

Athletic Handbook for the Parents and Students of Jefferson High School

Principal – Dave Vensel

Athletic Director – Jonathan Scharf

(Revised June 2013)

Jefferson Athletic Department Mission Statement

Successful athletic departments have a clearly articulated and commonly understood vision. The vision/mission statement should exemplify the program's goals and policies.

The mission of the Jefferson High School Athletic Department is to support and supplement the mission of Jefferson High School by providing quality interscholastic sport programs. The Athletic Department is dedicated to the principle that the pursuit of excellence in interscholastic athletics must be accomplished within the framework of an academic environment committed to providing opportunities for all student-athletes. Further, the Athletic Department recognizes the importance of sportsmanship, integrity, and character, as essential components of a well balanced and exemplary athletic program.

Letter for Student-Athletes

You have chosen to be part of proud tradition of Jefferson High School Athletics. With this privilege you must understand the responsibility you will have as a student-athlete at Jefferson. You will be tested physically and emotionally through interscholastic competition. During this time you will be expected to maintain a high level of integrity, sportsmanship and character while representing your team, school and community.

You have accepted a challenge that will create memories that will last a lifetime. As student-athletes winning is not always achieved. What will set you apart from others is your desire and determination to succeed. It's easy to be a leader when things are going well, true leaders surface when times are tough. Your conduct on and off the field will be constantly scrutinized by others. The key here is to just do the right thing.

Lessons learned in athletics will carry over into your life. Let them be your moral and ethical compass. Cherish your experiences and the relationships you make. And lastly, always exhibit good sportsmanship, regardless of how your opponent behaves. Good sportsmanship is a reflection of you and the kind of person you are. Make a positive one. Congratulations and good luck this season!

Philosophy of Athletic Programs

The athletic program is an integral part of the extra-curricular offerings available at Jefferson. The athletic program offers young people a wide variety of opportunities to participate in interscholastic competition. Athletics, like all other extra-curricular activities, must fulfill its proper role in the total educational program. As with other parts of the district's education program, athletics are governed by the policies of the Board of Education and derive their financial support from the general budget of the district.

Consistent with policies governing all district sponsored activities, all students have an equal opportunity to compete for positions on the athletic teams. It is the aim of the school to encourage all students who are interested and physically fit to try out for interscholastic athletic teams.

For the athletic program to be successful, it must have the support of the community, staff, parents and students. To merit this support, the athlete should foster respect by being a good citizen in both the school and the community.

Michigan High School Athletic Association, Inc.
Eligibility Rules for Senior High School Students

To be eligible to represent your school in interscholastic athletics:

Enrollment – You must have been enrolled in high school no later than Monday of the fourth (4th) week of the present semester.

Age – You must be under nineteen (19) years of age at the time of contest unless your nineteenth (19th) birthday occurs on or after September 1 of the current year, in which case, you are eligible for the balance of the school year.

Physical Examination – You must pass a satisfactory physical examination for the present school year. Record of this examination must be of file in the Athletic Director's office.

Season of Competition – You must not have competed for more than four (4) first and four (4) second semester seasons in a sport in a four (4) year high school.

Season of Enrollment – You must not have enrolled in grades nine through twelve (9-12), inclusive for more than eight (8) semesters. The seventh (7th) and eighth (8th) semesters must be consecutive. Enrollment in a school beyond the fourth Friday after Labor Day (first semester) or fourth Friday of February (second semester), or competing in one or more interscholastic athletic contests, shall be considered enrollment for a semester.

Undergraduate Standings – You must not be a high school graduate.

Transfers – You must have moved to a new school district accompanied by the person with whom you were previously living or transferred for equally valid reasons. Check with the Athletic Director.

Awards – You must not accept any award for athletic performance other than an emblematic award. The value of an emblematic award may not exceed fifteen (15) dollars.

Amateur Practices – You must not accept any money or other valuable consideration (merchandise, etc.) for participating in any form of athletics, sports, or games of officiating in interscholastic contests, or have signed a contract with a professional team.

Limited Team Membership – (A) You must not participate in any athletic competition during the season in a sport not under sponsorship of your high school after you have represented your school in that sport; (B) If you represented your high school in basketball or ice hockey after February 15, you must not participate in any outside competition in those sports after that date during the remainder of the present school year; (C) You must not participate in any so-called "All Star" charity or exhibition games in football, basketball, or ice hockey.

