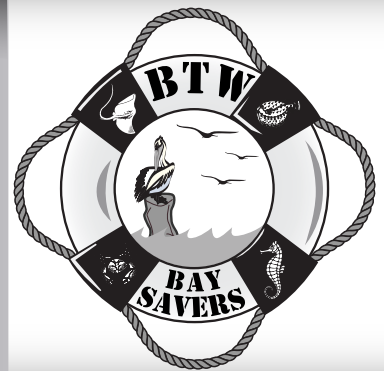
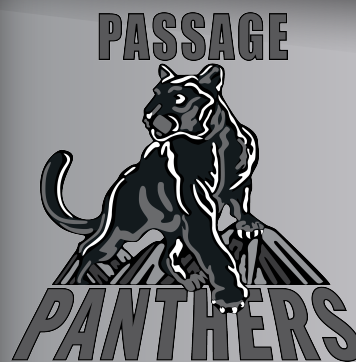
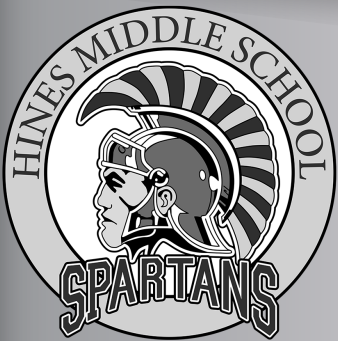


2021 - 2022

MIDDLE SCHOOL COACHES Handbook



ACHIEVABLE DREAM • CRITTENDEN • ELLA FITZGERALD • GILDERSLEEVE
HINES • HUNTINGTON • PASSAGE • B.T. WASHINGTON



College, Career and Citizen-Ready!

NNPS 2021-2022

Approved - 11/9/2021



SCHOOL CALENDAR

Newport News Public Schools • 12465 Warwick Blvd., Newport News, VA 23606 • (757) 591-4500 • www.nnschools.org

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2, 9, 16, 23, 30 Summer Hours

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6, 13, 20 Summer Hours
16 New Teachers Report
26 All Teachers & Teacher Assts. Report

September 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6 Labor Day
7 Teacher Work Day
8 All Students Report

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Half day dismissal for students (in-person instruction in a.m.; student independent learning and teacher PD in p.m.)
8 Half Day Dismissal - Family Conferences (held throughout the week)

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2 Half Teacher Work Day (Election Day); Half Day PD - Students do not report
22-26 Thanksgiving Observance Schools & Offices Closed

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

15 Half day dismissal for students (in-person instruction in a.m.; student independent learning and teacher Professional Development in p.m.)
20-31 Winter Break - Schools and Offices Closed (12 month employees to use 1/2 day leave each day, December 20-21)

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Schools reopen
14 Virtual independent learning day for students; teacher PD in a.m./planning time in p.m.
17 Martin Luther King Day
24-26 Exam Dates - 1/2 day high schools
27 Teacher Work Day - Students do not report
28 Regional Prof. Development Day
31 Second Semester begins

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

3-4 Winter Reset (1/2 day for students - virtual or in-person in a.m.; teacher planning in p.m.)
16 Half day dismissal for students (in-person instruction in a.m.; student independent learning and teacher PD in p.m.)
21 President's Day - Schools and Offices Closed

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Half Day Dismissal - Family Conferences (held throughout the week)
16 Half day dismissal for students (in-person instruction in a.m.; student independent learning and teacher Professional Development in p.m.)

April 2022						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Teacher PD and Planning Day - Virtual independent learning day for students
4-8 Spring Break (annually 1st week of April for Peninsula school divisions) - Schools & Offices Closed (12 month employees to use 1/2 day leave each day, April 6-8)
20 Half day dismissal for students (in-person instruction in a.m.; student independent learning and teacher Professional Development in p.m.)

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

30 Memorial Day

June 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

11-12 High School Graduations (Tentative)
16, 17, 20 ECC, Elementary & Middle - Early Dismissal
16, 17, 20 High School - Half Day Dismissal
20 Last Student Day
21 Last Teacher Day
24 Summer Hours begin

9 Weeks Report Cards			
Period	Ends	# of Days	Reports Issued
1	Nov. 1	39	Nov. 10
2	Jan. 26	47 45	Feb. 8
3	Apr. 1	44 42	Apr. 19
4	June 20	50	June 20

Religious observances beginning/occurring on 2021-2022 student school days:

Rosh Hashanah - Sept. 7
Yom Kippur - Sept. 16
Sukkot - Sept. 21
Hanukkah - Nov. 29
Ash Wednesday - Mar. 2
Eid al-Fitr - May 3
Ascension Day - May 26

Calendar instructional hours exceed 990 state hour requirement.

*All schools need to schedule at least one evening conference period, preferably in the fall.

NOTE: If make-up days are necessary, they will be made up, at the superintendent's direction.

- ★ First Day of School
- Schools & Offices Closed
- Half Day Dismissal
- Early Dismissal
- Schools Closed, Offices Open
- ⋮ Schools Closed, Half Day Offices Only
- Key Dates
- Virtual Independent Learning

NEWPORT NEWS MIDDLE SCHOOLS
 SCHOOLS, SPORTS and
 ASSISTANT PRINCIPALS and/or ATHLETIC DIRECTORS
 IN CHARGE OF ATHLETICS

North Schools: Ella Fitzgerald, Gildersleeve, Hines and Passage

SOUTH SCHOOLS: An Achievable Dream, BT Washington, Crittenden and Huntington

FALL – TRACK

WINTER – VOLLEYBALL

SPRING - BASKETBALL

SCHOOL	NAME OF AP/AD	PHONE NUMBER
Achievable Dream	Aril Williams Judi Overbey	283-7820
Crittenden	Michael Bellamy	591-4900
Ella Fitzgerald	Michael Edwards	888-3300
Gildersleeve	Dr. Victor Guisao	591-4862
Hines	Horacetta Harmon	591-4878
Huntington	Ebony Griffin	928-6846
Passage	Patricia Skaggs	886-7600
Washington	Dr. Arva Davidson	928-6860

