

Glenbrook High School District #225

**BOARD POLICY: STUDENT ELIGIBILITY FOR ADMISSION TO THE 8010**  
**GLENBROOK HIGH SCHOOLS** Page 1 of 4 pages

Section A

In order to attend the Glenbrook High Schools, on a tuition-free basis, a student is required to be a lawful resident, within the boundaries of Northfield Township High School District No. 225, under the provisions of 105 ILCS 5/10-20.12b, Residency: Payment of Tuition.

Section B

A student whose custodial parent, or person who has legal custody as described under the provisions of 105 ILCS 5/10-20.12b, Residency: Payment of Tuition, is a resident within the district and will be presumed to be a district resident for purposes of this policy. If the student's legal custodian does not reside in the district or if any doubt arises as to the student's residency, the district may require that additional supporting documentation be provided evidencing residency within the district. Such information and documentation will be subject to verification by the district. The *Illinois School Code* states, "A person who knowingly or willfully presents to any school district any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in that district without the payment of a nonresident tuition charge shall be guilty of a Class C misdemeanor." (105 ILCS 5/10-20.12b) As used in this policy and procedures, the term superintendent or principal includes the designee of the superintendent or principal.

Section C

A student 18 years of age or older may independently establish individual residency without reference to his/her parents' residency.

Section D

1. Any student enrolling in the district shall be required to provide such information and documentation as deemed necessary by the district's representative who shall determine whether the student is eligible for attendance before the student may be enrolled, subject to the provisions of Section ~~I~~ J.
2. Prior to being admitted, any student enrolling in the district shall be required to produce an official birth certificate, or other official documentation proving their age.

Section E

A nonresident student may, at the discretion of the superintendent or his designee, be permitted to begin attending the schools of the district if his/her legal custodian substantiates, by adequate documentation, that residency will be established by the end of the first semester of the school year. Adequate documentation includes, but is not limited to, the required residency documentation outlined in the Procedures for Implementing Board Policy 8010. However, the student may not commence attending the schools of the district until nonresident tuition is pre-paid (by ~~certified check or money order~~) for the first semester by the legal custodian. Such payment shall be deposited in the accounts of the district. If residency is established by the end of the first semester, the pre-paid tuition will be refunded, on a prorata basis. If residency is not established by the end of the first semester, there will be no refund of pre-paid tuition and the student's attendance shall terminate at the end of the then current semester unless either actual residency is established or tuition is prepaid for the ensuing semester.

Section F

A student who becomes a nonresident during the school year may complete that year without payment of tuition provided that the student was previously a resident under the provisions of 105 ILCS 5/10-20,12b.

Section G

A student, who has conclusively been determined to be "homeless" within the meaning of federal or state law, shall be enrolled without payment of tuition. The enrollment of the "homeless" student shall not be delayed due to lack of legal guardianship or student records, under the provisions of 105 ILCS 5/10-20.12b.

Section H

Military personnel who have changed residence due to a military service obligation may submit a written request to allow their student(s) to continue to attend District 225 schools, under the provisions of 105 ILCS 5/10-20.12b(a-5). The student(s)'s residence will be deemed to be unchanged for the duration of the custodian's military service obligation. Transportation will remain the responsibility of the parent(s)/legal guardian(s).

Section H I

If a determination of non-residency has been made, the legal custodian of the student, or the student who is at least 18 years of age, may request a hearing to review the determination of non-residency status. The procedures for requesting a hearing are set forth in procedures to this policy.

Section ~~I~~ J

If residency has not been clearly established, a student will not be permitted to enroll and begin attendance in the district unless Section E or G is applicable. However, in extraordinary circumstances where residency verification has not been completed for good cause shown and which is beyond the control of the legal custodian, attendance may be permitted upon payment of thirty days tuition, (i.e., District 225's then-current tuition rate/~~179~~ 178 school days). If residency is not established within the said thirty days, tuition may be paid, in advance, for successive thirty-day periods until (a) residency is established, or (b), if residency is not established, tuition for the balance of the current semester is prepaid. In the absence of the fulfillment of section (a) or (b) above, the student's enrollment shall terminate at the end of the thirty days and tuition paid therefore shall be forfeited. All tuition payments shall be paid by ~~cashier's check or certified check, or by money order~~ wire transfer. If residency is thereafter established, tuition shall be refunded.

