

**Norwalk Public Schools  
Norwalk, Connecticut**

**ATHLETIC  
HANDBOOK  
FOR ATHLETES AND PARENTS**

**Brien McMahon High School  
Richard C. Briggs High School  
Norwalk High School**

Revised 9/08



**Norwalk Public Schools**  
**125 East Avenue, P.O. Box 6001**  
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**[www.norwalkpublicschools.org](http://www.norwalkpublicschools.org)**

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# NORWALK PUBLIC SCHOOLS ATHLETIC DEPARTMENT

The Norwalk Public Schools Athletic Department hopes each student-athlete will have a positive and enjoyable experience in each and any program they choose to participate in. Hopefully, the information provided in this handbook will be of assistance to both you and your son or daughter throughout his/her high school career.

## **Brien McMahon High School**

**Tel: (203) 852-9488**

300 Highland Avenue

Norwalk, CT 06854

Principal - Suzanne Koroshetz, ext. 11329

Athletic Director - Joe Madaffari, ext. 11246

<http://www.norwalk.k12.ct.us/bmhs>

## **Richard C. Briggs High School**

**Tel: (203) 899-2820**

350 Main Avenue

Norwalk, CT 06851

Principal - Alaine Lane

<http://briggs.npsteachers.org>

## **Norwalk High School**

**Tel: (203) 838-4481**

23 Calvin Murphy Drive

Norwalk, CT 06851

Principal - Leonard Mecca, ext. 13005

Athletic Director - Wayne Mones, ext. 8

<http://www.norwalkhighsports.org>

Coaches are responsible to the Athletic Director and the Principal.

# LETTER TO THE ATHLETES

Dear Athlete,

Representing your school and the city of Norwalk in our athletic program carries many responsibilities to yourself, your family, your school, and your community. Participation in high school athletics is a privilege and not a right. It is expected that you will train hard and complete aspects of the training agreement, that you will develop your skills to your fullest potential, and that you will keep yourself in top physical condition by not using alcohol, tobacco, all non-prescribed drugs, stimulants, and street drugs (including but not limited to marijuana, heroin, and cocaine). You must also remain free of any performance enhancing substances.

The city will provide you with the best and safest equipment, top coaches, and the best facilities in order to assist you in keeping your commitment to the athletic program.

We are extremely interested in your conduct on and off the field, and we share your pride when you win. However, our prime interest is that you do your best, and most importantly, that you play fair and represent Norwalk well.

Please carefully review the contents of this handbook with your parent/guardian, complete and sign all required forms, and return them to your athletic coach prior to the first day of practice.

*Good Luck!* We know you will enjoy the program.

Regards,

**Athletic Director**

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## ATHLETIC PHILOSOPHY FOR NORWALK PUBLIC SCHOOLS

The athletic program in Norwalk is a part of the total educational process. Through the years, athletics have brought pride and tradition to the city of Norwalk. Because of excellence, dedication, and team goals, athletes have won many county (F.C.I.A.C.) and state (C.I.A.C.) championships.

Coaches teach control, honesty, cooperation, and dependability as well as the skills and strategies necessary to participate in a high level of competition. The athlete is in the public eye representing his/her high school and the city of Norwalk. It is necessary that his/her personal conduct be above any question at all times.

The student/athlete must assume these additional responsibilities:

1. Maintain academic eligibility
2. Respect authority and property
3. Have a strong desire to compete and excel

# GOOD SPORTSMANSHIP GUIDELINES

Sportsmanship is character displayed in athletic competition. Athletes of character exhibit and demand trustworthiness, respect, responsibility, fairness, caring, and citizenship of themselves and their teammates.

**TRUSTWORTHINESS:** Always pursue victory with honor. Demonstrate and demand scrupulous integrity. Observe and enforce the spirit and letters of rules. Don't compromise education and character development goals. Don't engage in or tolerate dishonesty, cheating, or dishonorable conduct.

**RESPECT:** Treat the traditions of the sport and other participants with respect. Don't engage in or tolerate disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent "trash-talking," taunting, and unseemly celebrations. Win with grace and lose with dignity.

**RESPONSIBILITY:** Be a positive role model on and off the field.

**FAIRNESS:** Adhere to high standards of fair play. Treat all players fairly. Never take unfair advantage. Be open-minded.

**CARING:** Assure that academics and emotional, physical, and moral well-being are always placed above the desire and pressure to win. Do not engage in or permit reckless or potentially unsafe behavior.

**CITIZENSHIP:** Avoid gamesmanship and promote sportsmanship by honoring the rules and goals of the sport. Adhere to the codes of conducts and encourage parents and spectators to adhere to the codes outlined in this handbook.

## **Good Sportsmanship Guidelines (continued)**

Norwalk Public School high schools expect a high standard of conduct from student spectators at athletic contests. Spectators whose behavior reflects poorly upon themselves and the school will face the loss of spectator privileges, along with stronger action, if warranted.

Sportsmanship is that quality of honor that means to always be courteous, fair, and respectful, and it is interpreted in the conduct of players, spectators, coaches, and school authorities.

### **Player Code**

- Play by the rules and pursue victory with honor.
- Remember, the goals of the game are to have fun, improve skills, and feel good.
- Don't play just to please your parents or teacher-coach.
- Win and lose graciously.
- Treat all other athletes as you would like to be treated.
- Cheer good plays by either team.
- Play the game with your best effort.
- Don't be a showoff or a "me-first" player. Work as hard for your team as you do for yourself.
- Cooperate with your teacher-coaches, teammates, opponents, and the officials.
- Don't argue with officials or complain about calls.
- Control your temper. Never retaliate when you feel wronged.

### **Spectator Code**

The high schools expect a high standard of conduct from spectators at athletic contests. Along with all member schools of the F.C.I.A.C., Norwalk Public Schools are interested in promoting an environment conducive to fair competition. In order to develop such an atmosphere, the following rules and procedures have been developed for spectators. Those whose behavior reflects poorly upon themselves and the school will face the loss of spectator privileges, along with stronger action, if warranted.

High school pupils should set a good example in the manner of sportsmanship and quickly condemn unsportsmanlike conduct on the part of others. Remember that you represent your school. Remember that the good name of the school is more valuable than any game.

- Treat all players, teacher-coaches, referees, and opposing fans as you would like to be treated.
- Respect all players, coaches, referees, opposing fans, and the integrity of the game.
- Model sportsmanship for your school.
- Acquaint the adults of the community and the students with the ideals of sportsmanship that are acceptable to the high school.
- Impress on the community its responsibility for the exercise of self-control and fair play at all athletic contests.
- Learn the rules of the various athletic games.
- Respond with enthusiasm to the calls of the cheerleaders.
- Cheer your team, but don't jeer the opponents.
- Cheer good plays by either team.
- Accept the decisions of the officials without question.
- Be a fan, not a fanatic.

