



# Norfolk Public Schools

The cornerstone of a proudly diverse community

**2020-2021**

## **ATHLETIC HANDBOOK FOR PARENTS AND ATHLETES**

**A Guide to Citizenship Standards,  
Participation Pledge for Extracurricular  
Activities, Athletic Insurance and  
NCAA Requirements**

## ***Table of Contents***

<b>Introduction .....</b>	<b>5</b>
<b>Athletic Programs.....</b>	<b>6</b>
<b>FALL .....</b>	<b>6</b>
<b>WINTER .....</b>	<b>6</b>
<b>SPRING .....</b>	<b>6</b>
<b>FALL .....</b>	<b>6</b>
<b>WINTER .....</b>	<b>6</b>
<b>Athletic Program .....</b>	<b>8</b>
<b>July 2008 – June 2009.....</b>	<b>8</b>
<b>Calendar of Events.....</b>	<b>9</b>
<b>FALL .....</b>	<b>10</b>
<b>WINTER I.....</b>	<b>10</b>
<b>WINTER II .....</b>	<b>10</b>
<b>SPRING .....</b>	<b>10</b>
<b>Athletic Department Philosophy .....</b>	<b>11</b>
<b>Virginia High School League.....</b>	<b>12</b>
<b>Norfolk Public Schools.....</b>	<b>12</b>
<b>School Board Policies.....</b>	<b>12</b>
<b>Transfer Rule .....</b>	<b>12</b>
<b>C” Average Requirements .....</b>	<b>12</b>
<b>2.0 GRADE POINT AVERAGE.....</b>	<b>12</b>
<b>School Board Policy .....</b>	<b>12</b>
<b>Substance Abuse.....</b>	<b>14</b>
<b>Team Activity Rules .....</b>	<b>14</b>
<b>School Attendance.....</b>	<b>14</b>
<b>In-School Suspension .....</b>	<b>14</b>
<b>Out-of School Suspension .....</b>	<b>14</b>

<b>Court Disciplinary Action</b> .....	14
<b>Alternative Educational Setting</b> .....	15
<b>Policy On Sex Discrimination</b> .....	15
<b>Procedures For Filing Title IX Complaint</b> .....	16
<b>Informal Procedure</b> .....	16
<b>Formal Procedure</b> .....	16
<b>Appeal Procedure</b> .....	16
<b>Travel Within the Eastern District</b> .....	16
<b>Citizenship Standards/Participation Pledge for Extracurricular Activities</b> .....	17
<b>Purpose</b> .....	17
<b>Sanctions</b> .....	17
<b>Appeal Procedure</b> .....	17
<b>Participant’s Pledge</b> .....	18
<b>Definitions</b> .....	18
<b>Extracurricular Activities</b> .....	18
<b>Co-Curricular Activities</b> .....	18
<b>May</b> .....	18
<b>Might</b> .....	18
<b>Norfolk Public Schools Hazing Policy</b> .....	18
<b>JJAC-R Student-Athletic ConcussionsDuring Extracurricular Activities</b> .....	19
<b>Student Pledge and Parental Statement of Understanding</b> .....	26
<b>Virginia High School League, Inc.</b> .....	27
<b>Athletic Participation Insurance</b> .....	27
<b>Accident Exclusions and Limitations</b> .....	29
<b>Student Athletic Accident</b> .....	31
<b>Claims Procedure</b> .....	31

<b>Athletics .....</b>	<b>32</b>
<b>NCAA Freshman-Eligibility Standards .....</b>	<b>33</b>
<b>Core Courses .....</b>	<b>33</b>
<b>Test Scores.....</b>	<b>33</b>
<b>Grade Point Average.....</b>	<b>34</b>
<b>OTHER IMPORTANT INFORMATION .....</b>	<b>35</b>
<b>NCAA DIVISION I SLIDING SCALE.....</b>	<b>36</b>
<b>Frequently Asked Questions.....</b>	<b>38</b>
<b>Eligibility Center Services .....</b>	<b>44</b>
<b>NCAA Amateurism Certification.....</b>	<b>45</b>
<b>Registering with the Eligibility Center .....</b>	<b>45</b>
<b>Certification of NCAA Divisions I and II Amateurism Rules .....</b>	<b>46</b>
<b>Team and Sport Specific Information.....</b>	<b>47</b>
<b>Use of Personal Vehicle for Transportation .....</b>	<b>47</b>
<b>Volunteer Driver Information Form .....</b>	<b>48</b>
<b>Notes.....</b>	<b>49</b>

## ***Introduction***

The purpose of the Norfolk Public Schools' *Athletic Handbook for Parents and Athletes* is to inform parents and athletes of the policies governing athletics.

This booklet contains information on:

- ❖ Citizenship Standards/Participation Pledge for Extra-Curricular Activities
- ❖ Insurance
- ❖ VHSL Rules and Policies including the Eligibility Falsification Penalty
- ❖ Athletic Participation/Parental Consent Form/VHSL Physical Examination Form
- ❖ Collegiate Eligibility Requirements
- ❖ NCAA Core Courses
- ❖ Team Policies and Sports Specific Information
- ❖ Student Pledge and Parental Statement of Understanding
- ❖ "C" Average Policy – 2.0 GPA (Grade Point Average)
- ❖ Transportation – Use of Personal Vehicle
- ❖ Norfolk Public Schools Concussion Policy

The parental pre-season meeting will address the following topics:

- ❖ Insurance Coverage and Claims Handling
- ❖ VHSL Rules
- ❖ Athletic Participation and Parental Consent
- ❖ Physical Examination
- ❖ NCAA Requirements
- ❖ Academic Eligibility
- ❖ Injury Treatment and Return to Practice
- ❖ Sports Specific Information
- ❖ "C" Average Policy – 2.0 GPA (Grade Point Average)
- ❖ Training Expectations
- ❖ Concussion Management

If you have questions concerning this handbook or the preseason meetings, contact your child's school or the Norfolk Public Schools Office of Athletics at 757-628-3910 ext. 21173.

**High School Athletic Program  
2020-2021**

<b>Season</b>	<b>Boys</b>	<b>Girls</b>
<b>FALL</b> Feb 8 – Apr 12	*Football Cross Country Golf Volleyball	Volleyball Cross Country *Cheerleading *Field Hockey
<b>WINTER</b> Canceled	*Basketball Indoor Track Wrestling Swimming	*Basketball Indoor Track Swimming *Cheerleading
<b>SPRING</b> Apr 12 – June 26	*Baseball Soccer Track & Field Tennis	*Softball Soccer Track & Field Tennis

**Scholastic Activities**

<b>Season</b>	<b>Boys</b>	<b>Girls</b>
<b>FALL</b> Apr 24	One Act Play (B.T. Washington & Lake Taylor)	One Act Play (B.T. Washington & Lake Taylor)
<b>WINTER</b> Mar 27	One Act Play (Granby, Maury & Norview) Forensics Debate (Club) Scholastic Bowl	One Act Play (Granby, Maury & Norview) Forensics Debate (Club) Scholastic Bowl

\*Indicates varsity and junior varsity programs

<b>School</b>	<b>Principal</b>	<b>Athletic Director</b>	<b>Phone Number</b>
Granby	Thomas Smigiel	Chris Harris	451-4121
Lake Taylor	Latesha Wade-Jenkins	Bobby Pannenbacker	892-3203
Maury	Karen Berg	Thomas Staples	628-3357
Norview	Walter Brower	Thomas Adams	852-4503
Washington	Margarietta Stallings	Robin Williams	628-3587