Section ~~J~~ K

Any written communication from the sSuperintendent, Board of Education, or their designee, whether as the result of a decision, notice of hearing, request for information or otherwise, shall be deemed conclusively given as of the time the communication is sent by certified mail return receipt requested, postage prepaid, addressed to the person to whom the communication is directed.

Section ~~K~~ L

All district employees, to the extent permitted by law, shall hold sources of information on possible violations of this policy confidential.

Section ~~L~~ M

A nonresident student may only be ultimately admitted to a district school with approval of the Board of Education under the following conditions, all of which must be met:

1. The student has completed his/her junior year, on a tuition-free basis, as a legal resident of the district; and
2. The student's parent(s)/guardian(s) submit a letter to the superintendent which indicates: 1) their request that the student be permitted to complete his/her final year of high school at one of the district's schools, and 2) their agreement to pay nonresident tuition therefore; and
3. Prior to the commencement of such semester of attendance, the district's receipt of payment of a semiannual prorated tuition payment based upon an annual tuition fixed by the Board of Education in accordance with 105 ILCS 5/10-20.12a, Tuition for Non-Resident Pupils; and

Section E M(Cont'd)

4. Instructional space and personnel are available; and
5. The welfare of the student is best served by such admission and such admission will not be adverse to the best interests of the district.

The Board of Education reserves the right to place the tuition student in the school, which best meets the needs and conveniences of the district. The Board of Education reserves the right to terminate the enrollment of the tuition student at the end of any semester for any reason so long as such termination is not contrary to law. No such determination by the Board shall be deemed precedential.

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Section A

Parent, guardian, or legal guardian of the student shall provide proof of residency, at the time of the student’s enrollment and prior to the first day of the student’s attendance. Residency verification shall be required every year for all students. The documents and information mailed to parents shall be updated each year and a sample of the required supporting documentation shall be posted to the district’s website annually. The sample of the required supporting documentation shall also be available at the District office and shall be mailed upon request. If a prospective enrollee claims “homeless” status, he/she shall execute appropriate forms supplied by the superintendent or designee. The residency of any student in the District may be subject to review by the Superintendent or Designee, and ultimately determined by the Board.

Section B

If the superintendent or designee determines that either a student who is attempting to enroll or a student who is attending school in the district on a tuition-free basis is a non-resident of the district for whom tuition is required to be charged, the following procedures shall apply:

<b>Initiator</b>	<b>Action</b>
Superintendent or Designee	On behalf of the Board of Education, notifies the Parent, Guardian or Custodian who enrolled the student of the determination of non-resident and of the non-resident tuition fee required in order for the non-resident student to attend Glenbrook HSD 225. Said notification shall be made in writing and sent by certified mail, return receipt requested.
Parent, Guardian or Custodian Enrolling the Student	Within 10 days after receipt of said notice, may request a hearing to review the determination regarding non-resident status and tuition. The request must be in writing and be sent certified mail, return receipt requested, to the attention of the superintendent or designee.
Parent, Guardian or Custodian Who Enrolled the Student	<i>If a hearing is requested to review the determination: M</i> ay request that the student continue attending at the district’s schools pending the board’s final decision. Such attendance shall not relieve the Parent, Guardian, or Custodian, who enrolled the student, of their obligation to pay the non-resident tuition for that attendance, if the Board of Education determines the student is a non-resident. (See Section <del>I</del> <u>J</u> of Board Policy 8010).

