for the event and prior to the return trip home.

- All travel groups travel together in a ‘caravan’ technique to provide mutual assistance in the event of unexpected conditions.

- Supply all travel groups with maps and driving directions showing the safest route to the destination.

- Provide all travel groups with emergency contact information for the adult in charge of the activity.

- Provide all travel groups with a written plan for inclement weather conditions during the event.

- Attendance should be taken by the adult in charge prior to departure and again prior to return.

- Provide direction to travel groups and parents regarding whether team will stop for food on return trip home.

- Provide direction to team and parents regarding whether students will be returned to school or dropped off at home.
## FCPS BUS ALLOCATION GUIDELINES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Buses Provided</th>
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</thead>
<tbody>
<tr>
<td>Cheerleading</td>
<td>1 bus</td>
</tr>
<tr>
<td>Cross Country Boys &amp; Girls</td>
<td>1 bus unless capacity of both teams exceed 44</td>
</tr>
<tr>
<td>Field Hockey Varsity &amp; JV</td>
<td>1 bus</td>
</tr>
<tr>
<td>Football Varsity</td>
<td>2 buses to include cheerleaders unless players and equipment exceed 40</td>
</tr>
<tr>
<td>JV</td>
<td>Shuttle priority / 1 bus per team</td>
</tr>
<tr>
<td>Golf</td>
<td>1 bus</td>
</tr>
<tr>
<td>Soccer Boys Varsity &amp; JV</td>
<td>1 bus</td>
</tr>
<tr>
<td>Soccer Girls Varsity &amp; JV</td>
<td>1 bus</td>
</tr>
<tr>
<td>Volleyball Varsity &amp; JV</td>
<td>1 bus</td>
</tr>
<tr>
<td>Basketball Varsity &amp; JV Boys</td>
<td>1 bus (cheerleaders included) unless the passengers exceed 44</td>
</tr>
<tr>
<td>Basketball Varsity &amp; JV Girls</td>
<td>1 bus (cheerleaders included) unless the passengers exceed 44</td>
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<tr>
<td>Indoor Track Boys</td>
<td>1 bus When total coed numbers are under 44 then 1 coed bus, unless coed capacity exceeds 44</td>
</tr>
<tr>
<td>Indoor Track Girls</td>
<td>1 bus When total coed numbers are under 44 then 1 coed bus, unless coed capacity exceeds 44</td>
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<tr>
<td>Swimming Boys</td>
<td>1 bus When total coed numbers are under 44 then 1 coed bus, unless coed capacity exceeds 44</td>
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<tr>
<td>Swimming Girls</td>
<td>1 bus</td>
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<tr>
<td>Wrestling Varsity &amp; JV</td>
<td>1 bus</td>
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<tr>
<td>Baseball/Softball Varsity</td>
<td>1 bus</td>
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<tr>
<td>Lacrosse Varsity &amp; JV Boys</td>
<td>1 bus shuttle opportunity unless numbers exceed 40</td>
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<td>Lacrosse Varsity &amp; JV Girls</td>
<td>1 bus</td>
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<tr>
<td>Outdoor Track Boys</td>
<td>1 bus when coed number under 44</td>
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<td>Outdoor Track Girls</td>
<td>1 bus</td>
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<tr>
<td>Tennis (Coed)</td>
<td>1 bus</td>
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<tr>
<td>Unified Tennis (Coed)</td>
<td>1 bus When a wheelchair bus is required then 2 buses if coed number is over 28</td>
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<tr>
<td>Unified Bocce (Coed)</td>
<td>1 bus When a wheelchair bus is required then 2 buses if coed number is over 28</td>
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<tr>
<td>Unified Track (Coed)</td>
<td>1 bus When a wheelchair bus is required then 2 buses if coed number is over 28</td>
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FREDERICK COUNTY PUBLIC SCHOOLS
TRANSPORTATION DEPARTMENT

FIELD TRIP RULES/GUIDELINES FOR STAFF AND STUDENTS

• Directions, proper field trip forms, and any parking fees and tolls must be provided to the driver by school staff prior to departure from origination location.

• Please load the bus promptly. Elementary trips should have an adult board the bus first.

• Equipment:
  ➢ When loading/unloading equipment (athletic, musical, etc.) through the rear of the bus, only the bus driver is permitted to operate the opening or closing of the emergency door exit.
  ➢ Equipment must not block the aisle or the area around the door.

• Staff/Chaperones:
  ➢ A minimum of one adult (coach, staff, chaperone, etc.) is required to be on each bus assigned to the field trip.
  ➢ A roster of all students riding each bus should be available in the event of an emergency.
  ➢ Sit in either the back or mid-way on the bus to supervise students.
  ➢ Supervise students at all times.
  ➢ Family members are not permitted to ride the school bus. Only adults assigned to supervise the trip and students participating may ride.

• Food/Drink is not to be eaten on the bus any time. All food and beverages must be consumed or thrown away prior to boarding the bus.

• Items left on the bus - Drivers are not responsible for items left on the bus, including medication. All medication and/or personal belongings are the responsibility of the staff, students and chaperones.

• Trash is the responsibility of the students and accompanying staff
  ➢ Bring large trash bags with you.
  ➢ Remove all trash from the bus by completing a full walk-through prior to exiting.
  ➢ Take all trash with you as well as any personal items that may have been left behind.

