

## **Cambridge Public Schools Policy and Procedures for Prevention and Management of Head Injuries and Concussions in Athletic Activities**

The Cambridge Public Schools are committed to creating a safe environment for all students participating in athletic activities and are committed to working with students, staff and families to develop a comprehensive approach to the prevention and management of sports-related head injuries within the school district. The following policy and procedures were developed in consultation with school administrators, school nurses, school physician, athletic director, licensed athletic trainers, neuropsychologists, guidance counselors and teachers and the school district's health/wellness advisory committee.

### **I. Definitions.**

Consistent with the definitions set forth in 105 C.M.R. 201.005, the following words shall have the following meanings:

- A. Athlete means a student who prepares for or participates in an extracurricular athletic activity.
- B. Athletic Director means an individual employed by a school district or school and responsible for administering the athletic program or programs of a school. The term Athletic Director refers to the Director and Assistant Directors. For schools that do not employ an Athletic Director, the term Athletic Director refers to the individual designated to be responsible for administering the athletic program or programs of a school.
- C. Centers for Disease Control and Prevention refers to one of the major agencies of the United States Department of Health and Human Services with a mission to protect the health of people and communities through health promotion, prevention of disease, injury and disability.
- D. Licensed athletic trainer means any person who is licensed by the Board of Registration in Allied Health Professions in accordance with M.G.L. c. 112, § 23A and 259 C.M.R. 4.00 as a professional athletic trainer and whose practice includes schools and extracurricular athletic activities. Pursuant to M.G.L. c. 112, § 23A, the licensed athletic trainer practices under the direction of a physician duly registered in the Commonwealth.
- E. Coach means an employee or volunteer responsible for organizing and supervising student athletes to teach them the fundamental skills of extracurricular athletic activities. The term coach refers to both head coaches and assistant coaches.
- F. Commissioner means the Commissioner of the Department of Public Health or his designee.
- G. Concussion means a complex disturbance in brain function, due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury.

- H. Department means the Department of Public Health.
- I. Diagnosed means a physician's or nurse practitioner's opinion, derived from observation, examination, and evaluation of procedures or tests of a patient, that the patient has or had a concussion.
- J. Extracurricular athletic activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or band leader including but not limited to Alpine and Nordic skiing and snowboarding, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.
- K. Game official means a person who officiates at an extracurricular athletic activity, such as a referee or umpire including but not limited to persons enrolled as game officials in Massachusetts Interscholastic Athletic Association.
- L. Head injury means direct blow to the head or indirect trauma to the head including a concussion or traumatic brain injury. Scalp or facial laceration alone is not a head injury for purposes of 105 C.M.R. 201.000.
- M. Massachusetts Interscholastic Athletic Association (MIAA) is a private, non-profit association organized by its member schools, public and private, to govern, coordinate and promote athletic activities in 33 or more sports for high school students.
- N. MIAA member schools mean all schools, whether public or private, that participate in interscholastic athletics under the auspices and rules of the Massachusetts Interscholastic Athletic Association.
- O. Neuropsychologist means a professional who is licensed as a psychologist and certified as a health service provider by the Board of Registration of Psychologists pursuant to M.G.L. c. 112, §§118 through 129A with additional specialized training and expertise in the applied science of brain-behavior relationships and who has specific experience in evaluating neurocognitive, behavioral and psychological conditions and their relationship to central nervous system functioning. The neuropsychologist has specialized experience in administering and interpreting neuropsychological tests and has duties which may include, but are not limited to, pre-injury measurement of the cognitive abilities that may be disturbed by a concussion, testing within the first few days of a post-head injury, and periodic retesting to track resolution of the student's symptoms and improvement in cognitive functioning. The neuropsychologist may also advise school staff regarding the student's need for post injury academic accommodations.
- P. Nurse practitioner means a duly licensed and registered nurse authorized to practice in an expanded role as a nurse practitioner whose professional activities include performing physical

examinations, diagnosing health and developmental problems, managing therapeutic regimens, and ordering therapies and tests.

- Q. Parent means the parent or guardian or foster parent of a student.
- R. Physician means a duly licensed doctor of medicine or osteopathy.
- S. Physician Assistant means a duly licensed and registered physician assistant who meets the requirements and registrations as set forth in M.G.L.c. 112, §19.
- T. Play means a practice or competition.
- U. School means a single school that operates under the direct administration of a principal, head master, director or school leader appointed by a school district, or a charter school board or independent school board of trustees. School includes a public school operated by a municipal or regional school district, an education collaborative established under M.G.L. c. 40, §4E, or a school granted a charter by the Board of Elementary and Secondary Education under M.G.L. c. 71, § 89 and 603 C.M.R. 1.00: *Charter Schools* and operated by a board of trustees including Commonwealth and Horace Mann charter schools. School includes, but is not limited to, public and other schools that are members of MIAA. The term does not include associations of home-schooled students.
- V. School-based equivalent means a form or format that a school district or school develops in lieu of Department of Public Health forms, which at minimum include all of the information required by the most current Department form posted on the Department's website.
- W. School district means a municipal school department or regional school district, acting through its school committee or superintendent of schools; a county agricultural school, acting through its board of trustees or superintendent director; a charter school, acting through its board of trustees or school leader; an educational collaborative; or any other public school established by statute or charter, acting through its governing board.
- X. School nurse means a nurse practicing in a school setting who is licensed to practice as a Registered Nurse by the Board of Registration in Nursing pursuant to M.G.L. c. 112, and who is appointed or assigned to a public school by the board of health in accordance with M.G.L. c. 71, §53.
- Y. School physician means a licensed physician who is the medical director of the school health program and who is appointed by the board of health in accordance with M.G.L. c. 71, §53. School physician includes, but is not limited to, physicians assigned to examine children who apply for health certificates in order to obtain an employment permit pursuant to M.G.L. c. 71, §54 and team physicians.
- Z. School health advisory/wellness committee means a committee consisting of school and community members who advise a school district on its comprehensive, coordinated school health program.

