

# **Athletic - Activity Handbook**

**Revised, May 28th, 2020**

## **INTRODUCTION AND STATEMENT OF PHILOSOPHY**

The Board of Education, the community, and the administration and staff of Civic Memorial High School believe athletics and extra-curricular activities are an important supplement to our schools' program, providing experiences that will enhance opportunities for personal growth. Further, that good citizenship and personal responsibility are among the most worthy of objectives to which we hope our students will aspire. The Board, Administration, and staff also believe that it is a privilege to participate in athletics and extra-curricular activities. Therefore, students who choose to represent Civic Memorial High School as members of athletic teams, in extra-curricular organizations, or in an official capacity individually shall be held to the highest standards of conduct.

The Athletic/Extracurricular Code of Conduct is an opportunity for our students to commit to these high standards.

The Code shall apply to student athletes and/or students who participate in extracurricular activities when competing interscholastically, participating in public performances, or representing Civic Memorial as members of a team, extra-curricular organization, or individually in an official capacity. Exceptions shall be allowed in the case of Band and Chorus students, or in other areas determined to be "co-curricular," when such participation is used in determining a student's grade.

The athletic/extra-curricular code of conduct is a 365 day per year contract, meaning it is in effect throughout the entire calendar year. Penalties shall be cumulative beginning with and throughout a student's participation in athletics and/or extracurricular activities while a student at Civic Memorial. Penalties for infractions shall be applied during the season in which the student first participates as an athlete, or to the period of activity of a given organization. Because the length of athletic seasons will vary, as do normal periods of activity among different extra-curricular activities, interpretations of the code regarding penalties and time when not clearly specified within the code shall be left to the discretion of the administration, activity sponsor, athletic director, or coach, as appropriate.

This code of conduct is consistent with existing school discipline policies but does not take precedence over school policy and pertains not only to members of athletic teams but to others as defined and identified above.

## COVERAGE

- A. This Athletic/Activity Handbook covers:
  - 1. Grades 9-12
  - 2. In or out of any sport/activity seasons and offenses involving tobacco, alcohol, and illegal drugs anytime during the calendar year.
  - 3. All high school clubs, organizations, athletic teams, classes and activities
  - 4. When students from Civic Memorial High School participate in summer activities such as sport camps or cheerleading camp as representatives of Civic Memorial High School, handbook rules and athletic policy will apply.
- B. If a violation occurs in the eighth-grade year and results in a suspension that carries over into the ninth grade, that suspension will be completed in the ninth grade, but will not count as a violation of the High School Athletic/Activity Code.

## ATHLETIC/ACTIVITY OBJECTIVES

- A. To Balance athletics and other extracurricular activities with all other students' academic responsibilities and consideration.
- B. To encourage, build, and promote both the individual's moral character and physical development.
- C. To develop in each participant a feeling of pride, a sense of accomplishment, and a desire to excel within the ethics of the sport/activity.
- D. To develop excellent athletic teams and extracurricular programs of which the participants, school, and community can be proud.
- E. To promote a high regard for hard work and good sportsmanship. To help promote the BE A SPORT campaign.
- F. To promote alcohol and drug free activities for all students/athletes.

## ELIGIBILITY

The student must meet the scholastic and other requirements set by the Illinois High School Association (IHSA) in order to compete in Interscholastic Activities at Civic Memorial High School. Academic eligibility will be checked weekly. Students must provide proof of insurance and a physical examination each year, and a physician's release following serious illness or injury.

**Weekly Requirements:** The minimum standard is that a participant must be passing six academic courses per week. Failure to meet this standard causes the individual to forfeit all eligibility the following week. Turning in extra credit, missing homework, etc., will not take a student off of the ineligibility list until the week of ineligibility is over. The participant may practice if ineligible but will not be allowed to perform or compete. Eligibility will be determined on Monday and will be in effect Monday through the following Saturday. A grade for eligibility will be figured from day one until the end of the semester.

**Semester Requirements:** The minimum standard is that a participant must be passing six classes. Failure to meet this standard causes the participant to forfeit all athletic eligibility for the following semester. The athlete may not practice with the team. Semester grades take precedence over nine week grades.