• Code of Conduct for Everyone:
  ➢ Cell phone use should be limited to emergencies only. Taking pictures, videos, etc. is strictly prohibited, as the light and flash from the phones is a distraction to the driver.
  ➢ Cleats are not to be worn on the bus at any time.
  ➢ Students are expected to maintain the same level of conduct as in the classroom and as riders to/from school on the bus, inclusive of not walking in the aisle of the bus while the bus is in motion.

• Time:
  ➢ The End Time noted on the Field Trip Form is the time of arrival back at the origination of the trip NOT the time of departure from the destination location and will be strictly enforced.
  ➢ Extending trip time – please be courteous of the driver’s time by adhering to the schedule provided on the Field Trip Form. Extending time due to extenuating circumstances (i.e. game overtime) is naturally understandable.

Rev. 07/10/2015
Athletic Transportation Form

1. At any away contest, after the team has competed, the parent may sign this waiver (coach must have this form) which then transfers the responsibility for the athlete and transportation to the parent or guardian;
2. The coach will then allow the athlete to be transported home with the parent or guardian;
3. THE ATHLETE MAY RIDE HOME WITH THEIR PARENT OR GUARDIAN ONLY;
4. If used, this waiver must be returned to the Athletic Director with the school bus form on the next school day;
5. The athlete must travel to the contest with the team if transportation is provided by the school, unless other arrangements have been made through an Administrator and communicated to the Head Coach.

By signing below, I am assuming responsibility for the transportation of my student from this athletic contest. I understand that my student can travel only with his/her parents or guardians from the contest.

<table>
<thead>
<tr>
<th>Date</th>
<th>Athlete’s Name</th>
<th>Parent/Guardian’s Signature</th>
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FREDERICK COUNTY PUBLIC SCHOOLS

Reg. No. 400-05

Subject: FIELD TRIP AND OVERNIGHT TRAVEL STUDY PROGRAMS

Issued: 5/8/78

Preparing Office: Office of the Superintendent

Amended: 6/20/16

I. Policy 414

II. Procedures

A. The three types of field trips recognized are:

1. Trips conducted during school hours.
   a. Trips within the school system.
   b. Trips outside the school system.

2. Trips extending beyond the school day.

3. Overnight trips.

Certain school programs that require travel from school to school within Frederick County Public Schools (FCPS), such as all-county musical events, are considered activities and not field trips.

B. Information regarding field trips during school hours, beyond the school day, and overnight shall be communicated to all staff members, students, and parent/guardians.

Administrative approval shall be received prior to informing students and parent/guardians.

C. Field trips are subject to all FCPS rules, regulations, and/or policies related to health and safety standards and appropriate conduct on the part of students.

D. FCPS reserves the right to cancel a trip at any time. FCPS is not responsible for financial losses if a trip is cancelled due to unanticipated safety reasons or extenuating circumstances.

III. General Requirements for All Field Trips

A. Teachers on the trip are responsible for planning, applying for permission, coordinating and implementing field trip details. Teachers on the trip are also responsible for the student supervision and must remain at the site with students.

B. Students with financial or disabling conditions cannot be excluded from the trip. Every attempt must be made to hold cost to a reasonable level. Fundraising activities may be used to help offset the cost of the trip.
C. Trips that are not directly related to the curriculum shall not be planned during instructional time, nor planned to occur during the school day.

D. The field trip shall be planned to provide for the safety, comfort, and protection of students, teachers, and chaperones.

E. Students and chaperones shall conduct themselves according to standards of behavior that will secure maximum educational benefits, maintain good public relations, and contribute to individual and group safety.

F. A chaperone, as defined in this document, is a person who may be a teacher, an instructional assistant, and/or other adult age 21 or older who accompanies and supervises the students on a field trip. The teachers will have the authority to approve all field trip chaperones. Minimum chaperone ratios for field trips are as follows. Modifications may be approved by the principal.

1. Elementary school level — 1 chaperone per 4 students

2. Middle school level — 1 chaperone per 8 students

3. High school level — 1 chaperone per 12 students

4. The school-based administrator has discretion to add additional chaperones.

G. Participation shall be limited to members of the group and the number of chaperones required. In special cases, it may be necessary for a student's parent/guardian to accompany and be responsible for him or her. If parents/guardians arrive at the field trip location and join the group, they are considered visitors at a public location and FCPS is not responsible or liable for them or any individuals they may bring.

H. Written permission must be secured from a parent/guardian for each student to take the trip. If the trip has to be rescheduled, written permission must be secured again.

I. The completed field trip request shall be approved by the administration.

J. Teachers are expected to inform Food and Nutrition Services staff of the field trip at least five (5) school days in advance to ensure that lunch provisions are made for students who receive free or reduced-price lunches to participate in the program on the day of the field trip.

K. Teachers are expected to inform School Health Services staff of the field trip at least five (5) school days in advance to ensure appropriate medical training and appropriate supplies are available to students participating in the field trip.

L. Appropriate evaluation/follow-up activities shall be planned to reinforce the educational objectives of the trip.

M. Students shall have the opportunity and the responsibility to make up schoolwork they missed while attending a school-sponsored field trip.
N. Transportation

1. A trip should be arranged so that it does not interfere with regular school bus schedules. However, if the trip schedule does not coordinate with the regular bus schedule, arrangements for students to get to or from school shall be made in advance with parents. Students shall be supervised until they have left for home.