## **Good Sportsmanship Guidelines (continued)**

- Express disapproval of any abusive remarks.
- Recognize and applaud an exhibition of fine play or good sportsmanship.
- Be considerate of the injured on the home and/or visiting team.
- Insist on the courteous treatment of the visiting team as it passes through the streets or visits the local school building, and extend the visitors every possible courtesy.
- Always display the ideals of good sportsmanship.
- Advocate that any spectator who continually evidences poor sportsmanship be requested not to attend all athletic contests.
- Insist on fair, courteous, and truthful accounts of athletic contests in local and school papers.
- Encourage the full discussion of fair play, sportsmanship, and school spirit.

Please read the Student/Parent Handbook for additional information regarding the spectator code of conduct.

## **Parent/Guardian Code**

- Remember, children should play for their own enjoyment, not yours.
- Don't force an unwilling high school student onto the field or court.
- Applaud good plays by opposing players as well as your own.
- Set a good example. Children learn best by imitation.
- Teach your child always to play by the rules.
- Show your child that hard work and an all-out effort can matter more than victory.
- Help your child improve skills and sportsmanship in every game. Your child will then be a winner, even in defeat.
- Never ridicule or yell at your child for making a mistake or losing a game.
- Support all efforts to remove verbal and physical abuse from high school sports.
- Do not publicly question a referee's judgment or integrity.
- Recognize the value of volunteer teacher-coaches, referees, and officials and give them clear signs of respect.

## **DISCUSSING CONCERNS**

**If an athlete and/or parent has a concern with an athletic program, please follow the procedure below:**

1. Call to set up an appointment to meet with the Coach.
2. If the meeting with the Coach does not provide a satisfactory resolution, call and set up an appointment to meet with the Director of Athletics to discuss the situation.
3. If the meeting with the Director of Athletics does not provide a satisfactory resolution, call and set up an appointment to meet with the Principal to discuss the situation.
4. If the meeting with the Principal does not provide a satisfactory resolution, call and set up an appointment to meet with Anthony Daddona, Assistant Superintendent of Curriculum and Instruction, to discuss the situation.

## **CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE - C.I.A.C.**

**For information go to the C.I.A.C. website: [www.casciac.org](http://www.casciac.org)**

Norwalk Public Schools is a member of the Connecticut Interscholastic Athletic Conference (C.I.A.C.). The C.I.A.C. is a non-profit corporation organized to direct and control both boys and girls athletics in the secondary schools of Connecticut. The Conference is administered on a daily basis by an Executive Director and assistants, plus an office staff, which includes secretaries and a bookkeeper. The C.I.A.C. is the only association that governs interscholastic athletic programs for secondary schools in Connecticut. It has serviced its membership since 1912.

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## **FAIRFIELD COUNTY INTERSCHOLASTIC ATHLETIC CONFERENCE - F.C.I.A.C.**

**For school information and directions go to  
the F.C.I.A.C website: [www.fcias.net](http://www.fcias.net)**

Norwalk Public Schools is a charter member of the Fairfield County Interscholastic Athletic Conference (F.C.I.A.C.).

The F.C.I.A.C. was founded in 1960 and offers some of the finest high school competition in the state. The league has provided the structure to enable students to enjoy athletic competition in our educational system. The following high schools are part of the F.C.I.A.C.:

Bassick  
Bridgeport Central  
Brien McMahon  
Danbury  
Darien  
Fairfield-Ludlowe  
Fairfield-Warde  
Greenwich  
Harding  
New Canaan  
Norwalk High  
Ridgefield  
Saint Joseph  
Stamford  
Staples  
Trinity Catholic  
Trumbull  
Westhill  
Wilton

# ATHLETIC PROGRAMS

All activities are governed by state regulations formulated by the Connecticut Interscholastic Athletic Conference (C.I.A.C.), in which most Connecticut high schools hold membership. This ensures standardized and fair regulations for competition to which all schools must adhere.

Athletic activities in Norwalk Public Schools are further governed by membership in the Fairfield County Interscholastic Athletic Conference (F.C.I.A.C.).

The following sports are offered (based on student participation), which have complete schedules as members of the F.C.I.A.C.

A co-op team may be formed consisting of athletes from Brien McMahon and Norwalk High School.

## BOYS

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Cross Country Varsity Football J.V. Football Freshman Football Varsity Soccer J.V. Soccer Freshman Soccer	Varsity Basketball J.V. Basketball Freshman Basketball Ice Hockey - Co-Op Indoor Track Swimming - Co-Op Wrestling	Varsity Baseball J.V. Baseball Freshman Baseball Golf Varsity Lacrosse J.V. Lacrosse Freshman Lacrosse Tennis Track

## GIRLS

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Cheerleading Cross Country Varsity Field Hockey J.V. Field Hockey Freshman Field Hockey Varsity Soccer Swimming - Co-Op Varsity Volleyball J.V. Volleyball Freshman Volleyball	Varsity Basketball J.V. Basketball Freshman Basketball Cheerleading Indoor Track	Varsity Lacrosse J.V. Lacrosse Freshman Lacrosse Varsity Softball J.V. Softball Freshman Softball Tennis Track

# ELIGIBILITY

## General Overview

Any eligibility system will only be as effective as the commitment of the system. It should be viewed as a vehicle for positive reinforcement and not be allowed to serve to inhibit the talent of students.

It cannot be used as a substitute for discipline or a constant threat to hang over the heads of students.

The sponsors, coaches, administrators, teachers, and guidance counselors must serve as the constant monitors of any policy dealing with academic requirements to participate in extra-curricular activities.

- A. **Scholastic eligibility at the beginning of each marking period will be established by the final grades of the previous marking period. (For fall sports it is the final end-of-the-year grade.)**
- B. Coaches, sponsors, or advisors are required to verify eligibility by submitting a completed and signed roster of all participants to the principal or his/her designee indicating compliance (C.I.A.C. approved activities).
- C. Eligibility will be determined on the day report cards are issued.
- D. Credit earned in summer school or special programs will be counted as passing grades for the previous year. For purposes of the regulation, School-to-Career does not count.

## To Establish Eligibility a Student Must (C.I.A.C rules updated July 1, 2008)

1. Be taking and passing four (4) units of credit.
2. The student shall not have reached his or her twentieth (20th ) birthday. A student-athlete will not be allowed to start a season or compete during a season in which his/her twentieth (20th ) birthday falls.
3. Not play or practice with an organized outside team in the same sport while a member of the school team.

## Norwalk Public Schools Rules

1. **High school athletes are to maintain a 1.7 average or better.**
2. The administration of the high schools may declare a student ineligible if a participating athlete is not assuming responsibilities as a model student and citizen of the school and community.
3. If a student athlete is suspended, the suspension applies to all school activities including athletics and athletic practices in which the student participates beginning with the first day of suspension. Students given in-school suspension may not participate in school activities including athletics and athletic practices.
4. Students must be in school for homeroom attendance.
5. There will be no appeal for participation by any student with an average below 1.7.