Central Office Athletic Department

Michael Nichols
 Program Administrator for Youth Development
 591-4647

Kristie Croft
 Student Athletic
 Specialist
 591-4601
 591-4683/fax

TABLE OF CONTENTS

Athletic Statement	1
The Fundamentals of Sportsmanship	2
Value of Athletics	3
Code of Ethics.....	4
Job Description – Head Coach.....	6
Supervision of Squads	7
School Closing	8
Parent/Coach Communication.....	9
What to do in the Absence of an Athletic Trainer	11
Track – General Information	12
Volleyball – General Information	13
Basketball – General Information	14
Concussion Education Course	15
Magnet School/8th Graders–General Information	15
Participation Physical Examination	15
Concussion Management.....	16
NNPS Graduated Return to Sport (RTS) Protocol	20
Concussion Fact Sheet	22
Sample Forms That Parents Need to Return to the School.....	23

Athletic Statement

Participation in athletics is a privilege, which carries with it varying degrees of honor, responsibility and sacrifice. Since participation is a privilege and not a right, those who choose to participate shall be expected to follow the rules established by the Athletic Department and other specific coaches' rules for their sport. Each student-athlete represents their school and student body. It is the student-athlete's duty to conduct themselves in a respectful manner that represents favorably the student-athlete, their family, Newport News Public Schools and the community.

Sportsmanship

The following policy statement from the National Federation of State High School Associations expresses the concept of sportsmanship as follows:

The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.

One of the main goals of the athletic program is to teach the concept of sportsmanship. Good sportsmanship requires that everyone be treated with respect. This includes members of the opposing team, officials, coaches and spectators.

Good sportsmanship includes showing courtesy and kindness towards your opponent as well as fellow team members. The contest is judged by the effort of the participants and not by putting down your opponent.

Winning is exciting, but winning at any cost is not the goal. Negative treatment of any participant is outside the spirit and interest of the contest.

The Fundamentals of Sportsmanship

Gain an understanding and appreciation for the rules of the contest. The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on officials, coaches, or administrative decisions. The spirit of GOOD SPORTSMANSHIP depends on conformance to a rule's intent as well as to the letter of a given rule.

Exercise representative behavior at all times. A prerequisite to GOOD SPORTSMANSHIP requires one to understand his/her prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

Recognize and appreciate skilled performances regardless of affiliation. Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents GOOD SPORTSMANSHIP but reflects a true awareness of the game by recognizing and acknowledging quality.

Exhibit respect for the officials. The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all involved in the contest are a part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

Display openly a respect for the opponent at all times. Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative for your school, team or family.

Display pride in your actions at every opportunity. Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, athlete, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

**SPORTSMANSHIP:
THE ONLY MISSING PIECE IS YOU!**

Value of Athletics

What benefit will a player derive from participation in athletics?

Physical Well-Being

The nation is becoming more conscious of the inadequacy of our youth in physical fitness. Through athletics, a foundation is built that can correct this situation.

The Release of Physical Energy

Someway, somehow students will find a way to release their physical energy. Athletics offer a wholesome medium for this purpose.

Recognition

Through guidance, players can learn to accept recognition in a proper manner. They learn that the praises they receive are not due to their effort alone.

Understanding

Players working together for a common cause learn to accept victory or defeat in a mature manner. Team members soon learn how to understand each other and to make adjustments for the good of the team.

Emotional Control

“When the going gets tough, the tough gets going.” The athlete learns to get going, by tackling the task at hand. Emotional blow-ups only hamper him.

Discipline

We hear the cry that young people need to learn discipline. Athletics teach self-discipline, vital to a successful adult life.

Perseverance

Athletes learn to stay with the job and not give up until the contest is over.

Thinking under Pressure

The accomplished businessman can attribute much of his success to this factor. Athletes learn it early in their career and use this ability the rest of their lives.

Loyalty

Being faithful to a team, a group, a cause, is an important lesson of athletics. A person will not fail himself when he has learned the lesson of being true to others.

Taking part in athletics is one of the most important parts of our educational system. There is no other course in our schools today, which can offer all the above benefits.

National Federation Coaches Association

Code of Ethics

The function of the coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she was the coach's own, and his or her welfare should be uppermost at all times. Accordingly, the NFCA Board of Directors has adopted the following guidelines for coaches:

The coach shall:

- Be aware that he or she has a tremendous influence, for either good or ill, in the education of the student-athlete and, thus, shall never place the value of winning above the value of installing the highest ideals of character.
- Uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- Take an active role in the prevention of drug, alcohol, and tobacco abuse.
- Avoid the use of alcohol and tobacco products when in contact with players.
- Promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- Master the contest rules and teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- Exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with the cheerleaders, pep club sponsors, booster club and administrators.
- Meet and exchange cordial greetings with the opposing coach to set the correct standards for the event before and after the contest.
- Never exert pressure on faculty members to give student-athletes special consideration.
- Never scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Interscholastic Athletics Code of Ethics

The coach should:

- Exemplify behavior representative of the educational staff of the school and the teaching profession.
- Demonstrate high ideals, good habits, and desirable attitudes in personal behavior and demand the same of players.
- Emphasize to players and bench personnel the importance of proper sideline behavior.
- Recognize that the purpose of competition is to promote physical, mental, social, and emotional well-being of individual players and that the most important values of competition are derived from playing fairly.
- Be a modest winner and a gracious loser.
- Maintain self-control at all times, accepting adverse decisions without public display of emotion or dissatisfaction with the officials.
- Cooperate with the school principal and athletic director in the planning, scheduling, and conducting of sports activities.
- Employ accepted educational methods in coaching, giving all players an opportunity to use and develop initiative, leadership, and judgment.
- Pay close attention to the physical condition and well-being of players; refusing to jeopardize the health of an individual for the sake of improving a team's chances to win.
- Teach athletes that it is better to lose fairly than win unfairly.
- Discourage gambling, profanity, abusive language, and similar violation of the true sportsman's code.