## Office of Athletics

**Senior Coordinator:** Mr. Stephen Suttmiller  
Telephone Number: 757-628-3910 ext. 21173  
Fax Number: 757-628-3454

Dr. Sharon Byrdsong, Superintendent of Schools

**Web Address:** [www.nps.k12.va.us/athletics.htm](http://www.nps.k12.va.us/athletics.htm)  
**VHSL Web Address:** [www.vhsl.org](http://www.vhsl.org)

**High Schools Schedules:** [www.easterndistrictva.org](http://www.easterndistrictva.org)

B.T. Washington: [Booker Washinbgton.RSchoolTeams.com](http://BookerWashinbgton.RSchoolTeams.com)

Granby High: [GranbyHS.RSchoolTeams.com](http://GranbyHS.RSchoolTeams.com)

Lake Taylor High: [LakeTaylor.RSchoolTeams.com](http://LakeTaylor.RSchoolTeams.com)

Maury High: [MauryHS.RSchoolTeams.com](http://MauryHS.RSchoolTeams.com)

Norview High: [NorviewHS.RSchoolTeams.com](http://NorviewHS.RSchoolTeams.com)

**Middle School Athletic Program  
2020-2021**

<b>Season</b>	<b>Boys</b>	<b>Girls</b>	<b>Co-Ed</b>
<b>FALL</b> Canceled	Football Volleyball	Volleyball Softball	Cheerleading
<b>WINTER I</b> Canceled	Wrestling Soccer	Soccer	Scholastic Bowl (Club)
<b>WINTER II</b> Canceled	Basketball	Basketball	Forensics Competitive Cheer
<b>SPRING I</b> Canceled	Baseball Track	Field Hockey Tennis Track	
<b>Spring II</b> Canceled	Co-Ed Tennis		

Azalea	James Kirk	Janet Kennon	531-3000	531-3012
Blair	Patrick Doyle	Kurt Straub	628-2400	628-2402
Lake Taylor	Melanie Patterson	Brett Jones	892-3230	892-3232
Lakewood	Abbie Watson	Timothy Maynard	628-2477	628-2477
Northside	Letisha Lawrence	Audra Gardenhire	531-3150	531-3143
Norview	Brandi Melvin	Raekwon Johnson	852-4600	852-4578
Ruffner	Jeryl Scott	Melissa Castle	628-3466	628-2448

**Senior Coordinator:** Mr. Stephen Suttmiller  
Telephone: 757-628-3910 ext. 21173  
Fax Number: 757-628-3454

Web Address: [www.nps.k12.va.us/athletics.htm](http://www.nps.k12.va.us/athletics.htm)

**July 2020 – June 2021**



## ***Calendar of Events***

### **July**

30 Football Begins

### **August**

3 HS Fall Sports Begin

1-10 Begin Fall Dead Period

31 MS Fall Sports Football Begin

### **September**

**7 Labor Day**

8 First Day of School

### **October**

**15** All Staff Development Day

22 MS Winter 1 Athletics Begin

### **November**

9 HS Winter Sports Practice  
Begin

9-18 Winter Dead Period

**11 Veterans Day**

25 Early Release Day

**26-27 Thanksgiving Holidays**

### **December**

**21-1/1 Winter Holidays**

### **January**

11 **Return to School**

**18 Martin L. King, Jr. Day**

29 Teacher Record Day

### **February**

1 First day of 2<sup>nd</sup> Semester

1 Middle School Winter 2 Begin

**15 President's Day**

22 HS Spring Sports Practice Begin

22-3/3 Spring Dead Period

### **March**

16 MS Spring Sports Begin

18 Early Release Day

### **April**

2 Early Release Day

5-9 Spring Break

22 MS Spring Sports 2 Begin

### **May**

**31 Memorial Day**

### **June**

**17 Last Day for Students**

## NORFOLK PUBLIC SCHOOLS

### MIDDLE SCHOOL ATHLETICS BY SEASON 2020-2021 SCHOOL YEAR

#### FALL

Football	August 31 <sup>st</sup> – November 12 <sup>th</sup>
Volleyball (Boys)	September 8 <sup>th</sup> – October 22 <sup>nd</sup>
Volleyball (Girls)	September 8 <sup>th</sup> – October 22 <sup>nd</sup>
Sideline Cheering	September 8 <sup>th</sup> – October 22 <sup>nd</sup>
Softball	September 8 <sup>th</sup> – October 23 <sup>rd</sup>

#### WINTER I

Wrestling	October 23 <sup>rd</sup> – December 10 <sup>th</sup>
Debate Club (CO-ED)	October 23 <sup>rd</sup> – December 10 <sup>th</sup>
Soccer (Boys/Girls)	October 23 <sup>rd</sup> – December 10 <sup>th</sup>

#### WINTER II

Basketball (Boys)	February 1 <sup>st</sup> – March 11 <sup>th</sup>
Basketball (Girls)	February 1 <sup>st</sup> – March 11 <sup>th</sup>
Forensics	February 1 <sup>st</sup> – March 11 <sup>th</sup>
Competitive Cheerleading	February 1 <sup>st</sup> – March 11 <sup>th</sup>

#### SPRING I

Baseball	March 15 <sup>th</sup> – May 7 <sup>th</sup>
Track (Boys)	March 15 <sup>th</sup> – May 7 <sup>th</sup>
Track (Girls)	March 15 <sup>th</sup> – May 7 <sup>th</sup>
Field Hockey (Girls)	March 15 <sup>th</sup> – May 7 <sup>th</sup>
Tennis (Girls)	March 15 <sup>th</sup> – May 7 <sup>th</sup>

#### SPRING II

Co-Ed Tennis	April 22 <sup>th</sup> – June 10 <sup>th</sup>
--------------	--

## **Norfolk Public Schools Mission**

The mission of Norfolk Public Schools, the cornerstone of a proudly diverse community, is to ensure that all students maximize their academic potential, develop skills for lifelong learning and are successful contributors to a global society, as distinguished by:

- Courageous advocacy for all students
- Family and community investment
- Data-driven personalized learning
- Strong and effective leadership teams
- Shared responsibility for teaching and learning
- Access to rigorous and rewarding college and career readiness opportunities

## **Norfolk Public Schools Goals**

Norfolk Public Schools is on a mission to ensure that all students maximize their academic potential, develop skills for lifelong learning and become successful contributors to a global society. We believe Norfolk Public Schools is the cornerstone of a proudly diverse community with highly qualified teachers and staff dedicated to providing diverse teaching and learning opportunities for all students.

## ***Athletic Department Philosophy***

The coaching staff of Norfolk Public Schools is dedicated to the development of the total student athlete. Both the physical and psychological growth of each person is conscientiously considered when planning and implementing our athletic program.

Our professional staff is aware of the individual needs of our students as well as the social implications of being able to work as a member of a team. Dedicated students are given the opportunity through extensive training, excellent equipment, and good coaching to reach their maximum potential.

Participants and responsible adults involved in school board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The school board further encourages the development and promotion of sportsmanship, ethics and integrity not only for athletes but

also for administrators, adult supervisors, parents, fans, spirit groups and support/booster groups.

**Virginia High School League:** Students must meet all eligibility requirements as established by the Virginia High School League (VHSL).