# **REQUIRED ATHLETIC COMPETITION FORMS**

## **Parents (or guardian) must complete/sign the following forms:**

1. Parent/Guardian Agreement (Drug and Alcohol Form) - page 13
2. Permission to Participate in Interscholastic Sports - page 15
3. Sports Participation Health Record – page 17
4. Medical Examination Form – page 19
5. Emergency Medical Treatment Form - page 21
6. Parent/Guardian Agreement Regarding Performance Enhancing Drugs - page 47

## **Athletes must complete/sign the following forms:**

1. Athlete Pledge (Drug and Alcohol Form) - page 13
2. Permission to Participate in Interscholastic Sports - page 15
3. Medical Examination Form – page 19
4. Athlete Pledge Regarding Performance Enhancing Drugs - page 47

## **Your physician (M.D.) must complete/sign the following form:**

1. Medical Examination Form (must be completed after July 1 and prior to the beginning of the athletic season) – page 19

**All forms must be returned to the coach before an athlete can practice or play.**

## DRUG-FREE TEAM ENVIROMENT

The Norwalk Public Schools Athletic Department discourages the use of any tobacco product, alcoholic beverage, or non-prescribed drug. To emphasize our position against tobacco, alcohol, and non-prescribed drugs, we support a **Drug-Free Team** environment. To participate in athletics at Brien McMahon/Norwalk High School, each athlete must abide by this policy. To show his/her support of the substance abuse prevention program each athlete will sign a pledge to his/her coach to abstain from using tobacco, alcohol, or non-prescribed drugs. In addition, we are asking the player's parent(s)/guardian(s) to sign an approval of their child's pledge.

**RULE: No player will use, sell, or possess any tobacco, alcohol, stimulant, street-drug (including but not limited to marijuana, heroin, and cocaine), or non-prescribed drug. If the player chooses to violate the rules he/she will be subject to the following consequences:**

- A. Voluntary Referral - If a player "slips" and uses tobacco, alcohol, or non-prescribed drug but is not caught in a blatant violation, he/she may come forward on his or her own and speak to the coach privately. In this instance, **THERE IS NO SUSPENSION FROM THE TEAM.** The parents or guardians will be notified. The coach will work with the player. A referral for counseling will take place.
- B. Concerned Friend Referral - If a teammate, a friend, or a parent finds out about a player's use of a forbidden substance and informs the coach, **THERE WILL BE NO SUSPENSION FROM THE TEAM.** The head coach will investigate the incident, discuss the situation with the player, and if necessary, will notify parents, guardians, and the school nurse for a referral for counseling.  
  
These procedures can only occur once and may not be used after a blatant violation has taken place.
- C. First Offense - Blatant Violation - If the player breaks the law and is arrested, shows up at a school function under the influence, or is found to be in possession of any tobacco, alcohol, or non-prescribed drug, the school's code of conduct will be followed.
- D. First Offense - Blatant Violation or Second Violation after an A or B referral will warrant a two-game suspension.
- E. For any subsequent violation of this policy, blatant or otherwise, the player will be suspended for the remainder of the season pending a hearing with the coach, athletic director, principal, school nurse, and parents/guardians.

### Preventive and Intervention Education

Norwalk Public Schools will provide prevention and intervention education programs for student athletes. For more information on these programs, contact the coach, teacher, athletic director, school trainer, guidance counselor, school nurse, or the student-based health center.

References: Norwalk Public School's Student/Parent Handbook  
Norwalk Public School Board Policy #145.21 and #5131.6

**PARENT/GUARDIAN AGREEMENT  
(Drug and Alcohol Form)**

I/we the parent(s) or guardian(s) of \_\_\_\_\_  
have read and understand the Norwalk Public School Drug-Free Team Environment. I/we agree  
to abide by the terms as outlined therein.

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

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

\_\_\_\_\_  
Date

**ATHLETE PLEDGE  
(Drug and Alcohol Form)**

I \_\_\_\_\_ pledge to my coach to  
abstain from any tobacco product, any alcoholic beverage, stimulants, street drugs  
(including but not limited to marijuana, heroin, and cocaine) or any non-  
prescribed drug during the Norwalk Public Schools athletic season. I realize that  
if I choose to break this pledge I am responsible for the consequences my action  
brings. I also realize that tobacco, alcohol, and non-prescribed drug-abuse  
prevention programs have my best interest at heart. All I need to do is ask and  
help will be made available to me. In addition, I understand the Norwalk Public  
Schools policy rules and know the consequences that will result from my actions. I  
agree to abide by the terms as outlined.

\_\_\_\_\_  
Athlete Signature

\_\_\_\_\_  
Date

**This form must be returned to the coach before the athlete can practice or play.**



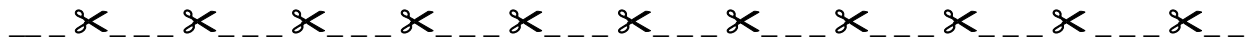
# PERMISSION TO PARTICIPATE IN INTERSCHOLASTIC SPORTS

School Year \_\_\_\_\_ - \_\_\_\_\_

Students who participate in interscholastic sports are required to have a physical examination by a physician no earlier than July 1<sup>st</sup> of the current school year. Also, this permission form must be completed by a parent or guardian and returned to school.

**Remember, no student may participate in practice or team play until these requirements are met.**

## IMPORTANT - SAVE UPPER PORTION



## RETURN THIS BOTTOM PORTION TO COACH

I/we give our permission for (Name of Athlete) \_\_\_\_\_  
to participate in organized high school athletics, realizing that such activity involves the potential for injury, which is inherent in all sports. I/we acknowledge that even with the best coaching, use of appropriate equipment, and strict observance of rules, injuries are still a possibility. On rare occasion, these injuries can be so severe as to result in total disability or even death. I/we acknowledge that I/we have read and understand this warning.

I/we have read the Athletic Handbook for Athletes and Parents and understand the rules and regulations governing Norwalk Public School high school athletics. I/we agree to abide by all terms and regulations as outlined therein.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Athlete Signature**

\_\_\_\_\_  
**Date**

**This form must be returned to the coach before the athlete can practice or play**







# MEDICAL EXAMINATION FORM

To Be Completed By a Medical Doctor or His Designee and Returned to the School.  
This form must be received and cleared by the school nurse for the student to be eligible to practice and play.