2. At least one (1) chaperone must be assigned per vehicle to be responsible for roll call, announcements and supervision.

3. The number of students, teachers, and chaperones shall not exceed the rated capacity of the vehicle.

4. All students, teachers, and chaperones shall travel together in the same designated vehicles.

5. Only an approved carrier with all necessary licensing and a certificate of insurance may be employed.

6. When transportation is provided, all students shall be transported as a group on the designated vehicle. Students with disabilities shall be provided appropriate accommodations in order to access the field trip.

7. Parents who serve as chaperones but use their own vehicles should be reminded that the school system's insurance coverage does not extend to them.

IV. Specific Responsibilities of the Teacher in Charge

A. All Field trips

1. Read thoroughly and implement the general requirements under section III.

2. Obtain tentative administrative permission.

3. Obtain and complete all necessary forms pertaining to the field trip.

4. Contact the site.

5. Be familiar with the site and the route to get there.

6. Obtain all necessary transportation information.

7. Obtain adequate number of chaperones.

8. Plan and write an itinerary.

9. Secure written permission slips from parent/guardian. Parents shall be informed of the date(s), destination(s), purpose(s), activity, mode of transportation, and emergency contacts for each field trip.
10. Group students with chaperones. Make bus lists and copy of the master list of students and chaperones. On the day of the trip, leave an updated list of participants with the school-based administrator.

11. Students with specific health needs or physical limitations must provide all equipment/medicine to the teacher in charge or designated chaperone (FCPS Regulation 400-23). It is suggested that these students be accompanied on the trip by their parent/guardian. Students with disabilities shall be provided appropriate accommodations in order to access the field trip. If an individual participating in the field trip requires a sign language interpreter, requests must be made at least ten (10) business days prior to the date of the field trip, in accordance with operating procedures established by the FCPS Office of Interpreting Services.

12. Inform all chaperones of:

   a. The procedures to be followed in the event of an emergency, illness, or accident.

   b. A list of students' names.

   c. The itinerary.

   d. Suggested questions/activities for achieving the objectives to be used with students.

   e. Specific duties for proper supervision.

   f. Suggested appropriate attire.

   g. Any special needs of a student in their group.

13. Inform the students of the itinerary, rules, policies, and suggested appropriate attire.

14. Maintain a master list of students and chaperones assigned to each vehicle. Ensure that roll call of all persons is taken at the initial loading and each reloading during the trip.

15. In the event a student does not report back to the designated location when the transportation vehicle is to depart, the teacher in charge should designate a chaperone to remain behind to try to locate the student(s). If the student does not return in a reasonable length of time, the chaperone should notify the police and the parents.

16. Provide for supervision until the last student goes home as prearranged by the parent/guardian.

17. Report any mishaps to the school-based administrator upon return to school.

18. Evaluate objectives and success of achievement upon completion of the trip.

19. In accordance with FCPS Regulation 400-59, in the absence of the school administrator, teachers designated in writing by the principal and trained to conduct
searches may make a reasonable search of a student on a school-sponsored trip if they have reasonable belief that the student possesses an item in violation of state law or FCPS regulation.

B. Additional Requirements for Extended and Overnight Field Trips

1. All extended/overnight trips must be pre-approved by the appropriate instructional directors.

2. In addition to the required transportation information, the following shall be included on or with the permission slip:
   a. Detailed itinerary.
   b. Special clothing.
   c. Special nighttime procedure (i.e. bed check, “lights out” time).
   d. Parent’s signature agreeing that the student may be sent home at the parent’s expense if the student does not observe Board of Education policies, FCPS regulations or school rules, at the discretion of the teacher in charge.
   e. Requirement that parents are to pick up students within 15 minutes of the return of the trip.
   f. Parental permission to list name, telephone number and email, for emailing the group, using Remind 101, or text messaging.
   g. Parent shall complete a student health history form.

3. A medical form for students, signed and dated by the parent/guardian, shall be obtained and copies shall be kept by the teacher in charge.

4. Chaperones:
   a. Are directly responsible to the teacher in charge and are expected to adhere to directives of the teacher in charge, including bus duty, bed checks at curfew time, nighttime hall checks, helping sick students, and other jobs that may require supervision of students.
   b. Will be assigned to supervise groups of students as recommended:
      i. Minimum of two (2) chaperones per bus (more if other vehicles are larger than a bus).
      ii. Minimum of one (1) chaperone per 12 students or one (1) chaperone per three (3) rooms of students.
      iii. Should contact their assigned students every three (3) to four (4) hours during students’ free time.
iv. Will be assigned a designated station where students can go if help is needed during free time and during sleeping hours.

5. Bed checks will be conducted by adults of the same gender as the students.
   a. Chaperones are to confirm the visual check-in of each student with the teacher in charge.
   b. Chaperones must ensure that students adhere to the assigned student “lights out” time as designated by the teacher in charge.

V. Student Responsibilities

A. All Board of Education policies and FCPS regulations, as well as school rules, are in effect during field trips. Relevant Board policies and FCPS regulations include, but are not limited to:

   Policy 112 Drug-free, Alcohol-free and Tobacco-free Workplace and School System
   Policy 324 Reporting Allegations of Fraud or Illegal Activity Impacting FCPS Business Activities
   Policy 503 Character Education
   Regulation 200-13 Transportation of Students – Designation of Bus Routes/Bus Capacities
   Regulation 200-39 Allergic Reactions- Severe/Life Threatening Emergency Care
   Regulation 300-25 Courtesy Consulting by Administrative and Supervisory Personnel
   Regulation 400-08 Discipline
   Regulation 400-18 Electronic Devices – Student Use
   Regulation 400-68 Health Treatments
   Regulation 500-24 Academic Standards for Participation in Extracurricular Activities in High School

B. If a student is found in possession of drugs, a weapon, or engages in misconduct which is deemed serious and disruptive to the trip, the student may be sent home at his/her own expense and law enforcement may be contacted.