Academic Eligibility for High School Athletes

- A. In order for a student to compete on the interscholastic level, that student must have a 1.67 grade point average or above.
- B. This 1.67 average is required each 9 week marking period. Failure to maintain a 1.67 renders a student ineligible for 4.5 weeks. At this point, grades will be checked. Failure to maintain a 1.67 grade point average renders a student ineligible until a 1.67 GPA is reached.
- C. A student with a grade point of 1.33 to 1.66 and who passed five courses during the previous 9 week grading period may apply through the athletic director for a probationary status. These students will be evaluated each week and must attain a 1.67 and complete one hour of study table twice a week. A student who does not meet the requirements will be ineligible and then be re-evaluated weekly.
- D. A student must a full time student. A student must pass five out of seven classes, each semester and each 9 weeks marking period.
- E. A student falling below the adopted standard at the end of a school year can use summer school work to bring his/her record up to or above the required minimum.
- F. Special education students may be exempt from the district's eligibility requirements for extra-curricular activities if so indicated in the IEP (Individualized Education Plan). Such students will, however, still have to meet the MHSAA eligibility requirements to participate in interscholastic sports.

Responsibilities of the Athlete – Athletes, by their nature, stress the development of specific skills to be utilized in competitive sports. Their sponsorship by the school places them in a broader context than that of specific skill development needed for competition. A student who competes interscholastically represents himself, his family, the team, the school and the community. For this reason, conduct on and off the playing field must represent the highest values and standards which the school exemplifies. In addition to the foregoing expectations, members of athletic teams have these specific responsibilities:

1. Athletes will be responsible for all school equipment which is issued to them during a sport season. This responsibility will be based on the following guidelines:
 - A. All equipment will be issued by the coach and a record card will be kept of all equipment issued. The athlete will be responsible for this specific equipment.
 - B. Athletes must maintain their equipment in reasonable and clean condition. The coach will be responsible for establishing a procedure to be followed for the cleaning of uniforms. Any student who fails to return equipment at the prescribed time, unless excused by the coach, will be reported to the Athletic Director.
 - C. All equipment must be returned to the coach at the end of the sport season. Athletes are required to pay for all lost equipment and will be restricted in participating in any other extra-curricular activity or practice session until this obligation has been cleared by the coach or Athletic Director.
2. Participation in athletics is a privilege and, as such, athletes will be subject to some general rules and regulations to which the regular student body in some cases would not. If the athlete has violated the standards, based on an investigation by the administration, action will be taken.
 - A. Anti-Hazing Policy: Events have made it necessary to clarify and articulate the policies regarding HAZING. Hazing includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, but the term "hazing" does not include customary athletic events or other similar contests or competitions. To guide you in working with your student around activities involving a school club or team, please use these guidelines:
 1. Check with the coach, teacher or advisor of the activity to ensure that the activity has his or her approval.

2. Check with the coach, teacher or advisor for written guidelines to govern the activity.
3. Get written verification that adults are involved in the activity.
4. Do not assume that if a group of students from the team are organizing an event that the school is actually sponsoring it. Students who organize events in the name of any school group without authorization will be subject to disciplinary action by the school.

Anti-Bullying Policy: The Jefferson Schools board of education prohibits acts of harassment or bullying. The board of education has determined that a safe and civil environment in schools is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its' students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff and volunteers to provide positive examples for student behavior. "Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts—i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by and actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school sponsored function, or in a school vehicle. "Harassment" is conduct that meets all of the following criteria:

1. is directed at one or more pupils
 2. substantially interferes with education opportunities, benefits, or programs of one or more pupils
 3. adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, reasonably perceived by the pupil, is so severe, pervasive, and offensive as to have the effect; and
- as
objectively

4. is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

“Bullying” is conduct that meets all of the following criteria:

1. is directed at one or more pupils
2. substantially interferes with educational opportunities, benefits, or programs of one or more pupils,
3. adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress and
4. is based on a pupil's actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

The Jefferson Schools board of education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Jefferson Schools board of education believes that standards for student behavior must be set cooperatively through interaction among the students' parents, and guardians, staff and community member of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

The Jefferson Schools board of education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage student' abilities to develop self-discipline.

Since bystander support or harassment of bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designed authority.

B. Possession and/or use of tobacco will result in suspension or removal from sports.

1. First Offense – Suspension from athletic contests for 20% of the total games for that season. Should 20% not remain during the season; the remainder of games suspended will be carried over to the next full season of participation. Students must also meet with the substance abuse counselor and must attend meetings held at school.
2. Second Offense – Suspension from athletic contests for 50% of the total games for that season. Should 50% not remain during the season; the remainder of games suspended will be carried over to the next full season of participation.
3. Third Offense – Suspension from athletic contests for one calendar year.