<b>Initiator</b>	<b>Action</b>
Superintendent or Designee	Shall notify the Parent, Guardian or Custodian requesting the hearing of its time and place within 10 days after receipt of the hearing request. Said notification shall be made in writing and sent by certified mail, return receipt requested. The hearing date shall not be less than 10 days nor more than 20 days after said notice is given.
Independent Hearing Officer Designated by the Superintendent or Designee	Conducts the hearing. At the hearing, (1) the Parent, Guardian or Custodian who enrolled the student has the burden of going forward with the evidence concerning the student's residency and bears the burden of proof to establish residency in the district, (2) the Superintendent or Designee and the Parent, Guardian, or Custodian who enrolled the student may use representatives of their choice, and (3) the Superintendent or Designee and the Parent, Guardian or Custodian who enrolled the student may submit relevant evidence at the hearing.
Independent Hearing Officer	Within 5 days after the hearing's conclusion, sends a report of the testimony, copies of documents submitted by the respective parties at the hearing and findings in writing, by certified mail, return receipt requested, to both Superintendent or Designee, as well as Parent, Guardian or Custodian who enrolled the student.
Parent, Guardian or Custodian Who Enrolled the Student	<i>Upon receipt of the independent hearing officer's report:</i> Within 5 days after receipt of the hearing officer's findings, may file written objections to the findings, with the Board of Education, by sending any objections by certified mail, return receipt requested, to the attention of the Superintendent or Designee.
Board of Education	Within 15 days after the hearing's conclusion, determines, based on the evidence presented, whether or not the student is a resident of Glenbrook HSD 225, as well as the amount of the non-resident tuition fee, required to be charged, as a result of the student's attendance in the district's schools. The Superintendent or Designee sends a copy of the Board of Education's decision to the Parent, Guardian, or Custodian who enrolled the student. The Board of Education's decision is final.
Board of Education	<i>If a student is determined to be a non-resident:</i> The student may complete the current semester, only if non-resident tuition, for that semester, has been paid in full. Otherwise the student's attendance shall terminate immediately.

Section C

Full verification of residency is required as a prerequisite for enrollment for:

- All students who are enrolling in the district's schools for the first time and
- Any students for whom there has been a change of address and/or a change in legal custody.

The Parent, Guardian or Custodian of a returning student, where there has been no change in residency, must affirm and attest that there has been no change in their residency and/or custody status from the previous school year. If there has been a change of address and/or a change in legal custody, it is the responsibility of the Parent, Guardian or Custodian to notify the district. Upon notification of any changes, verification of residency will be required.

Section D

The Parent, Guardian or Custodian who rent their residence, must provide a current lease every school year when verifying residency. If they are renting from a private party, not a management company, in addition to the current lease, they must provide a signed statement from their landlord.

Students and parents who are residing at a residence not owned or rented by said Parent, Guardian or Custodian must complete full verification of residency every school year.

Should further clarification of a student's residency status be deemed necessary, the superintendent or his designee may request additional documentation on a case-by-case basis.

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**BOARD POLICY: STUDENT ATTENDANCE**

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Section A - Introduction

In accordance with the requirements of The School Code of Illinois and in recognition of the responsibilities imposed upon parents/legal guardians therein, it is the policy of the Board of Education of District #225 that students shall attend school on a regular basis and be on time for classes. Student attendance in class is not optional; it is a requirement of every class unless specifically otherwise authorized. The Board believes that regular class attendance fosters successful academic performance and development of punctuality, self-discipline, and responsibility. A substantial failure to attend classes seriously prejudices the entire educational program and creates problems for the teacher and other students in the classroom, in addition to the offending student. The Board further believes that the school administration and staff have a duty to rigorously and consistently enforce school regulations dealing with class attendance and punctuality. Those regulations shall require that all student absences shall be verified by telephone by the student's parent(s) or legal guardian(s). Excessive absences that are non-school related may require further documentation as reasonably requested by the school.

Section B - Classification of Student Absences

Student absences from class shall be classified as follows:

1. Excused Absence

Reasons for an excused absence shall include:

- a. illness of the student,
- b. death in the family,
- c. religious holidays,
- d. participation in election day activities,
- e. school-sponsored activities,
- f. medical appointments,
- g. family emergencies,
- h. and Learning Adjustment Center (LAC) placement. (The LAC is an in-school placement used for attendance violations and other offenses as determined by the ~~dean~~ Dean of Students or designee.)

An excused absence shall enable a student to receive credit for work which is made up. The teacher shall make a reasonable effort to assist the student to ~~meet~~ complete the student's make-up assignments. Alternative assignments may be substituted by the teacher, however, when it is determined by the teacher that the assigned classwork cannot be replicated, the value of the work will not be counted in determining the student's grade.



**2. Explained Absence**

Other parent/legal guardian-approved absences, such as vacations, and college visits and interviews shall be considered by the ~~building administrator~~ Dean of Students or designee for approval as an explained absence if the request is made by the parent(s)/legal guardian(s) prior to the absence. An explained absence shall enable a student to receive credit for work which is made up, ~~but the time and place of any make-up sessions shall be solely at the initiative of the student and at the reasonable convenience of the teacher.~~ The teacher shall make a reasonable effort to assist the student to complete the student's make-up assignments. Alternative assignments may be substituted by the teacher, however, when it is determined by the teacher that the assigned classwork cannot be replicated, the value of the work will not be counted in determining the student's grade.