Job Description – Head Coach

The head coach for each sport will have the following duties and responsibilities:

- Conduct pre-season meeting with prospective athletes.
- Organize and plan practice schedules.
- Inventory, issue, and maintain equipment during season. Collect and inventory at completion of season.
- Assure safety and proper conduct for all squad members during practice sessions and games.
- Secure all rooms, buildings, and practice and/or game facilities after use.
- Direct all questions, complaints, comments, etc. to the school assistant principal in charge of sports matters.
- Establish an emergency action plan for injuries or sudden illness.
- Hold team meetings stressing good sportsmanship and penalties for bad sportsmanship.

The Newport News Athletic Department discourages the practice of any volunteer coach from coaching while their child is a member of that athletic team or activity.

Revised 8/10

Supervision of Squads

Gymnasium

At no time may students use the gymnasium unsupervised.

Bus

The coach is responsible for safe and proper behavior of his squad on all trips. Rowdiness must not be tolerated. The coach is responsible for the cleanliness of the bus after use. The coach will also ride the athletic bus with his or her team.

Visiting Other Schools

Squads should behave at other schools in a manner that will reflect positively on the school each athlete is representing. The coach shall supervise squad members at all times, including the locker room area after the contest.

Performance Enhancers

Performance enhancers, such as steroids, are illegal in all organized sports from high school to college to the pros. These substances cause an unfair competitive advantage, as well as the danger of life-threatening health problems. If you use steroids, you cheat yourself mentally and physically. They don't improve your actual skills, and they jeopardize your health and well-being. Performance enhancers can affect you physically and psychologically.

Hazing

You may have heard hazing called by other names – a harmless practical joke, a tradition for new team members or a simple test of loyalty. No matter what it is labeled, hazing is a dangerous practice that goes against all principles of sportsmanship. It destroys team spirit and creates resentment. It discourages trust and fosters intimidation. It weakens leadership and strengthens fear. Hazing is against the law in 42 states. Simply put, hazing has no place in the athletic experience.

What is it? Hazing is any activity expected of someone joining a group that humiliates, degrades, abuses, or endangers that person, regardless of his or her willingness to participate. While many student-athletes report that hazing takes place in their high school program, it should not be tolerated. This potentially deadly practice has sent athletes to the hospital and has resulted in the release or suspension of dozens more, as well as their coaches. Hazing is an act of power and control over others – it is a form of victimization.

Revised 8/10

School Closing

Early Dismissal of Students

All after-school activities will be cancelled when the students are sent home during the day due to inclement weather.

Schools Closed

When schools have closed due to inclement weather, all games, practices and activities will be cancelled and rescheduled for a later date. No students should be allowed in the building during the time schools are closed.

Team practices may be held if approved by the building principal with appropriate authorization from central administration. These practices would be voluntary as no required practices can be called.

There will be no city school buses available when schools are closed or when schools close early due to inclement weather. This includes city activity buses.

Revised July 2014

Parent/Coach Communication

Parent/Coach Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach

- Philosophy of the coach.
- Expectations the coach has for your child as well as all the players on the squad.
- Locations and times of all practices and contests.
- Team requirements, i.e. fees, special equipment, off-season conditioning.
- Procedure should your child be injured during participation.
- Discipline that may result in the denial of your child's participation.

Communication coaches expect from parents

- Concerns expressed directly to the coach.
- Notification of any schedule conflicts well in advance.
- Specific concern in regard to a coach's philosophy and/or expectations.

As your children become involved in the program, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches

- The treatment of your child, mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

It is difficult to accept that your child is not playing as much as you would hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain areas can be and should be discussed with your child's coach. Other areas, such as those listed later, must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches

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

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If you have a concern to discuss with a coach, the procedure you should follow is:

- Call to set up an appointment.
- If the coach cannot be reached, call the Athletic Director. He or she will set up the meeting for you.
- Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

- Call and set up an appointment with the school Athletic Director to discuss the situation.
- At this meeting, the appropriate next step can be determined.

Revised July 2013

What to do in the Absence of an Athletic Trainer

Many injuries occur during practice and competition. Some of these injuries may occur when a certified athletic trainer is not present. It is important that the coach is properly prepared and knows what to do, even if he or she is not precisely sure what is wrong. The following procedures are designed to protect the coach in the event of an injury.

- All athletes **MUST** have a complete, signed physical form **ON FILE** in the athletic director's office, signed Concussion Information Form, and an emergency care card filled out **BEFORE** an athlete is allowed to PRACTICE.
- Check the completeness of the Physical and Concussion Information form to make sure it is completely filled out and signed by the parents and the physician.
- Check the emergency care card to make sure the parents sign it.
Keep one copy on file with each of the following:
 - Athletic director
 - Athletic trainer
 - Coach, to be carried to **ALL** practices and games
 - Lists of the phone numbers of parents
- Determine whether the injury is a medical emergency.
 - Some emergency situations require you to call the rescue squad (911) immediately:
 - Respiratory or cardiac arrest
 - Labored breathing
 - Anaphylactic shock (e.g. bee sting allergy)
 - Severe or uncontrolled bleeding
 - Head or neck injuries
 - Suspected dislocations or fractures
 - Heat stroke
 - Medical conditions such as insulin shock or epilepsy
 - An athlete who is unwilling or unable to move
 - Steps to take when dealing with a medical emergency:
 - **DO NOT MOVE THE ATHLETE**
 - Send someone responsible to call 911 (Emergency Medical Services)
 - Maintain airway, breathing, and monitor pulse
 - Stay with the athlete
 - Control any bleeding with a clean compress and direct pressure
 - With heat illness, remove from the heat, give WATER (only if conscious) and try to lower the athlete's body temperature
 - Send an assistant to get the emergency care card
 - Have someone meet the ambulance and lead them to where the injured athlete is
 - Call the parents and inform them of the athlete's injury
 - Follow the athlete on the stretcher to the ambulance. **A SCHOOL OFFICIAL MUST ACCOMPANY THE ATHLETE TO THE HOSPITAL WITH THE EMERGENCY CARE CARD.**
 - Check with the parents on the condition of the athlete that night - IMMEDIATELY
 - Notify the principal, athletic director, and athletic trainer immediately, or if late in the evening, first thing the next morning
 - Fill out the accident report form
- Injuries, which are not medical emergencies:
 - Place ice on the injured body part for a specified period of time (e.g. 20 minutes on, 40 minutes off).
 - Perform general first aid and notify the immediately, or if late in the evening, first thing the next morning.