C. Possession and/or use of any illegal substance, drug or alcohol will result in suspension or removal from sports.

1. First Offense – Suspension from athletic contests for 50% of the total games for that season. Should 50% not remain during the season; the remainder of games suspended will be carried over to the next full season of participation. Students must also meet with the substance abuse counselor and must attend meetings held at school.
2. Second Offense – Suspension from athletic contests for one full season. Should a full season not remain, the remainder of games suspended will be carried over to the next full season of participation. Student must also meet with the substance abuse counselor and must attend meetings held at school.

3. Third Offense – Suspension from athletic contests for one calendar year.

First time offenders may choose or accept a school recommendation to seek a drug and/or alcohol abuse assessment by an MCISD counselor in lieu of half of the suspension that resulted in 50 percent or less due to tobacco/drug/alcohol. This diversion of the penalty stage can be used on one occasion in a student-athlete's career at JHS and must be pre-approved by the athletic director or another high school administrator. This option is voluntary. The student-athlete may not return to participate until he or she has completed the assessment. The student-athlete must successfully complete the prescribed treatment plan as recommended by the MCISD counselor.

D. The selling of any illegal substance will result in suspension or removal from sports.

1. First offense – Suspension from athletic contests for one full season. Should one full season not remain, the remainder of games suspended will be carried over to the next full season. Students must also meet with the substance abuse counselor and must attend meetings held at school.
2. Second offense – Suspension from athletic contests for one calendar year.
3. Third offense – Suspension from athletic contests for one calendar year.

E. Any crime committed by a student-athlete, including but not limited to stealing, possession of stolen property, theft or vandalism, will result in suspension from school and/or removal from sports.

1. First Offense – Suspension from athletic contests for 20% of the total games for that season. Should 20% not remain during the season; the remainder of games suspended will be carried over to the next full season of participation.
2. Second Offense – Suspension from athletic contests for 50% of the total games for that season. Should 50% not remain during the season; the remainder of games suspended will be carried over to the next full season of participation. Student must also meet with the liaison officer and must attend meetings held at school.
3. Third Offense – Suspension from athletic contests for one calendar year.

F. If repeated violations of A, B, and C occur during the suspension, an addition one year suspension will be enforced from the date of the offense.

Burdon of Proof

In case of suspensions or any other action taken by the Administration, the Athletic Department will utilize a standard of proof consistent with that of a civil matter which is a preponderance of evidence. This standard is different then a criminal case where the standard of proof is beyond a reasonable doubt. The athletic department will thereby be able to process disciplinary cases without a criminal adjudication in the court system. It is the goal of the athletic department to take swift, but fair action to avoid suspensions rolling over to another sport season when possible.

G. No student- athlete suspended from school for any reason will be allowed on school property or allowed to participate in any school-sponsored functions on or off of campus. The Athletic Director will be notified of suspensions by the school administration.

NOTE: If any student is suspended on Friday and Monday, the student may not participate during that weekend.

H. An athlete is expected to display a high degree of sportsmanship towards opponents, teammates, coaches, officials and spectators. Excessive displays of temper, loss of self-control, use of profanity or abusive language or the making of obscene gestures will not be tolerated. A violation of this nature could result in disciplinary action being taken and a possible removal from the athletic team

1. First Offense – Suspension from athletic contests for 20% of the total games for that season. Should 20% not remain during the season; the remainder of games suspended will be carried over to the next full season of participation.
2. Second Offense – Suspension from athletic contests for 50% of the total games for that season. Should 50% not remain during the season; the remainder of games suspended will be carried over to the next full season of participation.
3. Third Offense – Suspension from athletic contests for one calendar year.

I. It is expected that each member of an athletic team will express a high degree of loyalty toward the members of the team and the coach. Excessive display of disloyalty could result in disciplinary action being taken and a possible removal from an athletic team.

J. Students who elect to be athletes are athletes for the entire year, not just for the season involved. Therefore, athletes will be held accountable for their actions in or out of the season. In cases involving a suspension, the disciplinary action will be carried out into the next full season of participation.

3. An athlete traveling as a member of the school team on school-approved mode of transportation shall return to the school or some pre-determined drop off point after the contest is over. The only exception would be a prior arrangement made between the parent and the Athletic Director.

4. Athletes represent the school while traveling as a team. It is expected that the athlete's conduct will be that of a good citizen. Dress requirements may be established by the individual coach.

5. Occasionally, an athlete may, before the first contest of the season, elect to withdraw from a team in preference of another sport. Participation in another sport for the balance of the season is permitted only if the coach of the first sport agrees to the withdrawal and the coach of the second sport agrees to accept the athlete. Once an athlete has participated in a game or meet as a member of the team, the athlete will not be permitted to change to another school-sponsored sport during the season.

