

VIRGINIA CUSD #64

2019-2020



EXTRA-CURRICULAR ACTIVITIES HANDBOOK

(XC Handbook)

The purpose of this handbook is to establish a uniform policy regarding Extra-Curricular (including athletic) participation, eligibility, training rules, awards, and other items relating to the administration of the athletic program for the Virginia Middle School and High School athletic programs and those associated with the Virginia-Triopia Co-Op and the Virginia-Beardstown Co-Op.

Agreement

The guidelines in this handbook, inclusive of the Code of Conduct, apply to all students who participate in Extra-Curricular activities and athletics. These guidelines are **in addition** to the rules and regulations concerning student conduct found in the Student Handbook and may have additional requirements for student athletes and Extra-Curricular activity participants.

The Extra-Curricular handbook rules and penalties for violating those rules will be communicated to each student by their coaches/sponsors. Each student and their parents will be required to sign an agreement stating their knowledge and acceptance of the Extra-Curricular handbook. Student participants participating on co-op teams are subject to rules, guidelines and policies found in the Extra-Curricular handbook of the host school, with the exception being academic eligibility which is to be determined by the home school. Coaches will impose disciplinary measures appropriate to the offenses committed. Appeals may be made to the Athletic Director first, and then, if necessary, to school administration.

Participation in XC activities is a privilege, and, as with any privilege, certain responsibilities are involved and certain behavior is expected of all participants. Policies and guidelines set forth in this handbook must be supported and enforced by parents, participants, members of the athletic department and anyone associated with the school.

Expectations of Extra-Curricular Participants

1. Display good sportsmanship.
2. Display the highest standard of conduct.
3. Display a proper respect for those in authority, including teachers, coaches and officials.
4. Display a spirit of cooperation with coaches and teammates.
5. Refrain from the use of profanity on and off the playing field.
6. Abide by all rules and regulations that govern the student body of both the home and resident schools.

Governing Bodies

There are five organizations that govern or control the Virginia Extra-Curricular Programs (XC Programs).

Virginia CUSD #64 Board of Education – Makes all local policies and rules regarding XC participation; determines which sports will be offered; hires coaches.

Illinois High School Association – For all High School Athletics; makes state-wide rules and policies regarding athletic and Extra-Curricular participation; conducts state series in various sports.

Illinois Elementary School Association – For all Junior High Athletics; makes state-wide rules and policies regarding athletic and Extra-Curricular participation; conducts state series in various sports.

Western Illinois Valley Conference – For High School Athletics; makes rules and policies that govern conference contests; organizes conference championships in scholastic bowl, football, volleyball, basketball, track, baseball and softball.

Morgan County Conference – For Junior High Athletics; makes rules and policies that govern conference contests and organizes conference championships and tournaments

Extra-curricular Objectives

1. To place academic endeavors above other considerations and all Extra-Curricular activities, including athletics, second.
2. To develop in each participant: pride, a sense of accomplishment, and a desire to excel and win within the ethics of the competition.
3. To encourage, build, and promote improvement in the student's moral character, mental and emotional well-being and physical development.
4. To develop competitive teams and individuals of a superior quality by stressing fundamentals of each activity at every level.

Requirements for Participation in Extra-Curricular Activities

The terms 'Student-Athlete,' 'Student' or 'Student-Participant' include anyone playing an athletic sport or participating in an Extra-Curricular activity as a member of a team or individually representing the school in a formal capacity.

Before a student may practice or participate the following criteria must be met:

- a. Have a current **physical** completed within the last 13 months.
- b. Have the participation **fee** paid in full before the athlete may participate.
- c. Have submitted a signed **Agreement to Participate** by both the student and his/her parent/guardian that they:
 - i. Are aware of the Extra-Curricular Handbook and the policies contained therein,
 - ii. Agree to abide by its terms and conditions,
 - iii. Acknowledge that the agreement is binding for the duration of the current school year, that it will be in effect from the first date of student enrollment and that it will be until the first day of school the following school year. Prior to the beginning of the fall sports season, information will be provided to explain XC policies (in the form of the current XC handbook) and a sheet outlining any changes from the previous school year. Both parent and students must sign the attached agreements signifying they are aware of and agree to abide by the terms and conditions outlined therein before the student may participate in any capacity. These rules will be reviewed each year by coaches and sponsors of the activity. These signed forms will remain in the school office.
- d. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug class list and an agreement to take part in random testing for these substances.
- e. A signed agreement by the student's parent and student regarding the understanding and agreement to abide with the current concussion protocol and return to learn/return to play guidelines.
- f. Have a copy of a birth certificate or hospital record (Jr. High only) on file.
- g. Meet all academic requirements as established by the IHSA, IESA, and the Virginia CUSD #64 Board of Education.