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

## GENERAL EXAM

	Normal	Abnormal Findings
APPEARANCE		
SKIN		
HEENT		
RESPIRATORY		
CARDIOVASCULAR		
	Arrhythmia	
	Murmur	
ABDOMEN		
SPINE		
NEUROLOGICAL		
GENITALIA (hernia)		
PHYSICAL MATURITY (TANNER STAGE) 1 2 3 4 5		

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_  
 BLOOD PRESSURE \_\_\_\_\_ PULSE \_\_\_\_\_  
 HCT/HGB \_\_\_\_\_  
 URINALYSIS \_\_\_\_\_ Protein \_\_\_\_\_ Blood \_\_\_\_\_ Glucose \_\_\_\_\_  
 VISUAL ACUITY \_\_\_\_\_ RIGHT \_\_\_\_\_ LEFT \_\_\_\_\_  
 CORRECTED TO \_\_\_\_\_ RIGHT \_\_\_\_\_ LEFT \_\_\_\_\_  
 HEARING \_\_\_\_\_

BODY FAT (Optional) = \_\_\_\_\_ %  
 CHOLESTEROL (Optional) = \_\_\_\_\_

LAST TETANUS BOOSTER Date: \_\_\_\_\_  
 LAST MEASLES (MMR) BOOSTER Date: \_\_\_\_\_  
 OTHER IMMUNIZATIONS Date: \_\_\_\_\_

SUMMARY:

\_\_\_\_\_

## ORTHOPEDIC EXAM MUSCULOSKELETAL EVALUATION TO INCLUDE RANGE OF MOTION, STRENGTH, FLEXIBILITY

	Normal	Abnormal Findings
NECK		
SPINE		
SHOULDERS		
ARMS/HANDS		
HIPS		
THIGHS		
KNEES		
ANKLES		
FEET		

## RECOMMENDATIONS

WEIGHT LOSS/GAIN \_\_\_\_\_ MEDICATIONS \_\_\_\_\_  
 STRENGTHENING \_\_\_\_\_ SPECIAL EQUIPMENT \_\_\_\_\_  
 STRETCHING \_\_\_\_\_ BRACING/TAPING \_\_\_\_\_  
 CONDITIONING (Endurance) \_\_\_\_\_

I certify that on this date I have examined this student and that, on the basis of the examination requested by the school authorities and the student's medical history as furnished to me, I have found no reason which would make it medically inadvisable for this student to compete in supervised athletic activities except those listed below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 M.D.  
 SIGNATURE OF MEDICAL DOCTOR      DATE      TELEPHONE      MEDICAL DOCTOR  
 (PRINT/STAMP)

This form was developed and approved by:      Connecticut Chapter, Committee on Sports Medicine – American Academy of Pediatrics  
 Connecticut Chapter, Committee on School Health – American Academy of Pediatrics  
 The Connecticut State Medical Society Committee on the Medical Aspects of Sports

\_\_\_\_\_ Parent/Guardian      \_\_\_\_\_ Student

**This form must be returned to the coach before the athlete can practice or play.**







## INSURANCE COVERAGE

The school has purchased insurance coverage to protect all interscholastic athletes, band members, majorettes, twirlers and flag carriers, cheerleaders, and all students in the district while in scheduled physical education classes, intramural sports, and non-sport related extracurricular activities.

The insurance plan is **Excess** coverage, i.e., you must submit all bills to your own insurance first, and the school policy will pick up the unpaid balances, up to the limits of the policy.

Although this coverage is very broad, there are restrictions, limitations, and exclusions in this policy. In some situations, medical bills may not be covered in full. Parents should understand that medical expenses are their own responsibility, not the schools. Some of the important benefits and limitations of the plan are:

1. Maximum Medical Benefit is \$25,000, along with a \$5,000,000 catastrophic plan with a \$25,000 deductible through AIG.
2. Treatment must commence within 90 days of the date of injury, or there is no coverage.
3. Physical Therapy Treatment (including chiropractic) has a limit of \$500. (A letter of Medical Necessity is required.)
4. Benefits are payable for up to 2 years from the date of injury on the base plan.

All injuries should be immediately reported to a coach, nurse, or faculty advisor. Claim forms will be provided by the school, but it is the parents' responsibility to:

1. Submit the claim form with Part 1-B filled out completely (any omissions will delay the processing of the claim).
2. Submit all itemized bills (monthly statements will not do).
3. Submit the statement (EOB-Explanation of Benefits) received from your own insurance company showing amounts paid and balances due, or, a letter of denial stating the claim is not covered (one of these is required for any payments to be made).

If you have no other medical insurance, you will receive a letter from the company requesting employer information. Fill this out and return it to the company immediately and the claim will be processed. Failure to return this letter will result in a delay or denial of the claim.

It is your responsibility, and to your benefit, to submit the necessary papers as soon as possible, as the claim cannot be paid until all papers are submitted. Only one claim form per accident is required.

All claim forms, bills, and the letters from other insurance companies are to be forwarded to, and questions regarding the coverage answered by:

**BOB McCLOSKEY INSURANCE,  
P.O. BOX 511, 76 MAIN STREET,  
MATAWAN, NJ 07747  
(800) 445-3126**

## **INSURANCE PROCEDURE**

1. Coach of sport will report injury to the School Athletic Trainer.
2. The School Athletic Trainer and Coach will fill out appropriate sections of claim form.
3. The School Athletic Trainer will provide the student with a form with an explanation sheet. Parents/guardians may also request a form from the Athletic Director.

**NOTE:** The School Athletic Trainer will keep a log to record dates when each step of the process occurs.

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## **INSURANCE NOTIFICATION**

The interscholastic insurance carried by Norwalk Public Schools is paid for by the Norwalk Public Schools and is a non-duplicating policy. This simply means that it only pays those charges that are not paid for by your own insurance carrier. If you have neither an individual nor group contract, then it will pay for all injuries up to the limits of the policy. Coverage is subject to limitations in the Student Accident Insurance Policy. A copy of the policy is available for your review at the Central Office and at each high school's main office. The following steps must be taken in event of an injury:

1. Report the injury to the Coach and Athletic Director.
2. A claim form and instruction sheet must be obtained from the school's Athletic Trainer.
3. You must send the accident claim form, itemized bills, and statements to:

**Bob McCloskey Insurance**  
**P.O. Box 511, Matawan, NJ 07747**  
**TEL: (800) 445-3126**

# INSURANCE CLAIM FORM

## How to File a Claim

- 1) Complete this form within 90 days
- 2) Attached itemized bills
- 3) Mail to: Bob McCloskey Insurance, P. O. Box 511, Matawan, NJ 07747, (800) 445-3126

Any person who knowingly and/or with intent to injure, defraud, or deceive an insurance company or other persons by filing a statement of claim containing false, incomplete, or misleading information, may be guilty of insurance fraud and subject to criminal and substantial civil penalties.

### PART 1A: POLICYHOLDER

This part must be completed and signed by an official of the policyholder or the claim cannot be processed.

School/Organization \_\_\_\_\_ Policy # \_\_\_\_\_

Address \_\_\_\_\_

Injured Person's Name \_\_\_\_\_ Male \_\_\_ Female \_\_\_ Date of Birth \_\_\_\_\_

Injury Date \_\_\_\_\_ Time \_\_\_\_\_ Type of Sport or Activity \_\_\_\_\_

Where and how did accident occur? (Be specific – identify part of body and nature of injury.) \_\_\_\_\_

At the time of injury, was the injured involved in an activity sponsored and supervised by the policyholder? YES \_\_\_ NO \_\_\_

Name of Supervisor \_\_\_\_\_ Was he/she a witness to the accident? YES \_\_\_ NO \_\_\_

Signature of Supervisor/Official \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

### PART 1B: INSURED INFORMATION

*THIS PORTION MUST BE FILLED OUT COMPLETELY BEFORE CLAIMS CAN BE PROCESSED*

Injured Person's Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Home Phone \_\_\_\_\_ College Phone \_\_\_\_\_

Is the injured person employed? Y/N \_\_\_\_\_ If yes, please fill out Section A/B below.