Track – General Information

Day of Activity	Monday and Wednesday
Time of Practice	After School
Meet Times	After School – North (Monday) 4:30 South (Wednesday) 4:30
Admission	\$1.00 All City Meet ONLY
Supplies/Uniforms	Supplied by the athletic department
Buses	Request buses through transportation
Timers/Starter	Coaches at the Meet – (starter supplies are in Athletic Office)
Score Recorder	One person from each school recording your teams' scores
Spikes	NO spikes will be worn for track practices or meets

The Meet

- Open to all students in GOOD standing (grades, attendance, attitude, conduct, sportsmanship, etc.)
- Permission or Emergency card must be completed for every athlete
- **Sectional Competition Events will be in the same order as the All-City Meet events listed below**
- During Sectional competition, schools may enter 4 individuals and 1 relay per event. There will be 2 heats run as finals for 100m, 200m and 400m events. Winners of each event will be determined by times. Each school will have a maximum of 2 participants per heat. There is a final (only) for the relay events. The 800m and 1600m will start with 'waterfall' starts and will also be final events.
- There are a total of **28 possible running 'slots'** (scoring) per sectional meet (boys and girls each). There are an additional 16 slots for 6th grade exhibitions. The identification of students slotted in scoring events by grade level is no longer in effect. Teams are still urged to carry all grade levels on their rosters.
- Sectional meets are comprised of either North or South Schools.
- **All 6th grade rules (below) will be in effect in the sectional meets as well as the city meet.**
- **ALL-CITY MEET (In Event Order): 100m (6th grade), 100m (7th/8th), 1600m (7th/8th), 4x100m Relay (6th grade), 4x100m Relay (7th/8th), 400m (7th/8th), 800m (6th), 800m (7th/8th), 200m (6th), 200m (7th/8th), 4x400m Relay (7th/8th)**
- All-City Meet is comprised of all 8 middle schools
- During the All-City Meet, schools may enter 3 individuals and 1 relay per event. There are a total of 23 possible running slots (boys and girls each) for the "regular" events and another 13 slots for the 6th graders. The following standards must be maintained for the All-City Meet:
- **Students may participate in up to three events with at least one being a relay (Sectional and City)**
 - A student may participate in 1 relay and 2 individual or 2 relays and 1 individual. Students may not participate in 3 individual events. This rule is in effect for all student grade levels and includes the 6th grade in non-scoring events. Example: A 6th grader could run an exhibition 100, exhibition 200 and run in the open (for score) 4x100 (constituting 2 non-scoring events and 1 scoring event).
 - All 6th grade events are considered "non-scoring" events and are treated as exhibition events
 - A 6th grader may be entered in both scoring and non-scoring events, but must adhere to the 3 event rule (as stated above). A 6th grader may NOT be entered in the same event for both scoring and non-scoring (i.e., entered in both the open 200 as well as the 6th grade exhibition 200).
- There will be 3 heats with times identifying places (no finals heat) for 100m, 200m and 400m events. There is a final (only) for the relay events. The 800 and 1600 will start with 'waterfall' starts and are also run as finals.
- In the All-City Meet, all submitted times will be seeded according to times with the fastest grouped in the same heat. Any student entering, whose times were not submitted by their coaches in a timely manner, will be drawn by lot for the remaining openings in heats. It is the coach's responsibility to submit times prior to established deadlines.
- The All-City Meet will be scored through 8 places with points awarded as follows (10 – 8 – 6 – 5 – 4 – 3 – 2 – 1) for placing 1st through 8th.

Volleyball – General Information

Day of Activity	Monday and Wednesday
Time of Practice	After School
Match Times	4:30 pm
Admission	\$1.00
Supplies/Uniforms	Supplied by the athletic department
Buses	Request buses through transportation
Timer	\$20.00 per date (boys and girls)
VHSL Rules	VHSL Volleyball Rules will apply

The Matches

- Open to all students in GOOD standing (grades, attendance, attitude, conduct, sportsmanship, etc.)
- Permission or Emergency card must be completed for every athlete
- All matches will be best 2 of 3 to 25 points win by two, rally scoring system.
 - **Must use** minimum of **2** - 6th grade participants, **4** -7th grade participants and **6** - 8th grade participants on a 12-15 person squad.
- Regular season matches are comprised of either North or South Schools.
- Each division will play 6 games- 3 home & 3 away, scheduled within their division in the regular season.
- The top two teams from each division will advance to the City-wide play-off.
- Ties will be broken comparing head-head, then # games won-lost % in head to head games, then won-lost % in all games in the division and finally by the beginning of the season draw .
- During the All-City Play-off, the North #1 seed will play the South #4 seed for each of the girls and boys teams and the South #1 seed will play the North #4 seed for each of the boys and girls teams. Likewise, the #2 seed from North and South will play the opposite #3 seed. The winners of each will advance to a semi-final contest followed by a final.
- If a student is wearing glasses, they are required to have a sports band. They will be asked to leave the court and not return until properly equipped.