C. Students represent the school and the community and it is an expectation that students adhere to the same code of conduct that is expected in the school environment.

D. Chaperones and all adults with whom students come in contact shall be treated with respect and courtesy.

E. Students may be denied the opportunity to participate in field trips based on academic/conduct eligibility.

F. Students serving a suspension or expulsion during any time of a planned field trip are ineligible to participate in field trips.

G. Students should not go anywhere alone; they should stay in large groups or small groups. A chaperone is responsible for knowing where students are at all times.

H. Students should not provide any information about themselves to strangers.
I. Male and female students will not intermingle in overnight accommodations.

J. Common sense guidelines for safety must be followed at all times.

K. Students should not take large sums of money on field trips. If the trip extends overnight or for several days, students should take traveler checks, gift cards or prepaid debit cards.

L. Where applicable, students may be refunded a portion of the money they paid if they cannot attend the trip. Some field trips may require a nonrefundable payment; when this is indicated, students’ money will not be refunded.

M. Students should have valid state/federal identification when attending overnight trips. The Motor Vehicle Administration will provide an official identification. A driver's license or birth certificate are acceptable identifications.

VI. Basic Responsibilities of the School-Based Administrator

A. Ensure that all elements of the field trip policy are implemented and approved only if all of the guidelines of the field trip policy are followed.

B. Review the teacher in charge's request form and approve only if all of the guidelines of the field trip policy are followed.

C. Send the pre-approval forms for extended and overnight field trips to the appropriate instructional director, whose approval is required thirty days prior to the departure date.

D. Make certain that the responsibilities of the teacher in charge are being fulfilled.

E. Ensure that the teacher in charge knows the procedures to be followed in the event of an emergency, illness, or accident.

F. Ensure the teacher in charge is trained in accordance with FCPS Regulation 400-59 to conduct searches on a school-sponsored trip if they have reasonable belief that the student possesses an item in violation of state law or FCPS regulation.

G. Inform parents that liability insurance coverage is extended only to those chaperones who accompany and supervise the students in an FCPS vehicle.

VII. Insurance Information

A. Mandated Insurance Coverage Requirement — Field trips using airplanes, boats or non-FCPS buses

1. A certificate of insurance must be on file in the FCPS Finance Office 30 days prior to the trip.

2. The certificate of insurance must name Board of Education of Frederick County as an additional insured on the carrier policy.
3. The certificate must be attached to the contract before it can be signed by the chief financial officer.

B. Liability Coverage

1. The Board of Education of Frederick County carries a School Leaders Errors and Omissions Policy with a $1,000,000 aggregate limit of liability inclusive of defense cost, charges, and expenses. This policy protects against losses and expenses that occur when claims or suits are brought against the insured as defined in the policy for a wrongful act. A wrongful act is defined as an actual or alleged breach of duty, neglect, error, misstatement, misleading statement or omission committed solely in the performance of duties for the school district named in the policy. The definition of the insured includes any employee of the school district while acting within the scope of his or her duties and, therefore, includes volunteers and student teachers.

2. The package policy carried by the Board of Education of Frederick County provides general liability limits of $1,000,000 per occurrence, with a $3,000,000 annual aggregate. Coverage extends to employees and volunteers for acts within the scope of their employment or while acting at the direction of the Board.

3. The Frederick County Public Schools’ Worker’s Compensation policy responds to work-related injury to Frederick County Public Schools’ employees and volunteers. Chaperones are covered as volunteers. Coverages and benefits are dictated by the Maryland Workers’ Compensation Commission.

Approved:

Original signed by

Theresa R. Alban
Superintendent
APPENDIX

Exhibits:

#1 Request For Approval of Field Trips
#2 Parental Authorization and Acknowledgement of Risk for Field Trip
#3 Field Trip Permission
#4 Field Trip Driver’s License & Vehicle Insurance Information
#5 Confidential Student Health History
#6 Chaperone Agreement
#7 Acknowledgement of Expectations and Consequences
# REQUEST FOR APPROVAL OF FIELD TRIPS

## TRIP INFORMATION

<table>
<thead>
<tr>
<th>School:</th>
<th>Grade or Activity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination:</td>
<td></td>
</tr>
<tr>
<td>No. of Students:</td>
<td>No. of Staff Members:</td>
</tr>
<tr>
<td>Time:</td>
<td>Date:</td>
</tr>
<tr>
<td>Time:</td>
<td>Date:</td>
</tr>
<tr>
<td>Purpose:</td>
<td></td>
</tr>
<tr>
<td>Academic Focus:</td>
<td></td>
</tr>
<tr>
<td>Funding Source:</td>
<td></td>
</tr>
</tbody>
</table>

**Transportation:**
- [ ] Walking
- [ ] School Bus
- [ ] Private Vehicle
- [ ] Commercial Carrier
- [ ] Metro Bus or Rail
- [ ] County Vehicle
- [ ] Leased Vehicle

[ ] Commercial Carrier Name

Number of Buses needed: _____________________  Does this require facilities for Special Needs?  [ ] Yes  [ ] No

## REQUESTER

| Teacher:                        | Teacher’s Cell Number: | Date: |

## APPROVAL

| Principal or Designee:          | Date: |

| Comments:                       |        |

| Director:  (Required for extended and overnight trips) | Date |

| Comments:                       |        |

| Executive Director:  (Approval required for exceeding maximum mileage guideline) | Date |

PARENTAL AUTHORIZATION
AND ACKNOWLEDGEMENT OF RISK FOR FIELD TRIP
(This form and an attached field trip description are required for all field trips.)