Is the injured person married? Y/N \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Is the spouse employed? Y/N \_\_\_\_\_ If yes, please fill out Section B below.

### PARENT/GUARDIAN INFORMATION

Father/Guardian Name \_\_\_\_\_

Mother/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Is father employed? Y/N If yes, fill out Section A.

Is mother employed? Y/N If yes, fill out Section B.

#### SECTION A (Insured/Father)

#### SECTION B (Spouse/Mother)

Employer \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Insurance Company \_\_\_\_\_

Insurance Company \_\_\_\_\_

Policy # \_\_\_\_\_

Policy # \_\_\_\_\_

### MEDICAL INFORMATION AUTHORIZATION ASSIGNMENT OF BENEFITS

You are hereby authorized to furnish at the request of and to Bob McCloskey Insurance and their representatives information which you may possess, including findings and treatments rendered, x-rays and copies of all hospital or medical records, all occasioned by professional services and hospital care rendered on my behalf.

The foregoing authorization is granted with the understanding that any legal rights I may ordinarily have to claim communications between us as privileged are hereby expressly and voluntarily waived. A photocopy of this authorization will be considered as effective and valid as the original.

**PAYMENT WILL BE MADE TO THE PROVIDERS OF SERVICE (HOSPITAL, PHYSICIAN, AND OTHERS), UNLESS A PAID RECEIPT OR STATEMENT ACCOMPANIES THE BILL AT THE TIME THE CLAIM IS SUBMITTED.**

Claimant or Authorized Person's Signature \_\_\_\_\_ Date \_\_\_\_\_



## NUTRITION

Interscholastic athletes need to practice proper eating habits, as do all students. Eating a balanced diet will set the foundation for proper nutrition. Every day, the athlete should eat foods from all four food groups – milk, protein (fish, poultry, and lean meat), fruit and vegetables, and grain. A wide variety of foods should be included to increase the chance of getting all the nutrients needed. The interscholastic athlete should also practice moderation in eating in order to get the appropriate nutrients without getting too many calories, too much fat, or too much sodium.

As the date of competition approaches, interscholastic athletes should plan their meals accordingly. Eating smart prior to the start of a contest can avoid discomfort and fatigue during the contest, and promote recovery afterward.

Athletes should concentrate on consuming sources of complex carbohydrates during meals prior to competition. Avoid “heavy” foods and fatty, fried, or spicy foods. Breads, cereals, and pasta are good sources of complex carbohydrates. Plenty of fluids, especially water, should be consumed the night before, and the morning of the contest.

If the contest is scheduled for the early afternoon, the athlete should eat a light breakfast. Evening contests require a normal breakfast and a light lunch. Athletes should not skip meals, especially breakfast. Planning meals to adjust what is eaten and how much is eaten is more effective. During practices and contests, athletes need to drink plenty of water to replace fluids lost through perspiration.

# HAZING

## **Hazing of any kind is not permitted.**

Norwalk Public Schools Administration will not tolerate hazing of any kind by a NPS athlete or coach. Coaches are responsible and obligated to inform their teams on this policy. A student/athlete who is involved in any hazing incident will be subject to immediate team dismissal and/or face the regular school discipline code's consequences.

## **I. Definition of Hazing**

“Hazing” means any action which recklessly or intentionally endangers the health or safety of a person for the purpose in initiation, admission into or affiliation with, or as a condition for continued membership in a student organization. The term shall include, but not be limited to:

1. Requiring indecent exposure of the body.
2. Requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact.
3. Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas.
4. Any assault upon the person.
5. Requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual. The term shall not include an action sponsored by an institution of higher education which requires any athletic practice, conditioning, competition, or curricular activity.

Reference: Sec. 53-23a, Hazing, General Statutes of Connecticut

## **II. Reporting Procedures**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the assistant superintendent or to the superintendent.
- C. Teachers, coaches, athletic directors, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or activity participation (such as clubs, athletics, band, etc.).

## **Hazing (continued)**

### **III. Investigation Procedure**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements and applicable statutory authority, including school district policies and regulations.

### **IV. Reprisal**

The school district will discipline or take appropriate action against any student, teacher, coach, athletic director, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or any person who testifies to, assists in, or participates in a hazing investigation







# **BULLYING POLICY**

It is the policy of Norwalk Public Schools that bullying behavior, of any form, will not be tolerated.

## **Rationale**

NPS believes that all students have the right to attend a school that promotes a secure and safe school climate; is conducive to teaching and learning; and is free from threat, harassment, and any type of bullying behavior. Therefore, a policy that addresses this type of behavior, applicable to all constituencies, is necessary.

The Norwalk Public School policy on bullying behavior seeks to accomplish the following goals:

- To promote a secure, safe environment free from threat, harassment, and all types of bullying behavior.
- To take preventative action to prevent bullying from occurring.
- To require any staff member who witnesses acts of bullying or receives student reports of bullying to notify school administrators.
- To inform parents and students of the school's expectations through the student code of conduct.
- To foster productive partnerships that promote a bully-free environment.
- To enable students to report bullying incidents in a non-threatening or anonymous manner.
- To enable parents or guardians to file written reports of suspected bullying.
- To develop a recording and reporting system that documents verified incidents of bullying behaviors.
- To establish procedures for school administrators to investigate and respond to written complaints or anonymous reports of bullying.
- To notify parents or guardians of the student(s) who commit acts of bullying and the parents or guardians of the student(s) against whom acts of bullying were committed of verified reports of bullying including a description of the response by the school staff and consequences that may result from the commission of further acts of bullying.
- To make the staff aware of their role in fostering the knowledge and attitudes that will be required to achieve the above goals.

## **Definition of Bullying**

Bullying is defined as any overt act or acts by a student or a group of students directed against another student, which are repeated against the same student over time, with the intent to ridicule, humiliate, or intimidate the other student while on school grounds (including transportation) or at a school-sponsored activity.

Bullying takes many forms and may include many different behaviors, such as, but not limited to:

1. Physical violence and attacks.
2. Verbal taunts, name-calling and put-downs, including ethnically- or racially-based verbal abuse and gender-based put-downs.
3. Threats and intimidation.
4. Extortion or stealing of money and possessions.
5. Exclusion from the peer group.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate, that is protected by state or federal law. The procedures to address bullying are outlined in the Norwalk Public Schools Student/Parent Handbook.