**Norfolk Public Schools:** Students must meet all eligibility rules set forth by Norfolk Public Schools. In some instances, Norfolk Public Schools rules may be more stringent than the VHSL rules.

**School Board Policies:** Students must abide by all rules and regulations set forth by the School Board of the City of Norfolk.

**Transfer Rule:** Students who transfer from one secondary school to another within the city without a change of address and court ordered custody students who transfer from one secondary school to another within the city without a change of address, will be ineligible to participate in any VHSL activity for a period of one (1) year from the day of enrollment at the receiving school. Exceptions to this policy may be granted only by the superintendent or his designee (School Board Policy: JCA).

### **“C” Average Requirements**

#### **2.0 GRADE POINT AVERAGE (School Board Policy Code IGDB)**

- First time ninth grade students will be eligible to participate in Virginia High School League extracurricular activities using the Virginia High School League requirements for one (1) academic year only. At the end of their first year of high school, the students must meet the increased academic requirements (2.0 GPA) of Norfolk Public Schools to participate. At the change of semester, first time freshman must continue to meet VHSL eligibility rules. (Pass 5 from preceding semester.
- All first time 6<sup>th</sup> graders are eligible to participate in athletics and activities for fall and the winter season 1. At the conclusion of the first semester, they must have a 2.0 or higher GPA.
- 7<sup>th</sup> and 8<sup>th</sup> graders **must** meet Norfolk Public Schools’ policy that they have a 2.0 or higher GPA for the previous semester and must have passed 3 of the 5 block classes from the previous year.

- All eligible 8th grade students MUST participate in sports at the middle school level. 8th grade students that are over aged (August 1, 2002) and have a 2.0 can participate at their home zoned High School at the J. V. level.
- GPA will be based on all courses taken for credit.
- GPA will be based on full year grades.
- The grading scale will be the current scale used by Norfolk Public Schools, including weighted classes.
- Summer school will count two ways:
  - In the event a student must repeat a course, he/she shall be allowed to take the highest grade and average into semester grades.
  - New classes will be added to semester grades.
- Transfer students with a GPA lower than 2.0 will be eligible until the end of the grading period (9 weeks), at which time, they will need to meet the 2.0 requirements. If a student is transferring from a school system, which has a 2.0 requirement for participation in place, the student will have to meet Norfolk Public Schools' 2.0 requirements from the first day of enrollment and must meet VHSL standards.
- Students will have one appeal waiver or probation period during their middle school (8<sup>th</sup> grade year) and one appeal waiver or probation period during their high school eligibility (11<sup>th</sup> or 12<sup>th</sup> grade year) if they fall below the minimum GPA requirement. All students must meet VHSL standards.
- Students who are classified as special education and other students whose eligibility must be determined according to applicable federal and state laws, will be examined on an individual basis if they fall below the 2.0 average. Only the school superintendent or his designee will grant waivers. Special education students who request a waiver must make standard progress in those courses taken, as determined by the student's IEP.
- Students who have a cumulative average above the 2.0, but fall below a 2.0 for a semester will be allowed to use the cumulative average to participate as long as they have passed the required 5 classes in the presiding semester.

- For the 2020-2021 school year the 2.0 rule will be waived. Students must pass 5 courses the presiding semester in order to remain eligible.

**Substance Abuse:** Students selected to participate in extracurricular activities may not consume alcohol, tobacco, illegal drugs or banned sports performance enhancing drugs at anytime. Students may not violate the provisions of the Norfolk Public Schools “Participation Pledge.” This pledge applies during non-school events as well as in school and during school-sponsored activities.

**Team Activity Rules (i.e. debate, scholastic bowl, forensics, and drama):** Each coach is responsible for establishing team/activity rules. These rules will be distributed and discussed with participants and parents. Students who do not comply with the team/activity rules may forfeit their opportunity to participate.

**School Attendance:** Students must attend all scheduled classes on the days of activities in order to participate. Coaches may make exceptions to this standard with the approval of the principal or his/her designee.

**In-School Suspension:** Students assigned to in-school suspension may participate in extracurricular activities if they met all requirements of the in-school suspension. In-school suspensions must be reported to the coach, who may choose to take additional action.

**Out-of-School Suspension:** Students suspended from school will not be permitted to participate in extracurricular activities or attend any school-sponsored activity during time of suspension. At the discretion of the coach, more severe action, including dismissal, might be administered.

**Court Disciplinary Action:** School officials will suspend a student from participating in extracurricular activities who has been charged with any felony or a misdemeanor/felony involving alcohol, illegal drugs, weapons, or violence until disposition of the charges. The participants **MUST** report the incident to the coach. The coach will present the facts to the administrator who will determine eligibility.

Any student convicted of a felony or a misdemeanor/felony involving alcohol, drugs, weapons, or violence will be ineligible to participate for one year from time of conviction. **Norfolk Public Schools Bona Fide Student Rule.**

**Alternative Educational Setting:** Any student who receives a placement in an alternative educational setting because of disciplinary action must complete one semester or its equivalent in his/her home school before becoming eligible for VHSL athletics/activities and middle school activities.

**For Middle School Appeal:**

The principal of the home school will contact the middle school principals via email to request a panel review. The parent and student will be required to attend the panel review. The review panel will consist of 3 middle school principals. The panel will hear the request for reinstatement in person, and make an immediate decision at the completion of the panel review. The presenting principal will not cast a vote for the reinstatement. A majority vote is needed to reinstate the student. The three member panel's decision is final, and no other appeal will be reviewed for that individual student during the first semester of their return. The student will also have to qualify for reinstatement under the same academic guidelines as all other student athletes in Norfolk Public Schools.

**For High School Appeal:**

The principal of the home school will contact the high school principals via email to request a panel review. The parent and student will be required to attend the panel review. The review panel will consist of 3 high school principals. The panel will hear the request for reinstatement in person, and make an immediate decision at the completion of the panel review. The presenting principal will not cast a vote for the reinstatement. A majority vote is needed to reinstate the student. The three member panel's decision is final, and no other appeal will be reviewed for that individual student during the first semester of their return. The student will also have to qualify for reinstatement under the same academic guidelines as all other student athletes in Norfolk Public Schools.

**Policy On Sex Discrimination:** Norfolk Public Schools does not discriminate on the basis of sex in its educational programs and activities. Any complaints of an alleged Title IX violation of the Education Amendments of 1972 will be investigated. 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.”*

Students, parents, or school employees who believe they have been discriminated against on the basis of sex may file a complaint in accordance

with all applicable federal and state laws and Norfolk Public Schools Policies and Regulations § 6-26 and § 9-48.

***Procedures For Filing Title IX Complaint:***

***Informal Procedure:*** Discuss your problem/complaint with person against whom the problem/complaint is directed. You may seek advice or the services of other parties within the school in attempting to resolve the problem/complaint informally.

***Formal Procedure:*** Submit your complaint in writing to the principal. He/she should make every effort to resolve the matter as quickly as possible, utilizing all available resources within the school system. Should the complaint involve the principal, you may decide to file your complaint with the Title IX Coordinator (Chief of Operations).

***Appeal Procedure:*** If the complaint is not resolved according to the formal procedure, you may file an appeal to the Title IX Coordinator. Such appeals must be submitted in writing within five days from the date of the principal's decision.

***Travel Within the Eastern District:*** Norfolk Public Schools Transportation Department will not provide transportation outside the Eastern Region without the permission of the director of transportation.