IMPORTANT DIRECTIONS:
(1) Use one form per trip.
(2) Complete the school portion (top half) of form.
(3) Duplicate one form per student.
(4) Send a copy home for parent and student signatures.

Date(s) of Trip: ___________________________ Destination: ___________________________

Purpose: __________________________________________

SUPERVISION: (Check one.)
☐ Students will be directly supervised by adults on this trip at all times.
☐ Students will be directly supervised by adults on this trip with the following exceptions:

TRANSPORTATION BEING PROVIDED: (Check all that apply.)
☐ Walking ☐ School Bus ☐ Commercial Carrier ☐ Personal Vehicle
☐ Leased Vehicle ☐ County Vehicle ☐ None (provide own)

DRIVERS OF PRIVATE OR LEASED VEHICLES (Check all that apply.)
☐ Student ☐ Parent ☐ Teacher or Staff Member ☐ Other Adult

RISK RELATED (Check all that apply.)
☐ Swimming Pool ☐ Amusement or Theme Park ☐ Beach or Ocean
☐ Other (list activity) ____________________________________________

STUDENT AGREEMENT
While participating in this field trip, I will accept responsibility for maintaining good conduct and appearance and will abide by the FCPS Student Code of Conduct. I will follow directions at all times.

_____________________________ _______________________
Student Signature Date

PARENTAL AUTHORIZATION AND ACKNOWLEDGEMENT OF RISKS
I understand that participation in this field trip is voluntary, that it is not required, and that it exposes my child to some risk(s). I also understand that the trip may include amusement activities and that participation in any amusement activities will expose my child to potential risk of injury. I have read and understand the description of the field trip (attached) and authorize my child to participate in the planned components of the field trip to the extent indicated by my signature below. I also understand that participation in the field trip will involve activities off school property; therefore, neither the Board of Education of Frederick County, nor its employees and volunteers, will have any responsibility for the condition or use of any non-school property.

PARENT PERMISSION (Check all that apply.)
☐ Participation in all aspects of this trip.
☐ Participation in all aspects of this trip, except the amusement and theme park activities.
☐ Participation in all aspects of this trip, except the water-related activities.

I give permission for ____________________________________________ to participate in this field trip.

_____________________________ _______________________
Parent Signature Date
Dear Parents/Guardians:

On ____________________, our class will take a field trip to ____________________________
(day/date) (location).
Approximate departure time is: _____ and approximate return time is: ____. The students and I are excited about this valuable opportunity to extend our classroom studies and enhance our knowledge of _____________________________.

(Frederick County Public Schools makes every effort to assure student and staff safety on field trips. We do not anticipate unusual travel risks. However, due to security concerns in our nation, we are requiring that all students return the permission form below inclusive of providing contact information.)

Transportation will be provided by:

Cost of field trip for the student: _____________________________.

Online payment information can be found at: https://frederickcounty.schoolcashonline.com/

Please complete the form below and return it to school by _____________________________.

Students who do not submit a signed permission form will not be allowed to go on the field trip. If you have any questions, please do not hesitate to call.

Best regards,
Teacher’s name & phone number

************************************************************************************************************

________________________________________ has my permission to participate in the field trip to 

________________________________________ on __________________________.

I understand the Frederick County Public Schools/Board of Education and its employees, agents, and volunteers cannot be held responsible for events or conditions beyond their control. I am aware that all Board of Education student conduct policies are in effect for this activity.

Parent’s Signature ____________________________ Student’s name__________________

Home Phone_______________________________ Cell Phone_________________________

Employer/Company Name_________________ Work Phone_______________________

Date ________________________________________________________________________
Information on the driver and the driver’s liability insurance is required for all personal and leased vehicles used to transport students. (Not applicable to school bus or commercial bus drivers or vehicles.)

**FIELD TRIP PLAN**
(To be completed by the teacher.)

<table>
<thead>
<tr>
<th>Specific Trip</th>
<th>Repeated Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Explain:</td>
</tr>
<tr>
<td>Destination:</td>
<td></td>
</tr>
<tr>
<td>Purpose:</td>
<td></td>
</tr>
</tbody>
</table>

**DRIVER AND INSURANCE INFORMATION**
(To be completed by the driver and the owner or lessee of vehicle.)

**PART I. DRIVER**

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
</table>

- Student
- Parent
- Teacher or Staff Member
- Other

<table>
<thead>
<tr>
<th>Operator’s License No:</th>
<th>State:</th>
<th>Exp. Date:</th>
</tr>
</thead>
</table>

I certify that the vehicle I will use for this field trip:

- Meets Federal Motor Vehicle Safety Standards and state standards applicable to passenger car occupant protection standards (at the time the vehicle was manufactured).
- Has a certified seat and seat belt for each passenger (owner- or dealer-installed seats and/or seat belts are not certified).

<table>
<thead>
<tr>
<th>Date:</th>
<th>Driver’s Signature:</th>
</tr>
</thead>
</table>

**PART II. INSURANCE**

<table>
<thead>
<tr>
<th>Owner or Lessee of Insured Vehicle:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Insurer:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Owner’s or Lessee’s Signature:</th>
</tr>
</thead>
</table>

**SCHOOL PRINCIPAL APPROVAL**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Principal’s Signature</th>
</tr>
</thead>
</table>
CONFIDENTIAL *
STUDENT HEALTH HISTORY

Student's full name______________________________

Sex__M ___F Date of Birth________________ Grade___ Date________________

Present address__________________________________________________________________________

Parent or legal guardian____________________________________________________________________

Phone - Home________________ Work________________________

Relative or responsible party

Phone - Home________________ Work________________________

MEDICAL HISTORY: (give dates where known)

Operations________________________________________________________________________________

Emotional problems (hysteria, hyperventilation, depression, etc.)________________________________

Serious medical problems____________________________________________________________________

Contact lenses or other prosthetic devices____________________________________________________

Diabetes__________ Epilepsy__________ Last Tetanus injection__________

Allergies________________________________________________________

Medications now taking_______________________________________________________________________

Will student be taking them on his/her own?____________________________________________________

Any special health problems in the past?________________________________________________________

FAMILY PHYSICIAN_________________________________________________________ Phone:____________________

TO THE BEST OF MY KNOWLEDGE, THE ABOVE INFORMATION IS TRUE AND ACCURATE. IN THE
EVENT I CANNOT BE REACHED IN AN EMERGENCY DURING THE TRIP, I HEREBY GIVE
PERMISSION TO THE PHYSICIAN OR DENTIST SELECTED BY THE ACTIVITY LEADER TO
HOSPITALIZE, SECURE MEDICAL TREATMENT AND/OR AN INJECTION, ANESTHESIA, OR
SURGERY FOR MY CHILD AS DEEMED NECESSARY.

_________________________ Signature of Parent/Guardian __________________________ Date__________

*TO BE USED BY SCHOOL OFFICIALS OR DESIGNATED CHAPERONES IN EVENT OF HEALTH/SAFETY MATTERS.
CHAPERONE AGREEMENT

I am willing to be a chaperone for the ____________________________

(Organization)

trip to ____________________________ on ________________.

(Destination) (Date)

I will be responsible for supervising students as directed by the teacher in charge,

______________________.

(Teacher’s Name)

Please return the bottom portion of this agreement to the teacher in charge.

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

I wish to be a chaperone for the ____________________________

(Organization)

trip to ____________________________ on ________________.

(Destination) (Date)

NAME ________________________________

ADDRESS ________________________________

PHONE ________________________________
STUDENT CODE OF CONDUCT

A. All Board of Education policies and FCPS regulations, as well as school rules, are in effect during field trips. Some Board policies and FCPS regulations are specifically highlighted part of Regulation 400-05.

B. If a student is found in possession of drugs, a weapon, or engages in misconduct which is deemed serious and disruptive to the trip, the student may be sent home at his/her own expense and law enforcement may be contacted.

C. Students represent the school and the community and it is an expectation that students adhere to the same code of conduct that is expected in the school environment.

D. Chaperones and all adults with whom students come in contact shall be treated with respect and courtesy.

E. Students may be denied the opportunity to participate in field trips based on academic/conduct eligibility.

F. Students serving a suspension or expulsion during any time of a planned field trip are ineligible to participate in field trips.

G. Students are prohibited from going anywhere alone; they are expected to stay in large groups or small groups. A chaperone is responsible for knowing where students are at all times.

H. Students should not provide any information about themselves to strangers.

I. Male and female students will not intermingle in overnight accommodations.

J. Common sense guidelines for safety must be followed at all times.

K. Students should not take large sums of money on field trips. If the trip extends overnight or for several days, it is recommended that students take traveler checks, gift cards or prepaid debit cards.

L. Where applicable, students may be refunded a portion of the money they paid if they cannot attend the trip. Some field trips may require a nonrefundable payment; when this is indicated, students’ money will not be refunded.

M. Students should have valid state/federal identification when attending overnight trips. The Motor Vehicle Administration will provide an official identification. A driver's license or birth certificate are acceptable identifications.
ACKNOWLEDGEMENT OF EXPECTATIONS AND CONSEQUENCES

By signing below, we acknowledge:

I have read over the “Student Code of Conduct” above with my child. I understand that if my child breaks any of the above rules, they will be subject to immediate dismissal from the field trip. This decision will be made by the administrator on-duty during the trip and the Trip Leaders.

I understand that if my child is dismissed from the trip, my child may be sent home by themselves and at my expense. I understand that this cost is NOT a part of the trip money paid for the trip and is a separate cost.

I further understand that no money will be refunded for any unused portion of the trip.