Reference: P.A. Act 02-119, An Act Concerning Bullying Behavior in Schools and Concerning the Pledge of Allegiance, Connecticut General Statutes., Norwalk Board of Education Policy #5131.91

## EQUAL OPPORTUNITY TITLE IX

Title IX is the portion of the Education Amendment of 1972 that prohibits sex discrimination against students and employees in educational institutions that receive federal funds. It is one of the several federal and state statutes that define and ensure equality in education. In brief Title IX states.... ***“No Person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”*** The language of Title IX generally makes it illegal to treat males and females differently or separately in many areas relating to elementary and secondary schools, one of those being athletics. Sexual harassment is covered under Title IX.

STATE OF CONNECTICUT



**Substitute House Bill No. 5722**

**Public Act No. 02-106**

**AN ACT CONCERNING SEXUAL ASSAULT BY A COACH OR INSTRUCTOR, MANDATED REPORTING OF CHILD ABUSE OR NEGLECT AND ISSUANCE AND REVOCATION OF EDUCATOR CERTIFICATES.**

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 53a-71 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2002*):

(a) A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than two years older than such person; or (2) such other person is mentally defective to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age.

(b) Sexual assault in the second degree is a class C felony for which nine months of the sentence imposed may not be suspended or reduced by the court.

Sec. 2. Section 53a-73a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2002*):

(a) A person is guilty of sexual assault in the fourth degree when: (1) Such person intentionally subjects another person to sexual contact who is (A) under fifteen years of age, or (B) mentally defective or mentally incapacitated to the extent that [he] such other person is unable to consent to such sexual contact, or (C) physically helpless, or (D) less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare, or (E) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal or dead body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (5) such person subjects another person to sexual contact and accomplishes the sexual contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age.

(b) Sexual assault in the fourth degree is a class A misdemeanor.

Sec. 3. Subsection (b) of section 17a-101 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2002*):

(b) The following persons shall be mandated reporters: Any physician or surgeon licensed under the provisions of chapter 370, any resident physician or intern in any hospital in this state, whether or not so licensed, any registered nurse, licensed practical nurse, medical examiner, dentist, dental hygienist, psychologist, coach of intramural or interscholastic athletics, school teacher, school principal, school guidance counselor, school paraprofessional, social worker, police officer, clergyman, pharmacist, physical therapist, optometrist, chiropractor, podiatrist, mental health professional or physician assistant, any person who is a licensed substance abuse counselor, any person who is a licensed marital and family therapist, any person who is a sexual assault counselor or a battered women's counselor as defined in section 52-146k, any person paid to care for a child in any public or private facility, day care center or family day care home licensed by the state, the Child Advocate and any employee of the Office of Child Advocate.

Sec. 4. Section 17a-101a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2002*):

Any mandated reporter, as defined in section 17a-101, as amended by this act, who in [his] such person's professional capacity has reasonable cause to suspect or believe that any child under the age of eighteen years has been abused, as defined in section 46b-120, or has had nonaccidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon [him] such child by a person responsible for such child's health, welfare or care or by a person given access to such child by such responsible person, or is placed at imminent risk of serious harm by an act or failure to act on the part of such responsible person, or has been neglected, as defined in section 46b-120, shall report or cause a report to be made in accordance with the provisions of sections 17a-101b to 17a-101d, inclusive. Any person required to report under the provisions of this section who fails to make such report shall be fined not less than five hundred dollars nor more than [five hundred] two thousand five hundred dollars.

Sec. 5. Subsection (g) of section 10-145b of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2002*):

(g) On and after July 1, 1989, the State Board of Education, upon receipt of a proper application, shall issue a provisional educator certificate to any person who (1) has successfully completed a beginning educator program and one school year of successful teaching as attested to by the superintendent, or the superintendent's designee, in whose local or regional school district such person was employed, (2) has completed at least three years of successful teaching in a public or nonpublic school approved by the State Board of Education or appropriate governing body in another state within ten years prior to application for such provisional educator certificate, as attested to by the superintendent, or the superintendent's designee, in whose school district such person was employed, or by the supervising agent of the nonpublic school in which such person was employed, and has met preparation and eligibility requirements for an initial educator certificate, (3) has taught successfully in public schools in this state for the 1988-1989 school year under a temporary emergency permit and has met the preparation and eligibility requirements for an initial educator certificate, or (4) has successfully taught with a provisional teaching certificate for the year immediately preceding an application for a provisional educator certificate as an employee of a local or regional board of education or facility approved for special education by the State Board of Education.

Sec. 6. Subsection (k) of section 10-145b of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2002*):

(k) Unless otherwise provided in regulations adopted under section 10-145d, in not less than three years nor more than eight years after the issuance of a provisional educator certificate pursuant to subsection (g) of this section, as amended by this act, and upon the statement of the superintendent in whose school district such certificate holder was employed, or the [superintendent] supervisory agent of a nonpublic school approved by the State Board of Education, in whose school such certificate holder was employed, that the provisional educator certificate holder and such superintendent or supervisory agent have mutually determined or approved an individual program pursuant to subdivision (2) of subsection (j) of this section and upon the statement of such superintendent or supervisory agent that such certificate holder has a record of competency in the discharge of [his] such certificate holder's duties during such provisional period,

the state board upon receipt of a proper application shall issue such certificate holder a professional educator certificate. A signed recommendation from the superintendent of schools, or the superintendent's designee, for the local or regional board of education or from the [superintendent] supervisory agent of a nonpublic school approved by the State Board of Education shall be evidence of competency. Such recommendation shall state that the person who holds or has held a provisional educator certificate has successfully completed at least three school years of satisfactory teaching for one or more local or regional boards of education or such nonpublic schools. Each applicant for a certificate pursuant to this subsection shall provide to the Department of Education, in such manner and form as prescribed by the commissioner, evidence that the applicant has successfully completed coursework pursuant to subsection (h) or (j) of this section, as appropriate.

Sec. 7. (NEW) (*Effective July 1, 2002*) If a person holding a certificate, authorization or permit issued by the State Board of Education under the provisions of sections 10-144o to 10-149, inclusive, of the general statutes, as amended by this act, is convicted of a felony or fined pursuant to section 17a-101a of the general statutes, as amended by this act, the state's attorney or assistant state's attorney for the judicial district in which the conviction or fine occurred shall notify, in writing, the Commissioner of Education of such conviction or fine.

Sec. 8. Subsection (m) of section 10-145b of the general statutes, as amended by section 53 of public act 01-173, is repealed and the following is substituted in lieu thereof (*Effective October 1, 2002*):

(m) (1) The State Board of Education may revoke any certificate, authorization or permit issued pursuant to sections 10-144o to 10-149, inclusive, as amended by this act, for any of the following reasons: (A) The holder of the certificate, authorization or permit obtained such certificate, authorization or permit through fraud or misrepresentation of a material fact; (B) the holder has persistently neglected to perform the duties for which the certificate, authorization or permit was granted; (C) the holder is professionally unfit to perform the duties for which the certificate, authorization or permit was granted; (D) the holder is convicted in a court of law of a crime involving moral turpitude or of any other crime of such nature that in the opinion of the board continued holding of a certificate, authorization or permit by the person would impair the standing of certificates, authorizations or permits issued by the board; or (E) other due and sufficient cause. The State Board of Education shall revoke any certificate, authorization or permit issued pursuant to said sections if the holder is found to have intentionally disclosed specific questions or answers to students or otherwise improperly breached the security of any administration of a state-wide examination pursuant to section 10-14n. In any revocation proceeding pursuant to this section, the State Board of Education shall have the burden of establishing the reason for such revocation by a preponderance of the evidence. Revocation shall be in accordance with procedures established by the State Board of Education pursuant to chapter 54.