## ***Citizenship Standards/Participation Pledge for Extracurricular Activities***

Participation in extracurricular activities is dependent upon compliance with all applicable VHSL rules, school board, district conference, middle school team regulations. These activities are defined as events, which do not fall within the scope of the regular curriculum and are officially recognized and sanctioned by the School Board. Students do not receive academic credit. Performing groups that receive academic credit, i.e. band and chorus are not included within this policy.

### ***Purpose***

To provide a minimum citizenship standard among all Norfolk Public Schools (including middle schools) for participation.

To encourage the importance of a sense of responsibility to the community.

To foster good citizenship among participants.

To recognize those students who have demonstrated the ability to comply with the standards of participation.

### ***Sanctions***

Violation of the Citizenship Standards/Participation Pledge by any VHSL team member will result in mandatory disciplinary action by the school's coach or administration.

Consequences for violation of the Citizenship Standards/Participation Pledge are separate and apart from those that may be administered by school officials under Norfolk Public Schools policy, VHSL rules, Eastern District rules, and the "Code of Student Conduct Handbook."

### ***Appeal Procedure***

Students and/or parents/guardians may appeal actions taken pursuant to this policy. The coach, in conjunction with the athletic director, may suspend students from activities. After having given them the right to be heard, the suspension may be appealed to the principal.

Decisions rendered under this policy may not be appealed beyond the principal. The principal's decision will be final. The administration will send a written decision to the parent/guardian within two days of the appeal hearing.

## ***Participant's Pledge***

A precondition of his/her participation in extracurricular activities, students must sign the "Participation Pledge." The signature on the pledge indicates a commitment to abide by the conditions of \_\_\_\_\_ High School's extracurricular participation policy and to remain free of alcohol, tobacco, and illegal drugs. The parent's signature on the pledge indicates that the parents have read and understood the pledge.

## ***Definitions***

***Extracurricular Activities.*** Those events that do not fall within the scope of the regular curriculum and are sanctioned by the School Board of the City of Norfolk, students do not receive credit.

***Co-Curricular Activities.*** Activities that are outside of the classroom but complement the regular curriculum. Students receive grades for activities, such as band and chorus.

***May.*** As used in this policy statement, indicates the act of granting or denying permission.

***Might.*** As used in this policy statement, indicates the possibility of action being taken.

## **Norfolk Public Schools Hazing Policy**

Code of Student Conduct – Students shall not recklessly or intentionally endanger the health or safety of a student or students or inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as condition for continued membership in a team, club, organization, association or student body.

Students should be reminded that the Commonwealth of Virginia has anti-hazing statutes that if found guilty may provide punishment related to being guilty of a misdemeanor or felony.

## **JJAC-R. REGULATION OF STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES**

### **I. Introduction**

Pursuant to Virginia Code § 22.1-271.5, Norfolk Public Schools will utilize the following procedures regarding the identification and handling of suspected concussions in student-athletes to ensure that student-athletes who sustain concussions are properly diagnosed, given adequate time to heal, and are comprehensively supported until they are symptom free.

### **II. Definitions**

Concussion - a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual. A concussion can be difficult to diagnose, and failing to recognize the signs and symptoms in a timely fashion can have dire consequences.

Licensed health care provider (LHCP) means a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.

Return to play means participate in a nonmedically supervised practice or athletic competition.

### **III. Concussion Management Policy Committee**

- A. The Norfolk Public Schools Concussion Management Policy Committee ("CMPC") will be appointed by the Superintendent of School and will be comprised of the following members: a school administrator; an athletic administrator; an Athletic Trainer, a Concussion Specialist; a coach; a parent/guardian; a student-athlete; and any such person the Superintendent determines will assist the CMPC.
- B. The CMPC will develop concussion training materials for school personnel, volunteers, student-athletes, and parents/guardians of student-athletes. The CMPC will also develop concussion reporting, management, and review protocols for the

school division. The CMPC will maintain a record of all incidents where a student-athlete has been removed from a game, competition, or practice sessions because he/she has been suspected of sustaining a concussion.

- C. The CMPC will meet at least once per year and will evaluate the division's training materials, concussion reporting, management, and review protocols[.]

#### **IV. Prerequisites to Participation in Extracurricular Athletic Activities**

##### **A. Preseason Neuro-Cognitive Testing**

- 1. High School Student-Athletes: All prospective high school student-athletes must undergo preseason neuro-cognitive testing in order to participate in school sponsored Virginia High School League athletics. The neuro-cognitive test will provide each student-athlete with baseline data concerning normal brain functioning. The initial neuro-cognitive test will be given twice during the four (4) year eligibility period for high school student-athletes (9th grade and 11th grade or for any student that transfers in and has not taken an initial neuro-cognitive test).

##### **B. Annual Review of Concussion Information**

- 1. In order to participate in any extracurricular athletic activity, each student-athlete and the student-athlete's parent/ guardian must review annually concussion information provided by the Norfolk Public Schools. Among other things, the concussion information will describe the short- and long-term health effects of concussions.
- 2. After reviewing the concussion information, each student-athlete and the student-athlete's parent/guardian must sign a statement acknowledging receipt and review of the concussion information.
- 3. The signed statements acknowledging the receipt of concussion management training materials will be valid between May 1<sup>st</sup> – June 30<sup>th</sup> of the subsequent year, and will satisfy the concussion management training requirements for all of a student-athlete's extracurricular physical activities during that period.

#### **V. Response to Suspected Concussion**

##### **A. Signs of Concussion**

- 1. Appears dazed or stunned

2. Is confused about assignments
3. Forgets instruction
4. Is unsure of the game, score, or opponent
5. Moves clumsily
6. Answer questions slowly
7. Loses consciousness (even briefly)
8. Shows changes in mood, behavior, or personality
9. Cannot recall events prior to hit or fall
10. Cannot recall events after hit or fall

B. Symptoms of Concussion

1. Headache
2. Nausea or vomiting
3. Balance problems or dizziness
4. Sensitivity to light
5. Sensitivity to noise
6. Feeling sluggish, hazy, foggy, or groggy
7. Concentration or memory problems
8. Confusion

C. Mandatory Removal From Activity Upon Suspicion of Concussion

1. When a coach, athletic trainer, or team physician suspects that a student-athlete has sustained a concussion or brain injury in either a practice session or a game, the school official must remove the student-athlete from the activity immediately. School officials must not allow such student-athlete to return to play that same day.
2. School officials must not allow a student-athlete removed from play because of a suspected concussion or brain injury to return to play until:
  - a. A Licensed Athletic Trainer, and a concussion specialist has evaluated the student-athlete; and,
  - b. School officials receive a written clearance to return to play from the LHCP and physician.
  - c. A Licensed Athletic Trainer has completed the Norfolk Public Schools Concussion Clearance Checklist.

D. Evaluation of Student-Athlete with Suspected Concussion

1. When a student-athlete is removed from play because of a suspected concussion or brain injury, a LHCP or properly trained individual, if available, will evaluate the student-athlete at the time of injury utilizing the Sideline Concussion Assessment Tool (SCAT5, or ChildSCAT3 if 12 or under). The SCAT measures immediate neuro-cognitive effects, records symptoms, and assesses orientation, memory, concentration, delayed recall, balance and coordination of the injured student-athlete.
2. The determination of whether a student-athlete removed from play is suspected of having sustained a concussion will be the sole determination of the LHCP or other properly trained individual. Such determination is final and may not be overruled by another LHCP or other properly trained individual, coach, assistant coach, school staff, or other person serving in a coaching or advisory role, the student-athlete, or the parent/guardian of the student-athlete.
3. The coach of a student-athlete may elect not to return the student-athlete to play, even if after the concussion sideline assessment it is determined that the student-athlete is no longer suspected of having sustained a concussion.

## **VI. ACADEMIC ACCOMMODATIONS DURING RECOVERY FROM CONCUSSION**

- A. The academic needs of a student-athlete who has sustained a concussion may need to be accommodated during recovery from the injury. School principals must be informed when a student-athlete has sustained a concussion.
  1. Upon receiving confirmation that a student-athlete has sustained a concussion, the school's athletic trainer must advise the school principal of the injury. The school's principal will then notify student-athlete's guidance counselor and teachers of any accommodations that are required during the student-athlete's recovery period.
  2. When a student-athlete's concussion symptoms appear after an athletic event, while out of the presence of school officials, the parent/guardian of the student-athlete must advise the principal of the concussion and any accommodations the student requires during the recovery period.

## **VII. Protocol for Return to Play**

- A. No student-athlete will be allowed to participate in any athletic event, practice session or training on the same day he/she is injured when he/she:
  1. Exhibits signs, symptoms or behaviors attributable to a concussion; or

2. Has been diagnosed with a concussion.
- B. No student-athlete will be allowed to return to participation in an athletic event, practice session or training on the days after he/she sustains a concussion unless all of the following conditions have been met:
1. The student-athlete no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion;
  2. The student-athlete is asymptomatic during, or following periods of supervised exercise that is gradually intensifying, and he/she has undergone a post injury neurocognitive data, at the discretion of the LHCP, to determine whether the student-athlete is ready to proceed to final stage of the Graduated Return to Play Guidelines;
  3. The student-athlete must complete successfully all stages of the Graduated return To Play Protocol after he/she has been diagnosed with a concussion;
  4. A Licensed Athletic Trainer completes concussion clearance checklist including written medical release which certifies that (i) the Licensed Athletic Trainer is aware of the current medical guidance on concussion evaluation and management; (ii) the student athlete no longer exhibits signs, symptoms or behaviors consistent with a concussion at rest or with exertion; and (iii) that the student-athlete successfully completed all stages of the Graduated Return to Play Protocol; and
  5. All Norfolk Public Schools student-athletes (high school and middle school) with a suspected concussion must have a written clearance to return to play issued by a physician who is trained in concussion management.
- C. The coach of a student-athlete may elect not to allow a student-athlete to return to extracurricular physical activities, even after the production of written medical release from the student-athlete's LHCP, if the coach observes signs and symptoms of sports-related concussions. If the student-athlete's coach makes such a decision, the coach will communicate the observations and concerns to the student-athlete's parent or guardian within one day of the decision not to allow such student-athlete to return to extracurricular physical activities.

### **VIII. Helmet Replacement and Reconditioning**

- A. All helmets used in school athletic activities must conform to the National Operations Committee on Standards for Athletic Equipment ("NOCSAE") and certified as conforming by the manufacturer at the time of purchase.

Reconditioned helmets that have been purchased must be recertified as conforming to the NOCSAE by the reconditioner.

## **IX. Training Required for Personnel and Volunteers**

- A. Norfolk Public Schools ensures that school staff, coaches, athletic trainers, team physicians, volunteers, parents and student-athletes will receive current concussion management training and education annually regarding the following matters:
  - 1. Recognizing the signs and symptoms of a concussion;
  - 2. Strategies to reduce the risk of concussions;
  - 3. Obtaining proper medical treatment for student-athletes suspected of having a concussion; and
  - 4. Safely returning student-athletes to an athletic event, practice session or training.
- B. In its annual concussion management training and education, Norfolk Public Schools will utilize materials and resources that are obtained from nationally recognized sources.
- C. The Norfolk Public Schools Concussion Policy Management Team will ensure that concussion management training is current and consistent with best practice protocols.
- D. The athletic directors at each school and the CPMT will maintain a written record of the names and dates of completion for all persons that received the annual concussion management training mandated under this Concussion Management Policy and Regulation.
- E. Each school will ensure that no person is allowed to coach or advise a student-athlete in any practice session, game, or competition that has not completed the school's concussion management training within the previous twelve months.

---

### **Legal Ref.:**

Virginia Code § 22.1-271.5.

**Adopted** by the Norfolk City School Board July 16, 2014.

### **Revised:**

October 11, 2018





## Concussion Clearance Checklist

---

No student shall be cleared for full athletic participation after sustaining a concussion until all of the below items are checked off and signed by an athletic trainer

- Parent Notification
  
- School Administration/Concussion Team Notification
  
- Physician Referral
  
- Return To Play Progression
  
- IMPACT Post injury test
  
- Clearance Note from Physician, or release to be supervised by school athletic trainer

Signature of LH/CP \_\_\_\_\_



## **Sportsmanship Pledge Student and Parental Statement of Understanding**

As a participant in the extracurricular activities program at \_\_\_\_\_, I pledge to remain free of alcohol, School Name

tobacco, and illegal drugs and to exhibit good citizenship at all times. I understand that violation of the \_\_\_\_\_

(School Name)

extracurricular participation policy and/or Norfolk Public Schools Code of Student Conduct Regulation, VHSL, or Eastern District Rules might result in my exclusion from the extracurricular activities by decision of the coach (with the right to appeal to the principal).

**Section I:** To be completed by the student.

NAME \_\_\_\_\_ Club/Sport \_\_\_\_\_  
(Please Print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section II:** To be completed by parent/guardian

*My signature indicates that I have read and understand the \_\_\_\_\_ participation pledge and policies*

(School Name)

*governing scholastic athletics in Norfolk Public Schools through the pre-season meeting, the “Norfolk Public Schools Athletic Handbook for Parents and Athletes,” (which can be reviewed online at [nps.k12.va.us/athletics](http://nps.k12.va.us/athletics)) and/or by general explanation. My signature, grants permission for the student’s participation.*

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

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

*Address:* \_\_\_\_\_  
\_\_\_\_\_

**Virginia High School League, Inc.**  
**Eligibility Falsification Penalty**

If a student or his/her parent(s) or guardian(s) gives false information, written or verbal, that affects his/her eligibility upon entering and/or during his/her eight semesters of eligibility, the student shall become ineligible at any VHSL school for a period of one year from the date the information is certified as being false.

**Adopted by VHSL: March 15, 1991**

***Athletic Participation Insurance***

Each year millions of youngsters benefit from participation in interscholastic sports nationwide. Norfolk Public Schools is no exception and has developed a proud tradition of offering its students the opportunity to compete in most major sports.

Although extremely infrequent, serious injuries and death can occur, especially in the contact sports. This threat necessitates that the school system provide a reasonable level of accident insurance for all participants. Today, however, no available policy fully covers every contingency. Therefore, it is of the utmost importance that each parent or guardian understand the scope of School Board insurance protection and weigh the risk prior to releasing their youngster to participate.

Coverage under the Norfolk Public Schools program is characterized as "full excess coverage." It is secondary to existing health or accident coverage. R&C noted as coverage refers to Reasonable and Customary.