## ATHLETIC AWARDS

- A. Varsity Letters
  - 1. Each head coach determines the procedure for earning varsity letters before the season starts. He/she will explain to all athletes how to earn varsity awards.
  
- B. Additional Guidelines
  - 1. All participants will receive new participation certificates if they complete the season
  
  - 2. Second and third varsity sport letters earned during the same year will entitle the participant to a sport pin and regular participation certificate.

- C. Freshman Letters (Numerals)
    - 1. An athlete will earn his/her numbers if he/she becomes a member of the freshman team during the season and finishes the season in good standing.
    - 2. One set of numerals can be earned while in high school.
    - 3. The first freshman honor earned will result in numerals indicating the year the freshman graduates plus a sports participation certificate.
    - 4. Second and third freshman honors earned in the same year will result in a sports participation certificate.
  
  - D. Most Valuable Player (or an award decided by the coach)
    - 1. Decided by the coaching staff
  
  - E. Athlete of the Year
    - 1. Selection Process:
      - a. Must earn 2 letters during the school year
      - b. Each head coach will vote for one male and one female athlete
      - c. The selection is based equally on:
        - 1. Character
        - 2. Dedication
        - 3. Citizenship
        - 4. Athletic ability
        - 5. Sportsmanship
        - 6. Leadership
      - d. Both a male and female will be selected.
- 
- F. College Signings
  - 1. Civic Memorial High School will conduct two to three college signing days during the school year. Student-athletes must be participating in the sport at Civic Memorial during the calendar year that they intend to sign a letter of intent for in college.
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- G. Senior Night Recognitions
  - 1. Student-athletes and parents will be honored and recognized at the conclusion of their sport generally at the last home game.

Fall: football, boys soccer, volleyball, boys and girls golf, girls tennis, cross country, sideline cheer

Winter: boys and girls basketball, wrestling, boys and girls bowling, competitive cheer, dance

Spring: baseball, softball, boys and girls track, boys tennis, girls soccer

## PRACTICE REQUIREMENTS

- A. Students involved in athletic/extra-activities must be in attendance at school for, at minimum, a half day of classes to practice or participate in activities that day. Any exceptions must be cleared with the Athletic Director and Principal.
- B. If a player misses practice the day before a game, his or her playing time will be determined by the coach and based upon the reason for missing practice.
- C. Any player who accumulates two unexcused absences may, at the discretion of the head coach, be removed from the team and may be ineligible for any athletic awards for that sport.

## ATHLETE'S BEHAVIOR DURING PRACTICES AND GAMES

- A. It is the athlete's responsibility to learn and demonstrate proper athletic behavior. Such behavior can be described as actions by players which promote cooperation and learning during practice, which encourage a profitable work ethic, and which result in an excellent competition coupled with good sportsmanship on the playing field.
- B. The coaching staff, for the benefit of the team and community, prefers not to tolerate the actions of players who show a lack of concern with regard to acceptable behaviors and attitudes. Therefore, if improper behavior is observed in practice or athletic contests, corrective disciplinary action will be taken. Potential consequences will be explained fully to the athletes before the season starts.

## SUSPENSION-EXCUSED/UNEXCUSED ABSENCE POLICY

- A. IN SCHOOL SUPERVISION

1. The student/athlete will be able to make up all homework and tests missed during the in school suspension.
  2. The student/athlete will be allowed to practice during the entire week of suspension, including the day(s) of in school supervision.
- B. OUT OF SCHOOL SUSPENSION or STOP (Short Term Option Placement) Referral
1. The student/athlete will be suspended from all games, practices, and activities for the days of the out of school suspension/placement at STOP.
- C. ABSENCE POLICY
1. Students must be in school a minimum of one half (150 minutes) of an attendance day in order to participate in practice or games during the week. (Exceptions may be made by the Athletic Director and Principal.)
  2. The student/athlete may be removed from the team or activity and forfeit all awards when TWO UNEXCUSED ABSENCES are accumulated.
  3. The two unexcused absences will accumulate during each sport/activity season, not during a semester or school year.
  4. A student who is absent on Friday may participate in a game or contest on Saturday. The coach or advisor should consider the reason for the absence from school on Friday when determining playing time during a Saturday game or contest.
  5. If a student/athlete misses practice the day before a game, the coach will determine the playing time in a game or contest based on the reason the student/athlete missed practice.
  6. Some excused and prearranged absences and field trips taken during the school day may be treated as though the student/athlete was in school that day so he/she will be allowed to practice and play in games or contests. Athletes and/or parents should contact the school ahead of time to discuss such situations and get pre-approval.

#### QUITTING THE TEAM

- A. Any player who quits the team/organization by giving notice verbally or in writing to the coach/advisor before the season is completed will not be

allowed back on the team/organization for any reason. Emotional decisions made by a player or student on the spur of the moment may be taken into consideration by the coach/activity director involved.

- B. An athlete who quits during a season may not participate in any preseason workouts with other teams during this time. He/she may not be permitted in the Weight Room until the previous season has been completed.

#### CARE AND RETURN OF SCHOOL UNIFORMS AND EQUIPMENT

- A. All uniforms and equipment issued to the athlete must be returned within ONE WEEK after the last game of the season.
- B. Lost or stolen items are the responsibility of the player, and he/she must pay the present day replacement cost of any items issued but not returned.
- C. Any returned items which have been damaged, not as a result of normal wear and tear, must be replaced or repaired. The replacement or repair bill becomes the responsibility of the athlete. The question of what constitutes “normal wear and tear” shall be determined by the coach/sponsor and athletic director.
- D. No awards will be given to the student until all equipment and uniforms issued to him/her have been returned and accounted for or the athlete/parents have paid a financial obligation for lost or missing equipment or uniforms at present day cost.
- E. No athlete will be allowed to begin the next athletic season, or any high school activity, until all equipment and uniforms have been returned and accounted for or paid for at present day cost if lost or damaged. This includes the use of the Iron Shed.

#### TRANSPORTATION POLICY

- A. In order to promote TEAM SPIRIT, all athletes are encouraged to ride the bus home from all away games. Each coach has the authority to REQUIRE all team members ride the bus home, but such authority will be

used with discretion. It is mandatory that all athletes ride school provided transportation to away games.

- B. Frosh/Soph players are encouraged to stay for the varsity contests.
- C. Players may choose not to ride the bus home after a game if their parents talk to the coach sign out with the coach. A student may only leave with his or her parents or guardians.
- D. If an emergency arises and the parents are not at the game, the coach can make an exception to allow the student to leave to receive medical attention.
- E. Transportation is not provided for 6th grade boys basketball, girls basketball, or volleyball.
- F. Coaches should notify the team in advance if they plan to stop to eat after a game.

#### BUILDING SECURITY GUIDELINES FOR ATHLETES

- A. Athletes are to report to their respective locker rooms and practice area after school is over as soon as possible.
- B. After practice is over, the athlete should go into their locker room to change and secure their padlocks.
- C. When these activities are completed, students will leave the high school building as soon as possible.

#### DRESS CODE

- A. Proper dress by the athletes at home and away is very important to the image of Civic Memorial High School.
- B. Each head coach should have a dress code that stresses proper dress to and from a game. Appropriate school clothing is an acceptable guideline for proper dress. Coaches and sponsors, may, from time to time, require

more formal clothing. All due consideration will be given special financial constraints that may make such requirements burdensome.

## COMMUNICATION GUIDELINES

- A. If students have any concerns or questions about the sports program or an activity, they should contact the coaching staff or advisor first.
- B. If the parents or guardians of the players/students have any questions or concerns about their son/daughter or the program, they should contact the coaching staff/advisor to arrange a meeting at a time that can be mutually agreed upon. Immediately after a contest or event is not usually an appropriate time for such meetings.
- C. Students and/or parents who feel their concern(s) have not been addressed adequately by a coach/sponsor may contact the Athletic Director (for athletic matters) or the Principal (in the case of other extracurricular activities.) The Principal should be contacted in all matters before seeking resolution with the Superintendent, and, after the Superintendent, the Board of Education.