**3. Unexcused Absence**

"Unexcused absence," as used in this policy, shall refer to any unauthorized absence from any class, study hall, ~~homeroom~~, or activity required by the school.

**4. Tardiness-Tardy (Late to Class)**

"~~Tardiness~~ Tardy," as used in this policy, shall refer to any unexcused ~~appearance~~ absence of a student during the first 5 minutes of a class, study hall, or ~~homeroom~~ other scheduled assignments. Students who are more than 5 minutes late shall be considered "absent" from that class period unless otherwise excused by the teacher or supervisor of the scheduled assignment.

**Section C – Credit for Class Work LAC/Suspensions**

Students who are assigned to the LAC or suspended out of school are expected to complete missed work and will receive credit for work made up. ~~Students who are suspended will also be expected to complete missed work, but will not receive credit for such work.~~ A suspension shall enable a student to receive credit for work which is made up. The teacher shall make a reasonable effort to assist the student to complete the student's make-up assignments. Students who are suspended will also be expected to complete missed work, but will not receive credit for such work. Alternative assignments may be substituted by the teacher, however, when it is determined by the teacher that the assigned classwork cannot be replicated, the value of the work will not be counted in determining the student's grade.

**Section D - Flagrant and Repeated Violations**

The ~~p~~Principal is authorized to recommend an alternate educational placement for a student who fails to adjust to the day school by failing to retain at least five classes on the student's schedule. The ~~p~~Principal is also authorized to approve a student's continuing enrollment in the day school, even though the student may be enrolled in less than five regular classes.

Section E – Exceptions

Either the pPrincipal or dDean of sStudents is authorized to make reasonable and prudent exceptions to the foregoing student attendance policies.

Section F - Instructional Staff Responsibilities for Student Attendance

The instructional staff of each department, under the leadership of the instructional supervisor, is directed to develop instructional strategies which shall encourage student attendance and promptness. Teachers shall be required to maintain an accurate daily register of student attendance. ~~These attendance registers shall be periodically reviewed by the instructional supervisors and in-service training sessions shall be conducted for those staff members whose classes experience an inordinate number of unexcused absences.~~ Effective administration and management of student attendance regulations shall be considered one of the factors in the evaluation of members of the instructional staff.

Section G – Procedures

The sSuperintendent, in consultation with the sSuperintendent's staff, shall set forth the rules and procedures governing the administration of this policy. ~~and shall~~ Further, the staff will ensure that an electronic version of the policies and procedures are available on the website, and a paper copy distributed ~~distribute copies of this policy and its related rules and procedures~~ to all parent(s)/legal guardian(s), students, and staff members on an annual basis.

~~Note: The use of “dean” or “Dean of Students” in this policy/procedures refers to the Dean of Students or designee.~~

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Section A - Introduction

The ~~s~~Superintendent, in consultation with his staff, is authorized to develop procedures to govern the administration of the board policy on student attendance. These procedures are indicated below and are to be followed by all staff members in all cases involving student truancy (unexcused absence) or excessive excused/explained absences that are non-school related.

Section B – Parent/Legal Guardian Responsibility

A parent/legal guardian must contact the attendance office to excuse all absences by the end of the next school day following each absence. If a parent/legal guardian has not verified the absence by the end of the next school day following the absence, the absence will be considered an “unexcused absence.”

Section ~~B~~ C – Unexcused Absences

1. First Offense – On the first unexcused absence, the following procedure ~~will~~ shall be followed:
  - a. The parent(s)/legal guardian(s) will be contacted by the school notifying them of the unexcused absence and the associated consequences.
  - ~~a.~~ b. The teacher shall:
    - ~~i.~~ report the student’s truancy (unexcused absence) to the teacher’s instructional supervisor and shall make the appropriate entry in the teacher’s attendance register.
    - ~~ii.~~ talk to the student to emphasize the importance of class attendance and to explain the provisions of the board policy on attendance.
    - ~~iii.~~ contact the student’s parents/guardians explaining the importance of class attendance and explaining the provisions of the board policy on attendance.
  - ~~b.~~ The instructional supervisor shall send a copy of the referral form to the dean of students and to the student’s counselor.
2. Second Offense – On the second unexcused absence, the following procedure shall be followed:
  - ~~a.~~ The teacher shall report the student truancy (unexcused absence) to the teacher’s instructional supervisor by the use of a Referral Form and shall make the appropriate entry in the teacher’s attendance register.