6. Athletes who quit a team or who are dropped for disciplinary reasons may not engage in any athletic team conditioning or practice until the season is over.

7. Dual participation, playing two sports in the same season, is allowed by the MHSAA. A student-athlete must make a written request to the athletic director if he/she chooses to participate in two sports in the same season. Both head coaches must agree to allow the student-athlete to participate on both teams. The student-athlete and parents must sign an agreement as to the student-athlete primary sport. In the event there is a conflict during the season, the student/athlete MUST participate with his/her primary sport, unless the primary sport coach agrees to release the student-athlete to participate in the secondary sport.

8. Athletes are expected to attend all practices. If it is necessary for an athlete, for personal reason, to miss a practice session, meeting or other team obligation, it is incumbent upon the athlete to make prior arrangements with the coach. Illness, injury or family emergencies constitute a valid basis for absence from scheduled practices. When an athlete is absent from school for anything other than a pre-arranged absence, practice or game participation is not allowed on that day.

Medical Policy and Athletic Insurance Program

Before an athlete may participate in a practice session, in or out-of-season, that athlete must have on file in the Athletic Director's office the following forms:

- 1. Parental consent for emergency treatment form (notarized)**
- 2. Physical Form**
- 3. Athletic responsibility acknowledgement form**

9. Waiver: Depending on the severity of discretionary infraction, the Administration retained the right to proceed immediately to the more serious consequences.

The Board of Education does not assume any responsibility relative to doctor and hospital expense. Athletics are voluntary, and the student participates with the knowledge of his parents and at his own risk of injury.

PLEASE NOTE: It is possible that during participation in athletics you could be serious injured, including loss of eyesight, loss of mobility of arms, legs or both, or even die.

The purpose of the Athletic insurance is to help cover those medical expenses not covered by the family plan. Parents must use their own insurance policy and should discuss with the Athletic Director those medical expenses not covered by the Family Insurance. All injuries must be reported by the athlete to the coach. It is the responsibility of the athlete to obtain an insurance claim form from the Athletic Director's office in order to file a claim. Jefferson Schools carries a catastrophe insurance policy on all athletes.

Return to Participation from illness or Injury

Athletes who are out of school for three or more days because of injury may not attend practice sessions or participate in competition without written permission from the athlete's physician.

An athlete must have a doctor's permission to return to practice or competition if he has sustained any injury which requires medical attention.

Athletic Awards

Each coach will inform team members of the requirements and standards earning an award in that sport. Athletic awards given by the school will be awarded to students who have met established qualifications and have been recommended by the coach. All award winners will receive a certificate. An athlete will receive only one Varsity "J" in which sport inserts will be added.

1. First Freshman Award – Numerals. Each athlete will receive only one set of numerals.
2. First JV Award – Small "J". Each athlete will receive only one JV "J".
3. First Varsity Award – Varsity Letter. Any subsequent varsity letter earned will be signified by a bar insert.
4. Any athlete who received a third varsity letter in any one sport will receive a white J with gold trim.
5. Any athlete who receives a fourth varsity letter in any one sport will receive a plaque.
6. Any senior athlete who earns (4) four varsity letters in (3) three different sports will receive a senior plaque.
7. Captain Awards – Captains of varsity sports will receive a star insert.
8. An athlete who completes three full seasons in a particular sport, but fails to earn a varsity letter in any of those three seasons will be granted an athletic award at the end of the third season.

Once an athlete has earned a varsity letter, that athlete may purchase a varsity jacket. The athlete must have written permission from the Athletic Director in order to purchase the jacket.

Varsity Letter Requirements

Baseball/Softball: Must play in a number of innings equal to the number of games scheduled and/or be recommended by the coach.

Basketball: Play in one-third (1/3) of the total quarters for which a play is available to participate. Seniors who do not reach the minimum number of quarters to be played may receive a Varsity J.

Cheerleading: Must cheer in 90% of the games and/or be recommended by the coach.

Cross Country: Must score one more point than number of dual meets. This is determined by defeating the opponents 5th man in dual meets or finishing in the top ½ of varsity invitational, and/or be recommended by the coach.

Football: Must play in a number of quarters equal to the number of games scheduled and/or be recommended by the coach.

Golf: Must play in 45% of the varsity matches with score counting in at least one varsity match and/or be recommended by the coach.

Hockey: Must play in half the games to qualify for a varsity letter.

Soccer: Must play in 50% of the varsity matches and/or be recommended by the coach.

Track: Must average 1 point for each dual or triangular meet and/or be recommended by the coach.

Wrestling: Must compete in at least 50% of the varsity events and/or be recommended by the coach.