## TEAM MEMBERSHIP LIMITATIONS

Coaches and advisors may conduct “tryouts.” Coaches/advisors may limit team/group members based on the following criteria:

- 1. overall talent and ability
- 2. character and personality of the individual
- 3. work habits and loyalty to the programs
- 4. positions needed for the team or activity
- 5. availability of personnel in sufficient numbers to ensure adequate supervision and safety of participants.

## DRUGS/ALCOHOL/TOBACCO POLICY/Assessment Program(s)

- A. POSSESSION
  - 1. Any student who is:  
USING, BUYING, SELLING, DELIVERING OR IN PERSONAL POSSESSION OF:

1. Illegal drugs which includes any type of mood altering drugs (including hemp, marijuana, or cannabis in any form)
2. Legal drugs taken inappropriately or without a prescription.
3. Tobacco/electronic cigarettes/e-cigs/vaping; Smoking or using tobacco in any form, including e-cigarettes, vaping, and/or possession of tobacco, lighters, matches, e-cigarette/vape liquid or other “vapor cigarette” accessories, or other incendiary devices are prohibited (any nicotine delivery).
4. Alcohol and/or is present where they know such illegal activity is being conducted, may be considered in possession according to Civic Memorial Athletic/Activity Code of Conduct. The initial investigation of a violation of the alcohol/drug policy will determine all the known fact of the violation. The question of possession will be determined for each student involved in the violation.

**B. SUSPENSION**

Refer to the Athletic/Extra-Curricular Rules and Regulations on page eight (8).

**ATHLETIC/EXTRACURRICULAR CODE OF CONDUCT**

1. Any student participating or planning to participate in extracurricular activities (e.g., athletics, school clubs) who is determined by the District to have engaged in any “prohibited activity”, below will be suspended from participating in extracurricular activities according to the guidelines set forth below. In all cases, the suspension will begin immediately after the violation has been confirmed by the high school administration.

“Prohibited Activity” means the following:

- a) smoking or using any tobacco product
- b) ecig / vape
- c) drinking alcoholic beverages
- d) possessing or using any illegal drug

- e) possessing or using a legal substance that the student believed to be one of the prohibited substances listed above;
- f) possessing or using a legal prescription or over-the-counter drug by an unauthorized user; or
- g) attempting any of the prohibited activities listed above.

**First Offense:**

A student's first offense in his/her high school career will result in a suspension from all extracurricular activities for one calendar year, unless the student successfully completes a counseling assessment and program from Chestnut Health System, or a program agreed upon by the administration and provides the athletic director documentation of such successful completion, in which case the following suspension will be applied in the current extracurricular season (or in the next extracurricular season in which the student participates, if the student is not currently participating in an extracurricular activity):

Football:	2 games	Soccer:	5 games
Basketball:	6 games	Tennis:	4 matches
Volleyball:	6 matches	Softball:	6 games
Golf:	4 matches	Wrestling:	6 meets
Baseball:	6 games	Bowling:	4 matches
Track:	4 meets		

Cheerleaders, Pazzazz, and Flag team members will be suspended for a commensurate number of events depending on the number of events for a given season.

Any suspension not fully served before the extracurricular season ends will carry over to the next extracurricular season in which the student participates.

**Second Offense:**

A student's second offense in his/her high school career will result in a suspension from all extracurricular activities for one calendar year, Unless the student successfully completes a counseling assessment and

program from Chestnut Health System, or a program agreed upon by the administration and provides the athletic director documentation of such successful completion, in which case the following suspension will be applied;

- The student will be suspended for one full extracurricular season in which they otherwise would have participated.
- A “full extracurricular season” means an entire season or the remainder of the current extracurricular season and such portion of the next extracurricular season as to equate to the 100% of an extracurricular season. For example: If a student commits a second offense and is suspended for the remaining 20% of the football season, the student would also miss the first 80% of the basketball season.

**Third Offense:**

A student’s third offense in his/her high school career will result in a suspension from all extracurricular activities for one calendar year. The student must also successfully complete a counseling assessment and program from Chestnut Health System, or a program agreed upon by the administration, and provide the athletic director documentation of such successful completion before being reinstated to extracurricular activities.