Revised August 2015

Basketball – General Information

Day of Activity	Monday and Wednesday
Game Times	4:30 pm
Admission	\$1.00
Supplies/Uniforms	Supplied by the athletic department
Cheerleaders	Yes – up to each school

The Game

- Open to all students in GOOD standing (grades, attendance, attitude, conduct, sportsmanship, etc.) – (based on administrators/coaches decision).
- Permission /Emergency Card – when playing away games, coaches should take these cards with them (in handbook).
- Eight (8) minute quarters.
- Running clock except for: foul shooting, time outs and the last minute of each quarter – the clock will stop on all whistles. The change will be effective for regular season as well as playoff games.
- Full court press - NO full court pressing anytime during the game when a team is up by 20 points.
- 2nd Half – running clock if a team is up by 20 points; clock will stop for time outs.
- Four (4) time-outs per game: two (2) - 1 minute and two (2) - 30 second timeouts.
- Ten (10) minute half-time.
- Three (3) minute overtime. The last 30 seconds of overtime, the clock will stop on all whistles.
- Should teams be playing all players? Administrators/coaches determine playing time.
- Should high school JV players be allowed to play? Yes.
- Ties – will be determined by draw (tournament) highest number wins draw
- Draw will be done beginning of each school year (at the 1st meeting) and will be in effect for both basketball and volleyball for that particular school year.
- If a student is wearing glasses, they are required to have a sports band. They will be asked to leave the court and not return until properly equipped.
- Suggestion for minimum team membership – 6-8th graders; 4-7th graders; 2-6th graders - Teams may have more than 12 members.

Revised February 2018

Concussion Education Course

Virginia Senate Bill 652 and the new School Board Policy (JLCG-P) on Concussion Management are now in effect. To ensure NNPS meets these state and local requirements, the NNPS Athletic Department is requiring that every coach (middle and high school) take a concussion education course.

Please refer to:

NFHS Concussion Course

This course is free, is available on line at www.nfhslearn.com, and takes less than 30 minutes to complete.

Magnet School/8th Graders – General Information

All eighth grade students who wish to participate in VHSL activities must attend their attendance-zone school.

Magnet Program Deselection Procedures – Voluntary and Involuntary

A student who has been selected for a magnet program or deselected from a magnet program for any reason and who has officially practiced or participated in a VHSL activity, during the scheduled season, is ineligible to participate in that activity in another school for the remainder of that academic year.

Appeals to this process can be made in writing to the Program Administrator for Youth Development.

Revised July 2019

Participation Physical Examination

Approved April 4, 2016

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia is amended by adding a section numbered 22.1-271.7 as follows:
§ 22.1-271.7. *Public middle school student-athletes; pre-participation physical examination.*

No public middle school student shall be a participant on or try out for any school athletic team or squad with a predetermined roster, regular practices, and scheduled competitions with other middle schools unless such student has submitted to the school principal a signed report from a licensed physician, a licensed nurse practitioner practicing in accordance with his practice agreement, or a licensed physician assistant acting under the supervision of a licensed physician attesting that such student has been examined, within the preceding 12 months, and found to be physically fit for athletic competition.

Concussion Management

JLCG-P - PROCEDURES: Concussion Management

These procedures address the identification and handling of suspected concussions in student athletes, the school division's activities to prevent concussions, the requirements for assessment of student athletes suspected of having concussions and follow-up assessments, and the school division's concussion management training activities. These procedures also include a return to learn protocol applicable to all students.

Definitions:

1. A concussion is a "traumatically induced transient disturbance of brain function caused by a complex physiological process". In other words: A brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness.
2. Appropriate licensed health care provider means a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing, who has special training in the management of concussions.
3. *Return to play* means participate in a non-medically supervised practice or athletic competition.
4. *Return to learn* refers to instructional modifications that support a controlled, progressive increase in cognitive activities while the student recovers from a brain injury allowing the student to participate in classroom activities and learn without worsening symptoms and potentially delaying healing.
5. "At risk" athletes include students who have suffered a previous concussion and all students participating in the following sports: football, soccer, wrestling, and cheerleading.

Identification and Handling of Students Suspected of Having a Concussion; Follow-up:

A. Identification and Handling:

1. A student athlete suspected by that student athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice or game shall be removed from the activity at that time.
2. Any student suspected by the student's teacher or other school building staff of sustaining a concussion, or any student for whom an appropriate license health care provider has provided information to the student's school that the student has sustained a concussion, will be assessed and treated according to guidelines issued by the school division's director of health services or like official. The return to learn protocol will apply to such students.
3. A student athlete who has been removed from play, evaluated, and suspected to have a concussion or brain injury shall not return to play that same day nor until (i) evaluated and cleared by an appropriately licensed health care provider as determined by the Board of Education and (ii) in receipt of written clearance to return to play from such licensed health care provider. The licensed health care provider evaluating student athletes suspected of having a concussion or brain injury may be a volunteer with appropriate licensure.
4. Appropriate licensed health care providers or properly trained individuals evaluating student athletes at the time of injury may utilize the Concussion Vital Signs Neurocognitive Assessment.

5. Protocol for *return to play*

- a. No member of a school athletic team shall participate in any athletic event or practice the same day he or she is injured and:
 - exhibits signs, symptoms or behaviors attributable to a concussion; or
 - has been diagnosed with a concussion.
- b. No member of a school athletic team shall return to participate in an athletic event or training after he/she experiences a concussion unless all of the following conditions have been met:
 - the student no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion;
 - the student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying over a number of days (Return to Play Protocol) and
 - the student receives a written medical release from an appropriate licensed health care provider.
- c. If an athlete is evaluated by a community physician and the physician provides a return-to-play date, school division Certified Athletic Trainers will not allow an athlete to play or participate for the period specified; provided, however, that Certified Athletic Trainer has the discretion to hold an athlete longer than the physician–provided return-to-play date.

6. Protocol for return to learn

The school leadership shall be alert to cognitive and academic issues that may be experienced by a student athlete who has suffered a concussion or other head injury including: difficulty with concentration, organization, and long-term and short-term memory; sensitivity to bright lights and sounds; and, short-term problems with speech and language, reasoning, planning, and problem solving.