- AA. Second impact syndrome means a potentially lethal condition that can occur when a person sustains a head injury prior to complete healing of a previous brain injury, causing dysregulation of cerebral blood flow with subsequent vascular engorgement.
- BB. Sports means extracurricular athletic activities.
- CC. Student means a person enrolled for part-time or full-time attendance in an educational program operated by a school or school district, including home schoolers.
- DD. Teacher means any person employed in a school or school district under a license listed in 603 C.M.R. 7.00: *Educator Licensure and Preparation Program Approval* or person employed to teach students in a non-public school.
- EE. Team physician means a physician assigned to an interscholastic football game played by any team representing a public secondary school in the Commonwealth pursuant to M.G.L. c. 71, § 54A.
- FF. Trainer means a person who provides students who participate in an extracurricular athletic activity with health and fitness instruction, including but not limited to the fundamental skills of performance, strength, or conditioning, but who is not a licensed athletic trainer.
- GG. Traumatic brain injury (TBI) means a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. TBI may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head. TBI includes, but is not limited to, a concussion.
- HH. Volunteer means an adult who volunteers as a game official, coach, assistant coach, team parent, physician, nurse, or in an authoritative role to assist students who are engaged in an extracurricular athletic activity.

Additionally, the following words shall have the following meaning:

ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) is the first, most-widely used, and most scientifically validated computerized concussion evaluation system.

Web Based Registration Platform – The Cambridge Public Schools uses a web-based registration platform that enables organizations to collect registration information and sign-offs online. This registration platform is used to enroll CRLS athletes for athletic teams.

## **II. School Policies and Procedures**

### **A. Designation of Person(s) Responsible for Implementation of These Policies and Procedures**

The Superintendent shall be responsible for designating the person responsible for implementation of these policies and procedures. Further stating, the Superintendent has designated that the Athletic Director is responsible for implementation of these policies and procedures. Additionally, support for implementation of these policies and procedures shall be provided by coaches, school nurses, licensed athletic trainers, principals and other school staff.

### **B. Annual Training in Prevention and Recognition of Sports-Related Head Injury and Associated Risk**

The school district shall take the necessary steps to ensure that all coaches, licensed athletic trainers, trainers, volunteers, school and team physicians, school nurses, athletic directors, directors responsible for school marching band and/or drum line, parents/guardians of students who participate in an extracurricular athletic activity and students who participate in an extracurricular athletic activity shall complete, on an annual basis, a head injury safety training program approved by the Massachusetts Department of Public Health (“Department”) as specified on the Department’s website regarding the prevention and recognition of sports-related head injury and associated health risks, including second impact syndrome.

All CPS coaches, licensed athletic trainers, trainers, volunteers, school nurses, athletic director, directors responsible for marching band and/or drum line, CRLS and Upper School staff, CPS after-school staff, school and team physicians, parents/guardians of students who are participating in extracurricular activities and students who are participating in extracurricular activities shall be required to complete a Department approved on-line training at the start of the 2011-2012 school year and continuing in each school year thereafter. Such training will need to be completed by all such individuals on an annual basis in accordance with the requirements of the Department’s regulations as then in effect.

This annual training must be completed at the start of each school year. Additionally, this annual training must be completed by a student and his/her parents/guardians before the student participates in an extracurricular athletic activity.

Guidance counselors, physical education teachers, classroom teachers and other school staff will be informed, on an annual basis, of the availability of the head injury safety training program approved by the Massachusetts Department of Public Health (“Department”) as specified on the Department’s website regarding the prevention and recognition of sports-related head injury and associated health risks, including second impact syndrome. Any such individuals who complete the on-line training will forward a copy of the completed on-line training certification to either the school principal/ head of the upper school or forward a copy to the Athletic Director.

Additionally, physicians, nurse practitioners, physician assistants, licensed athletic trainers, and neuropsychologists providing medical clearance for return to play shall verify that they have received Department-approved training in post traumatic head injury assessment and management or have received equivalent training as part of their licensure or continuing education. Additionally, on an annual basis, the Cambridge Public Schools athletic department will provide training materials and internet links for Department approved on-line courses to all students who plan to participate in extracurricular athletic activities and to their parents/guardians in advance of the student's participation. All students who plan to participate in extracurricular athletic activities and their parents/guardians must satisfy the pre-participation requirements established by the Department, including completing current Department-approved training regarding head injuries and concussions in extracurricular athletic activities and provide a signed acknowledgement that they have read and understand Department-approved written training materials.