Volleyball: Must play in 50% of the varsity matches and/or be recommended by the coach.

Any athlete who quits a team or is removed from a team at any time during the season will not receive a Varsity letter.

Appeal

Each student athlete has the right to appeal the disciplinary decision of the coach within five (5) school days following the guidelines below:

1. The student athlete shall be informed of the specific reason(s) which are the basis for team removal.
2. The student athlete has the right to present to the coach any information relative to the support of their defense.
3. When the student athlete is suspended or removed from the team, the coach will:
 - a. Notify the parents of the suspension and the reason(s) for this action.
 - b. Notify the Athletic Director of the suspension.
4. If the parent and student athlete are dissatisfied with this actions, an appeal may be made to the Athletic Director.
5. If the parent of the student athlete, after appeal to the Athletic Director, is dissatisfied with the outcome, an appeal may be made to the Athletic Board. The Athletic Board shall be made up of the Athletic Director, 3 Coaches, 1 Assistant Coach, and 1 high school administrator.

Jefferson Athletic Department Inclement Weather Plan

In the event of inclement weather and an athletic event is planned we will implement the following protocol:

For Saturday events check the Jefferson Athletic page

for delays or cancelations one hour prior to the bus departure time. www.jefferson.k12.mi.us/athletics

Weekday cancelations or delays will be posted for all away events as soon as we are notified by the opposing school.

Local weather conditions may warrant an administrative decision to cancel a scheduled away event.

The Athletic Director will contact the Monroe County Sheriff's Office and/or the Michigan State Police regarding road conditions when considering cancelations or delays.

Pursuant to school policy – if school is canceled all after school activities are canceled.

Special Awards

1. **Fourth Year Varsity Plaque** – Any athlete who receives four (4) varsity letters in the same sport will receive this plaque.
2. **Senior Award** – Any senior athlete who earns four (4) varsity letters in three (3) different sports will receive this award.
3. **Leisa Simmons Award** – Any female athlete, who has earned nine (9) or more varsity letters in Basketball, Volleyball and Softball combined, will receive this award.
4. **Cheryl Hoffman Award** – Any female athlete, who has earned eleven (11) or more varsity letters in Basketball, Volleyball and Softball combined, will receive this award.
5. **Chuck Impastato Award** – Any male who has earned nine (9) varsity letters in Football, Basketball, Wrestling, Track or Baseball combined, three (3) each in three (3) sports, will receive this award.
6. **Athletic Director's Award** – Any athlete, who receives ten (10) or more varsity letters in any sport, will receive this award.

Jefferson Schools Athletic Responsibility Acknowledgement I

Athlete's Name _____ Year _____

Prior to participating in any practice or tryout sessions for any interscholastic sport, each athlete must:

1. Successfully pass a physical examination by a registered physician and the copy of such examination must be on file in the office of the Athletic Director. One current physical examination per year is sufficient for all sports during that school year.
2. Return to his/her coach the Jefferson Athletic Responsibility Acknowledgement Form properly signed.
3. Return to his/her coach the Parental Consent Form properly signed.

As a Jefferson School's student athlete participating voluntarily in interscholastic athletics, I understand that:

1. I will abide by the Jefferson School's code of Conduct, the school's Athletics handbook, the coach's team rules, and the laws of the State of Michigan.
2. I will conduct myself in an exemplary social manner at all times.
3. I will be responsible for all athletic equipment issued to me throughout the season, will return such equipment at the conclusion of the season, and pay the current replacement cost for any of the equipment not accounted for by me at the end of the season.
4. I will not use or be in possession of tobacco, alcohol, or narcotics. If I do use any of these substances, or am in possession of such substance, or suspended from school for use of possession of these substances, I will be subject to disciplinary action as outlined in the handbook.
5. I will be dropped from the team and received no award should I be suspended from school for gross misbehavior (i.e., student code of conduct violations).
6. I will not steal or be in possession of stolen property. If I do steal or am in possession of stolen property, I will be subject to disciplinary action as outlined in the athletic handbook.
7. If I am suspended from school during the season for reasons which do not cause me to be dropped from the team, I will not be allowed to practice or play during the duration of the school suspension.

I know what is expected from an athlete who represents the Jefferson Schools, and I am prepared to so distinguish myself.

Student Signature: _____ Date _____

Parent Signature: _____ Date _____

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

WHAT IS A CONCUSSION?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

Parents and Students Must Sign and Return the Educational Material Acknowledgement Form

CONCUSSION AWARENESS

EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by _____

Sponsoring Organization

Participant Name Printed

Participant Name Signature

Date

Parent or Guardian Name Printed

Parent or Guardian Name Printed

Date

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future reference.