Where other accident or health care insurance is unavailable, up to \$25,000 of medical expense coverage could be available to the injured athlete beyond a \$50.00 deductible that must be paid by the parent in every case:

Hospital Room and Board	Semi Private
X-Ray Including MRI and CT Scans	R&C
Miscellaneous Hospital Expenses	R&C
Surgery	R&C
2 <sup>nd</sup> Option	R&C
Ancillary Hospital Care	R&C

Nursing Services	All in hospital with physician prescription
Anesthesia	R&C
Physicians Follow-up Visit	R&C
Ancillary Nursing Care	All in hospital with physician prescription
Ambulance Service	R&C
Emergency Room Treatment	R&C
Physical Therapy	R&C Max \$2,000
Dental Injury Treatment	R&C up to \$10,000 per accident
Prescription Medication	R&C
Orthopaedic Appliances	R&C Prosthetics
Vision Care	Up to \$500 for glasses, contacts, hearing aids
Death Benefit	\$5,000
Dismemberment Benefit	\$5,000
Loss of single limb and/or eye	\$20,000
Loss of both limbs or eyes	\$20,000
Allowable Deductible	\$50
Max Obligation/Acc.	\$25,000

In the event a major catastrophe was encountered, medical bills beyond the excess coverage levels indicated will be submitted to the excess insurance provider under the Virginia High School League Catastrophic Injury Plan.

**NOTE:** Pending negotiations with the insurance company, premiums and coverages are subject to change.

## ***Accident Exclusions and Limitations***

The Accident Policy does not cover any expense incurred as a result of:

1. Service or treatment by a physician, nurse or any person who is:
  - a. employed or retained by the school; or
  - b. who is the insured or a member of the insured's immediate family
2. Charges which:
  - a. the insured would not have to pay if the insured did not have insurance
  - b. are in excess of the maximum benefits stated in the Policy or
  - c. are in excess of Reasonable and Customary Expenses
3. Any injury that is:
  - a. intentionally self-inflicted
  - b. caused by war or any act of war
  - c. caused by taking part in a riot or civil disturbance
4. Any injury that is caused by:
  - a. flying in aircraft except as a fare paying passenger
  - b. parachuting
  - c. travel in or on a snowmobile; any two- or three-wheeled motor vehicle; or any off-road motorized vehicle not requiring licensing as a motor vehicle
  - d. any accident where the insured is the operator and does not possess a current and valid motor vehicle operator's license (except in driver education program)
5. Any injury for which the insured is covered under Worker's Compensation or Employer's Liability Laws.
6. That part of medical expenses payable by any automobile insurance policy without regard to fault.
7. The insured's parent in committing or attempting to commit a felony.
8. An injury that is:
  - a. the result of the insured's being intoxicated
  - b. caused by any narcotic, drug, poison, gas or fumes voluntarily taken, administered, absorbed or inhaled, unless prescribed by a physician

9. A sickness or disease, or diagnostic tests or treatment, except infection which occurs directly from an accidental cut or wound or ingestion of contaminated food.

**NOTE**

**The insurance company reserves the right to modify accident benefits in accordance with School Board Policy without additional notification to parents. Therefore, verification of coverage on any claim remains the sole responsibility of the parent or guardian.**

## **Student Athletic Accident Claims Procedure**

***(If your child is injured, he/she must pick up an insurance form.)***

1. The athletic trainer will complete the injury information section of the Claims of Injury Form.
2. The athletic trainer will give the signed form to the injured student athlete, parent or guardian.
3. The parent/guardian must take the Notification of Injury Form with them to the emergency room, physician's office or dentist's office, so the physician/dentist can fill out the medical section of the document. The parent/guardian must keep a copy of the Notification of Injury Form to submit to the carrier.
4. The parent/guardian will receive billing statements from the hospital, physician or dentist. After bills are received, mail the Notification of Injury Form and billing statements to the claims department (address is on the top of the form). Keep a copy of the form and billing statements for your record.

***If you have your own insurance policy, you will follow the same procedure but will submit documentation to your insurance company. If your insurance company does not fully cover the cost of medical treatment, you may submit a Notification of Injury Form after your insurance company has paid their part.***

5. The parent/guardian will be responsible for submitting the Notification of Injury Form and billing statements to claims and paying all bills not paid by the insurance company.
6. In the event of catastrophic injury in which medical expenses exceed the primary limit of \$25,000.00, the parent should contact the VHSL and complete the appropriate claim forms. The VHSL can be contacted by telephone at (434) 977-8475.

7. Parents should contact the school athletic trainer or athletic director if they encounter any problems associated with payment or medical expenses arising out of athletic injuries. Should the school officials be unable to resolve problems arising out of a medical claim of an insured athletic injury, you should call the Norfolk Public Schools director of Risk Management and safety at 628-3856.

## ***Athletics***

Ninth graders are encouraged to try out for senior high school sports. All fall sports begin August, winter sports begin in November, and spring sports begin in February. Middle school students (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> graders) are encouraged to try out for each sport or activity that is offered in each middle school. Fall sports begin at the start of the school year, Winter I sports begins in late October, Winter 2 sports begin in February and Spring Sports begin in March. Each student must have a physical before participating in the Norfolk Public Schools sports program. The physical may be given by the student's own doctor or by a doctor employed by the senior high school or middle school. Go to the Norfolk Public Schools website for a seasonal physical schedule. All valid physicals must be dated after May 1, 2017 – June 30, 2018. [www.nps.k12.va.us/athletics.htm](http://www.nps.k12.va.us/athletics.htm)

Beginning the fall 2011, **all** student athlete and parents **must** go through a concussion information session prior to the start of their season. Each student and parent **must** sign a concussion consent letter prior to the student athletic practicing or trying out for a team.

For rising ninth grader to be eligible for senior high school athletics, he or she must be enrolled and reside within the schools attendance zone. Once in high school, a senior high student must have passed five courses during the preceding semester with a minimum 2.0 GPA after the ninth grade.

Athletes are eligible to ride the late bus home after each day's practice. Usually, these buses leave the senior high school from 5:30 to 7:00 p.m.

For more specific details, see your high school's athletic director or guidance counselor, or administrator.



## ***NCAA Freshman-Eligibility Standards Quick Reference Sheet***

**KNOW THE RULES:** Visit [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

### **Core Courses**

- **NCAA Division I requires 16 core courses as of August 1, 2008.** This rule applies to any student first entering any Division I college or university on or after August 1, 2008. See the chart for the breakdown of this 16 core-course requirement.
- **NCAA Division II requires 14 core courses.** See the breakdown of core-course requirements. Please note, Division II will require 16 core courses beginning August 1, 2013.

### **Test Scores**

- **Division I** has a sliding scale for test score and grade-point average. The sliding scale for those requirements is shown later in this section.
- **Division II** has a minimum SAT score requirement of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. **The writing section of the SAT is not used.**
- The ACT score used for NCAA purposes is a **sum** of the four sections on the ACT: English, mathematics, reading and science.
- **All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on transcripts will not be used. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the Eligibility Center.**
- **Refer to the [eligibilitycenter.org](http://eligibilitycenter.org) for all the latest information on Covid/Eligibility for student athletes.**

## **Grade Point Average**

- Only core courses are used in the calculation of the grade-point average.
- **Be sure** to look at your high school's list of NCAA-approved core courses on the Eligibility Center's Web site to make certain that courses being taken have been approved as core courses. The Web site is [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).
- **Division I** grade-point-average requirements are listed later in this section.
- **The Division II** grade-point-average requirement is a minimum of 2.000.