Information on the requirements of this law regarding the prevention and maintenance of sports related head injuries was included in the *CRLS Student Handbook*, the *Guide to Policies for Students & Parents*, the *Guide to Policies for Staff*, the *CRLS Athletic Handbook* and the CRLS Parent Consent Form. The *CRLS Student Handbook* is posted on the school district's website and copies are available for students at CRLS. The *Guide to Policies for Students & Parents* is sent out to families and students prior to the start of the school year and is posted on the school district's website and the *Guide to Policies for Staff* is distributed to all staff via email at the start of the school year and is posted on the school district's website. The *CRLS Athletic Handbook* is available on the CPS website. The Parent Consent Form is distributed via a web based registration platform prior to the start of each season.

All parent/guardian consent forms are translated into the home languages recognized by the school district and will be available on the website. Parents/guardians who need consent forms translated into a home language other than one recognized by the school district may contact the principal/head of upper school of the school where their child attends to obtain such a translation.

Each school shall maintain a record of completion of the annual training for all persons specified above at each school and a copy of all training certifications will be forwarded to the Athletic Director.

## **C. Participation Requirements for Students and Parents/Guardians**

### **1. Pre-participation Requirements**

Prior to the start of each sports season the Athletic Director will hold a sports meeting so student athletes will be able to receive all necessary paperwork to be filled out before the start of the season. When medical forms are collected the licensed athletic trainers as well as the school nurse will review all forms. Prior to participation the following forms must be submitted:

- Parent/Guardian Consent
- Current Physical of Student Athlete
- Pre-Participation Head Injury/Concussion Reporting Form (this form is done before every sports season)
- Completion of the On-Line Concussion Course

- **ImPACT Concussion Testing**

Every student athlete must have, on an annual basis, a physical examination prior to his/her participation in an extracurricular athletic activity. Under current Massachusetts Interscholastic Athletic Association requirements, such physical examination must be conducted within thirteen months of the start of the season. Students participating in multiple sports seasons will be informed that documentation of one physical exam each year is sufficient in accordance with the requirements of 105 C.M.R. 201.006(A)(3).

Before the start of every sports season, the student and his/her parents/guardians, must complete and submit via a web based registration platform a current Department-approved Pre-Participation Form which provides a comprehensive history with up-to-date information relative to concussion history; and any head, face or cervical spine injury history; and any history of co-existent concussive injuries. All Pre-Participation Forms will be reviewed by the licensed Athletic Trainers prior to the start of any practices for the season so as to identify students who are at greater risk of repeated head injuries and/or concussions. Additionally, all Pre-Participation Forms indicating a history of head injury will be reviewed by the school nurse and, if appropriate, also by the school physician.

Additionally, CRLS student athletes who participate in sports will be tested every two years on the ImPACT Concussion Test by the licensed athletic trainers before their first game. The ImPACT Concussion Test is intended to provide an indication of memory, concentration, and reaction time. This ImPACT Concussion Test is in addition to the annual physical examination that is required of all students prior to participation in extracurricular athletic activities.

The athletic department will provide training materials and internet links for Department approved on-line courses to all students who plan to participate in extracurricular athletic activities and their parents/guardians in advance of the student's participation. All students who plan to participate in extracurricular athletic activities and their parents/guardians must satisfy the pre-participation requirements established by the Department, including completing current Department approved training regarding head injuries and concussions in extracurricular athletic activities.

The Athletic Department will follow up with students and their parents/ guardians who do not submit required forms by the specified date. If the students and their parents/ guardians still do not return the required forms then the student cannot participate in the sport for that season until the form is returned.

## **2. Ongoing Requirements**

If a student athlete sustains a head injury or concussion during the season, but not while participating in an extracurricular athletic activity, the parent/guardian shall complete the Report of Head Injury Form, or a school-based equivalent, and submit it to the coach, school nurse, licensed athletic trainer or person specified in school policies and procedures.

Parents/Guardians will be educated through various Cambridge Public Schools publications regarding reporting head injuries or suspected concussions that take place during non-school hours or at non-school sponsored events. Parents/Guardians will be informed that they must submit the Report of Head Injury Form to the school nurse or the licensed athletic trainers for review. In season, coaches and parents/guardians will be informed that they must submit the Report of Head Injury Form to the school nurse or licensed athletic trainers as soon as an incident happens for the licensed athletic trainers and school nurses to review the paperwork. Parents/Guardians will be informed that it is their responsibility to inform CRLS of any head injury or suspected concussion that occurs during non-school hours or at non-school sponsored events by filing the Report of Head Injury Form.

#### **D. Documentation and Review of Head Injury and Concussion History and Forms**

Cambridge Rindge and Latin School Athletic Director, with the support of the licensed athletic trainers, medical staff and coaches, will require that any student athlete that is participating in athletics at CRLS will have the required paperwork in before the start of the season so it can be reviewed by the medical staff and coaches so a student can be identified as being at risk of a repeated head injury.

If the licensed athletic trainers and medical staff review a student athlete's medical history of head injuries and concussion and determine the student athlete will not be allowed to participate because of previous injuries, the student athlete and his/her parents/guardians and the team coach will be notified. If the licensed athletic trainers and medical staff review a student athlete's medical history of head injuries and concussion and determine the student athlete only will be allowed to participate under specific conditions or modifications, then the student athlete and his/her parents/guardians and the team coach will be notified.

Additionally, all Report of Head Injury Forms that are received during a sports season will be promptly reviewed by the licensed athletic trainer and the school nurse.

The Cambridge Public Schools may use a student athlete's history of head injury or concussion as a factor to determine whether to allow the student to participate in an extracurricular athletic activity or whether to allow such participation under specific conditions or modifications.

##### **1. Before Start of Sports Season**

Before the start of every sports season, the student and his/her parents/guardians, must submit via a web based registration platform a current Department-approved Pre-Participation Form, signed by both the student and his/her parents/guardians which provides a comprehensive history with up-to-date information relative to concussion history; and any head, face or cervical spine injury history; and any history of co-existent concussive injuries. All Pre-Participation Forms will be reviewed by the licensed athletic trainers prior to the start of any practices for the season so as to identify students who are at greater risk of repeated head injuries. Additionally, all Pre-Participation Forms indicating a history of head injury will be reviewed by the school nurse and, if appropriate, also by the school physician. The Athletic

Department will follow up with students and their parents/ guardians who do not return required forms by the specified date. If the students and their parents/ guardians still do not return the required forms then the student cannot participate in the sport for that season until the form is returned.

## **2. Head Injuries or Concussions Sustained While Not Participating in an Extracurricular Activity**

If a student athlete sustains a head injury or concussion during the season, but not while participating in an extracurricular athletic activity, then as required by Department regulations, the parent/guardian of the student shall be required to complete a Department-approved Report of Head Injury Form and submit it to the coach or licensed athletic trainer of the team in which the student is participating. The coach or licensed athletic trainer shall communicate this information immediately to the school nurse and athletic director for review. The CRLS dean of students, dean of curriculum, guidance counselor, principal and assistant principal will also be notified.

## **3. Head Injuries or Concussions Sustained While Participating in an Extracurricular Activity**

If a student athlete sustains a head injury or suspected concussion while participating in an extracurricular athletic activity, whether during practice or competition, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from the practice or competition immediately and not returned to practice or competition that day. The coach shall communicate the nature of the injury directly to the parent/guardian by person or by phone immediately after the practice or competition in which the student has been removed and shall follow up with a written report to the parent/guardian by the end of the next business day by using the Department approved Report of Head Injury Form. The coach also shall communicate this information immediately to the school nurse and athletic director by forwarding a copy of the Department approved Report of Head Injury Form to the school nurse and athletic director. The CRLS dean of students, dean of curriculum, guidance counselor, principal and assistant principal will also be notified by the school nurse.

If a student complains of a head injury or suspected concussion or if a member of the coaching staff or licensed athletic trainer witnesses a head injury or suspected concussion, the student is immediately removed from play. Parents and guardians are notified, given a concussion handout to observe for signs and symptoms of a concussion or head injury, and advised to contact their own medical provider.

A post trauma test will be administrated before the student athlete again participates with his or her team. The purpose of the post-injury test is to compare neurocognitive functions from before and after the injury. A student athlete will not be permitted to participate in any practice or game until the scores have reached baseline and the student athlete remains symptom free, and a Department approved Post Sports Related Head Injury Medical Clearance and Authorization Form has been completed by a licensed physician, a licensed athletic trainer in consultation with a licensed physician, a licensed nurse practitioner in

consultation with a licensed physician, or a licensed neuropsychologist in coordination with the physician managing the student's recovery and provided to the licensed athletic trainer and the school nurse.

#### **4. Exclusion from Play**

In cases where the student has equivalent pre and post-injury scores on the ImPACT assessment, the school may limit participation in athletics in a manner it deems appropriate for the student athlete. However, a student may return to full participation if cleared by a licensed physician, a licensed athletic trainer in consultation with a licensed physician, a licensed nurse practitioner in consultation with a licensed physician, a licensed physician assistant under the supervision of a licensed physician, or a licensed neuropsychologist in coordination with the physician managing the student's recovery who has completed a Department approved Post Sports Related Head Injury Medical Clearance and Authorization Form. Such completed form must be provided to the licensed athletic trainer and school nurse before the student is permitted to resume the extracurricular athletic activity.

Each student who is removed from practice or competition and subsequently diagnosed with a concussion shall have a written graduated reentry plan for return to full academic and extracurricular athletic activities. This plan shall be developed by the student's teachers, dean of curriculum, guidance counselor, school nurse, licensed athletic trainer, neuropsychologist, if available or involved, parents/guardians, members of the building-based student support and assistance team or individualized education program team as appropriate and in consultation with the student's primary care provider or physician who made the diagnosis or who is managing the student's recovery. The plan shall include instructions addressing but not limited to: (a) physical and cognitive rest as appropriate; (b) graduated return to extracurricular athletic activities and classroom studies as appropriate, including accommodations or modifications as needed; (c) estimated time intervals for resumption of activities; (d) frequency of assessments, as appropriate, by the school nurse, school physician, licensed athletic trainer, neuropsychologist if available until full return to classroom activities and extracurricular activities are authorized; and (e) a plan for communication and coordination between and among school personnel, the parent/guardian, and the student's primary care provider or the physician who made the diagnosis or who is managing the student's recovery. The student diagnosed with a concussion must be completely symptom free at rest in order to begin graduated reentry to extracurricular athletic activities. The student must be symptom free at rest, during exertion, and with cognitive activity in order to complete the graduated re-entry plan and be medically cleared as defined in Department regulations. The principal, dean of curriculum or designee shall oversee the development of the re-entry plan and ensure that the student's teachers, licensed athletic trainer and coaches are aware of the plan once developed.

#### **E. Medical Clearance and Authorization to Return to Play**

The protocol for medical clearance for return to play that, at minimum, complies with 105 CMR 201.10 – 201.11 is as follows:

Before a student athlete can start the progression set forth below he/she must be symptom free for twenty-four (24) hours. After being symptom free for twenty-four (24) hours, then the return to play progression is as follows:

- i. No activity, complete rest (for youth athletes, complete rest includes cognitive rest; i.e. no school, homework, video games, Internet or text messages).  
**Once a student athlete is completely symptom free, proceed to step ii.**
- ii. Light aerobic exercise such as walking or stationary cycling, no resistance training.  
**Student athlete cannot progress to next step until symptom free at current step.**
- iii. Sport specific training (i.e. skating in hockey, running in soccer).  
**Student athlete cannot progress to next step until symptom free at current step.**
- iv. Non-contact training drill.  
**The student athlete must have seven (7) days free of signs and symptoms before returning to contact.**
- v. Full contact training, ideally only after clearance by a medical doctor.  
**Student athlete cannot progress to next step until symptom free at current step. A student athlete cannot return to full participation unless they have been symptom free for seven (7) days. Additionally, the Department issued Post Sports Related Head Injury Medical Clearance and Authorization Form for return to play must be filled out by a licensed physician, or a licensed athletic trainer in consultation with a licensed physician, or a licensed nurse practitioner in consultation with a licensed physician, or a licensed physician assistant under the supervision of a licensed physician, or a licensed neuropsychologist in coordination with a licensed physician managing the student athlete's recovery in order for the student to return to play.**
- vi. Game play.
- vii. If any post-concussion symptoms reoccur, drop back to previous asymptomatic level and try to progress again after twenty-four (24) hours.
- viii. ImPACT test taken and reviewed prior to contact.

**Important Note: Cannot start the progression until symptom free at rest, cannot progress to next step until symptom free at current step.**

## **F. Return to School and Classes**

Procedure for the development and implementation of post-concussion graduated reentry

plans to school and academic activities, if indicated, by persons specified in 105 CMR 201.010(E)(1), is as detailed below:

While some individual student athletes may be able to attend school without increasing their symptoms, the majority of student athletes will probably need some modifications to school attendance and activities depending on the nature of the symptoms. Trial and error may be needed to discover what they can and cannot do. **THE MORE STUDENTS REST THEIR BRAINS IMMEDIATELY FOLLOWING A HEAD INJURY OR CONCUSSION, THE SOONER THEY HEAL.**

Most important aspect for staff is the cycle of communication regarding the licensed athletic trainer, parent, school nurse, teachers, and guidance counselor. The signs and symptoms the student- athlete is reporting to all of the above regarding his/her head injury/concussion must be uniform.

**Reporting System:** Licensed Athletic Trainer reports to parent/guardian, coaches and school nurse, school nurse reports to: principal, assistant principal, dean of students, dean of curriculum, and guidance counselor.

If a student needs accommodations or is absent for more than three days following a concussion, parents/guardians will be informed that the student should be referred to and consult with a medical doctor for guidance and advice regarding return to school.

If it is known that modifications are needed, a meeting should be set up with the student's guidance counselor, dean of curriculum and the student's parents/guardians prior to returning to school, to determine the need of a 504 Accommodation Plan, in accordance with the school district's process for the development of 504 Accommodation Plans for students.

If students are unable to attend school for an entire day without symptoms, students may request a modified school schedule. Some students may only be able to attend for one period, some not at all, due to severe headaches or other symptoms. Frequent breaks with rest periods in the nurse's office may be necessary. Often, alternating a class with a rest period may be helpful. Some doctors have reported that math causes more symptoms than other subject classes. As recovery proceeds, gradually hours spent in school may be increased.

Depending on their symptoms, some students may need to be driven to school to avoid walking and should be given elevator passes to avoid stairs. They should not attend physical education or dance classes.

Workload and homework may need to be reduced. Frequent breaks while doing homework may be helpful. Term papers should be postponed. Pre-printed class notes and tutors may help to relieve the pressure of schoolwork.

Tests: If there are concentration and memory problems, quizzes, tests, final exams, and College Board tests (such as PSAT, SAT and AP) should be delayed or postponed. The final decision as to whether to postpone or delay any College Board tests rests with the student and

his/her parents/guardians. If a student is concerned his/her College Board test results are not up to par due to his/her trauma, the student may write a letter to the college requesting the college take into consideration his/her injury when assessing his/her scores and ask that he/she be assessed on the grades he/she had prior to the injury. Upon request by the student and his/her family, guidance counselors will also highlight the student's injury in the college recommendation and also ask the colleges to consider the student's injury when assessing the student's records and ask that emphasis be placed on the student's academic achievement prior to the injury.