A student recovering from a brain injury may need total rest with a gradual return to school while others will be able to continue doing academic work with minimal instructional modifications. The school leadership, including the school nurse and the Certified Athletic Trainer, shall accommodate the gradual return to full participation in academic activities by a student athlete who has suffered a concussion or other head injury based on the recommendation of the student’s licensed health care provider. The coordination of the student’s return to the classroom will also address the student’s participation in physical education activities, as appropriate.

Prevention:

A standardized concussion education program will be presented by the Certified Athletic Trainer as part of the Athletic Department's player/coach/parent meeting at all high schools each season for all sports.

1. A concussion fact sheet and a letter to all middle school and high school parents outlining the NNPS Concussion Policy will be distributed and require a signature prior to the athlete participating in practice or competition.
2. All "at-risk" athletes will be Concussion Vital Signs Neurocognitive Assessment baseline tested annually. All other athletes will be baseline tested upon request.
3. All coaches, including volunteers, are required to take the online NFHS concussion education program mandated by the VHSL prior to first day of practice.
4. Each school division athletic trainer will keep statistics regarding head injuries for the purpose of improving care and prevention. This will include the number of concussions per sport per season so that the percentage of athletes sustaining concussions may be calculated.
5. This policy and return to play guidelines will be available on the Newport News Public School web site in addition to each high school's website.
6. This information will also be shared with the coaches and Assistant Principals for all middle school sports prior to the beginning of practice for each season. It will be the responsibility of the Assistant Principals and coaches to communicate the information to the parents.
7. Helmet Replacement and Reconditioning policies and procedures.
 - a. Helmets must be National Operating Committee on Standards for Athletic Equipment (NOCSAE) certified by the manufacturer
 - b. Reconditioned helmets must be NOCSAE recertified.

Assessment:

1. If an athlete suffers a concussion during practice or competition they will **NOT** be allowed to return to activity the day the injury was sustained.
2. If an athlete suffers a concussion at practice or competition the athlete will undergo a clinical evaluation utilizing the Concussion Vital Signs Neurocognitive Assessment by a Certified Athletic Trainer and other medical professional as necessary prior to returning to any physical activity.
3. The athlete must be evaluated by an appropriate Licensed Health Care Provider to determine the status of return to play.
4. If an athlete is evaluated by a community physician and the physician provides a return-to-play date, school division Certified Athletic Trainers will not allow an athlete to play or participate for the period specified; provided, however, that Certified Athletic Trainer has the discretion to hold an athlete longer than the physician-provided return-to-play date.
5. Once an athlete is asymptomatic and cleared by an appropriate Licensed Health Care Provider trained in current concussion management guidelines, they can begin the graduated return to play protocol.

Training and Policy and Procedures Review:

1. The Superintendent will appoint a concussion management policy team. This team will ensure that the concussion management policy and procedures remain appropriate and up-to-date. The concussion management policy team shall ensure training for coaches and health care professionals is current and consistent with best practice protocols.
2. The concussion management policy team will maintain a tracking system to ensure compliance with the annual training requirement.
3. Annual training on concussion management will be required for all coaches and volunteers through the National Federation of State High School Associations' (NFHS) online coach education program – *Concussion in Sports – What You Need to Know*.

Community Involvement

Non-interscholastic youth sports programs utilizing School Board property shall establish policies and procedures regarding the identification and handling of suspected concussions in student athletes, consistent with the school division's procedures. The school division will provide its guidelines to organizations sponsoring athletic activities for students on School Board property as a part of the facility use agreement. In accordance with the state code, the school division shall not be required to enforce the organizations' compliance with such guidelines.

Reviewed: June 21, 2011, March 19, 2013, Revised July 2018

NNPS Graduated Return to Sport (RTS) Protocol

Stage	Aim	Activity	Goal of each step
1	Symptom-limited activity	Daily activities that do not provoke symptoms	Gradual reintroduction of work/school activities
2	Light aerobic exercise	Walking or stationary cycling at slow to medium pace. No resistance training	Increase heart rate
3	Sport-specific exercise	Running or skating drills. No head impact activities	Add movement
4	Non-contact training drills	Harder training drills, eg, passing drills. May start progressive resistance training	Exercise, coordination and increased thinking
5	Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal game play	

- NOTE: An initial period of 24–48 hours of both relative physical rest and cognitive rest is recommended before beginning the RTS progression.
- There should be at least 24 hours (or longer) for each step of the progression. If any symptoms worsen during exercise, the athlete should go back to the previous step. Resistance training should be added only in the later stages (stage 3 or 4 at the earliest). If symptoms are persistent (eg, more than 10–14 days in adults or more than 1 month in children), the athlete should be referred to a healthcare professional who is an expert in the management of concussion.

Dear Newport News Athletic Parent/Guardian:

According to the Children’s Hospital of the King’s Daughter about one in ten local athletes in contact sports will sustain a concussion during a sports season. Many athletes, coaches, and parents do not know how serious the effects of a seemingly mild concussion can be. The lack of awareness may result in allowing an athlete to return to play too soon following an injury, placing him or her at risk of more serious injuries. At Newport News Public Schools, our biggest concern is the safety and wellness of these young school-age athletes.

Timely and accurate diagnosis is critical for reduced injury and long-term consequences to athletic, cognitive, and academic success. Most athletes will recover from a concussion completely and can return to play following an appropriate period of recovery. It is crucial to know when it is safe to return to play to avoid serious brain injury. The certified athletic trainer at each school will have the final authority to release your child back to activity.

Frequently, return to play decisions are made without appropriate testing and a clinical evaluation and are based solely on the player’s report of symptoms. Newport News Public Schools provides a baseline assessment with the Concussion Vitals Neurocognitive Assessment to all athletes. Any athlete who then sustains a concussion will be evaluated by a school athletic trainer and possibly another medical professional experienced in treating concussions and may be re-tested for comparison to identify deficits resulting from the concussion.

Since your child has chosen to participate in our athletic program, it is important for you to be aware of our policy on concussion management. Attached, you will find the Newport News Concussion Policy and Return to Play Protocol along with a list of short and long term side effects of concussions. Once you have reviewed all the information, please sign and date the acknowledgment form and return it to the school’s athletic trainer prior to the athlete’s involvement in practice and competition.