____________________________________________________________________________________________ Date: _____________

(Parent Signature)

____________________________________________________________________________________________ Date: _____________

(Student Signature)
Section 11

Officials
**ATHLETICS**

“Creating a Culture Committed to Excellence in Academics, Athletics, & Character Development”

**2021-2022 Officiating Contact Information (07/21/21)**

### FALL

**Football** – Frederick County Football Association (FCFOA)
PO BOX 1489. Frederick, MD 21702

<table>
<thead>
<tr>
<th>Ken Spore - Commissioner</th>
<th>Kevin Szugye - Assistant Commissioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell - 301-401-4828</td>
<td>814-525-1284</td>
</tr>
<tr>
<td>Work - 410-965-9384</td>
<td></td>
</tr>
<tr>
<td>Email 1 - <a href="mailto:commissioner@fcfoamd.com">commissioner@fcfoamd.com</a></td>
<td>Email- <a href="mailto:assistantcommissioner@fcfoamd.com">assistantcommissioner@fcfoamd.com</a></td>
</tr>
</tbody>
</table>

**Soccer** – Western Maryland Soccer Officials Association (WMSOA)
P.O. Box 1304, Frederick, MD 21701

<table>
<thead>
<tr>
<th>Elvis Butler – President</th>
<th>Mike Truax – Assignor</th>
</tr>
</thead>
<tbody>
<tr>
<td>410-935-7176</td>
<td>Cell – 301-471-5227</td>
</tr>
<tr>
<td></td>
<td>Home – 301-791-7838</td>
</tr>
<tr>
<td>Email - <a href="mailto:elvisbutler@hotmail.com">elvisbutler@hotmail.com</a></td>
<td>Email – <a href="mailto:mtruax@myactv.net">mtruax@myactv.net</a></td>
</tr>
</tbody>
</table>

**Field Hockey** – Field Hockey Officials of Frederick County
4808 Whiskey Ct, Ijamsville, MD 21754

<table>
<thead>
<tr>
<th>Christina Makosy – President &amp; Assignor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell – 240-367-7235</td>
</tr>
<tr>
<td>Email – <a href="mailto:cmakosy@comcast.net">cmakosy@comcast.net</a></td>
</tr>
</tbody>
</table>

**Volleyball** – Frederick County Volleyball Association
7915 Mount Pleasant Ct, Walkersville, MD 21793

<table>
<thead>
<tr>
<th>Carla Bunner - President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell- 443-413-6820</td>
</tr>
<tr>
<td>Work –</td>
</tr>
<tr>
<td>Email – <a href="mailto:fcps.volleyball@gmail.com">fcps.volleyball@gmail.com</a></td>
</tr>
</tbody>
</table>
## Winter

### Basketball – IAABO Tuscarora Board #214 (IAABO 214)
107 Greenwich Drive, Walkersville, MD 21793

<table>
<thead>
<tr>
<th>Eric Whisner - President</th>
<th>Bill Davis - Assignor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell – 301-748-0101</td>
<td>Cell – 240-409-5005</td>
</tr>
<tr>
<td>Work – 301-620-5177</td>
<td></td>
</tr>
<tr>
<td>Email – <a href="mailto:ewhisner@verizon.net">ewhisner@verizon.net</a></td>
<td>Email – <a href="mailto:shannonandpat@hotmail.com">shannonandpat@hotmail.com</a></td>
</tr>
</tbody>
</table>

### Swimming & Diving – Frederick County Swim Officials
237 Sandstone Drive, Walkersville, MD 21793

<table>
<thead>
<tr>
<th>Gene Long - President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell – 301-788-2114</td>
</tr>
<tr>
<td>Home – 301-898-1947</td>
</tr>
<tr>
<td>Email – <a href="mailto:GeneLong@earthlink.net">GeneLong@earthlink.net</a></td>
</tr>
</tbody>
</table>

### Wrestling – Washington County Wrestling Officials Association (WCWOA)
P.O. Box 167, Maugansville, MD 21767

<table>
<thead>
<tr>
<th>Ken Haslip – President</th>
<th>Jeff Rippeon – Assignor</th>
<th>Scott Mogar - Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell – 240-291-0887</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email – <a href="mailto:kjada5@gmail.com">kjada5@gmail.com</a></td>
<td>Email – Jeff Rippeon <a href="mailto:ripman06179799@yahoo.com">ripman06179799@yahoo.com</a></td>
<td>Email - <a href="mailto:smogar@purvis.com">smogar@purvis.com</a></td>
</tr>
</tbody>
</table>

Larry Steele

ltsteele@earthlink.net
717-404-1326
SPRING

Baseball/Softball – Washington County Umpires Association (WCUA)
2018 Windsong Drive, Suite 3-C, Hagerstown, MD 21740

♦ BHS, CHS, MHS, & THS (Baseball and Softball)

<table>
<thead>
<tr>
<th>Mike Starliper – President</th>
<th>Todd McKenrick – baseball assigner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell –</td>
<td>240-420-1533 (W) - Use M-F - 8 AM to 4 PM</td>
</tr>
<tr>
<td></td>
<td>301-992-5811 (C) - Use Evenings &amp; Weekends</td>
</tr>
<tr>
<td>Email –</td>
<td><a href="mailto:todd.mckenrick@maryland.gov">todd.mckenrick@maryland.gov</a> - Weekdays (8 to 4)</td>
</tr>
<tr>
<td><a href="mailto:mstarliper@bowmanleasing.com">mstarliper@bowmanleasing.com</a></td>
<td><a href="mailto:tmckenrick@verizon.net">tmckenrick@verizon.net</a> - Evenings &amp; Weekends</td>
</tr>
<tr>
<td></td>
<td>Arbiter Tech Support: 1-800-311-4060</td>
</tr>
</tbody>
</table>