High School Sports		
Virginia	Triopia	Beardstown
Bass Fishing	Baseball	Cross-Country – Boys and Girls
Golf – Boys and Girls	Basketball – Boys and Girls	
Scholastic Bowl	Cheerleading	
Swimming-Boys and Girls	Dance	
Track	Football	
	Softball	
	Volleyball	

Junior High School Sports		
Virginia	Meredosia	Beardstown
Baseball	Basketball- Girls	Cross-Country – Boys and Girls
Basketball - Boys	Softball	
Cheerleading		
Scholastic Bowl		
Track		
Volleyball		

Eligibility for Athletics

1. IHSA:

- a. A high school athlete must comply with all other IHSA guidelines including drug testing.
- b. A high school athlete must comply with all Virginia/Triopia/Meredosia and/or Virginia/Beardstown policies regarding eligibility. Any athlete who receives two (2) D's or one (1) F on the weekly eligibility check will be declared ineligible for a period of one week.
- c. Athletes who are declared ineligible cannot participate in any scheduled athletic contests held during their week of ineligibility. After the **third week** of ineligibility, the athlete will be removed immediately from the team for the remainder of the season and may not start another activity until the season is over. Athletes, at the coach's discretion, may or may not be allowed to practice during their 1st and 2nd week of ineligibility.
- d. High school eligibility will be run weekly on Friday or last day of the week at 8:00 a.m., per IHSA.
High school eligibility is based on Semester grade, not quarter grade and will start over each semester.
- e. The eligibility period runs from Sunday through Saturday.

2. IESA:

- a. A junior high athlete shall be in grades 5 through 8 and shall not have passed eighth grade standing.
- b. A Junior high school athlete must comply with all Virginia/Triopia/Meredosia and/or Virginia/Beardstown policies regarding eligibility. Any athlete who receives two (2) D's or one (1) F on the weekly eligibility check will be declared ineligible for a period of one week.
- c. Jr. High school eligibility will be run weekly on Friday or last day of the week at 8:00 a.m., per IESA.
Eligibility is based on a weekly quarter grade and will start over each quarter.
- d. For all seventh grade athletic activities sponsored by a member school, a student shall be eligible through age 14 (fourteen). If a student in the seventh grade athletic activity becomes 15 (fifteen) from the beginning date of practice in an activity, as determined by the IESA standardized calendar, through the final event in the seventh grade state tournament series in girls and boys' basketball, volleyball, he/she is not eligible to participate in that activity. For boys and girls track, the final date of eligibility shall be governed by the member school's size classification.
- e. For all athletic activities sponsored by a member school, other than activities designated as seventh grade activities subject to by law 3.061, a student shall be eligible through age 15 (fifteen). If a student in an athletic activity becomes 16 (sixteen) from the beginning date of practice in an activity as determined by the IESA standardized calendar through the final event in the state tournament series in that activity, he/she is not eligible to participate in that activity. For boys and girls track, the final date of eligibility shall be governed by the member school's size classification.
- f. A student shall be permitted to try out only for those activities for which he/she is eligible by age.
- g. Athletes who are declared ineligible cannot participate in any scheduled athletic contests held during their week of ineligibility. After the **third week** of ineligibility, the athlete will be removed immediately from the team for the remainder of the season and may not start another activity until the season is over. Athletes, at the coach's discretion, may or may not be allowed to practice during their 1st and 2nd week of ineligibility.
- h. The eligibility period runs from Sunday through Saturday.

2. VIRGINIA #64

If a student is deemed to have failed a semester, that student will automatically be declared ineligible for the following semester for all Extra-Curricular activities. Eligibility for athletic programs is governed by the rules of the Illinois High School Association, or Illinois Elementary School Association. This does not exclude the enforcement of policy found in this handbook and these rules will apply in addition to those of the other governing agencies. In a case of a conflict between IHSA or IESA rules and this Athletic Code or in the case where there is a discrepancy between the policy/guidelines of Co-Oping schools, the most stringent rule will be enforced.

Extra-curricular Participation Fees

The cost per student is a \$50 flat rate with a maximum \$150 per family yearly.

Travel

All participants shall travel to school sponsored events (games, practices and team meetings) and return home from events with the team on which the student competes/participates by use of school approved means of transportation, unless the parent gets approval from the administration (transportation director, Athletic Director, Principal or Superintendent) using documentation such as a note, text or email. It is the responsibility of the parent and athlete to inform the coach and/or the bus driver. Using school provided transportation for the return home; all student-athletes must be signed out by the parent, unless approved by an administrator using documentation such as a note, text or email. Oral requests shall not be honored and oral permissions shall not be valid. In the event that the school does not provide transportation, arrangements will be made with the parents of the athlete regarding method of transportation.

In the event that a student misses the district provided transportation to a team meeting, practice or competition the student should follow the protocol found posted on the window by the entrance to the High School office and on the Virginia 64 website.

Any participant found to be in violation of this policy shall be subject to discipline in accordance with the school district's extracurricular discipline policies, rules and regulations as provided herein.

All students are still part of a team and, when not in conflict with tutorial, are expected to travel with the team to games and be in 'bench dress.' Parents may transport ineligible students who were unable to ride the bus to support the team however students will sit with the team upon arrival.

ATTENDANCE

Absence from School on Day of Activity

A participant who is absent from school on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the school administration.

Exceptions may be made by the coach, if verified with administration:

- 1) for a medical absence pre-arranged with school
- 2) a death in the family
- 3) an absence that has been approved by school administration.

Any student who has one or more trancies or who has been suspended from school will be suspended from participation in athletic activities by administration. A student-participant who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the administration.

Tardies

Late arrival after the 1st hour bell without valid cause constitutes as an unexcused absence. The District will adhere to the policies and practices regarding absences as outlined in section 2.21 in the Virginia CUSD 64 Student Handbook.