### **Division I 16 Core-Course Rule**

#### **16 Core Courses:**

- 4 years of English.
- 3 years of mathematics (Algebra 1 or higher)
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or Natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy).

### **Division II 14 Core-Course Rule**

#### **14 Core Courses:**

- 3 years of English.
- 2 years of mathematics (Algebra 1 or higher)
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 2 year of additional English, mathematics or Natural/physical science.
- 2 years of social science.
- 3 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy).

**PLEASE NOTE:** Beginning August 1, 2013, students planning to attend an NCAA Division II institution will be required to complete 16 core courses.

## **OTHER IMPORTANT INFORMATION**

Division II has no sliding scale. The minimum core grade-point average is 2.000. The minimum SAT score is 820 (verbal and math sections only) and the minimum ACT sum score is 68.

14 core courses are currently required for Division II. However, beginning 2013, students will be required to complete 16 core courses.

16 core courses are required for Division I.

The SAT combined score is based on the verbal and math sections only. The writing section will not be used.

SAT and ACT scores must be reported directly to the Eligibility Center from the testing agency. Scores on transcripts will not be used.

Students enrolling at an NCAA Division I or II institution for the first time need to also complete the amateurism questionnaire through the Eligibility Center Web site. Students need to request final amateurism certification prior to enrollment.

For more information regarding the rules, please go to [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

Please call the NCAA Eligibility Center if you have questions: Toll-free number: 877/262-1492.

**NCAA DIVISION I SLIDING SCALE  
CORE GRADE-POINT AVERAGE/TEST-SCORE**

**New Core GPA/Test Score Index**

<b>Core GPA</b>	<b>SAT Verbal and Math ONLY</b>	<b>ACT</b>
3.550 & Above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	470	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57

<b>Core GPA</b>	<b>SAT Verbal and Math ONLY</b>	<b>ACT</b>
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

## ***Frequently Asked Questions Regarding NCAA Initial-Eligibility Legislation***

### **1. When should a student register with the NCAA Eligibility Center?**

Students should register with the eligibility center after the completion of their junior year in high school. At this time, a transcript that includes six semesters of grades should be sent to the eligibility center from the high school. Additionally, students should request all SAT or ACT test scores be forwarded directly to the eligibility center by entering code “9999” as a reporting selection when they register for the exam.

### **2. How are students prioritized for processing at the eligibility center?**

Students who have their status requested by an NCAA institution are prioritized by the eligibility center for processing. Students with disabilities and students who individually request a preliminary status report will also be prioritized. If a student’s eligibility status is not prioritized in one of these three ways, the eligibility center may not process the student’s file. Please note, academic certification and amateurism certification are separate processes; therefore, decisions may not be rendered at the same time for each area.

### **3. How is the NCAA core-course grade-point average different from a student’s overall grade-point average?**

The NCAA core-course grade-point average is calculated using only NCAA-approved core courses in the required core academic areas (e.g., English, mathematics, natural or physical science, social science). High school grade-point averages generally include the grades from most or all courses attempted in grades nine through 12. Please check your high school’s list of NCAA-approved core courses for more information.

**4. May weighted grades for honors or advanced placement courses be factored into the calculation of the student’s core-course grade-point average?**

A school’s normal practice of weighting honors or advanced courses may be used as long as the weighting is used for computing grade-point averages. Weighting cannot be used if the high school weights grades solely for the purpose of determining class rank. Additionally, in no instance may the student receive greater than 1.000 additional quality point for purposes of calculating the core-course grade-pint average for initial eligibility. It is the responsibility of the high school to provide the weighted grading scale to the eligibility center.

**5. What options are available for a student to appeal an eligibility center “Final” Not Certified” decision?**

Students who do not meet the initial-eligibility standards may be granted a waiver of their deficiency through the NCAA initial-eligibility waiver process. NCAA academic committees are vested with the authority to authorize waivers of initial-eligibility requirements based on objective evidence that demonstrates circumstances that may warrant a waiver of the normal application of the legislation. The waiver may only be filed by an NCAA institution (college or university) on behalf of the student. Additionally, there is a waiver process for a student who needs a core course that was approved after the student’s graduation and needs to be retroactively applied to a student’s NCAA initial-eligibility certification. Either the high school or NCAA institution may contact the eligibility center to begin the “48-H Waiver” process. This particular waiver is done through the eligibility center.

**6. May courses taken in the eighth grade that are high school core courses (e.g., Algebra I, Spanish I, Freshman Composition) be used to meet the core-course requirements?**

Yes, courses taken in the eighth grade that are high school core-course requirements, provided the eighth grade courses

appear on the student's high school transcript and receive high school graduation credit.

**7. May students use courses taken after high school graduation?**

Generally, students who enroll in an NCAA Division I institution may use only courses completed in grades nine through 12 or the international equivalent as specified in the NCAA Guide to International Academic Standards for athletics eligibility to meet the NCAA core-curriculum requirements. If a student graduates from high school within the core-curriculum time limitation (e.g., in a student's first eight semesters or 12 quarters), he or she may use one core course, completed in the year after graduation (summer or academic year), but not later than the end of the academic year immediately after the high school graduation date of the student's class. Students enrolling in Division II institutions and students with disabilities (enrolling in either Divisions I or II) may use core courses taken after high school graduation to meet the NCAA core-curriculum requirements, provided the courses are completed before full-time enrollment in a college or university.

**8. Are vocational courses acceptable?**

Traditional vocational courses are not acceptable. These include courses such as agriculture, auto mechanics, accounting and health. The core-course review instructions (located on the High School Review Administration main page) explain in detail the NCAA's requirements for a core course.

**9. May courses taken by a high school student at a local college be used to meet the core-course requirements?**

College courses may be used to satisfy core-curriculum requirements if the courses are accepted and awarded graduation credit by the high school for any student and meet all other requirements for core courses. For NCAA Division I only, such courses must be placed on the student's high school transcript. Courses taken at a college will not appear



on the high school's list of NCAA-approved core courses. The high school's list of NCAA-approved core courses will include only those courses taught or offered by the high school.

**10. Does a student with a disability have to submit information to the eligibility center to document their disability?**

Students with disabilities may receive accommodations in order to meet NCAA initial-eligibility requirements. To receive the accommodations, the student's disability must be documented. In Division I only, if a student uses approved core courses taken after the eighth semester of high school (including courses taken in the summer after high school graduation) and before initial full-time collegiate enrollment, certain documents must be submitted to the eligibility center. Those documents are: (1) a current signed copy of a professional evaluation report that states the diagnosis of the student's disability; and (2) a copy of the student's Individualized Education Plan (IEP), Individual Transition Plan (ITP) or Section 504 Plan or statement that relates to accommodations received by the student with the disability.

**11. May students with a diagnosed disability use courses that are designated for students with a disability to meet NCAA core-course requirements?**

Students with appropriately diagnosed disabilities may use courses for students with disabilities for the purpose of meeting NCAA core-course requirements. Courses for students with disabilities must appear on the high school's list of NCAA-approved core courses (i.e., designated on the high school's list with an "=" sign) in order for a student to receive NCAA credit for the course.

**12. Does the prohibition against special education, remedial or compensatory courses apply to students with disabilities?**

No. In order for courses designated for students with disabilities to be approved, the course must be substantially comparable, qualitatively and quantitatively, to an NCAA-

approved core course offered in that academic area. Also, the course must be placed on the high school's list of NCAA-approved core courses.