Baseball/Softball – Mid-Atlantic Collegiate Umpires Association (MAC)
8805 Southlea Ct, Fairfax, VA 22031

♦ FHS, GTJHS, LHS, OHS, UHS & WHS (Baseball & Softball)

Baseball:

<table>
<thead>
<tr>
<th>John Porter – President</th>
<th>Rob Porter – Assignor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell –</td>
<td>Cell – 703-407-0700</td>
</tr>
<tr>
<td>Email – <a href="mailto:umpporter@aol.com">umpporter@aol.com</a></td>
<td>Email – <a href="mailto:assignor@umpires.org">assignor@umpires.org</a></td>
</tr>
</tbody>
</table>

24/7 Main Line: 703-978-3601 (to cancel or postpone games)

Softball:

<table>
<thead>
<tr>
<th>Judy Cole - Assignor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone - 301-832-6581</td>
</tr>
</tbody>
</table>

Email 1: judyuic@gmail.com
Email 2: caoasoftball@gmail.com
Evaluations

Select the option that best describes your evaluation of the crew of officials. This evaluation should be based solely on the performance of the crew during the game identified below. Any previous experience with individual officials being evaluated should not be taken into consideration.

The five areas to evaluate are:

- **Appearance** – did the officials appear neatly dressed, properly equipped, and punctual?
- **Hustle**: did the officials “hustle” to get into position to make the call?
- **Mechanics** – did the officials give good signals and did they work well as a team?
- **Rules** – were the rules correctly and consistently administered & applied?
- **Presence** – were they approachable yet authoritative, did they keep control of the game?

Please rate the officiating crew’s **OVERALL** performance. Space is provided for specific comments. Your comments are especially helpful in understanding your rating. If you have concerns about a specific official’s performance, please direct any issues to the Commissioner of the FCFOA, Bill Bickel @ (301) 253-1092 or (240) 773-5247.

Thank you in advance for taking time to provide this important feedback on the performance of our officials. We will share this information in a constructive manner with the official’s involved to improve our performance in the future.

<table>
<thead>
<tr>
<th>Game Information:</th>
<th>Game Officials:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date:</strong></td>
<td><strong>Referee:</strong></td>
</tr>
<tr>
<td><strong>Home Team:</strong></td>
<td><strong>Umpire:</strong></td>
</tr>
<tr>
<td><strong>Visiting Team:</strong></td>
<td><strong>Linesman:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Line Judge:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Back Judge:</strong></td>
</tr>
</tbody>
</table>

**Rate the Crew:**

<table>
<thead>
<tr>
<th>Appearance:</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hustle:</strong></td>
<td>Excellent</td>
</tr>
<tr>
<td><strong>Mechanics:</strong></td>
<td>Excellent</td>
</tr>
<tr>
<td><strong>Rules:</strong></td>
<td>Excellent</td>
</tr>
<tr>
<td><strong>Presence:</strong></td>
<td>Excellent</td>
</tr>
</tbody>
</table>

**Overall Rating:** Excellent

**Evaluators Information:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Coach</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Comments:</strong></td>
<td></td>
</tr>
</tbody>
</table>
Section 12

Communication & Media Contacts
Newspaper Contacts
(Reporting Scores, Statistics, Highlights, etc.)

FREDERICK NEWS-POST: Ph: 301-662-1179 Fax: 301-662-8299 Email: sports@newspost.com

NBC 25: Ph: 301-797-4408 FAX: 301-745-4093

WASHINGTON POST: 202-334-6525

ASSOCIATED PRESS: 800-300-8340

Please make a point to call in your scores (win or lose) to the newspapers after every game, match, or meet. We really need to make sure we send them into the Frederick News-Post as our parents look for these every day.

Thank you.
## Media Contacts

<table>
<thead>
<tr>
<th>Name &amp; Address</th>
<th>Contact</th>
<th>Email Address</th>
<th>Phone Number</th>
<th>Fax Number</th>
</tr>
</thead>
</table>
| Frederick News-Post  
351 Ballenger Center Dr  
Frederick, MD 21703 | Josh Smith-  
(Sports Editor)  
John Cannon  
Bill Cauley  
Greg Swatek  
Joe Ferraro | jsmith@newspost.com  
jcannon@newspost.com  
bcauledy@newspost.com  
gswatek@newspost.com  
jferraro@newspost.com | 240-215-8603  
240-215-8655  
240-215-8656  
240-215-8657  
240-215-8655 | 301-662-8299 |
| FCPS-TV (Channel 18)  
191 South East Street  
Frederick, MD 21701  
**Video Production Specialists:**  
Jeremy Eccard  
Amelia Ross | Jeremy Eccard  
Amelia Ross | Jeremy.eccard@fcps.org  
Amelia.Ross@fcps.org | 301-644-5017  
301-644-5021 | 301-644-5114 |
| Public Affairs  
FCPS  
191 South East Street  
Frederick, MD 21701  
**Find Out First:**  
**Web Content Coordinator:**  
Brandon Oland  
Lisa Newcomer | TBD  
(Executive Director)  
Brandon Oland  
Lisa Newcomer | Brandon.Oland@fcps.org  
Lisa.Newcomer@fcps.org | 301-696-6900  
301-696-6905  
301-696-6898 | 301-696-6958 |

Updated 07/21/21, tmw