Best Regards,

NNPS High School Athletic Trainers

Revised June 2018

Concussion Fact Sheet

Short Term Side Effects

- Headache
- Dazed and stunned
- Confused
- Balance problems (moves clumsily)
- Sensitivity to light
- Sensitivity to noise
- Double or blurry vision
- Concentration or memory problems
- Behavior and personality changes
- Nausea or vomiting
- Loss of consciousness

Not all symptoms must be present for the athlete to have sustained a concussion

**If any of these symptoms worsen following the injury, it is advised you seek further medical evaluation

Long Term Side Effects

- Chronic headaches
- Sleep difficulties
- Impaired sensation (touch, taste, smell, etc.)
- Language impairment (communication, expression, and understanding)
- Anxiety
- Depression
- Personality changes
- Aggression

Repeated concussions can lead to long-term memory loss, psychiatric disorders, and other neurologic problems. If you have had a number of concussions, your physician likely will advise you to avoid the activities that may put you at risk for future head injuries and to discontinue contact sports.



Athletics & Driver Education

12465 Warwick Boulevard, Newport News, VA 23606-3401 • phone: 757-591-4601 • fax: 757-591-4683

I, the Parent/ Guardian of _____ have read and fully understand the Newport News Concussion Policy and Return to Play Protocol. I also have reviewed and understand the short and long term effects of sports related concussions and am committed to ensuring the safety of this child.

Printed Name of Parent/Guardian

Parent/Guardian Signature

Date

Student Athlete Signature

Date

Revised May 2013

Middle School Athletics

Students in “Good Standing”

Once the final roster is determined, students will be monitored for academics, behavior, and attendance. Any negative drops in behavior, academics, or attendance during the season may result in the denial of practice time, suspension from meets or games, or removal from the team. We expect this contract to help student/athletes move forward positively academically, behaviorally, and athletically.

The Four Components of Good Standing:

1. Academics

Being a Student/Athlete will always be the primary focus.

- Completing homework is non-negotiable. All homework is to be completed. Multiple incomplete grades or “zeroes” can result in a student being **not in good standing**.
- Interim reports and other progress reports may be obtained from teachers.
- Unsatisfactory academic progress may cause a student to be **not in good standing**.

2. Attendance

“When you miss school, you miss out!”

- You must be present in school the day of practice, meets, and games in order to participate.
- Being sent to ISS for being tardy can result in a student being **not in good standing**.
- Multiple unexcused absences can result in a student being **not in good standing**.

3. Behavior

Exemplary behavior is expected from all students that represent our school both on and off the court or athletic field.

- ISS and OSS for referrals written will result in the player being **not in good standing** for the duration of the ISS or OSS assignment. This goes for bus referrals as well. Students will not participate in practice, games, or meets when **not in good standing**.
- Teams stay together while at games or meets. There is to be no traveling around a home team’s school while waiting for the start of a game. Stay together as a team during away games.

4. Sportsmanship

Athletes will exhibit appropriate sportsmanship in all games and practices. Poor sportsmanship includes the following:

- Arguing with coaches, referees, or officials
- Being ejected from a game or meet
- Receiving technical fouls for behavior on the court during a game
- Taunting, belittling, “showboating” or “trash-talking” opposing players
- Communicating with spectators
- Any conduct that is detrimental to the team or to the school.
- Students who are in violation of good sportsmanship will be **not in good standing** for the following week.

Student Signature

Date

Parent Signature

Date

NEWPORT NEWS PUBLIC SCHOOLS
PERMISSION FOR EMERGENCY CARE – MS ATHLETICS

School _____ Grade _____

Student's Name _____ Birthday _____ Homeroom _____

Parent's Name _____ Address _____

Home Phone Number _____ Work Number _____ Cell Number _____

Allergic to medication (specify type) _____

Has student been prescribed an inhaler / epipen? _____ Is student presently taking medication? _____

If so, what type? _____ Does the student wear contact lenses? _____

Please list date of last tetanus shot _____

Any other medical problems _____

Insurance in addition to athletic insurance Yes _____ (complete other side of this form)

IN CASE OF EMERGENCY, CONTACT

Name _____ Relationship _____

Home Phone Number _____ Work and/or Cell Number _____

Family Physician _____ Phone Number _____

In case of an emergency and I cannot be reached, the school has my permission to take my child to the emergency room of the nearest hospital and the hospital and its medical staff has my permission to provide treatment which a physician deems necessary for the well-being of my child.

Parent's Signature _____ Date _____

ATHLETIC INSURANCE INFORMATION

Student's Full Name _____

Name of Parent Who Carries Insurance _____

Name of Insurance Company _____

Policy Number _____

I certify that the above named student athlete has the above health and accident insurance coverage in addition to the Newport News Public Schools athletic accidental medical coverage.

Parent's Signature _____ Date _____

Revised 5/09

**NATIONAL UNION FIRE
INSURANCE COMPANY
MAIL CLAIM FORM TO:
TOWER FINANCIAL GROUP
316 OFFICE SQUARE LANE, STE. 103
VIRGINIA BEACH, VA 23462
Phone (757) 499-4488
Fax: (757) 499-1522**