**13. What if a student's final high school transcript contains an error or the student has grade changes that are not included on the final transcript mailed to the eligibility center?**

Once the eligibility center has received all required documentation, including a final high school transcript with proof of graduation for a student, they are able to produce a final certification report. If a high school forwards a revised final transcript to the eligibility center, the eligibility center will not be able to use the changes to issue a revised final certification report. Instead, any changes to a student's final high school transcript must be approved through the initial-eligibility waiver process (see question No. 5 for more information about the waiver process). Therefore, it is very important that final transcripts are checked for accuracy before being sent to the eligibility center.

**14. May courses taken at high school "A" be accepted if they appear on high school "B's" transcript?**

No. High school "B" may provide the eligibility center with an official copy of high school "A's" transcript, but courses from one high school cannot be accepted on another high school's transcript.

**15. May courses taught via nontraditional methods (i.e., independent study, Web based, correspondence courses) be used to meet the core-course requirements?**

Students may use courses taught via nontraditional methods to satisfy the core-curriculum requirements provided certain criteria are met. If approved, these courses appear on the high school's list of NCAA-approved core courses. The core-course requirements will explain in detail the NCAA's requirements for nontraditionally taught courses, which include the

requirement that nontraditional courses be placed on the student's home (or graduating) high school transcript.

**16. How is my core-course grade-point average calculated?**

Your core-course grade-point average may be calculated using your best grades from the required minimum number of core courses that meet the core-course distribution requirements. Core courses beyond the required minimum may be used to meet the core-course grade-point average if the distribution requirements are met.

**17. How are courses taken over two years counted?**

A course that is normally taught in one year but spread over a longer period of time (i.e., two years, three semesters) is considered as one course and would receive a maximum of one core-course credit. A core course may never receive more than one unit of credit.

**18. Where can I find a list of my high school's approved core courses?**

Each high school's list of approved core courses may be found by linking to the eligibility center Web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

**19. May computer science courses be used to meet the core-course requirements?**

Effective for students first entering a collegiate institution on or after August 1, 2005, computer science courses may not be used to meet the core-course requirements.

**To determine the status of documents sent or to check on your eligibility status, contact:**

**NCAA Eligibility Center  
Certification Processing  
P.O. Box 7136  
Indianapolis, IN 46207-7136**

**877/262-1492 (customer service)**

**317/223-0799**

**[www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)**

## **Eligibility Center Services**

NCAA Eligibility Center mailing address:

NCAA Eligibility Center  
P.O. Box 7136  
Indianapolis, IN 46207

NCAA Eligibility Center overnight mailing address:

NCAA Eligibility Center  
1802 Alonzo Watford Sr. Drive  
Indianapolis, IN 46202

Customer service hours – 11 a.m. to 5 p.m. Eastern Time Monday through Friday.

Toll-free phone number (U.S. callers) – Customer service line –  
877/262-1492

Phone number (international callers) – Customer service line –  
317/223-0700

Fax number: 317/968-5100

## **NCAA Amateurism Certification**

In response to the NCAA membership's concerns about amateurism issues related to both international and domestic prospective student athletes, President Myles Brand has authorized the creation of a centralized amateurism certification process.

The NCAA Eligibility Center will include an amateurism certification section that will be used to determine the amateur status of domestic and international freshman and transfer prospective student athletes initially enrolling at NCAA Divisions I and II member institutions on or after August 1, 2007. [In NCAA Division III, certification of an individual's amateurism status is completed by each institution.

Prospective student athletes must complete the amateurism questionnaire when they register with the Eligibility Center.

### **Registering with the Eligibility Center**

Prospective student athletes may register with the Eligibility Center via the Internet at the beginning of their junior year in high school. As part of the amateurism certification process, each prospective student athlete will be asked to answer several questions regarding his or her sports-participation history. Early registration with the Eligibility Center and the completion of the athletics participation questions will allow institutions to have preliminary information regarding a prospective student athlete's amateurism status, which will promote consistency in the recruiting process. Final certifications of amateur status will occur at the end of the prospective student athlete's senior year of high school or approximately two to three months prior to initial full-time enrollment at an NCAA Division I or II institution.

## **Certification of NCAA Divisions I and II Amateurism Rules**

Amateurism certification will not cover all areas of NCAA Bylaw 12. Institutions will be responsible for determining the amateur status of prospective student athletes for the areas of the amateurism bylaws not covered by the amateurism certification process. In addition, institutions will be responsible for certifying compliance for all amateurism bylaws during the time period between the student-athlete's request for final amateurism certification and his or her initial enrollment at an NCAA institution.

Selected amateurism rules to be certified by amateurism certification include:

- Contracts with a professional team (Division I);
- Salary for participating in athletics (Division I);
- Prize money above actual and necessary expenses (Division I);
- Play with professionals (Division I);
- Tryouts, practice or competition with a professional team (Division I);
- Benefits from an agent or prospective agent (Divisions I and II); and
- Organized-competition rule (Divisions I and II).

**Refer to the [eligibilitycenter.org](http://eligibilitycenter.org) for all the latest information on Covid/Eligibility for student athletes.**

## ***Team and Sport Specific Information***

Each sport has its unique requirements and risks. To ensure your understanding of these requirements prior to your child's participating in the sport, the school conducts a mandatory parent meeting before the beginning of practice for each sports season.

In addition to meeting the physical and academic requirements and completing the required paperwork, each athlete must follow the specific rules and regulations governing each sport. A clear understanding ensures a cooperative relationship among athletes, parents, and coaches. Each coach discusses the unique aspects of the particular sport he/she coaches.

If you have questions regarding a particular sport, contact your child's school.

## ***Use of Personal Vehicle for Transportation***

When teams need to travel to practices or games, Norfolk Public Schools recommends that a request be made through Norfolk Public Schools Transportation Department.

If a team member or volunteer desires to use their personal vehicle for transportation, they must file with the athletic director, the "*Volunteer Driver Information Form*" prior to travel. On next page is a copy of the "*Volunteer Driver Information Form*."

**NORFOLK PUBLIC SCHOOLS**  
**Volunteer Driver Information Form**

Re: \_\_\_\_\_  
(School activity for which your vehicle is to be used)

Dear Volunteer Driver:

Norfolk Public Schools appreciates you providing your automobile to assist in the transport of students involved in this school-sponsored activity. While we are grateful, we are also deeply committed to general safety of our students during such activities and must emphasize safety. We cannot overly stress the importance of abiding by all traffic laws and encourage you to pay particular attention to the problems associated with overloading the vehicle, failing to require seat belt use, and speeding. Your responsible action and good defensive driving will ensure the safety of this endeavor.

It is requested that you provide the school with the following information so that proper recordkeeping can be achieved.

To be eligible to volunteer you should have insurance coverage with at least \$50,000.00 per occurrence and \$100,000.00 combined single limit protection. Does your insurance meet this standard? \_\_\_\_ Yes \_\_\_\_ No

Registered owner of the vehicle: \_\_\_\_\_

Home/office phone number: \_\_\_\_\_

Licensed volunteer driver of the vehicle: \_\_\_\_\_

Make of vehicle: \_\_\_\_\_

Present liability insurance company: \_\_\_\_\_

I do, hereby, authorize the use of my vehicle for this school-sponsored activity.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vehicle Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of vehicle driver  
(if not the same as owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal or designee



## ***NOTES***