**Fourth Offense:**

A student’s fourth offense in his/her high school career will result in suspension from all extracurricular activities for the remainder of the students high school career.

**In the event that a code of conduct violation is not immediately issued the athlete will be moved to appropriate step. There is no Time limit on enforcement of this code of conduct. Administration will make every effort to issue code violations when an infraction is committed; however, student athletes must inform the administrator issuing a consequence that they are or plan to participate in athletics or activities.**

2. Any squad member in attendance at a gathering where alcohol/illegal drugs has been determined to be present, but he/she has not consumed, may be suspended as follows:

**First Offense:**

A.	Football	1st two quarters
	All other sports	1 game

**Second Offense**

B.	Football	1 game
	All other sports	3 games

**Third Offense (will be equal to 1st offense consumption):**

C.	Football	2 games
	All other sports	6 games

**Fourth Offense**

The same as 2nd offense consumption

**5th Offense**

The same as 3rd offense consumption

These regulations will be enforced throughout the calendar year and are cumulative throughout the athlete's career.

3. Any squad member or student guilty of any act of vandalism, theft or conduct unbecoming a squad member may not be allowed to participate in a contest or event for a period of up to nine weeks. (If the team does not participate in a contest during the nine week period, he/she shall miss the first contest following that period.) Any second violation may result in automatic suspension from the sport/activity in which the student is currently participating and all sports/activities for the remainder of the year.
4. Coaches and sponsors may impose curfews as appropriate, and such curfews may be waived to allow students who are employed to meet that obligation and travel home from work.

5. All athletes must follow Illinois High School Association rules such as the following:
  - A. Each squad member must attend school a minimum of one half of an attendance day and follow his/her regular schedule to be able to participate in a contest that evening. (Any deviation from this regulation must be with the approval of the athletic director and the school principal).
  - B. Athletes will not be permitted to wear jewelry while playing in athletic activities.
6. Swearing or abusive misconduct by a participant in sports or extracurricular activities may result in immediate “benching” of the offender for a length of time to be determined by the coach or sponsor responsible for the contest/event in progress.
7. Any gross misconduct or gross disobedience, either in or out of school, could result in suspension from all sports.
8. If a student participating in the current sport has an unexcused absence from practice or a game, he/she may not be allowed to participate in the next game. Subsequent offenses could result in suspension from the sport in which he/she is participating.
9. Athletes must arrive on time for all home games and must be on time to catch the school provided team transportation to away games. Athletes must use the school provided transportation to and from away games. Under unique and extenuating circumstances, a parent may contact the head coach and/or Athletic Director in advance and request to drive their son/daughter to a game. Upon request a student MAY be allowed to ride home with his/her parents. Parents must notify the coach before leaving the game. An athlete who violates this rule may be suspended from the next game for a first offense. A second offense may result in automatic suspension from the sport/activity.
10. Any coach/sponsor, upon the approval of the athletic director and principal, will have the authority to enforce other regulations deemed necessary for the good of the sport/activity. All students involved in a

sport or activity so affected will be advised of such additional regulations before they go into effect.

11. Any student in possession of a weapon and/or making a threat to the school or school personnel will go before an athletic review board who will make a recommendation and determination for an appropriate athletic code consequence. Student may be suspended up to the entirety of their high school career. Student may be recommended for a threat assessment.
  - Review Board: CMHS Principal, TMS Principal, Athletic Director, Coach, and Department Chair

**Civic Memorial High School  
Athletic/Activity Handbook  
Pledge Sheet**

Date \_\_\_\_\_

I have received the Civic Memorial Athletic/Activity Handbook and agree to adhere to all the rules and regulations enclosed.

I understand that failure to abide by these rules/regulations and any other reasonable rules established by the coach/advisor may result in my removal from the team/squad/organization.

If an athlete, I also take responsibility for the risk involved in playing interscholastic sports and understand that there is a possibility of injury. Civic Memorial High School will continue to make every sport as safe as possible.

Student/Athlete Name \_\_\_\_\_  
(print)

Signed \_\_\_\_\_

I understand the rules and regulations of the Civic Memorial High School Athletic/Activity Handbook and support my son/daughter and the coaching staff in enforcing these rules and regulations. I, as a parent or guardian, also understand that there is a risk involved in playing interscholastic sports and realize that there is a possibility of injury to my son or daughter.

\_\_\_\_\_  
(signed) parent/guardian

Parent Phone Number: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

# Concussion Management Policy

## I. INTRODUCTION

The recognition and treatment of athletes who have suffered a concussion has become a national priority. An increasing number of studies have revealed that concussions, not properly treated, can result in permanent physical and cognitive deficits. The data also suggests that concussions can lead to the development of dementia earlier than expected and has led to mandates by the National Federation of High Schools (NFHS), NCAA and the NFL, among others. The NFHS mandated rule states “Effective with the 2010 high school season, any player who shows signs, symptoms or behaviors associated with a concussion must be removed from the game and shall not return to play until cleared by an appropriate health-care professional.”

Recovery from a concussion requires limitation of physical activity, including sports activities such as practice, drills, games, and at times even physical education classes. In significantly symptomatic athletes, mental activity should also be limited to allow the brain to heal. These activities may include limiting assignments, allowing greater time to complete quizzes and tests or assignments and less homework. Watching TV, texting, and playing video games may also slow recovery.

To better manage instances of concussion in our sports program, Civic Memorial High School requires the following:

1. All coaches (paid and volunteer) must complete annual training in the area of current concussion management practices. This training should include up- to-date information on the identification of concussion, the signs and symptoms associated with the injury, the risks involved with allowing athletes to continue to play while symptomatic, methods of concussion assessment, and the importance of gradual return to play practices.
2. Athletes suspected of having a concussion should be immediately removed from play and evaluated before being allowed to resume physical activity. All concussion evaluations should be done by a licensed health care professional (physician, physician’s assistant, nurse practitioner, or athletic trainer) trained in the treatment and management of concussions. Before the concussed athlete can return to action, the most current standard of care of the sports concussion includes the following: (1) the athlete must be asymptomatic at rest; (2) the athlete must display normal cognitive function as exhibited on postural stability (balance) testing; and (3) the athlete must provide written clearance from the evaluating medical provider. Upon return, the athlete should only be allowed to continue if he/she continues to be asymptomatic with activity. Utilizing the above standards, as well as experience and judgment, this health

care professional will be able to determine when the athlete has completely recovered from the concussion.

3. Information will be provided to parents about concussion annually (including signs and symptoms and risks involved with continuing to play while symptomatic) and parents will be required to provide written acknowledgement of such information prior to their child(ren) being allowed to participate in sport activity.

Once the athlete is medically cleared to return to physical activity, coaches at Civic Memorial High School will be required to follow a stepwise sequence to return to full activity. Each step should be separated by 24 hours and the athlete should not be allowed to advance to the next step if symptoms reappear:

Step 1: Athlete may begin low-impact activity such as light jogging or riding a stationary bicycle;

Step 2: Athlete may initiate aerobic activity fundamental to specific sport such as running or plyometrics.

Step 3: Athlete may begin non-contact sport drills specific to sport (dribbling, passing, catching, batting, etc.).

Step 4: Athlete may resume full contact sport activity in practice setting.

\*\*\*Concussion resources can be found on the Civic Memorial High School webpage.\*\*\*

## **II. IHSA PROTOCOL**

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The above language, which first appeared in all National Federation sports rule books for the 2010-11 school term, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion, but not a revision in primary responsibilities in these areas. Previous rules required officials to remove any athlete from play who was “unconscious or apparently unconscious.” This revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. However, the revised language does not create a duty that officials are expected to perform a medical diagnosis. The change in rule simply calls for officials to be cognizant of athletes who display signs, symptoms, or behaviors of a concussion from the lists below and remove them from play.

NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.

### **Definition of a Concussion**

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

Behavior or signs observed indicative of a possible concussion include the following:

- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can’t recall events prior to or after the injury

Symptoms reported by a player indicative of a possible concussion include the following:

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

1. The official shall remind the head coaches that a school-approved appropriate health care professional will need to clear for return to play any athlete removed from a contest for an apparent head injury.

2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for

under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.

3. If it is confirmed by the school's approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.

4. Otherwise, if an athlete can not be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to the IHSA's Return to Play (RTP) Policy before the student-athlete can return to practice or competition.

5. In cases where an assigned IHSA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be overruled.

Additional information regarding concussion has been made available to IHSA member schools and licensed officials and can be accessed on the IHSA Sports Medicine website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

### **Return to Play (RTP) Policy**

Background: With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires "any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional." In applying that rule in Illinois, it has been determined that only certified athletic trainers and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

Policy: In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play. For the purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois.

## **IV. CONCUSSION TEAM**

Mr. Justin Newell, Principal  
Mr. Todd Hannaford, Athletic Director/Assistant Principal  
Mr. Aaron Suessen, Athletic Trainer  
Mrs. Cheri Whitman, School Nurse  
Mrs. Anita Steinmann, School Counselor (A-K)  
Mrs. Emily Kisro, School Counselor (L-Z)  
Mrs. Janet Craig, School Social Worker  
Mrs. Janiece Stewart, M.D.  
Mr. Craig Harms, M.D.

## **V. ACCOMMODATIONS**

The school counselor will inform the classroom teachers of the following accommodations that will be provided to the student athlete as they recover from the concussion. Other accommodations will be made if they are recommended by an appropriate healthcare professional, the school nurse, athletic trainer and/or school counselor. All accommodations are provided until the athlete is cleared to return unless otherwise determined by the Concussion Team. The school counselor will send a letter notifying the parent/guardian of the accommodations that are being provided to their student athlete. Teachers will be notified by email of accommodations being afforded to the student athlete in their classroom.

Allow extended time on the completion of homework and tests.

Assignments/tests must be modified to be non-computer based.

Reduce the number of homework questions.

It is optimum for the student not to test in the 7-day window; however, this is at the discretion of the student/parent.

No PE (Please do not have the students dress out.)

Multiple Concussions:

If the student-athlete has sustained more than one concussion, the Concussion Team will meet with the parent/guardian to determine additional accommodations that may be made available to the student athlete. These accommodations will be made for for a period of 1 year in the form of a 504. The 504 team will meet each year to determine if the student athlete is eligible for services.

## **VI. ATTACHMENTS**

- On-Site Concussion Evaluation
- IHSA Sport Medicine Acknowledgement and Consent Form

Post Concussion Consent Form

<b>Communications Chart</b>	
<b>1st Time Concussion</b>	<b>Multiple Concussions</b>
Coach/athletic trainer contacts the parent/guardian. Parent/guardian is given a copy of the On-Site Concussion Form and the Concussion Fact Sheet. <b>Students are removed from play, for 7 days minimum, from the last day a symptom was displayed.</b>	Coach/athletic trainer contacts the parent/guardian. Parent/guardian is given a copy of the On-Site Concussion Form and the Concussion Fact Sheet.
Coach/athletic trainer fills out an injury report. Coach/athletic trainer contacts the athletic director and nurse by the next business day.	Coach/athletic trainer fills out an injury report. Coach/athletic trainer contacts the athletic director and nurse by the next business day.
Nurse follows up with the student-athlete and parent/guardian	Nurse follows up with the student-athlete and parent/guardian
Nurse informs the school counselor and principal.	School counselor arranges a date and time for a 504 meeting, which includes the parent/guardian, a classroom teacher, and a member of the concussion team.
School nurse informs the classroom teachers regarding appropriate accommodations.	Accommodations per the 504 meeting are sent to all classroom teachers. The accommodations will be in effect for a 1 year period.
School nurse sends a letter home to the parent/guardian about the school-provided accommodations.	Accommodations may be renewed, as determined by the 504 team, during the yearly meeting.
Student-athlete is released, by an appropriate healthcare official, for return to play.	The student-athlete is remove from play for the remainder of the season if this is their 2nd concussion within a 12 month period, unless they have a written release from a licensed medical doctor.

Parent/guardian signs the Post-Concussion Consent Form	If determined eligible to play, the parent/guardian signs the Post-Concussion Consent Form.
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