

CALVARY ACADEMY

Parent & Student Athletic Handbook



CALVARY
ACADEMY

INTRODUCTION

Welcome to Calvary Academy Athletics. This handbook is to provide you information regarding athletics at Calvary Academy. We ask that students and parents review the handbook carefully and keep it for reference.

Following is a list of school information: School

Phone Number: 217-546-5987

School website: www.caspringfield.org

School Fax: 217-321-1063

High School Conference Affiliation: MSM

Conference Members: Bunker Hill, Calvary Academy, Edinburg, Franklin, Kincaid/South Fork, Lincolnwood, Springfield Lutheran, Morrisonville, Mt. Olive, Nokomis, Pawnee, Sangamon Valley, Tri-City, Waverly

Calvary Academy is a member of the Illinois High School Association (IHSA) and the Illinois Elementary School Association (IESA). Information about both organizations can be found on the following websites.

IHSA: www.ihsa.org

IESS: www.iesa.org

Calvary Academy admits students of any race, color, national or ethnic origin, sex, age or handicap to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, sex, age or handicap in administration of its educational policies.

MISSION STATEMENT OF THE CALVARY ACADEMY ATHLETIC DEPARTMENT

The athletic department exists to provide both female and male student athletes an experience in athletics that will foster in them Christian values, healthy bodies, and wholesome attitudes towards teamwork, personal commitment, hard work and competition. It also exists to provide for the entire school community a high quality athletic program that brings glory to God.

Our philosophy is to compete. We will put the best team on the court/field in order to win the game. If we are so far behind that we cannot win or so far ahead that we cannot lose, then we will try to have everyone play in the game. Calvary Academy has had several teams compete and win at the Regional, Sectional, and State levels.

SAINTS CODE OF CONDUCT

This code is directed to our athletes, but it also applies to our staff, coaches, students, parents, and fans. We are all Saints.

The athletes of Calvary Academy are challenged to conduct themselves at all times in a manner worthy of the Gospel of Jesus Christ. They not only represent themselves and their families, but also their fellow classmates, the school, and ultimately our Lord Jesus Christ. As our programs continue to grow and prosper, the student athletes will constantly be in the eye of their fellow students and the general public. To choose to be part of a Calvary Academy sports team is to

accept the role of leadership, and the student should conduct themselves in every aspect of their life in such a manner reflecting biblical leadership.

SAINTS set goals for themselves. To attain these goals, they base their lifestyle on Christian principles, hard work, 100% effort, sacrifice, determination, punctuality and persistence. Just as these ideals will bring recognition to the individual students, they will also reap reward in the classroom and earn these student athletes greater respect as individuals.

SAINTS display consideration and courtesy for other students, staff and visitors to our school. They show self-control and accept responsibility for their behavior. A SAINT observes our code of conduct at all times and in all locations. This includes observing the code of conduct whether on or off campus.

ATHLETIC OPPORTUNITIES

A list of the athletic opportunities that Calvary provides can be found on our website at <https://www.caspringfield.org/index.cfm/PageID/1913>. This page will be updated periodically as information becomes available.

COMMITMENT

We want our students to seriously weigh out their commitments before they make them and to keep their commitments once they are made. To that end, there will be a two week trial period at the beginning of each season. If during that two week period the student decides not to participate in that particular sport, they are free to drop from the team with no consequences. At the end of the trial period and once the student has decided to stay with the team, the student will be considered to have made a commitment to the team and will be expected to complete the season with the proper attitude and effort.

It is strongly recommended that once a student has committed to a team that the student will keep that commitment and should only be allowed to stop their participation with the team in the case of a physical/health issue or other extenuating circumstances as agreed to by the administration. If a student fails to keep their commitment throughout a season, the administration will make a determination as to the ability of that student to participate in other extracurricular activities at Calvary Academy. A parent may appeal this decision to the Academy Board.

COMMUNICATION

PARENT MEETING

Athletic Virtual Parent Night information will be posted each school year and updated throughout the year as necessary. This will include general information from the Athletic Director that applies to all activities. Parents will be asked to view the information and fill out a virtual signature page which is available on our website stating they have read and agree to all the information and required forms (see the section on Pre-Participation Forms). An additional sport-specific parent meeting may be scheduled by the head coach of any sport. These meetings are important and it is preferred that all parents of the athletes attend. If the parent(s) cannot attend, we strongly recommend that a meeting be set up with the coach at an alternate time so that the information at the meeting can be clearly communicated.

The information at the parent meeting will include but not be limited to:

1. The coach's philosophy and team/player rules
2. Game and practice schedules – this includes an established method of communication for changes that will be made throughout the season
3. Forms or information that needs to be signed off on by parents and/or students
4. Coach's contact information and proper times for communication
5. Notification of fees, special equipment, and off-season conditioning
6. Discussion/explanation of eligibility requirements and sports physical requirements

EXPLANATION OF APPROPRIATE/INAPPROPRIATE COMMUNICATION

Appropriate Concerns for Parents to Discuss with Coaches

All concerns should be expressed directly to the head coach rather than being discussed with others. Always approach the head coach first.

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.
4. At a scheduled meeting with the coach, the parent can discuss disciplinary actions that have had to be taken specifically with their child.
5. Notifying the coach of any known schedule conflicts as soon as they arise

Issues That Are Not Appropriate for Parents to Discuss with Coaches

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

Issues That Are Appropriate for Students to Discuss with Coaches

These issues are appropriate for a student to discuss with a coach as long as it is done in a respectful way and done at an appropriate time (never during practice or games):

1. Ways to improve their skills
2. Ways to potentially increase playing time
3. Questions about practice drills or team plays
4. Concerns or difficulties that have occurred with other teammates that are hindering player and/or team development

CONFLICT RESOLUTION

Should a situation occur that requires a conference between the coach and the parent, it is important that both parties involved have a clear understanding of the others position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern:

1. Contact the coach to set up an appointment.
2. If the coach cannot be reached, contact the Athletic Director and he/she will set up the appointment for you.
3. Please **do not** confront a coach before, during or after a contest or practice.

4. We believe that the house of God is an important place to be multiple times per week. It is important that we allow our coaches and administrators the opportunity to worship while in the house of God. Therefore, we request that athletic or school related issues not be discussed with the staff while at church. Please feel free to contact the academy office at your convenience to set up a time to meet with any of our coaches or administrators. It is our desire to allow everyone the opportunity to worship without distraction.

The Next Step – What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Calvary Academy Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

IHSA/IESA POLICIES

As a member school of the IESA and IHSA, we adhere to the by-laws as established by the respective organization. Copies of these by-laws are kept in the administrative offices and can be found on their respective websites.

Please note, eligibility, as established by the IESA and IHSA, refers not only to grades, but other factors including residency, age, etc. Below are the guidelines for academic eligibility for our school.

Academic/Athletic Eligibility

Our standards for IESA and IHSA eligibility are as follows:

IESA (5th -8th Grade)

- 1) Must maintain a passing grade in all subjects
- 2) Must be in attendance for at least half of the day of a competitive event. Exceptions can be made by administrative approval only in extenuating circumstances.
- 3) Must maintain good sportsmanship on the field or court with regard to teammates, opposing players and/or referees/umpires
- 4) Must maintain all eligibility standards as set forth by the Illinois Elementary School Association (IESA)

IHSA (9th – 12th)

- 1) Must maintain a passing grade in all subjects
- 2) Must be in attendance for at least half of the day of a competitive event. Exceptions can be made by administrative approval only in extenuating circumstances.
- 3) Must maintain good sportsmanship on the field or court with regard to teammates, opposing players and/or referees/umpires

- 4) Once a student is in high school, he/she must pass 5 semester courses to be eligible for the following semester. Failure to do so results in a student being ruled ineligible for the entire following semester.
- 5) Must maintain all eligibility standards as set forth by the Illinois High School Association (IHSA)

Please remember that academics always come first. It is not appropriate to wait until your child is ineligible to start asking what they can do to have better success in the classroom. It is best to monitor their progress throughout the entire school year to ensure that they have success in the classroom throughout the year.

Calvary Academy Eligibility Procedures

Eligibility procedures are outlined in the Calvary Academy Student Handbook and are as follows.

Elementary and junior high eligibility will be calculated on a cumulative grade based on the current quarter. High School eligibility will be calculated on a cumulative grade based on the current semester. Eligibility for both levels is determined on a weekly basis. The weekly eligibility report will be calculated based on all grades collected through Wednesday of that week. Any student failing one or more classes will be determined ineligible. Once a student is determined ineligible, the period of ineligibility will begin on Sunday and continue through Saturday.

If a student is deemed ineligible for the week, he/she will still have obligations to the team. If there is a home contest, the student will sit on the bench with their team for the duration of pre-game warm-ups and the entire contest. During this time, the student should be supporting their team and performing whatever duties or tasks are assigned to them by the coaching staff (i.e. filling water bottles, doing stats, etc.). If there is an away contest, the student may only travel with the team if he/she is failing only one class. The head coach may determine that an ineligible player is not allowed to travel to an away game. If the student is allowed to attend the game, he/she must be dressed in team traveling gear (as approved by school administration prior to the season) or in business casual attire (khaki pants or dress slacks and a collared shirt at minimum). No student may travel with the team if he/she is failing more than one class.

If a student is ruled academically ineligible for 3 consecutive weeks during any sport season, he/she is removed from the team for that season.

Parents have the right to decide if their child should not attend any contest while they are ineligible, whether that contest is home or away. However, the parent needs to be certain to clearly communicate this with the head coach prior to the contest. In our continued partnership, we ask that if a student is not allowed to travel to a game that the parents will honor this consequence and not allow their child to attend a game as a spectator.

PRE-PARTICIPATION FORMS OR REQUIREMENTS

Physical Examination

The IHSA and IESA require that all athletes have a current physical on file in the school office PRIOR to participating in any practices or games. Each student needs to turn in a copy of their physical to the school office prior to the start of the season. All sports physicals are valid for 395 days. If a student has a physical that expires mid-season, they must renew their physical at the appropriate time or else they will be suspended from participation until it is completed.

Students and parents are required to sign-off on receiving and reviewing the following documents for participation. A virtual signature (available on the school's website) is required for participation once a parent has read through the athletic handbook and the links provided below. This virtual signature covers all forms below, thus physical copies do not have to be turned in. The virtual signature is recorded and sufficient.

IHSA Sports Medicine Consent

[IHSA Sports Medicine Consent Form Link](#)

The IHSA requires that all athletes be willing to participate in a random drug test. The form will explain their philosophy and the substances that they are testing for. This form also has a section that covers information on concussions including symptoms and what to do if a child has possibly suffered a concussion. This form also includes information about asthma treatment.

IESA Concussion Information and Sign-Off

[IESA Concussion Information Form](#)

This form contains the same concussion information as the IHSA form regarding concussions. There will be information including signs and symptoms, what to do if a child suffers a concussion, and information regarding Return-to-Play.

Handbook Agreement

This form acknowledges that the parent and student has read and agrees to abide by Calvary Academy's Athletic Handbook.

SCHEDULING OF GAMES AND PRACTICES

The Calvary Academy Athletic Director will handle all of the scheduling in cooperation with the head coach. The number of contests, opening dates and other pertinent factors, which vary from sport-to-sport, are outlined in the IHSA and IESA calendars and will be adhered to by the Athletic Director.

Due to the many sports and limited facilities, Calvary Academy occasionally schedules off-site facilities for practices throughout the sports seasons. When possible, transportation to and

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from these off-site practices will be provided. If transportation is provided and a parent desires to pick up their child at the off-site facility, this should be clearly communicated to the coach PRIOR to the practice time. Parents must ensure they are at the off-site facility at the practice ending time.

On site priority is granted as follows:

1. Varsity Sports
2. If there are two Varsity sports, the sport with the closest upcoming game will be granted priority.
3. Junior high sports.
4. If there are two junior high sports, the sport with the closest upcoming game will be granted priority.
5. Elementary programs

Each coach will have a great amount of input into the practice schedule of their team. We will be certain to offer enough practice time to develop our student athletes, but also not too much time as to cause burnout and/or injuries. An average practice time will be 2 hours. This will vary depending on the sport and timing during the season.

It is important for all participants to understand that practice and game schedules are subject to change. It is the desire of the Athletic Director to have all games and practices scheduled before the season begins. However, there are several things that can cause practices or games to be changed. When changes are made, we will communicate these changes through various methods including the athletic scheduling website, communication apps like Gamechanger/GroupMe/etc., emails, social media, and school announcements.

FAN AND SPECTATOR EXPECTATIONS

It is important for everyone to understand that our fans are representatives of our organization. Therefore, we ask all of our parents, students, and other Calvary fans to conduct themselves with Christian character at all of our games, home or away. Everyone should remember that they are there to support the Calvary Academy student-athletes. Please refer back to the Saints Code of Conduct for reference on how we would expect everyone to conduct themselves.

We encourage and ask all parents to attend any games that they can possibly attend. When parents come to the games, they are not only parents, they are now fans of Calvary Academy. We ask that parents remember to support all team members and coaches. We ask that parents not interfere with the coaching process by coaching from the sidelines. The players are instructed to ignore the people in the stands and focus on the games and the coaching staff. We ask that all parents refrain from negative comments about players, coaches and officials. We are not always going to be pleased with every decision and every call that is made. **Stay**

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positive. Refrain from the negative. Be Christ-like. Let the players play, the coaches coach, the officials officiate, and let the spectators be positive.

UNIFORMS

Calvary Academy will purchase uniforms that are necessary for students to participate in our athletic programs. It is important that all uniforms be treated properly. Each family will be responsible for the uniform that their student has obtained at the beginning of the season. Calvary Academy will not pay for any items that the students would keep in their possession after the season is over (i.e. socks, hats, under armor, shoes, etc.). Sometimes teams will offer these items at a discounted price for the team members.

Uniforms must be returned in the same shape that they were distributed. This means only normal wear and tear of the uniform will be tolerated. If the uniform has been abused, the student athlete will have to pay for the replacement cost of the uniform which is significantly more than the normal cost. The uniform will need to be replaced by the student athlete if the uniform is lost or stolen. **THE UNIFORM IS THE RESPONSIBILITY OF THE STUDENT/ATHLETE.**

Uniforms must be turned in to the head coach at the specified time. Coaches may collect the uniforms directly after the final game. Some coaches will wait until team pictures are taken. We ask that all uniforms be cleaned before turning them in to the head coach. Students and parents should not turn in uniforms to the Academy athletic office unless specified.

If a student fails to turn in their uniform at the appropriate time, their parents will be contacted and asked for their cooperation in getting the uniform collected. Students might not be allowed to participate in subsequent activities until their uniform is turned in. If a student fails to turn the uniform in, their account will be billed for the amount of replacing the uniform along with any applicable fees like shipping. The cost to replace a uniform varies by sport and could range between \$50-\$250 per set.

Athletic Uniform Modification Policy

Calvary Academy allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform, the student is responsible for all costs associated with the modification of the uniform, and the student shall be required to receive prior approval from the school for such modification; however, the uniform must still meet IESA or IHSA guidelines as well as Calvary Academy's modesty standards.

EQUIPMENT

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Calvary Academy has purchased equipment necessary to play each particular sport. It is important that student athletes use the equipment properly. If any student athlete is caught abusing the equipment that has been purchased, they will be required to pay for it.

Facilities

No student/athlete is to use Calvary Academy facilities without approved adult supervision.

RECOGNITION OF ATHLETES

It is our desire to recognize our athletes for their accomplishments during the season and their commitment to the team.

Recognition of our athletes will follow the guidelines listed.

High School

- ▮ High school sports will have a designated awards night. This will be on the Calvary Academy calendar and take place in May.
- ▮ Each participant who completed the season will be given a participation award.
- ▮ Each sport will choose a recipient for a Christian Leadership Award. This recipient does not have to be an upperclassman, but can be anyone in the program. This recipient shall be chosen by all of the coaches involved.
- ▮ Most other awards will be statistically based. Only Varsity awards will be given.
- ▮ MSM all-conference awards will be given to the head coach at the all-conference meeting. These plaques and/or certificates should be handed out at the awards presentation.
- ▮ Varsity Letters and Sport pins are provided. The guidelines for awarding Varsity Letters are as follows:
 - Any athlete who has successfully completed the season in good standing and who has been academically eligible and on the Varsity roster for a minimum of half the season will receive a Letter. Anyone who participated in the sport at either the JV or Varsity level will receive a Sport pin.

PROMPTNESS

We believe that promptness is an important character quality to teach children. Therefore, coaches will require that students are at all games and practices on time. It is important that families understand that consequences will be handed out to any student athlete that is tardy for a game or practice. Please understand that being on time will mean that a player is dressed and ready to go by the time given. This will most likely require arriving early in order to get ready. In return, parents can expect coaches to be finished with practices on time and, when applicable, to have their child back to Calvary Academy in a timely manner.

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It is important that the person picking up student athletes from a game or practice arrive at the specified time designated by the coach. It is our desire to give our students and our coaches as much time with their families as possible. Picking up students on time will be one way that we can allow our coaches this luxury. We understand that occasional tardiness is going to occur. However, this cannot become a common occurrence. If a coach sees that a particular player is being picked up late more than once, that coach will notify the Athletic Director and the Athletic Director will contact the parents. If a resolution cannot be found, that player will not be allowed to participate. When traveling back from away contests, the coach will give each player a return time and players will have the opportunity to contact the parents via cell phone. This way, the parents will know when to arrive and not have to wait an exorbitant amount of time.

Time is valuable to everyone involved. It is important that everyone involved show mutual respect in this manner.

VOLUNTEERS

In order to keep our students safe, we require all volunteers to have a background check BEFOREHAND. Forms for the background checks are kept by the office manager. This does not require extensive information and only takes a few minutes to fill out. Please understand this is not intended to be a hindrance, but is a requirement that we have to keep our children safe. Many times, we will have parents volunteer to help our coaching staff in different capacities. This is valuable and encouraged. Each coach may need help with the following jobs: scorekeeper/clock, bookkeeper, statistician, video, and supervision. Parents can receive PIP time for any hours that they volunteer to help our coaching staff. Anyone who has a desire to help out at practices must ask the head coach first. If the head coach deems that this help is warranted, final approval must be granted by the Athletic Director. Anyone involved in practices must complete a certification program. The Athletic Director can help guide any volunteers needing this certification.

TRAVEL

Due to insurance purposes, Calvary Church has purchased vehicles to be used organizationally wide. Some of these vehicles require a regular license and some require specialized licenses. Transportation will be provided whenever it is possible and a properly licensed driver is available. It is the responsibility of all student athletes to treat all vehicles properly. Each team will be required to pick up their trash and inspect the vehicle to ensure that it is in good working order for the next team to use.

We are always looking for more drivers with a CDL license to drive to away games and off-site practices. If you would like to obtain PIP time by driving our sports teams, please contact the Calvary Academy Athletic Department at your convenience.

Any student that wishes to return separately from an away game must have their parents communicate in writing with the coaching staff that this is acceptable. Under no circumstance should a player travel home from an away game in a vehicle driven by another student. If the coach asks for parents to sign their children out, please cooperate with this request as it is very reasonable.

Only athletes, coaching staff, approved chaperones (with proper background checks) and administration will be allowed to travel to and from the games on the team bus.

GAME DAY APPAREL

Game day apparel will be chosen by the coaching staff. We are always looking to promote uniformity, neatness, and modesty.

NCAA ACADEMIC ELIGIBILITY

Any athlete who desires to play at the collegiate level needs to meet certain eligibility requirements. Students should view the following websites for explanations of these requirements:

NCAA - www.eligibilitycenter.org

NAIA - www.playnaia.org

Calvary Academy's CEEB Code: 143-948

It is the responsibility of the student-athlete to make sure that they are on pace to meet the eligibility requirements for collegiate athletics. Administration will be happy to assist with questions, but this is a process that has to be done by the student-athlete with the assistance of his/her family.

OTHER DISCIPLINARY ISSUES

Disciplinary action may be taken if a student/athlete fails to follow the Saints Code of Conduct. **Please remember that social media or any on-line postings may be subject to disciplinary action as well.**

1. Disciplinary action may include extra drills, loss of playing time, or even dismissal from the team.
2. If a student is dismissed from a team, he/she will not be allowed to participate in any extracurricular activity until it has been cleared by the administration.

3. This action may be appealed to the Academy School Board which would have the right to either overrule the action, affirm the action, or provide further consequences. A student may not participate in the sport during the appeal process.

CO-OP SPORTS

Any student who chooses to participate in a sport that is a co-op with another school will be subject to adhere to our athletic handbook as well as the host school's athletic handbook. Any concerns with a discrepancy between our guidelines and the guidelines of the host school should be brought to the attention of Calvary Academy's Athletic Director. If the host school is not Calvary Academy, the student is responsible to pay the host school for any athletic/activity fee they may charge.

PARTICIPATION FEES

All students participating in a sport will be expected to pay a \$50 fee per sport. This amount is capped at \$100 per student per school year, meaning that if a student plays more than two sports hosted by Calvary, they will not be expected to pay for those. This payment must be received in the Calvary Academy before a student can participate in a game for that sport. The fee is non-refundable. The money collected helps to off-set the costs of running the sport for that season. This includes but is not limited to: uniforms, referees, facility maintenance, facility rentals, equipment, etc.

On August 3rd, 2015, Governor Rauner signed into law Public Act 099-0245, SB 0007. The legislation focuses primarily on concussion management at the middle school/junior high and high school levels. All schools have been asked to form Concussion Oversight Teams (COT). The primary focus of the COT is to develop return to play and return to learn protocols based on peer-reviewed scientific evidence consistent with guidelines from the Center of Disease Control and Prevention. Below are the protocols that were formed by the COT at Calvary Academy.

Any student participating in an interscholastic sport must fill out, sign, and have their parents sign and return the Concussion Information Sheet as provided by the IHSA and IESA.

Return to Play Protocols

- **First and foremost, if an athlete sustains a concussion and is removed from play, a parent CANNOT clear their child to return.**
- When an athlete is removed from play for signs and symptoms of a concussion, they may not return to play in games or practices unless cleared by an appropriate health care professional. The following individuals would have the authority to clear students to return to play:
 - • Physicians licensed to practice medicine in all its branches in Illinois (M.D./D.O.)
 - Certified Athletic Trainers (ATC)
 - Advanced Practice Nurses (APN)
 - Physician's Assistant (PA).
- If an athlete is not cleared on the same day as they are removed, they cannot return to play or practice until they are evaluated by and received written clearance from a licensed health care provider. The people with authority to provide written clearance are the same as listed above.
- If an athlete is not cleared, the coach should notify the Athletic Director or Principal of the injury.
- If their child is removed from play and not cleared, the parents should receive a copy of the IHSA/IESA Post-concussion Consent Form from the Head Coach or the Calvary Academy office. That form must be returned before the athlete can participate in any practice or game or other physical activity held at the school.
- Once cleared, the athlete should follow any specific guidelines as laid out by the health care professional, including but not limited to the Progressive Physical Activity Program as stated by the National Federation of High Schools and as listed below:
 - Step 1 – light aerobic exercise: 5 to 10 minutes on an exercise bike or light job; no weight lifting, resistance training, or any other exercises
 - Step 2 – moderate aerobic exercise: 15-20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment
 - Step 3 – Non-contact training drills in full uniforms: may begin weight lifting, resistance training and other exercises.
 - Step 4 – Full contact practice or training.
 - Step 5 – Full game play.

If symptoms of a concussion reoccur, or if concussion signs and/or behaviors are observed at any time during these steps, the athlete must discontinue all activity and be re-evaluated by his or her health-care provider.

Return to Learn Protocols

- If an athlete is removed from play and not cleared to return on that same day, they will need to see a physician in order to be cleared for physical activity. It is likely that an athlete will miss class-time the day following a concussion in order to determine a timeline and plan for recovery.
- The head coach of the athlete should report any suspected concussion to the Athletic Director or Principal. The Athletic Director or Principal will notify the staff that a student has suffered a concussion and that they may miss class time because of this injury.
- Doctor's Order First! If the physician recommends the athlete stay home from school for any period of time, that absence will be excused. It is also possible that students will return to school in progression. In other words, they may start by attending only a few hours a day and then adding more time as they are able and as symptoms lessen.
- If the athlete has to miss class time, teachers should allow a student extra time to make up that missing work. There is no set amount for this extra time and this should be evaluated on a case- by-case basis.
- Even if they do not have to miss class time, the student may still be experiencing symptoms. If necessary, teachers may need to delay due dates or test dates. Reducing stress and activity is best for recovery.
- If the student is complaining of any symptoms, teachers should allow them to go to the office to rest for a short period of time. In some cases, resting the eyes or sitting in a dark place can help those symptoms. NEVER SEND THE STUDENT ALONE! The teacher should ask another student to accompany him/her to the school office.
- The student should have limited screen time during the recovery period. Using computers or looking at any screen should be limited as much as possible. This could obviously delay the completion of certain assignments and extra time should be granted. According to the National Federation of High Schools guidelines on cognitive rest, "Exposure to loud noises, bright lights, computers, video games, television and phones (including texting) all may worsen the symptoms of concussion. As the symptoms lessen, increased use of computers, phone, video games, etc., may be allowed, as well as a gradual progression back to full academic work."
- If a teacher has any questions on timelines for homework, delaying projects, or other class-related activities, they should ask advisement from the administration.

Policy has been amended 9/13/17 to include Physician's Assistants and Advanced Practice Nurses as individuals with authority to provide clearance to play. This amendment is in response to a change made by Illinois General Assembly on September 1, 2017.