(2) When the Commissioner of Education is notified, pursuant to section 17a-101i, as amended, or section 7 of this act that a person holding a certificate, authorization or permit issued by the State Board of Education under the provisions of sections 10-144o to 10-149, inclusive, as amended by this act, has been convicted of (A) a capital felony, pursuant to section 53a-54b, as amended, (B) arson murder, pursuant to section 53a-54d, (C) a class A felony, (D) a class B felony, except a violation of section 53a-122, 53a-252 or 53a-291, (E) a crime involving an act of child abuse or neglect as described in section 46b-120, or (F) a violation of section 53-21, 53-37a, 53a-60b, as amended, 53a-60c, 53a-71, 53a-72a, 53a-72b, 53a-73a, 53a-88, 53a-99, 53a-103a, 53a-181c, 53a-191, 53a-196, 53a-196c, 53a-216, 53a-217b, as amended, or 21a-278, as amended, or subsection (a) of section 21a-277, any certificate, permit or authorization issued by the State Board of Education and held by such person shall be deemed revoked and the commissioner shall notify such person of such revocation, provided such person may request reconsideration pursuant to regulations adopted by the State Board of Education, in accordance with the provisions of chapter 54.

(3) The State Board of Education may deny an application for a certificate, authorization or permit for any of the following reasons: (A) The applicant seeks to obtain a certificate, authorization or permit through fraud or misrepresentation of a material fact; (B) the applicant has been convicted in a court of law of a crime involving moral turpitude or of any other crime of such nature that in the opinion of the board issuance of a certificate, authorization or permit would impair the standing of certificates, authorizations or permits issued by the board; or (C) other due and sufficient cause. Any applicant denied a certificate, authorization or permit shall be notified in writing of the reasons for denial. Any applicant denied a certificate, authorization or permit may request a review of such denial by the State Board of Education.

Approved June 3, 2002



## **DISCRIMINATION AND SEXUAL HARASSMENT COMPLAINTS**

The public schools shall be open to all children five years of age or over who reach age five on or before the first day of January of any school year, and each such child shall have and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the activities, programs, and courses of study offered in such public schools, at such time as the child becomes eligible to participate in such activities, programs, and courses of study, without discrimination on account of race, color, sex, religion, national origin, or sexual orientation; provided boards of education may, by vote at a meeting duly called, admit to any school children under five years of age.

The Norwalk Board of Education (the Board) is an equal opportunity employer. Furthermore, it is the policy of the Board to educate all children within the Norwalk Public Schools in an atmosphere that is free of discrimination/sexual harassment. As part of the Board's commitment to these policies, the Board has established the Human Relations Office for the Norwalk Public Schools, located at the Board's offices at 125 East Avenue, Norwalk, Connecticut. The Human Relations Office is supervised by the Director of Human Relations, at 854-4013.

### **To Process A Discrimination/Sexual Harassment Complaint**

1. If you think you have been treated unfairly or otherwise discriminated against sexually, harassed due to your race, color, religious creed, age, gender, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, sexual orientation or physical disability, and/or Section 504 (U.S. Rehabilitation Act, 1973), you should contact the Human Relations Office (HRO) with your complaint. In order to ensure its expeditious processing, your complaint must be filed within thirty (30) business days of the event or condition upon which the complaint is based.
2. The HRO will conduct a thorough investigation of timely filed complaints. This investigation will generally commence with a confidential interview of the complainant by the Director of Human Relations. If the Director of Human Relations, after meeting with the complainant, believes that further investigation of the complaint is warranted, the HRO will interview the person or persons against whom the complaint has been made. Additionally, the HRO will meet with any person whom the HRO believes has information regarding the event or condition upon which the complaint is based.
3. The HRO will complete its investigation within fifteen (15) business days of the initial interview with the complainant, although the HRO will have the option of extending the investigation period an additional ten (10) business days should the circumstances of the investigation necessitate such extension.
4. Within ten (10) business days of the conclusion of the HRO's investigation, the HRO will issue a written record of its findings and determination and will meet with the complainant to discuss such findings and determination.
5. If the HRO determines that there is insufficient evidence to support the complaint, it will close the case. The HRO may also close the case if the complainant cannot be located or otherwise fails or refuses to meet with the HRO following the filing of the complaint, if the complainant withdraws the complaint, if the nature of the complaint is outside the scope of the HRO's authority, or if the complainant and the person or persons against whom the complaint was made agree to a settlement.
6. If the HRO finds and determines that there is probable cause to believe that discrimination/sexual harassment has occurred, the Director of Human Relations is required to try and reach an agreement between the parties that eliminates the discrimination/sexual harassment.

## **Discrimination and Sexual Harassment Complaints (continued)**

7. If the complaint cannot be resolved by agreement, the HRO's findings and determination will be referred to the Superintendent of Schools for resolution. If the Superintendent of Schools is, in turn, unable to effect a settlement of the complaint between the parties, the complaint will be referred to the Board of Education for the appropriate action. **NO REPRISALS MAY BE MADE AGAINST A PERSON WHO BRINGS A COMPLAINT. THIS COMPLAINT PROCEDURE IS NOT INTENDED TO BE THE EXCLUSIVE REMEDY FOR ANY PARTY WHO MAY HAVE RIGHTS UNDER THE TERMS OF A CONTRACT OR UNDER FEDERAL LAW.**

## **CIAC POSITION ON THE USE OF CHEMICAL SUBSTANCES**

The CIAC recognizes the use of chemical substances as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The misuse and abuse of chemical substances affects extra-curricular participation and the development of related skills. Misuse and abuse of chemical substances by family members, team members, and other significant persons also has a negative effect on adolescents.

The CIAC is committed to the ideal of fair play and equitable competition at all CIAC contests. This ideal stands as the foundational concept which guides significant and long-standing regulations such as the age rule, recruitment, transfers, and others. These regulations exist to ensure that, as much as is possible, high school athletics are conducted in such a fashion that no individual athlete or team has an unfair advantage over its competitors. CIAC recognizes that the use and abuse by athletes of performance enhancing substances must be added to those behaviors which create an uneven playing field for student athletes and all athletic programs. The use of performance enhancing substances by an athlete can and does alter the outcome of athletic events and, in so doing, has a profound impact on other schools within the league and across the state.

This policy has been developed to protect the health and safety of its member school student athletes, and to assure that no participant might be pressured to use performance enhancing drugs for the purpose of remaining competitive, or to gain a competitive advantage. The CIAC Chemical Health Policy will establish an expectation that all member schools have a chemical health policy that requires all student-athletes playing in CIAC-controlled sports to be chemical free.

CIAC activities provide coaches and other athletic department personnel a unique opportunity to observe, mentor, confront, and assist young people. The CIAC, therefore, strongly supports education and awareness training for adolescents in the use of chemical substances.

Reference: CIAC Chemical Health Policy and Regulations (Effective February 5, 2007), 4.15.E  
Chemical Health Policy and Regulation

## **CIAC POSITION ON THE USE OF FOOD SUPPLEMENTS INCLUDING CREATINE**

The CIAC fully endorses the policies of the National Federation of State High School Associations regarding the use of food supplements by athletes.

School personnel and coaches will not dispense any drug, medication, or food supplement except as in accordance with Connecticut state law, district policy, and as prescribed by a student's physician, dentist, physician assistant, or advanced practice RN. The order is to be on record in the school health office listing dose, time, and length of order, side effects, and emergency contact. There will also be a signed parental consent on file.

The use of any drug, medication, or food supplement in a way not described by the manufacturer is not authorized or encouraged by school personnel and coaches. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.

In order to minimize health and safety risks to student-athletes, maintain ethical standards, and reduce liability risks, school personnel and coaches may NEVER supply or recommend or knowingly permit students to use any drug, medication, or food supplement for the specific purpose of enhancing their athletic performance.

Reference: CIAC Chemical Health Policy and Regulations (Effective February 5, 2007), 4.15.G, CIAC Position on Food Supplements Including Creatine

## **CIAC POSITION ON STEROIDS**

The National Federation of State High School Associations (NFHS), the national service organization to all 50 state high school athletic and activity associations as well as the District of Columbia, prohibits the abuse of anabolic steroids and other performance enhancing substances by high school student-athletes. Such use violates legal, ethical, and competitive equity standards, and imposes long-term health risks. Further, the NFHS supports prohibitions by educational institutions, amateur and professional organizations, and governmental regulators on the use of anabolic steroids and other controlled substances, except as specifically prescribed by physicians for therapeutic purposes. The CIAC fully endorses this National Federation position on steroids.

Reference: CIAC Chemical Health Policy and Regulations (Effective February 5, 2007), 4.15.G



# **NORWALK PUBLIC SCHOOL POLICY REGARDING ANABOLIC STEROIDS**

The use, possession, or sale of anabolic steroids by students of the Norwalk Public Schools is strictly prohibited by the Norwalk Board of Education.

Reference: Norwalk Public Schools Board of Education Policy #5131.62

## **CIAC POSITION ON THE USE OF PERFORMANCE ENHANCING DRUGS**

In compliance with the CIAC Chemical Health Policy and Regulation, all Norwalk Public School students are expected to be free of performance enhancing substances. Any violations will be reported to the CIAC. Norwalk Public Schools will adhere to the CIAC Chemical Health Policy and Regulations (effective February 5, 2007) as outlined below. This policy includes anabolic steroids and other controlled substances, except as specifically prescribed by physicians for therapeutic purposes.

In order to ensure that parents and students are aware of the CIAC rules and policies regarding violation of these rules, we are asking the parents/guardians and the players to sign an agreement/pledge (page 47).

### **Performance Enhancing Drugs Minimum Penalty**

As per CIAC recommendations, Norwalk Public Schools will monitor student athletes to assure that they are free of performance enhancing substances (including but not limited to anabolic steroids, hormones and analogues, and diuretics) and to report any violations in a timely manner.

A student-athlete who has been determined to have used, **in or out-of-season**, androgenic/anabolic steroids or other performance enhancing substances shall be declared ineligible for all CIAC-controlled activities for one hundred eighty (180) school days on each occurrence. The one hundred eighty (180) school day period of ineligibility commences on the day the CIAC Board of Control makes such determination.

Any student athlete who refuses to submit to testing as part of a member school's Board of Education-approved random drug testing policy shall be ineligible to participate in any CIAC-controlled activities.

All CIAC contests/games/tournaments/championships in which the offending athlete participated while under the influence of performance enhancing substances shall be declared forfeitures and all records will be expunged.

## **Performance Enhancing Drugs (continued)**

A member school may apply to the CIAC Board of Control for reinstatement of the athlete's eligibility to participate in CIAC-controlled activities. Any such application must include:

- A. The results of a CIAC-approved medically validated drug test which confirms that the student-athlete is chemical free. The test must have been completed within 30 days prior to the application. The CIAC shall not be responsible for any expenses related to this testing.
- B. A statement of the compelling circumstances on which the member school bases its application for reinstatement of the athlete's eligibility.

Performance enhancing substances and practices subject to this policy include, but are not limited to, the following:

- a. Anabolic agents, diuretics, peptide hormones, and analogues.
- b. Blood doping (the intravenous injection of whole blood, packed red blood cells, or blood substitutes).
- c. Substances and practices identified as banned by the NCAA and the USOC.

The CIAC allows member schools to make exceptions for those student-athletes with a documented medical history demonstrating the need for regular use of substances that are banned in this policy. These identified substances shall be medically prescribed by the student-athlete's doctor for therapeutic purposes. The documentation should contain information as to the diagnosis, medical history, and dosage prescribed.

Reference: CIAC Chemical Health Policy and Regulation (Effective: February 5, 2007), 4.15.I.

## **PARENT/GUARDIAN AGREEMENT REGARDING THE USE OF PERFORMANCE ENHANCING DRUGS**

We the parent(s)/guardian(s) of \_\_\_\_\_  
have read the Norwalk Public Schools Policy on anabolic steroids and the CIAC rules regarding  
performance enhancing drugs (pages 43 - 46). We understand the policy and rules and agree to  
abide by the terms as outlined.

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

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

\_\_\_\_\_  
Date

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## **ATHLETE PLEDGE REGARDING THE USE OF PERFORMANCE ENHANCING DRUGS**

I \_\_\_\_\_ pledge to my coach to abstain from  
any anabolic steroids and other controlled substances (hormones and analogues, diuretics, and  
other performance enhancing substances), except as specifically prescribed by physicians for  
therapeutic purposes.

I realize that if I choose to break this pledge I am responsible for the consequences my action  
brings.

I also realize there are health consequences involved in the use of anabolic steroids that can be  
serious and sometimes fatal. Users may suffer chronic illnesses such as heart disease, liver  
ailments, urinary tract problems, sexual dysfunction, baldness, acne, and alterations in  
appearance. Life expectancy may be significantly shortened. Furthermore, use of anabolic  
steroids is illegal.

In addition, I have read and understand the Norwalk Public Schools policy and the CIAC rules  
(pages 43 - 46). I agree to abide by the terms as outlined.

\_\_\_\_\_  
Athlete Signature

\_\_\_\_\_  
Date

**This form must be returned to the coach before the athlete can practice or play.**







# NOTES

# NOTES



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