NOTIFICATION OF INJURY

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Reference Number

FOR OFFICE USE

Policy Number

Coverage Code

FORM MUST BE COMPLETED IN FULL & MAILED TO OUR OFFICE WITHIN 90 DAYS FROM THE DATE OF THE ACCIDENT

PART I - ACCIDENT REPORT

1A. Name of School		1B. Name of School District/Diocese/Association				
2A. Name of Student (Last)	(First)	(Middle Initial)	2B. Social Security No.	2C. Grade	2D. Birthdate	2E. Sex
3. Nature of Injury (Please describe fully indicating what part of body was injured - e.g. broken arm, sprained ankle, etc.)						
4. Describe how accident occurred. (Please provide all details.) MUST BE A BODILY INJURY DUE TO AN ACCIDENT.						
5A. Was the accident school-related? <input type="checkbox"/> Yes <input type="checkbox"/> No			5B. Is the accident covered under a catastrophic policy? <input type="checkbox"/> Yes <input type="checkbox"/> No			
6A. Did Accident Occur:		Yes	No	6B. a) Date of Accident		6C. Name of Activity
a) while the claimant was supervised?		<input type="checkbox"/>	<input type="checkbox"/>	b) Time		
b) during sponsored activity?		<input type="checkbox"/>	<input type="checkbox"/>			
c) during programmed hours?		<input type="checkbox"/>	<input type="checkbox"/>	c) Place		
d) on activity premises?		<input type="checkbox"/>	<input type="checkbox"/>			
e) while traveling directly and uninterruptedly to or from home premises and school for regular school sessions or school sponsored and supervised activities?		<input type="checkbox"/>	<input type="checkbox"/>			6D. Name and Title of Supervisor
7A. _____		7B. _____		7C. _____		
Signature of School Officer		Title		Date		

PART II - TO BE COMPLETED BY PARENT/GUARDIAN OR CLAIMANT (IF ADULT)

1A. Name of Father/Guardian or Claimant (if adult) <input type="checkbox"/> None	1B. Social Security No.	1C. Address/City/State/Zip	1D. Phone Number
2A. Name of Mother/Guardian or Spouse (if adult) <input type="checkbox"/> None	2B. Social Security No.	2C. Address/City/State/Zip	2D. Phone Number
3A. Name of Father/Guardian's or Claimant's (if adult) Employer <input type="checkbox"/> None	3B. Address/City/State/Zip of Employer		3C. Phone Number
4A. Name of Mother/Guardian's or Spouse's (if adult) Employer <input type="checkbox"/> None	4B. Address/City/State/Zip of Employer		4C. Phone Number
5A. List all Insurance Company(ies) under which the claimant is insured <input type="checkbox"/> None	5B. Policy Number(s)	5C.	
_____	_____	<input type="checkbox"/> Medicaid <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Govt.	
_____	_____	<input type="checkbox"/> Medicaid <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Govt.	
_____	_____	<input type="checkbox"/> Medicaid <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Govt.	
_____	_____	<input type="checkbox"/> Medicaid <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Govt.	
_____	_____	<input type="checkbox"/> Medicaid <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Govt.	

Affidavit: I verify that the above information regarding insurance is accurate and complete. I understand that the intentional furnishing of incorrect information via the U.S. Mail may be fraudulent and violate federal laws as well as state laws.

Signature of Parent/Guardian or Claimant (if adult)

Date

Authorization: I hereby authorize any physician or hospital who has treated or attended to the above claimant to furnish the insurance company or its representative any information requested. A photocopy of this authorization is to be considered valid.

Signature of Insured (Parent or Guardian if claimant is under 18)

Date



SEE CLAIM INSTRUCTIONS ON THE BACK OF THIS FORM

CLAIM INSTRUCTIONS

Treatment must commence within 90 days from the date of the accident.

1. In case of an accident, notify the school/organization immediately.
2. Notify **ALL** treatment facilities (physician's office, hospital, etc.) of this insurance coverage so that any invoices and/or Explanation of Benefits (EOB) can be sent directly from the medical facility to The Maksin Group.
3. Have Part I and Part II completed on the Notification of Injury form. Do not leave any blank spaces or write "N/A" in any space. If either parent or guardian is uninvolved, deceased, unemployed, self-employed or disabled, please state so. If you are employed, but do not have insurance, please state "NO INSURANCE" and provide us with a statement from your employer that the claimant has no insurance. Otherwise, our office will submit an insurance questionnaire to your employer to be used as verification of no dependent coverage.
4. Attach any itemized bills to the claim form, along with any corresponding Explanation of Benefits (EOB) for each itemized bill. An itemized bill includes treatment rendered, the dates of the treatment, diagnosis codes, physician's or hospital's name, address and tax i.d. number. Balance Due bills are not acceptable. Be sure to attach any receipts for bills paid out-of-pocket. Otherwise, benefits will be paid to the provider of service. Please Note: Both an itemized bill and EOB (if applicable) must be submitted for claims to be considered for accident medical expense benefits.
5. Mail the Notification of Injury form, along with any other applicable correspondence to our office within 90 days from the date of the accident. Do not leave this form with the school, coach, hospital, physician, etc. Our address is **Tower Financial Group, 316 Office Square Lane, Suite 103, Virginia Beach, VA 23462.** If you need further assistance, feel free to contact Customer Service at **(757) 499-4488.** We will be happy to assist you.

If your medical coverage is under an HMO, PPO or similar plan, you must follow their requirements for obtaining benefits. Otherwise, our benefits may be reduced, where applicable, as stated in the policy provisions. This restriction does not apply in every state.

ACCEPTING EQUIPMENT

This is a reminder to all coaches that you are not allowed to accept any free items from any group, booster club, and/or individual without checking with the Central Athletics Department and/or your principal. Such gifts to your program must benefit both girls and boys. Not doing that may violate Title IX and we don't want our school division involved with any violations.

TITLE IX

"No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid."

<http://bailiwick.lib.uiowa.edu/ge/aboutRE.html>

NON-DISCRIMINATION

The Newport News School Division does not discriminate on the basis of race, color, national origin, sex, creed, marital status, age, or disability in its programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504, and ADA regulations. The HR Compliance Representative at 12507 Warwick Boulevard, Newport News, VA 23606, (757-881-5061), is responsible for coordinating the division's efforts to meet its obligations under Section 504, Title IX, the ADA, and their implementing regulations.



Michael Nichols
Program Administrator for Youth Development
757.591.4647
michael.nichols@nn.k12.va.us

Kristie Croft
Student Athletic Specialist
757.591.4601 or ext. 10220
kristie.croft@nn.k12.va.us

Fax: 757.591.4683
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