- a. The parent(s)/legal guardian(s) will be contacted by the school notifying them of the unexcused absence and to inform them of the forthcoming meeting between the student and his or her dean.
  - b. ~~The instructional supervisor shall review the Referral Form, sign it, and send it to the dean of students by the end of the school day on which the form is received.~~
  - e. b. The ~~d~~Dean of ~~s~~Students or designee shall:
    - i. Aassign the student to the Learning Adjustment Center (LAC) for two days or one day of Saturday detention or impose another appropriate disciplinary action. Students who are assigned to the LAC are expected to complete missed work and when completed will receive credit for that day's work.
    - ii. Notify the student and the student's parent(s)/legal guardian(s) of the dean's Dean of Students or designee's action. The parent(s)/legal guardian(s) shall be informed of the dean's action by telephone and either by letter or email when email address has been provided by the parent(s)/legal guardian(s).
    - iii. Notify the student's teachers ~~of if~~ if the student's assignment is to the LAC and obtain LAC assignments ~~and a student progress report from each teacher.~~
    - iv. Notify student's counselor of the student's action taken by the Dean of Students or designee. ~~assignment to the Learning Adjustment Center (LAC).~~
    - v. ~~Provide a copy of the completed Referral Form to the student's teacher, instructional supervisor, counselor, and parents.~~
    - vi. ~~The student's counselor shall review which resources of the school can best be utilized to assist the student in improving attendance.~~
  - d. ~~The student's counselor shall review which resources of the school can best be utilized to assist the student in improving attendance.~~
3. Third Offense and Subsequent Offenses – On the third unexcused absence or any subsequent unexcused absences, the following procedure shall be followed:
- a. ~~The teacher shall report the student truancy (unexcused absence) to the teacher's instructional supervisor by the use of a Referral Form and shall make the appropriate entry in the teacher's attendance register.~~

- a. ~~The parent(s)/legal guardian(s) will be contacted by the school notifying them of the unexcused absence and to inform them of the forthcoming meeting between the student and his or her dean that will define consequences of the unexcused absence.~~
- b. ~~The instructional supervisor shall review the Referral Form, sign it, and send it to the Dean of Students.~~
- e. ~~b.~~ The Dean of Students ~~may~~ shall:
  - i. ~~assign appropriate consequences that may include removal of~~ ~~remove~~ the student from the class register, assign the student a withdrawn-failing (WF) grade for the course, and assign the student to a restricted study hall. A team consisting of representation from the Dean's Office and the Student Services Department may determine additional interventions.
  - ii. notify the student and the student's parent(s)/legal guardian(s) of the action taken by the Dean of Students or designee. The student's parent(s)/legal guardian(s) shall be informed of the dean's action. The Dean of students or designee **must** notify the student and parent(s)/legal guardian(s) by telephone and letter if the student is removed from the assigned class. If the Dean of Students removes the student from class then the student and parents shall be notified by telephone and letter.
  - iii. ~~The Dean of Students must send a copy of the completed Referral Form to the student's teacher, instructional supervisor, and counselor.~~
  - iii. ~~iv.~~ The Dean of Students **must** notify the principal if the removal of the student from the class has resulted in the student being enrolled in less than five classes.
- c. ~~v.~~ ~~If the removal of the student from the class has resulted in the student being enrolled in less than 5 classes, then:~~
  - 1. ~~The p~~PPrincipal may recommend to the ~~s~~Superintendent that the student ~~he~~ be assigned to an appropriate alternative educational placement.
  - 2. The ~~s~~Superintendent shall review the recommendation of the ~~p~~PPrincipal and determine the appropriate placement.