Extra time (un-timed tests) may be necessary initially when test taking is resumed. If extra time is needed on College Board Testing, guidance counselors should be informed so they can submit the necessary documents to request accommodations through the College Board. The process takes about 6 weeks after submitting the paperwork to the College Board. The City of Cambridge, Cambridge Public Schools, Cambridge School Committee and Cambridge Rindge and Latin cannot guarantee the College Board will approve any request for accommodations.

Starting in the fall of 2011 and continuing in each school year thereafter, the licensed athletic trainers will be addressing head injuries in the health classes at CRLS when the teachers are reviewing information on the brain.

#### **G. Providing Information and Necessary Forms and Materials to All Parents/Guardians, Student Athletes and School Staff**

As detailed above, starting in the 2011-2012 school year and continuing in each school year thereafter, the athletic department will provide training materials and internet links for Department approved on-line courses to all students who plan to participate in extracurricular athletic activities and their parents/guardians in advance of the student's participation. All students who plan to participate in extracurricular athletic activities and their parents/guardians must satisfy the pre-participation requirements established by the Department, including completing current Department approved training regarding head injuries and concussions in extracurricular athletic activities and provide the athletic department with a certificate of completion for any Department approved on-line course or a signed acknowledgement that they have read and understand Department approved written materials. Additionally, before the start of every sports season, the student and his/her parents/guardians, must complete and submit via a web based registration platform a current Department approved Pre-participation Form which provides a comprehensive history with up-to-date information relative to concussion history; and any head, face or cervical spine injury history; and any history of co-existent concussive injuries. All Pre-Participation Forms will be reviewed by the coach prior to the start of any practices for the season so as to identify students who are at greater risk of repeated head injuries. Additionally, all Pre-Participation Forms indicating a history of head injury will be reviewed by the school nurse and licensed athletic trainers and, if appropriate, also by the school physician.

Additionally, in the fall of 2011, CRLS student athletes who participate in sports will be

tested every two years on the ImPACT Concussion Test by the licensed athletic trainers. The ImPACT Concussion Test is intended to provide an indication of memory, concentration, and reaction time. If a student athlete sustains a head injury, a post trauma test will be administered before the student again participates with his or her team. The purpose of the post-injury test is to compare neurocognitive functions from before and after the injury. A student athlete will not be permitted to participate in any practice or games until the scores have reached baseline or the student remains symptom free. Even where the student has equivalent pre and post-injury scores on the ImPACT, the school may limit participation in athletics in a manner it deems appropriate for the student athlete. However, a student may return to full participation if cleared by a licensed medical doctor.

If a student athlete has been tested by CRLS during a prior sport season he/she will not need to be retested as test results are valid for two years from the date issued. This ImPACT Concussion Test is in addition to the annual physical examination that is required of all students prior to participation in extracurricular athletic activities.

During the 2012-2013 school year and continuing each school year thereafter, all new student athletes and incoming freshman student athletes will be tested in ImPACT Concussion Testing by the licensed athletic trainers. As the test is valid for two years from the date issued, student athletes who do not experience any head injuries or concussions will be retested when their initial ImPACT test result expires.

Starting in the 2011-2012 school year and continuing in each school year thereafter, information on the requirements of this law regarding the prevention and maintenance of sports related head injuries was included in the *CRLS Student Handbook*, the *Guide to Policies for Students & Parents*, the *Guide to Policies for Staff*, the *CRLS Athletic Handbook* and the *CRLS Parent Consent Form*. The *CRLS Student Handbook* is distributed to all students at the start of the school year and is posted on the school district's website. The *Guide to Policies for Students & Parents* is sent out to families and students prior to the start of the school year and is posted on the school district's website and the *Guide to Policies for Staff* is distributed to all staff via email at the start of the school year and is posted on the school district's website. The *CRLS Athletic Handbook* is available on the CPS website. The *CRLS Parent Consent Form* is distributed via a web based registration platform prior to the start of each season.

All parent/guardian consent forms are translated into the home languages recognized by the school district and will be available on the website. Parents/guardians who need consent forms translated into a home language other than one recognized by the school district may contact the principal of the school where their child attends to obtain such a translation.

The Athletic Department will follow up with students and their parents/ guardians who do not return required forms by the specified date. If the students and their parents/ guardians still do not return the required forms then the student cannot participate in the sport for that season until the form is returned.

All staff will be instructed that the sharing of information concerning an athlete's history of

head injury and concussion, recuperation, reentry plan and authorization to return to play and academic activities shall only be shared on a need to know basis consistent with the requirements of 105 C.M.R. 201.000 and applicable federal and state laws, including but not limited to the Massachusetts student record regulations, 603 C.M.R. 23.00 and the Federal Family Educational Rights and Privacy Act Regulations, 34 C.F.R. Part 99. Licensed athletic trainers, school nurse, principal, assistant principal, dean of students, dean of curriculum, guidance counselors and classroom teachers will be notified by the guidance counselor of a student's head injury. If accommodations are not being met by a teacher, the dean of curriculum will follow-up on the necessary accommodations in accordance with the school district's 504 Accommodation Plan policy and procedures.

#### **H. Written Instructions to Coaches, Licensed Athletic Trainers and Volunteers**

The Cambridge Public Schools will, on an annual basis, provide written instructions to coaches, licensed athletic trainers and volunteers, regarding the following:

- to teach form, techniques, and skills and promote protective equipment use to minimize sports-related head injury; and
- to prohibit athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, such as using a helmet or any other sports equipment as a weapon.

Students who fail to comply with these policies and procedures may be subject to discipline including not being allowed to practice or play in games until paperwork is handed in to the licensed athletic trainers. If a student does not submit all required information via a web based registration platform, he/she will be terminated from the athletic team or be subject to other penalties including sanctions and/or forfeiture of games. Staff who fail to comply with these policies and procedures may be subject to discipline up to and/or including termination or be subject to other penalties including sanctions and/or forfeiture of games.

The Cambridge Public Schools also will provide all staff with an annual written notice of these policies and procedures by publishing information about it in the school district's *Guide to Policies for Staff* and *Guide to Policies for Students and Parents* and on the school district's website. Prohibitions regarding using athletic or sports equipment as weapons shall also be included in the *Cambridge Public Schools Rights and Responsibilities Handbook* and the *CRLS Student Handbook*, both of which are posted on the school district website, so that students and their parents/guardians will be aware of these policies and procedures.

#### **I. Supports for Any Student Who Has A Head Injury or Concussion**

If a student, who is not a student athlete sustains a head injury or suspected concussion, the parent/guardian should notify the principal/head of upper school and the school nurse. The CRLS dean of students, dean of curriculum, guidance counselor, and principal/head of upper school will also be notified by the school nurse.

If a student who is not a student athlete complains of a head injury or suspected concussion or if a staff member witnesses a head injury or suspected concussion, the student should immediately be sent to the school nurse and parents/guardians are notified, given a concussion handout to observe for signs and symptoms of a concussion or head injury, and advised to contact their own medical provider.

The following procedures will be followed for the development and implementation of post-concussion graduated reentry plans to school and academic activities for any student, who is not a student athlete, who has a head injury or concussion:

While some individual student may be able to attend school without increasing their symptoms, the majority of students will probably need some modifications to school attendance and activities depending on the nature of the symptoms. Trial and error may be needed to discover what they can and cannot do. **THE MORE STUDENTS REST THEIR BRAINS IMMEDIATELY FOLLOWING A HEAD INJURY OR CONCUSSION, THE SOONER THEY HEAL.**

Most important aspect for staff is the cycle of communication regarding the parent, school nurse, teachers, guidance counselor and the student's own medical provider. The signs and symptoms the student is reporting to all of the above regarding his/her head injury/concussion must be uniform.

**Reporting System:** School nurse reports to: principal, assistant principal, dean of students, dean of curriculum, guidance counselor and parents/guardian.

If a student needs accommodations or is absent for more than three days following a concussion, parents/guardians will be informed that the student should be referred to and consult with a medical doctor for guidance and advice regarding return to school.

If it is known that modifications are needed, a meeting should be set up with the student's guidance counselor, dean of curriculum and the student's parents/guardians prior to returning to school, to determine the need of a 504 Accommodation Plan, in accordance with the school district's process for the development of 504 Accommodation Plans for students.

If students are unable to attend school for an entire day without symptoms, students may request a modified school schedule. Some students may only be able to attend for one period, some not at all, due to severe headaches or other symptoms. Frequent breaks with rest periods in the nurse's office may be necessary. Often, alternating a class with a rest period may be helpful. Some doctors have reported that math causes more symptoms than other subject classes. As recovery proceeds, gradually hours spent in school may be increased.

Depending on their symptoms, some students may need to be driven to school to avoid walking and should be given elevator passes to avoid stairs. They should not attend physical education or dance classes.

Workload and homework may need to be reduced. Frequent breaks while doing homework

may be helpful. Term papers should be postponed. Pre-printed class notes and tutors may help to relieve the pressure of schoolwork.

### **III. Responsibilities of the Athletic Director, Coaches, Licensed Athletic Trainers and School Nurse**

The responsibilities of the athletic director, coaches, licensed athletic trainers and school nurse as set forth in the Department regulations are as follows:

#### **1. Responsibilities of Athletic Director**

A. The athletic director shall participate in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school district or school.

B. The athletic director shall complete the annual training as required by CMR 201.007.

C. The athletic director, unless school policies and procedures provide otherwise, shall be responsible for:

(1) Ensuring that the training requirements for staff, parents, volunteers, coaches and students are met, recorded, and records are maintained in accord with 105 CMR 201.016;

(2) Ensuring that all students meet the physical examination requirements consistent with 105 CMR 200.000: *Physical Examination of School Children* prior to participation in any extracurricular athletic activity;

(3) Ensuring that all students participating in extracurricular athletic activities have completed and submitted Pre-participation Forms, or school-based equivalents, prior to participation each season;

(4) Ensuring that student Pre-participation Forms, or school-based equivalents, are reviewed according to 105 CMR 201.009(A);

(5) Ensuring that Report of Head Injury Forms, or school-based equivalents, are completed by the parent or coach and reviewed by the coach, school nurse, licensed athletic trainer and school physician as specified in 105 CMR 201.009(A); and

(6) Ensuring that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.

#### **2. Responsibilities of Coaches**

A. Coaches shall be responsible for:

- (1) Completing the annual training as required by 105 CMR 201.007;
- (2) Reviewing Pre-participation Forms, or school-based equivalents, so as to identify those athletes who are at greater risk for repeated head injuries;
- (3) Completing a Report of Head Injury Form, or school-based equivalent, upon identification of a student with a head injury or suspected concussion that occurs during practice or competition;
- (4) Receiving, unless otherwise specified in school policies and procedures, and reviewing forms that are completed by a parent which report a head injury during the sports season, but outside of an extracurricular athletic activity, so as to identify those athletes who are at greater risk for repeated head injuries;
- (5) Transmitting promptly forms in 105 CMR 201.013(A)(2) and (3) to the school nurse for review and maintenance in the student's health record, unless otherwise specified in school policies and procedures;
- (6) Teaching techniques aimed at minimizing sports-related head injury;
- (7) Discouraging and prohibiting athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment weapon.
- (8) Identifying athletes with head injuries or suspected concussions that occur in practice or competition and removing them from play.

B. Coaches are responsible for communicating promptly with the parent of any student removed from practice or competition as directed in 105 CMR 201.010 (C) and with the athletic director and school nurse as directed in 105 CMR 201.010 (D).

### **3. Responsibilities of the Licensed Athletic Trainers**

Licensed athletic trainers, if on staff, shall be responsible for:

- A. Participating in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school district or school;
- B. Completing the annual training as required by 105 CMR 201.007;
- C. Reviewing information from Pre-participation Forms, or school-based equivalents, which indicate a history of head injury and from Report of Head Injury Forms, or school-based equivalents, to identify students who are at greater risk for repeated head injuries;
- D. Identifying athletes with head injuries or suspected concussions that occur in practice or competition and removing them from play; and
- E. Participating, if available, in the graduated reentry planning and implementation for

students who have been diagnosed with a concussion

#### **4. Responsibilities of the School Nurse**

The School Nurse shall be responsible for:

- A. Participating in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school district or school;
- B. Completing the annual training as required by 105 CMR 201.007;
- C. Reviewing, or arranging for the school physician to review, completed Pre-participation Forms, or school-based equivalents, that indicate a history of head injury and following up with parents as needed prior to the student's participation in extracurricular athletic activities;
- D. Reviewing, or arranging for the school physician to review, Report of Head Injury Forms, or school-based equivalents, and following up with the coach and parent as needed;
- E. Maintaining (1) Pre-participation Forms, or school-based equivalents, and (2) Report of Head Injury Forms, or school-based equivalents, in the student's health record;
- F. Participating in the graduated reentry planning for students who have been diagnosed with a concussion to discuss any necessary accommodations or modifications with respect to academics, course requirements, homework, testing, scheduling and other aspects of school activities consistent with a graduated reentry plan for return to full academic and extracurricular athletic activities after a head injury and revising the health care plan as needed;
- G. Monitoring recuperating students with head injuries and collaborating with teachers to ensure that the graduated reentry plan for return to full academic and extracurricular athletic activities required by 105 CMR 201.010(E) is being followed;
- H. Providing ongoing educational materials on head injury and concussion to teachers, staff and students; and
- I. Reporting annual statistics to the Department in accordance with 105 C.M.R. 201.017.

#### **5. Responsibilities of Principal**

The principal, dean of curriculum or designee shall be responsible for:

- A. Overseeing the development of the re-entry plan and ensure that the student's teachers, licensed athletic trainer and coaches are aware of the plan once developed.

## **6. Responsibilities of Dean of Curriculum**

The dean of curriculum shall be responsible for:

- A. Overseeing the development of the re-entry plan and ensure that the student's teachers, licensed athletic trainer and coaches are aware of the plan once developed.
- B. Following-up on the necessary accommodations that a student may need in accordance with the school district's 504 Accommodation Plan policy and procedures.

## **IV. Record Maintenance**

In accordance with Department regulations, as then in effect, licensed athletic trainers, school nurses and athletic director will maintain the records of all athletes for three years or until the student graduates, whichever is later. The athletic director will keep a receipt of all training and materials for all coaching staff and volunteers. The following information will be kept on record with the licensed athletic trainers and/or school nurses:

- Department Pre-participation Form
- Department Report of Head Injuries Forms
- Department Medical Clearance and Authorization Forms
- Reentry plan for return to full academic and extracurricular athletic activities
- Verification of completion of annual training and receipt of materials

All records must be available to the Department and the Department of Elementary and Secondary Education, upon request or in connection with any inspection or program review.

## **V. Reporting Requirements**

The Cambridge Rindge and Latin School nurse will maintain and report annual statistics to the Department as required by Department regulations as then in effect. Included in the report to the Department will be the total number of Head Injuries Forms received by the school district and the total number of students who incurred a head injury or suspected concussion when engaged in any extracurricular athletic activities at Cambridge Rindge and Latin School.

*Adopted: April 7, 2015*