If a student-participant has an unexcused absence, they are prohibited from participating in practice or competition in an Extra-Curricular event or contest the day of that infraction.

Cooperative Activity Hierarchy

- A performance event takes precedence over a non-performance activity or a practice,
- A competitive event takes precedence over a performance or non-performance event,
- A Conference activity takes precedence over a non-conference activity
- An IESA/IHSA state series competition takes precedence over a conference or regular season competitive event.
- Academic events trump Extra-curricular events.

Students who choose not to abide by this policy will have consequences related to the team or program they were supposed to support. The only time a student must choose is when equal level events are in conflict with one other. The student is allowed to choose with no consequences by the coaches/sponsors that are affected.

Training Rules Regarding Alcohol, Drugs, and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student-participant in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession. These rules apply throughout the year and include those days when school is not in session.

The student-athlete/extracurricular participant is an ambassador for school and community and is expected to display conduct that reflects that understanding, honors the Redbird tradition and adheres to the highest standard of sportsmanship and respect.

This Code of Conduct is in effect 365 days a year and applies to verifiable violations. In no case may a single individual's testimony be the sole reason for disciplinary action against another.

	Alcohol/Drug/Tobacco/ Criminal conduct	Provisions
1st Offense Level #1	<p>Suspension of 50% of the Season in which the infraction takes place, or, if out of season the next season in which the student will participate.</p> <p>If less than 50% of the season remains, the student will serve the remainder of the suspension during a subsequent season providing the student participates for the entire season.</p> <p><i>1st Event that results in misdemeanor(s) conviction</i></p>	<p>May be reduced to 25% of the Season for self-reporting or forthcoming with information during an investigation.</p>
2nd Offense Level #2	<p>Student suspended from ALL Extra-Curricular Activities for a period of one calendar year from the date of formal notice of suspension from the district.</p> <p><i>1st Event that results in felony conviction</i></p> <p><i>or</i></p> <p><i>2nd Event that results in misdemeanor(s) conviction</i></p>	<p>Must appear before the Extra-Curricular Committee in person to petition for reinstatement upon:</p> <ul style="list-style-type: none"> • Providing verification of enrollment and attendance in an approved outpatient substance abuse counseling program • Providing verification of completion of 100 hours of community service. (Note: Completion of counseling program will count toward reduction of total hours by 10%.)

<p>3rd Offense Level #3</p>	<p>Student may not participate in any EC Activity for the remainder of:</p> <p>Career in Jr. High (Through 8th Grade or 2 years)</p> <p>Career in High School (Through 12th grade or 4 years)</p> <p><i>3rd Event that results in misdemeanor(s) conviction</i></p> <p><i>or</i></p> <p><i>2nd Event that results in felony conviction</i></p>	<p>Must appear before the Extra-Curricular Committee in person to petition for reinstatement after a minimum of two full 2 years upon:</p> <ul style="list-style-type: none"> • Providing verification of enrollment, attendance, and completion of Residential substance abuse counseling program. • Providing verification of completion of 150 hours of community service. (Note: Completion of counseling program will count toward reduction of total hours by 10%.)
<p><i>Further offenses will result in banning for the remainder of the student's career.</i></p>		

Violation of Code of Conduct

Any student-participant in violation of the training rules above shall be disciplined as follows, and penalties shall be cumulative during 5th – 8th grades for junior high students and 9th-12th grades for high school students.

Should a suspension occur as a result of a violation of the code of conduct, the student cannot participate in any practice or Contest during the term of the suspension. The suspension will take place during the regular season and if necessary into the post season. The 'regular season' will begin on Monday of first day of the week in which a regular season game/event is scheduled even if regular season competition may begin earlier according to the IHSA/IESA standardized calendar. The regular season will end on the day preceding Regional/Post-season play.

A student suspended for a violation of the code of conduct will serve in that suspension during all concurrent seasons.

Pre-Competition weeks will not be counted toward a suspension. Pre-Season games/Scrimmages are not considered part of the regular season and participation in these may be at the discretion of the coach/advisor.

Coaches have the right to require students to be present at practice or to attend the games however suspended students will not be permitted to sit on the bench with the team representing the school. Students may sit behind the bench or in the stands if the coach requires this.

Students who violate rules or regulations not falling under the CODE of CONDUCT as set forth in this document or as outlined by a coach are subject to the following consequences:

- 1st Offense in a school year
 - Written Warning and Letter home to parent.
- 2nd Offense of any nature in a school year even if in a different sport season
 - Suspension of 1 practice or ½ of a game
- 3rd Offense of any nature in a school year even if in a different sport season
 - Suspension of 2 practices or 1 game
- 4th Offense of any nature in a school year even if in a different sport season
 - Removal for remainder of season

Clarification of Breaking the Athletic Training Rules

The word “caught” is significant when considering rumors or hearsay. Just as our courts cannot punish rumors, neither can our Athletic Code subscribe to penalties based upon rumors. It is mandatory for a coach, teacher, sponsor, or administrator to investigate hearsay; however, there must be substantial evidence of violations before the application of penalties. The Athletic Director shall always be the point person with regard to any investigation. The Athletic Director shall take all steps necessary to update the principal and superintendent while the investigation is ongoing. “Caught” in this case means: 1) incident reported in the media, 2) incident verified by law enforcement officials, 3) incident verified by Virginia/Triopia/Meredosia or Virginia / Beardstown co-op officials/staff. Any student-participant found in violation of rules and regulations must serve the suspension and complete the season in good standing. If they do not, the suspension will reset.

Additional Training Rules

With the approval of the administration, each coach may establish additional training rules for his or her sport with regard to grooming, curfew, missing practices, etc. Copies of these rules shall be given to the student-participants prior to the start of each season. Sign-off cards must be obtained from student-participants and parents. Each coach is responsible for establishing and enforcing penalties for violation of these rules.

Only a district employed and board-approved head coach or assistant coach is permitted to coach during a competition or run a practice. Voluntary coaches must be approved by the board and are only to be used in supportive roles under the direct oversight of the coaching staff, not in a full coaching capacity.

Tryouts

Students wishing to participate in extracurricular activities must attend the tryout for that sport or activity. (Exception will be made for a student who, due to an injury, is unable to tryout at the designated time provided a valid Dr.’s note is on file.) A student who is injured may try out at a time when the injury is healed. A student that is injured at the official tryout time must realize that a spot on the team may not be held for them. The tryout process shall not exceed two days. There will not be separate tryouts for individuals unless merited by injury as outlined above. These exceptions must be approved by the administration.

Team Selection

Students are invited to tryout and participate in sports and Extra-Curricular activities. Each tryout may include all grade levels (JH 5-8; HS 9-12) at the discretion of the coach. While students may be eligible for participation in XC Activities at the junior high level as early as 5th grade, IESA is an organization specifically designed to serve Jr. High students. As per IESA guidelines, 8th Grade students may not play on any team lower than 8th grade. At the high school level, students classified as a senior may not play Junior Varsity unless approved by administration.

Conduct of Spectators at School Events

Spectators at school events shall comply with the board policies governing conduct at school events and the laws of the State of Illinois. Spectators shall not engage in unreasonably abusive, loud, or boisterous conduct, which interferes with the activity or the participants in the activity. Nor shall any spectator engage in any conduct that unreasonably interferes with the enjoyment of the event by other persons in attendance.

Non-students of the Virginia/Triopia/Meredosia athletic co-op or the Virginia/Beardstown athletic co-op who violate this rule shall be subject to ejection from the event. Students of the district who violate this rule shall be subject to ejection from the event, as well as disciplinary action in accordance with the rules of the District governing student discipline. Any student or other person violating these rules may additionally be subject to denial of admission to school events for a period of not more than one year, pursuant to provisions of Ill. Rev. State, Ch. 122, Sec. 24-24.

Parent and Fan Conduct

The first offense of infractions listed above will result in a letter being sent to the parent and/or fan informing him/her of a 30 day suspension from all Extra-Curricular school events. The second offense will result in a 12 (twelve) month suspension from all Extra-Curricular school events. If a parent needs to discuss a problem with the coaching staff, they should call the office to make an appointment during school time to discuss the problem with parents, student, athletic

director, and coaching staff. It is the responsibility of EVERYONE attending an event to show sportsmanship to anyone involved in school events. All IHSA and IESA rules shall apply.

Band

Band members who use school-owned instruments but **are not** in organizational (classroom band) must pay a \$30.00 rental fee in addition to other fees outlined above. This is to cover the cost of maintenance, repair, and replacement. The fees shall be payable directly to the district office bookkeeper.

Department Policies

1. School equipment checked out by the student-participant is his/her responsibility. He/she is expected to keep it clean and in good condition. Lost/damaged equipment is the student's financial obligation. FULL REPLACEMENT COSTS of the item(s) will be expected. Each coach must verify all school issued equipment has been turned in before student-participant can participate in another activity.
2. The Virginia School will only purchase team uniforms that are universal sizes. They will not purchase custom fit uniforms. If a team wants custom fit uniforms they will have to purchase it out of their account.
3. If a student-participant goes to a doctor for any injury, he/she must obtain a written release from the doctor before he/she may return as a participant.
4. Any student-participant who receives an out-of-school suspension or an in-school suspension will not be allowed to practice or participate in any scheduled athletic contest during the time of the suspension.
5. Student participants who miss a team bus to a game will not attend the contest as a team member unless transported by a parent or guardian. Should a student miss a bus they must follow the protocol posted outside the High School Office. Participation in the contest is at the discretion of the coach.
6. Student participants at the high school level MAY participate in softball, baseball and track at the same time. The hierarchy rule will apply.
7. Student participants must pay for all required items of clothing or equipment before they can play or practice.
8. Any student-participant who quits or is removed from a team for violating any Virginia/Triopia/Meredosia or Virginia/Beardstown co-op rules/guidelines will not be allowed to try out for another sport until the previous season has concluded.
9. For any suspension, a letter will be sent to the parent notifying them of the suspension.
10. Coaches must verify that all school issued equipment and uniforms have been turned in before a student-participant can become a member of another group/activity. Coaches must turn into the Administration a completed inventory at the end of each sport. No exceptions.

Scheduling of Games and Practice

Virginia will not schedule any games or any other Extra-Curricular activity on Wednesday. Practices on Wednesday after school will end at 5:00 p.m. without exception. If a Sunday practice is scheduled, it will only be held between 1:00-5:00 p.m. without exception. Transportation for Extra-Curricular activities will not leave school until 2:45p.m. or later for away events except when absolutely necessary and approved by the superintendent. All practices and home games will be held at the host school. *All school sponsored events will have priority.*

All Sports-All Seasons

1. There is to be no practice or contest scheduled without the approval of the administration.
2. There is to be no Sunday practice scheduled unless a tournament game is to be played on the following Monday.
3. There is to be no open gym for athletic teams on Sunday except between 1- 5pm and cleared in advance with the office.
4. During extended breaks, such as Christmas, practices can be scheduled during the week but not on Christmas Eve, Christmas Day, New Years Eve, New Years Day, Thanksgiving, etc.
5. On nights where there are home events, coaches are to have their teams off the competition Gym floor no less than 45 minutes prior to the start of the contest so that staff may ready the gym for the contest.
6. Coaches are to remain on duty and are to supervise their squads until all members of their squads have left the building. Showers, locker room and gym lights are to be turned off before the coach exits the building.
7. Monthly practice schedules will be issued in writing to the Jr.-Sr. High school office and all squad members. Changes are not to be made without approval of the administration.
8. If there is no calendar for the month, there will be no practices held.
9. If school closes early due to weather, there will be no practice session after school, without the superintendent's approval. Any scheduled events for that evening, will be cancelled with the exception of post-season contest/event/game.

or match. Only the superintendent may choose to set aside this rule, based on weather conditions present at the time of cancellation.

10. No practice sessions will be scheduled during parent/teacher conferences.

11. Parents should see that the student-participants arrive 15 (fifteen) minutes before bus departure time and should make plans to meet the bus at the time it returns to school. In any event, parents should pick up student-participants within a 15 (fifteen) minute period.

12. Wednesday practices are not to extend past 5:00 to allow students the opportunity to observe 'Redbird Time,' spend time with family and pursue other activities.

13. Games are not to be scheduled on Wednesday evenings without superintendent approval.

14. Coaches will limit practice to 2 hours on days when school is in session. Coaches are to maximize practice time.

Letter and Award Requirements

1. Students must play in 50% of games (Varsity, 7th or 8th grade quarters or game) played, including tournaments to qualify for a letter.
2. Once a student has earned a letter in Jr. High or in High School, subsequent awards will be pins for each sport.
3. Only one letter may be earned regardless of the number of Extra-Curricular activities in which a student-athlete participates.
4. Coaches may present additional awards to any student-participant making important contribution to the success of the team.
5. Student participants not meeting the requirements for a letter will receive a certificate at the sports banquet.
6. Failure to complete a season in good standing means forfeiting all awards. Student-participants will attend awards banquet/ceremonies unless excused by prior consent of the coach.

Conference and Tournament Awards

Any member selected to an All-Conference, All-Area, or All-State team through the IHSA/IESA, shall receive an appropriate patch denoting such.

DISCLAIMER

The policies found in this extracurricular handbook are by no means all-inclusive of all the rules, policies, protocols and procedures necessary to effectively run an athletic or extracurricular activity.

New rules may be adopted and changes made as needed. Violations of student conduct, including those not explicitly outlined in this document will be addressed and dealt with on a case-by-case basis by administration.

Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Virginia Jr./Sr. High School Concussion Action Plan& Return to Play/Learn Policy and Protocol

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. "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."

Behavior or signs observed indicative of a possible concussion

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Unsure of game, score, or opponent
- Answers questions slowly
- Headache
- Balance problems or dizziness
- Feeling foggy or groggy
- Confusion
- Forgets plays
- Moves clumsily
- Shows behavior/personality changes
- Nausea
- Double or fuzzy vision
- Feeling sluggish
- Sensitivity to light or noise
- Concentration or memory problems
- Can't recall events prior to or after the injury symptoms reported by a player indicative of a possible concussion

When students return to school after a concussion, professionals should watch for:

- Increased problems paying attention or concentrating
- Increased problems remembering or learning new information
- Longer time needed to complete tasks or assignments
- Difficulty organizing tasks or shifting between tasks
- Inappropriate or impulsive behavior during class
- Greater irritability
- Less ability to cope with stress

Stage	Physical Activity
1	No Activity
2	Light Exercise: <70% age predicted max heart rate (Stationary bike, light jog, etc.)
3	Sports-specific activities without the threat of contact from others
4	Non-contact training involving others, resistance training
5	Unrestricted training, full contact practice
6	Full return to play

- More emotional than usual
- Fatigue

- Difficulties handling a stimulating school environment (lights, noise, etc.)
- Physical symptoms (headache, nausea, dizziness)

*According to the National Federation of State High School Association (NFHS) any player who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from play and shall not return to play until cleared by an appropriate health care professional. In applying this rule in the state of Illinois, it has been determined that only certified athletic trainers and physicians licensed to practice medicine in all its branches of Illinois can clear an athlete to return to play (RTP). ***Before full return to play clearance can be given, any athlete diagnosed with a concussion will have to be free of symptoms, and be cleared in writing by an appropriate health care professional.**

Graduated Return to Play Progression (RTP)

- *Stages should be separated by at least 24 hours.
- *If symptoms re-occur or worsen, athlete must return to previous stage until symptom free.
- *There are no pre-determined time frames for each stage.
- *It is highly recommended that the athlete be symptom free before starting a RTP progression.
- *There are certain modifiers for some athlete's health history that may be adjusted to the current RTP progressions guidelines.
- *Cumulative concussions may dictate a more conservative approach when referring to the RTP guidelines scale.

Concussion Oversight Team

Sam Nicholas- Athletic Director

Mekelle Neathery-Principal

IHSA PERFORMANCE-ENHANCING SUBSTANCE TESTING POLICY 2017-2018**Introduction**

In accordance with the work of its Sports Medicine Advisory Committee, the Illinois High School Association shall implement a performance-enhancing substance testing program for student-athletes at IHSA member schools.

Background

The value of high school interscholastic programs is found in the over-all physical, emotional, and intellectual development of student-athletes. In that pursuit, anabolic steroids and performance-enhancing dietary substances offer no positive contribution. Rather, their use jeopardizes not only the health of student-athletes, but also impedes in their over-all development. And since this use runs counter to the purpose and value of interscholastic programs, coaches, administrators, school officials or employees, or booster club/support group members have an obligation and responsibility to provide only healthy, safe, and approved substances to student-athletes. In a national study conducted by the U.S. Department of Health in 2003, findings of the survey suggested that just over 3% of surveyed 10th and 12th graders were either currently using anabolic steroids or had within the past year of the survey. A combination of these results and increased dialogue between member schools and the IHSA brought about the realization that the membership was desirous of more direction on this issue. Furthermore, in December of 2006, member schools approved IHSA By-Law 2.170, which took effect on July 1, 2007 and identifies what schools or school officials can and can not distribute to student-athletes, a change aimed at strengthening the relationship between students and their schools by affirming the school's commitment to offering a safe environment in which their students can develop.

Since 2005, the IHSA, through the work of its Sports Medicine Advisory Committee and in conjunction with the National Federation of State High School Associations, has attempted to increase awareness on anabolic steroid use by high school students and provided resources which schools, athletes, and parents could use to reinforce the dangers of anabolic steroids and performance-enhancing dietary substances. For a complete list of resources, interested individuals can access the IHSA's Sports Medicine Advisory Committee's Special Topics at www.ihsa.org.

Since 2008-09, over 2,000 high school student-athletes have been tested as a part of the IHSA's Performance-Enhancing Substance Testing Program. The testing program began as a post-season testing program but has evolved over the past three years to make any student who participates in an IHSA-sponsored or sanctioned athletic event eligible for substance testing in accordance with this policy.

General Prohibitions

1. It shall be considered a violation of the IHSA By-law 2.170 and its subsections for any student-athlete to ingest, or otherwise use any substance of the IHSA's Banned Substance Classes, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition.
2. Violations found as a result of the IHSA's Performance-Enhancing Substance Testing program shall be penalized in accordance with this policy.
3. Violations found as a result of any other drug or substance testing conducted by a member school shall be penalized in accordance with the member school's athletic code of conduct policy.

Banned Substances

A posting of banned substance classes shall be prepared annually by the IHSA Sports Medicine Advisory Committee and approved by the IHSA Board of Directors. It shall be subject to updates at any point during a school term. A complete posting of the current year's banned substance classes list can be accessed at www.ihsa.org.

Consent

The association shall prohibit a student from participating in an athletic competition sponsored or sanctioned by the association unless the following conditions are met:

The student agrees not to use any performance-enhancing substances on the association's most current banned substances classes list, and, if the student is enrolled in high school, the student submits to random testing for the presence of these substances in the student's body, in accordance with the program established by the association.

The association obtains from the student's parent a statement signed by the parent and acknowledging: that the parent's child, if enrolled in high school, may be subject to random performance-enhancing substance testing; that State law prohibits possessing, dispensing, delivering, or administering a performance-enhancing substance in a manner not allowed by State law; that State law provides that bodybuilding, muscle enhancement, or the increase of muscle bulk or strength training through the use of a performance-enhancing substance by a person who is in good health is not a valid medical purpose; that only a licensed practitioner with prescriptive authority may prescribe a performance-enhancing substance for a person with a documented medical need; and that a violation of State law concerning performance-enhancing substances is a criminal offense punishable by confinement in jail or imprisonment.

Selection of Athletes to be tested

- The method for randomly selecting Schools or Student-athletes to be tested for performance-enhancing substances will be approved by the IHSA in advance of any performance-enhancing substance testing, administered by the third party administrator and implemented by the assigned testing certified collector.
- Student-athletes in the 9th, 10th, 11th and 12th grades at IHSA member-schools are subject to random selection for performance-enhancing substance testing.
- Selection of Student-athletes will be based upon a random selection process approved by the IHSA and conducted by the third party administrator.
- Student-athletes will be randomly selected from the current IHSA Performance-Enhancing Substance Testing Student-athlete Listing Form. The IHSA Performance-Enhancing Substance Testing Student-athlete Listing Form shall be the official list of all Student-athletes in grades 9-12 participating in IHSA athletic activities. The School is required to utilize the IHSA Performance-Enhancing Substance Testing Student-athlete Listing Form, which is available for download on the IHSA web site.
- If a student is selected for substance testing and is notified and then subsequently excused from testing that day by the certified collector, the third party administrator may return at a later date to test the student-athlete.
- A substitution, who will also have been randomly selected, shall be made for a Student-athlete who is selected for performance-enhancing substance testing but is absent on the day of said testing. Randomly selected Student-athletes who do not appear for testing for reasons other than an Excused Absence will be treated as if there was a positive test result for an performance-enhancing substance and subject to applicable penalties as described later in this policy

School and Student-athlete Notification of Testing

- The member school representative and testing site coordinator at a selected School will be officially notified of the performance-enhancing substance testing a minimum of twenty-four (24) hours (1 business day) but no more than forty-eight (48) hours (2 business days) before the day of testing by the third party test administrator.
- The member school representative, testing site coordinator, and/or any other school personnel notified of a performance-enhancing substance testing event are required to keep such notification confidential. Failure of a member school representative, testing site coordinator and/or any other school personnel so notified to keep such notification information confidential will be considered a violation of this policy and subject the member-school to possible sanctions in accordance with section 1.460 of the IHSA Constitution.
- Upon notification of testing, the member school representative will be required to provide an accurate and current list of all Student-athletes in grades 9-12 participating in IHSA athletic activities at the school to the third party test administrator for Student-athlete random selection. The member school representative will be required to submit the list within the time frame specified by the third party test administrator in their notification. The

member-school is required to utilize the IHSA Performance-Enhancing Substance Testing Student-athlete Listing Form, which will be available for download on the IHSA web site. The IHSA has the authority to perform audits to ensure that schools are providing complete and accurate Performance-Enhancing Substance Testing Student-athlete Listing Forms to the third party test administrator.

- Upon arrival at the School, the Performance-Enhancing Substance testing certified collector will provide the member school representative with a list of the randomly selected Student-athletes for performance-enhancing substance testing. The randomly selected Student-athletes will be notified of performance-enhancing substance testing by the member school representative. The member school representative will notify the Student-athlete in person to report immediately to the Collection Station.
- Upon notification the member school representative will have the Student-athlete read and sign the IHSA Student-athlete Notification Form. The time of notification will be recorded on the form. The Student-athlete will report for performance-enhancing testing immediately upon notification. Failure of the Student-athlete to report immediately may be found by the Certified collector to be a violation of this protocol.
- School Personnel will be available in the Collection Station at all times to certify the identity of Student-athletes who cannot provide photo identification and will be responsible for security of the Collection Station at all times.

Administration of tests

Specimens shall be collected by an independent third party administrator and forwarded to a performance-enhancing substance testing laboratory with current certification from the Substance Abuse and Mental Health Services Administration of the United States Department of Health and Human Services, the World Anti-Doping Agency, or another appropriate national or international-certifying organization.

Specimen Collection Procedures

The methodology for taking and handling samples shall be in accordance with current legal standards and shall be reviewed annually as a part of this policy. A full explanation of the collection protocols are outlined in Appendix A of this policy.

Appendix A can be referenced at:

<http://ihsa.org/documents/sportsMedicine/2013-14/2013-14%20PES%20policy%20final.pdf>

Sufficiency of results

A positive result will be any result reported as positive by the accredited laboratory. The Medical Review Officer (MRO) may grant a Medical Exception to a student-athlete who is able to produce documentation showing a legitimate medical need and a prescription from a licensed physician for a banned substance. Results reported as positive by the laboratory shall maintain positive status even though a sanction may not be applied to the student-athlete.

Appeal process

If the certified laboratory reports that a student-athlete's sample has tested positive, and the IHSA Medical Review Officer confirms that there is no legitimate medical reason for a positive result, a penalty shall be imposed unless the student-athlete proves, by a preponderance of evidence, that he/she bears no fault or negligence for the violation. Appeals shall be heard in accordance with IHSA By-law 1.460 before the IHSA Board of Directors.

Penalties

1. Any person who tests positively in an IHSA administered test, or any person who refuses to provide a testing sample, or any person who attempts to alter the integrity or validity of the urine specimen, or any person who reports his or her own violation, or any other breach of the IHSA protocol as determined by the independent third party administrator shall immediately forfeit his or her eligibility to participate in IHSA competition for a period of 365 days from the test results are reported to the student and the school. Any such person shall also forfeit any individual honor earned while in violation. The student may apply for reinstatement of his/her athletic eligibility no sooner than 90 calendar days of the suspension following successful completion of an approved educational program and testing negative in a subsequent substance test administered by the association's third party test administrator. The costs of the educational program, and the additional substance test, are the responsibility of the student. Additionally, the IHSA reserves the right to conduct follow-up substance tests, in accordance with the procedures outlined in this policy, on any such person who tests positive for a banned substance class in an IHSA administered test.

2. Under the provisions of Article 1.460 of the IHSA Constitution, the Executive Director will evaluate each positive test result situation on a case by case basis to determine if a team/school penalty is appropriate.
3. Under the provisions of Article 1.460 of the IHSA Constitution, the Executive Director will evaluate each positive test result situation on a case by case basis to determine if a coach at a member school knowingly violated the rules of the testing program and if a subsequent penalty against any such coach is appropriate.
4. Under the provisions of Article 1.460 of the IHSA Constitution, appeals will be heard by the IHSA Board of Directors.

Reporting of Results

In reporting results of IHSA administered substance tests, the accredited laboratory will forward all completed substance test results to the third party administrator. The third party administrator will forward all negative results to the designated IHSA representative. Upon receipt of negative test results, the IHSA will notify member schools of those results. In the event of positive test results, however, the third party administrator will forward all positive substance test results to the MRO to determine if a medical exception is to be granted to the student-athlete. In such cases, the following shall serve as this policy's medical review process:

1. The third party administrator will notify the MRO of the positive test result. At this time, the IHSA will also be notified that a positive test result has occurred.
2. The MRO will have 48 hours from the time of their notification of the positive test result to contact the student's parent(s)/legal guardian(s). If the MRO is unable to establish contact within 48 hours, the submission time outlined in #3 shall begin.
3. The student's parent(s)/guardian(s) have 48 hours from the time of their notification of the positive test result from the MRO to respond and provide appropriate documentation/materials. If appropriate documentation is not submitted within the prescribed time period, a medical exception shall be denied.
4. Upon receipt of appropriate documentation, the MRO shall have five (5) business days to review submitted documentation/materials and make any final determination whether a medical exception shall be granted or denied.
5. Final determination will be forwarded to the third party administrator and then to the IHSA.
6. If a medical exception is not granted by the MRO for a Student-athlete with a positive finding on Specimen A, Specimen B will automatically be tested. The third party test administrator will notify the member school representative by telephone as soon as possible of the initial positive finding on Specimen A. The telephone contact will be followed by a letter (marked "confidential"), which will be mailed to the member school representative. The third party test administrator will, during the telephone conversation, advise the member school representative that Specimen B will be tested.

Specimen B

For Student-athletes not granted a medical exception and with a positive finding on Specimen A, there is no penalty imposed until completion of analysis of Specimen B.

The third party test administrator will contact the Parent by telephone as soon as possible and notify them of the positive finding in reference to Specimen A and that Specimen B will be tested. The telephone contact will be followed by a letter (marked "confidential"), which will be mailed to the Parent.

The third party test administrator will, during the telephone conversation, advise the Parent that Specimen B will be tested. The third party test administrator also will inform the Parent that the Student-athlete may have representation at the Laboratory for the testing of Specimen B and that the Student-athlete in question is not subject to penalty until completion of analysis of Specimen B.

Notification by the Parent of the intent to have representation at the Laboratory must be given to the third party test administrator within 48 hours (2 business days) of being advised that Specimen B will be tested. Notification of the desire to have a representation at the Laboratory can be accomplished via telephone, fax, e-mail or in writing to the third party test administrator.

If the Parent desires representation for the Student-athlete at the Laboratory, they must present themselves, or, upon appropriate permissions for confidentiality being granted, their representative, at the Laboratory, at an appointed date and time, within 2 business days of the notification of intent to have representation. Any expenses associated with travel to the Laboratory for this purpose are the responsibility of the Student-athlete or their Parent. If the Parent of the Student-athlete cannot arrange for such representation, the Laboratory will arrange for a Surrogate to attend the testing of Specimen B.

The Surrogate will not otherwise be involved with the analysis of the Specimen. At the testing for Specimen B, the Student-athlete, the Parent, their representative or the Surrogate will verify by signature as to the Specimen Bar Code

on Specimen B, that the Specimen Bar Code seal is intact, and that there is no evidence of tampering. If the Specimen Bar Code seal on Specimen B does not match, is not intact or there is evidence of tampering, Specimen B will not be tested and will be discarded by the Laboratory. The result for that Specimen Bar Code will be reported to the third party test administrator as negative and the Student-athlete will not be subject to penalty. In this scenario, the IHSA may require that the third party test administrator collect another Specimen from the Student-athlete.

Specimen B findings will be final. The Laboratory will inform the third party test administrator of the results.

For Student-athletes who have a Specimen B negative finding, no further action will be taken and the Student-athlete will not be subject to penalty. Negative results for Specimen B will be communicated in the same manner that negative results for Specimen A are communicated. For Student-athletes who have a Specimen B positive finding, the third party test administrator will contact the IHSA, the Parent and the member school representative by telephone as soon as possible and notify each of the Specimen B positive finding,

Upon notification of the Specimen B positive finding, the IHSA Executive Director shall notify the school of the student and/or school's penalty for the positive test result. A positive finding may be appealed by the Student-athlete or by the Parent on the Student-athlete's behalf to the IHSA.

Specimens with negative results are kept for five (5) business days and then discarded by the Laboratory. Specimens with positive results are kept by the Laboratory for a minimum of one (1) year.

Confidentiality

Results of all tests shall be considered confidential and, unless required by a court order, shall only be disclosed to the student, his or her parents/legal guardian, the principal, assistant principal(s), and activity director(s) of the school attended by the student.

Collection of results

The IHSA Sports Medicine Advisory Committee shall annually compile and report the results of the testing program to the IHSA Board of Directors. In addition, the committee shall hear an annual report from its selected Medical Review Officer (MRO) and third party test administrator regarding the previous year's testing as a means of consultation prior to its determination of tested sports for the following school term.

Program renewal

The IHSA Board of Directors shall annually determine whether this policy shall be renewed or discontinued.