- e. ~~The student's counselor shall review which resources of the school can best be utilized to assist the student in improving attendance. (This should quantify what we do with the problem solving team) The problem solving team will review the student's~~

Section C D – Tardiness Tardy

1. After each occurrence of three unexcused tardies, notification shall be made to the parent(s)/legal guardian(s) by the teacher via telephone, departmental letter, or email (when email address has been provided by the parent(s)/legal guardian(s)), and the student shall be given a ~~departmental~~ detention of 30 minutes in length or other similar ~~departmental~~ discipline.
2. With the accumulation of the ninth tardy, the Office of the Dean of Students shall be notified. ~~Parents and student shall be contacted by telephone and/or conference and~~ The Dean of Students or designee will hold a conference with the student and the student shall be given the option of the student attending a Saturday detention for six hours or dropping the class with a “WF” grade and being assigned to a restricted study hall for the balance of the semester. The parent(s)/legal guardian(s) will be contacted and informed of the action taken by the Dean of Students or designee.
3. In the event the student elects to attend the Saturday detention, the student and parent(s)/legal guardian(s) shall be informed by the Dean of Students or designee that three additional tardies or failure to serve Saturday detention shall be grounds for removal from class with a “WF” grade for the semester and assignment to restricted study hall for the balance of the semester.
4. The parent(s)/legal guardian(s) and student shall be informed of the school’s action by telephone and letter.

Section D E – Intervention

1. Excessive Class Absences – In instances of excessive excused/explained class absences that are non-school related the following procedures will be followed.
  - a. First Intervention – ~~Due to differences in the schedules followed in the two schools~~ ~~¶~~The number of classes constituting a first circumstance requiring intervention will be five (5) classes at Glenbrook North and eight (8) classes at Glenbrook South in a semester. A letter will be sent home to the parent(s)/legal guardian(s) expressing concern regarding the number of excused/explained class absences that are non-school related and indicating further excused/explained class absences that are non-school related may require documentation or a doctor’s note.
  - b. Second Intervention – ~~At Glenbrook North~~ ~~s~~Seven (7) classes missed and at Glenbrook South ~~twelve (12) classes missed~~ in a semester constitutes a second circumstance requiring intervention. A phone call from the Dean’s ~~o~~Office and a registered letter will notify the parent(s)/legal guardian(s) that further class absence will be unexcused until documentation is provided.
2. A ~~review committee~~ team consisting of representation ~~of~~ from the Dean’s Office and the ~~Guidance Department~~ Student Services Department will determine when it is appropriate to invoke this intervention.

Section E F – Records

The Dean of Students shall keep appropriate records of student truancy for reporting purposes.

~~Note: The use of “dean” or “Dean of Students” in this policy/procedures refers to the Dean of Students or designee~~

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Revised: October 15, 2002; October 28, 2002; August 11, 2003

Revised: April 11, 2005 (Renumbered from 8040)

Revised: April 30, 2007

Revised: \_\_\_\_\_

**BOARD POLICY: STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES 8600**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

1. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
  - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or interscholastic contest shall be removed from participation or competition at that time.
  - b. A student athlete who has been removed from an interscholastic contest or practice for a possible concussion or head injury may not return to that interscholastic contest or practice unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
  - c. If not cleared to return to that interscholastic contest or practice, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
  - d. Once removed from an interscholastic contest or practice, the student shall be expected to follow the directions of the doctor or certified athletic trainer pending treatment by the student's private physician.
2. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic contest.
3. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

Approved:                    November 12, 2013  
Revised:



**PROCEDURES FOR IMPLEMENTING BOARD POLICY: STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES 8600**  
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**Section A - Definitions**

1. **Concussion** - A type of traumatic brain injury caused by a bump, blow, or jolt to the head that alters the way the brain normally functions. A concussion can also occur from a blow to the body that causes the head to move rapidly back and forth. These injuries may or may not cause a loss of consciousness. See *Concussion in Sports*, [www.cdc.gov/concussion/sports/index.html](http://www.cdc.gov/concussion/sports/index.html). This site contains ~~excellent~~ resources for the recognition, response, and prevention of concussions. The Illinois High School Association (IHSA) website contains comprehensive resources that State law requires schools use to educate coaches, student athletes, and parents/guardians. These are available at:  
[www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx](http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx).
  
2. **Student athlete** - A student who has participated in one or more practices and/or interscholastic athletic contests in any sport offered by or under the auspices of a high school. This definition is from the IHSA’s by-laws, [www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx](http://www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx). All Illinois school boards, even those that currently have no *student athletes*, are required to adopt a student athlete concussion and head injury policy that is in compliance with IHSA protocols, policies, and by-laws (105 ILCS 5/10-20.53, added by P.A. 97-204). This administrative procedure implements Board policy 8600, *Student Athlete Concussions and Head Injuries*.

**Section B – Personnel Responsibilities**

<b>Actor</b>	<b>Action</b>
Superintendent or Designee	<p>Identify the staff members who are responsible for student athletes, including Building Principals, and require that they comply with IHSA concussion protocols, policies, and by-laws, including its <i>Protocol for NFHS Concussion Playing Rules</i>, and its <i>Return to Play Policy</i>. Available at:  <a href="http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx">www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx</a>.</p> <p>Hold the identified staff members responsible for implementing this procedure.</p>
Building Principals or Designee	<p>Instruct coaches, athletic trainers, and other staff members who are responsible for student athletes to review and abide by the IHSA protocols, policies, and by-laws regarding concussions and head injuries. Such protocols, policies and by-laws are available at:  <a href="http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx">www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx</a>.</p> <p>Require that:</p> <ol style="list-style-type: none"> <li>1. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or interscholastic contest is removed from participation or competition at that time.</li> <li>2. A student athlete who has been removed from an interscholastic contest or practice for a possible concussion or head injury is not allowed to return to that interscholastic contest or practice unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.</li> </ol>

Actor	Action
<p>Building Principals or Designee (Continued)</p>	<ol style="list-style-type: none"> <li>3. If not cleared to return to that interscholastic contest or practice, a student athlete is not allowed to return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.</li> <li>4. Once removed from an interscholastic contest, the student shall be expected to follow the directions of the doctor or certified athletic trainer.</li> </ol> <p>Place all written information concerning an injury to a student athlete, including without limitation, a return-to-play clearance from a student’s physician or an athletic trainer, in the student’s school student record.</p>
<p>Building Principals, Coaches, Athletic Directors and Athletic Trainers (and other staff members who are responsible for student athletes)</p>	<p>Inform student athletes and their parents/guardians about Board policy 8600, <i>Student Athlete Concussions and Head Injuries, Agreement to Participate</i>, which a student athlete and his or her parent/guardian are required to sign before the student is allowed to participate in a practice or interscholastic competition.</p> <p>Inform student athletes and their parents/guardians about concussions and head injuries by:</p> <ol style="list-style-type: none"> <li>1. Giving them a copy of the IHSA’s <i>Concussion Information Sheet</i> at the time they sign, <i>Agreement to Participate</i>, which a student athlete and his or her parent/guardian are required to sign before the student is allowed to participate in a practice or interscholastic contest. The <i>Concussion Information Sheet</i>, and <i>Sign-off form</i>, are at <a href="http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx">www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx</a>.</li> <li>2. Using educational material provided by IHSA and District 225 to educate student athletes and parents/guardians about the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury. See <a href="http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx">www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx</a>. The Center for Disease Control and Prevention offers free printed educational materials on concussions that can be ordered or downloaded and distributed to parents, students, and coaches. These materials are available at: <a href="http://www.cdc.gov/concussion/">www.cdc.gov/concussion/</a>.</li> </ol> <p>Follow the IHSA concussion management guidelines. Available at: <a href="http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx">www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx</a>. These guidelines, in summary, require that:</p> <ol style="list-style-type: none"> <li>1. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or interscholastic contest shall be removed from participation or competition at that time.</li> <li>2. A student athlete who has been removed from an interscholastic contest or practice for a possible concussion or head injury may not return to that interscholastic contest or practice unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.</li> </ol>

<b>Actor</b>	<b>Action</b>
Building Principals, Coaches, Athletic Directors, and Athletic Trainers (and other staff members who are responsible for student athletes) (Continued)	<p>3. If not cleared to return to that interscholastic contest or practice, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.</p> <p>Learn concussion symptoms and danger signs. A discussion of such symptoms and signs is available at:  <a href="http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/CoachingResources.aspx">www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/CoachingResources.aspx</a>.</p> <p>Understand before the season begins how to respond if a student athlete exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or game.</p> <p>Do not assess a head injury; instead, take the student athlete out of play and seek the advice of a health care professional.</p> <p>Inform the student athlete’s parent/guardian about a possible concussion and give the parent/guardian a fact sheet on concussion. Such a fact sheet is available at:  <a href="http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx">www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx</a>.</p>

Section C – Agreement to Participate

The Superintendent is directed to develop forms for participation in interscholastic and intramural activities to be signed annually by the student and parent(s).

Adopted: November 12, 2013  
 Revised: