

2018-2019

**NORTHWESTERN HIGH
SCHOOL/MIDDLE SCHOOL**

ATHLETIC HANDBOOK



ELIGIBILITY RULES
Revised June, 2017

The rules of the Indiana High School Athletic Association, Inc. By Laws and Article of Incorporation will be followed. A few of the most common rules affecting athletic participation are listed below.

1. Between April 1 and the student's first practice in preparation for interschool athletic participation; the student shall have had a physical examination by a physician holding an unlimited license to practice medicine, nurse practitioner or a physician assistant. The proper Parent and Physician's Certificate must be on file in the athletic office (Rule C--3-10). Physical must be completed after April 1 and prior to athlete participation in summer workouts beginning week 49 of the IHSAA calendar.
2. Students violate their amateur standing if they participate in athletic activities, tryouts, auditions, practices, or game should or sponsored by professional organizations, clubs, or their representatives (Rule C-5-3). This rule applies to all sports except out of season baseball, golf, softball and tennis out of season. Golf and Swimming athletes may apply for up to 2 in season waiver forms from the IHSAA per season.
3. A. Senior/Junior high school athletes must be passing five full credit subjects at the conclusion of the most recent grading period. Semester grades take precedence over nine week grades. (Rule C--18-1). Freshman and sophomores must pass four and one-half credits when enrolled in physical education.
4. Students must be enrolled in at least five full credit subjects. (Rule C--18-1).
5. Students absent or physically unable to practice for five or more consecutive days due to illness or injury must present a physician's note to the principal stating that the athlete is again physically fit to resume participation. (Rule 3-11). Students that are unable to practice or play for 5-10 days must complete 4 practices prior to returning to active playing status. If more than 10 consecutive days are missed the athlete must complete 6 full practices before returning to active status (Rule 9-14)
6. Any student transferring to Northwestern High School from another high school must have on file a signed and completed IHSAA Athletic transfer Report (Rule 19). Students must be enrolled 365 days before a transfer is no longer necessary. Exchange students must have a Foreign Exchange Transfer form.
7. A high school student who is or shall be twenty years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for interschool athletic competition in that sport (Rule C-4-1). Age limits for middle school athletes will be age 16 for eighth grade and 15 for seventh grade on or prior to the last scheduled contest of the season.
8. Students violate their amateur standing if they (a) play under an assumed name; (b) accept remuneration directly or indirectly for athletic participation.
9. After enrollment in the 9th grade, student shall be eligible for no more than eight consecutive semesters.
10. Students may not accept awards for "All State" or "All American" recognition from any outside organization (Rule C--6-9).
11. Awards, gifts, honors, etc. shall not be accepted from colleges or their alumni. (C-6-7-).
12. Awards from such local organizations as: service clubs, civic groups may be accepted with approval of the principal (C-6-5).
13. During the school year out-of-season students may participate in team sports as members of a non-school team provided no more than 60% of a normal team starting line in that sport have participated in a contest the previous year as a member of one of their high school teams in that sport. No more than 60% may register to play on a non-school team. Please inquire with the athletic director regarding all such entries. (Rule 15)

NORTHWESTERN GENERAL RULES

Revised: May 9, 2016

- A. A high school athlete may participate in a maximum of two sports per season with the approval of both sport's head coach. Athlete must declare primary sport if two sports are to be competed in. Athlete must complete player, parent, head coach and athletic director contract and may letter in both sports if major award requirements are met. Contract must be completed prior to the beginning of practice season for multi- sport participation for that season to be valid. Middle School Athletes may only participate in one sport per season at the same time. If one Middle School sport ends and another begins later in the same season a Middle School student may participate in a second sport (example: Boys Middle School Basketball and Wrestling).
- B. Cheerleaders may participate on a fall or winter athletic team providing it meets with the approval of the coach and sponsor. Cheerleader, Coach of the sport, Cheer sponsor, Athletic Director and Parent must complete multi-sport contract in order to cheer and participate in sport prior to sport practice season beginning.
- C. A student must attend school one half day on the day of a contest or practice. All such situations should be brought to the attention of the athletic director and/or principal.

- D. The Athletic Department of the school corporation is not financially responsible for athletic injuries. A type of family health insurance is necessary in order for a student to participate in athletics at Northwestern High School and Middle School. Parent Consent and Release, under Part II of the IHSAA physical form (Consent and Release Certificate), must be checked and completed by the student's parent or guardian before the athlete is eligible to participate. Also, the Student/Parent Participation Form must be signed and submitted prior to beginning practices. The insurance company and policy number must be included on both forms.
- E. A drug testing program consent form must be on file in the office of the principal in order to participate in athletics. The Northwestern School Corporation Extra-Curricular Activities and Student Driver Drug Testing Policy is available in the high school or middle school office. A student involved in athletics who tests positive will be subject to the disciplinary consequences outlined in the Athletic Code of Conduct.
- F. Athletes seeking due process regarding discipline resulting from an infraction of the athletic code of conduct may appeal through the athletic director to the athletic council, the principal, the superintendent, in sequence. During such a process the suspension discipline remain in effect.
- G. Student Athletes must attend one Athlete Handbook Meeting per school year prior to participation in game competition for their sport.

NORTHWESTERN HIGH SCHOOL TRAINING RULES

Revised: June 4, 2010

Participating in athletics is both an Honor and a Responsibility. Athletes are recognized for their achievements as representatives of their school and its ideals. Good physical conditioning and sound attitudes are integral to participation in Northwestern's athletic program.

It is a privilege to participate in athletics and this privilege is extended to all, provided that students are willing to assume certain responsibilities. A student participant must be a credit to oneself, the school, and the community. It is expected that all athletes will meet better than minimum standards in conduct.

The primary concern of the athletic department in encouraging athletes to refrain from the use of certain substances is the health and physical/psychological well-being of the athlete. A secondary objective is to ensure that the athlete properly represents himself/herself, his/her family, and the school. Additionally, the ability of the athlete to physically perform to the best of his/her ability should be maintained. The mental well-being, assistance in making quality decisions, resisting peer pressure, and development of self-discipline in the young individual is a consideration when issuing discipline.

Contestants' conduct in and out of school shall be such as (1) not to reflect discredit upon their school or the Association; and (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school (Rule 8-C-8-1), Indiana High School Athletic Association.

When disciplinary action is to be taken, the coach will inform the athlete of the reason for such action and will allow the athlete opportunity to discuss any disciplinary action which is taken with the coach, athletic director, and principal in that order. Further appeal must be made in writing to the Athletic Director or Principal.

TOBACCO

Athletes will not use tobacco products including smoking, snuff, and use of chewing tobacco. (Cases of possession or transportation of tobacco will be dealt with individually).

ALCOHOL

Athletes will not consume, possess, distribute, or transport alcoholic beverages.

DRUGS

Athletes will not abuse, possess, distribute, or transport drugs or look-a-like drugs. This policy is inclusive of devices used for storage, processing or consumption of drugs. Substances containing marijuana, steroids, hallucinogens, narcotics, amphetamines, or barbiturates will not be used. Student-athletes will not use depressants, stimulants, inhalants or other substances utilized for purposes that violate school policy.

The rules pertaining to violation of the Northwestern High and Middle School disciplinary code regarding drugs will be followed. Please refer to the Student Handbook. The first offense of drug usage at school and school functions may result in expulsion from school. The discipline rules of the Northwestern School Corporation Random Drug Testing Policy will be enacted in the case of a positive test result.

FIRST OFFENSE

Results in suspension from the team currently involved with in-season, or in situations outside the official IHSAA practice/contest season, the upcoming season last participated in and successfully completed and all seasons leading up to it. The athlete is placed on athletic probation for 365 days. The student may not participate with any other athletic team or intramural team during that time. Any letter award qualified for that season will be forfeited.

A "Second Chance" option may be offered on some first offense violations. The program is a self - help effort to allow a student-athlete that is sincere in remorse and willing to work their way back on a team, a chance to do so. A student who comes forward prior to being caught by authorities, involved with the police, disciplined by school personnel, etc...; may receive a lower percentage suspension of the options explained below. Contributing circumstances of an even more serious nature surrounding an incident may nullify the ability to choose an option of rehabilitation or the return to a team.

Should the student choose to do so, he/she may reduce the suspension period by participating in a prescribed program of intervention. This counseling or treatment will total a minimum of the prescribed hours listed below for an infraction and will be conducted during the set prescribed percentage suspension period. Should the athlete choose to not participate in the rehabilitation, the suspension will be for the remainder of the season if in-season or the entire season upcoming that was last successfully participated in, if an out of season violation. Counseling must be completed to the satisfaction of the principal or his/her designee prior to resuming competition. The athlete may practice during the suspension period provided he/she practice effort continues to meet with the approval of the coach.

If the student athlete chooses to participate and complete this counseling program he/she will be suspended from the current IHSAA season for up to a maximum of the top percent of the scheduled consecutive contests possible. A portion of the suspension could be served during tournament play if appropriate. Should the prescribed percentage of the season not remain, the remainder may be served during the next sport that the athlete tries out for and completes. Should the suspension being served and counseling be completed carry into another sport season, no award will be considered for presentation from the original sport in which the violation occurred until the program is complete and all obligations have been met. A percentage suspension period that calculates to a fraction of a contest will round up to the nearest whole contest. The athlete will also be placed on probation for 365 days.

In the case of alcohol or drugs the counseling must be through a recognized licensed counseling agency or rehabilitation center. The expense of the counseling will be that of the student and/or family. Both the proof of counseling and the suspension period must be complete before resuming competition.

If the athlete chooses the second chance option (intervention counseling and percentage suspension), he or she must remain in good standing with the Athletic Department for the Probation period of 365 days from the date of original suspension. Athlete not in good standing with the Athletic Department will have second chance option revoked and full season suspension will result for sports season upcoming that was last successfully participated in.

Second Chance Options

Tobacco

Participate in viewing, reading, communication, and study of materials associated with the dangers of tobacco use for a one hour minimum. Up to a ten percent contest season suspension period.

Alcohol

Participate in a minimum of three hours of approved counseling program approved by the principal or his/her designee.

Up to a thirty percent contest season suspension period

Drugs

Participate in a minimum of five hours of approved counseling.

Up to a fifty percent contest season suspension period.

Other discipline situations, issues with law enforcement, pending hearings, violation of civil law in other areas, etc., may be treated similar to substance violations or may nullify participation on a team depending on the nature of the infraction.

SECOND OFFENSE

An offense or violation of student code and/or training rules while suspended or on probation for use of tobacco, alcohol, drug or other involvements may result in suspension from the current IHSAA season participating in for the complete season or the upcoming season last participated in (must have previously completed that season in good standing), as well as all seasons in between. The athlete will again be placed on probation for 365 days.

The student is encouraged to seek professional assistance in dealing with the dangers of situation involved.

The athlete may not practice during this suspension.

No award will be earned.

THIRD OFFENSE

A third offense of training rules while on probation may result in suspension from all athletic associations for 365 days.

The student is encouraged to seek professional assistance in dealing with this difficulty.

FOURTH OFFENSE

A fourth violation of training rules may result in suspension from athletic participation for the high school career.

CONDUCT, CHARACTER, DISCIPLINE

Revised June 11, 2013

The principal or athletic director may suspend a student for a period of time for other incidents that have a detrimental effect upon the athletic program at Northwestern. The length of suspension for these infractions will be determined by the principal or his or her designee. Participation in athletics at Northwestern High School/Middle School is a privilege and not a right.

Harassment by A Student: The harassment of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including, but not limited to the following: verbal, nonverbal and physical contact.

Social Media: The use of Social Media in an inappropriate manner can have a disruptive impact on the morale and success of the team. Inappropriate use of technology can lead to disruptions in the classroom learning environment, school cohesiveness/morale and may constitute harassment or bullying. Inappropriate use of Social Media that could lead to athletic discipline and possible suspension or removal from participation would include but not be limited to: sexually explicit, profane, lewd, indecent, or defamatory language, the use of derogatory language regarding school personnel or other students, comments designed to harass or bully students/school personnel, nude/sexually-oriented/indecent photos/images or altered pictures/videos. The use of Northwestern Corporation computers to view inappropriate off-campus postings is prohibited. The use of student/athlete personal or non-school devices on school grounds to view or post inappropriate material is prohibited. The distribution of inappropriate hard copies of posts on school property is prohibited. The re-communication of inappropriate content on Northwestern School Corporation property is prohibited.

Other: The arrest and/or conviction of a felony, or any misdemeanor which is derogatory to the proper conduct of an athlete may result in disciplinary action affecting athletic participation. A player arrested, under investigation, on probation, etc. can be suspended from competition until cleared by the administration. This may be based on evidence charges and/or conviction (excluding minor traffic violations).

A student who violates a substance training rule that involves even more serious ramifications may be suspended indefinitely.

Athletes receiving disciplines from law enforcement, courts, judges, and juvenile detention offices may receive varied levels of discipline at school depending on the infraction.

(examples: In home detention, residing at Kinsey, etc.)

Disciplinary action may be administered by the coach for violation of other Regulations prescribed for that team. Such actions should involve input from the athletic director and/or principal and possible approval of the Council.

The stealing of equipment from any school or student is a serious act of conduct and may result in the same disciplinary action as listed under training rules. Quality athletic equipment is provided in each sport. Students are expected to care for this equipment and return it at the end of the season. It is to be used at times indicated by the head coaches. Students must pay for the cost of replacement of equipment which is not returned in good condition, with allowance for reasonable use. No athlete shall have in his/her possession any school owned equipment, from this school or any other school, other than that which is to be worn for practices or contests, and which has been issued to the athlete. Uniforms and equipment should not be worn as regular apparel unless authorized by the coach for special "team dress-up" days at school.

Athletes are expected to display proper conduct and citizenship at all times. The athlete is a representative of Northwestern. Sportsmanship should be strived for at all times.

Appropriate hours should be kept during the season. Athletes are expected to attend all required practices. Coaches should be made aware prior to the practice when an athlete develops a time conflict.

Swearing should not be a practice of the athlete. Abusive language, harassment, conduct, and/or personal confrontation (fighting) will not be tolerated.

Exhibit high standards of social behavior. Be cooperative, hard working, flexible, And show initiative.

Maintain a good appearance including cleanliness and good grooming.

Respect other athletes, coaches, cheerleaders, officials, spectators and those in authority.

An athlete cannot practice or participate in contests on the day or days assigned to in or out-of-school suspension. This will be determined by the time of the issued discipline and the 24 hour, 48 hour, etc. rotation of time to the conclusion of the discipline.

An athlete who quits a team after the final cut will not be eligible to participate on another team that same season or participate in any pre-season workouts for another sport. The athlete will not be eligible for intramurals held during that same competitive season. This may be reviewed by the sending coach.

An athlete released by the coach prior to or after the first competitive contest may be eligible to participate in pre-season and intramural activities, pending the decision of the Athletic Director and the coaches involved.

TRANSPORTATION

1. Students and their parents are responsible for their transportation to and from practices and home contests.
2. On very rare occasions, cars driven by coaches or parents may be utilized. This will require prior approval of the parent, coach, superintendent and principal on a private auto form.
3. No students may drive to contests. In an extreme situation special arrangements may be made with a private auto form signed by the superintendent, principal, parent and coach.
4. Students may ride home with their parents provided prior arrangements are made in writing with the coach and has the coach's approval.
5. Students may ride home with another parent provided it meets approval of the coach and prior written permission of the student's parent is submitted on a private auto form.
6. Students may not ride to or from away contests with another student or non-adult. When the student is competing and the responsibility of the school, they must ride to and from the event on transportation provided by the school. Students not following this guideline jeopardize their membership on that team. In an extreme situation, special arrangements may be made. Such a decision will include the parent, superintendent, coach and principal's written permission on a private auto form.
7. When traveling from school to a practice away from the school (examples: golf course, park, YMCA, gymnastics school, etc.), team members who are driving must have a private auto form on file. Students may ride with another student provided prior written approval is granted by the rider's parent on a private auto form. Parents should stipulate on the form what students their son or daughter may ride with. Such practices not held immediately after school may allow students to drive home and return to the practice site. (item 1 above)
8. Students driving automobiles will follow the guidelines as stated under "Student Drivers" in the high school student handbook.
9. Automobiles driven to school will remain parked in the student lot and not driven back and forth to another location for meetings, practices, meals, etc. Cars are not to be moved until the student is prepared to leave for home. Exceptions must be approved by the principal.
10. Students should never play in or around automobiles. Riding on the exterior of the car, in the back of a truck, on the hood, on the bumper, in the trunk, etc. should never be attempted.
11. Keep bus aisles clear. Put equipment in or under seats. Keep aisles safe for emergency exit of bus.

SPECIAL SAFETY CONCERNS

1. Students should not climb on rollout bleachers that are pushed against the wall. The structure beneath portable or permanent bleachers should not be climbed on.
2. Students will not run on the roads when affiliated with a school sponsored practice or activity. Athletes should not run to or from school.
3. Students should not hang on rims, goalposts, bleachers, goals, backboard structures and the like.
4. Students should not jump over or climb fences, cables, chains, gates, etc.
5. Students should never play in or around automobiles. Riding on the exterior of vehicles is prohibited. Athletes will not ride in the back of pick-up trucks, on the hood, in the trunk, on the bumper, etc.
6. Cars should remain parked in the student lot from the time of arrival in the morning until time to go home after school, practice, or contests. The rules on driving automobiles as listed in the student handbook will be followed. Exceptions from the policy of removing cars from the student parking lot should be approved by the principal. (Example: driving to softball diamonds).
7. Portable hair dryers should not be used in locker rooms.
8. Safety rules pertaining to each specific sport will be followed. Examples would include no butt blocking and spearing in football, and proper use of gymnastics equipment. Athletes must sign a Sport Specific Cautionary Statement prior to participation in each sport.
9. Running, flipping towels and general horseplay is not permitted in locker rooms or other athletic related areas.
10. Students should not use any foreign object to try to turn on light switches.
11. Students should always use caution when crossing the road between the facilities or parking lot around the buildings.
12. All rules of the weight room will be followed. No student may lift without the supervision of a coach.
13. The swimming pool is off limits without the direct supervision and permission of the instructor with water safety certification. Students should follow all safety rules of the pool area, including safety on the deck, diving board and starting platforms.
14. Sport activities should be conducted in designated areas. Example: shot put only in shot ring and vector area.
15. Students should be careful when working around dangerous practice situations such as batting cages and pitching and batting areas. Other activities might include shot put, discus, swinging golf clubs, football drills, tennis racquet swings, diving, runners, gymnastics apparatus, hurdlers, kicking, jumpers, wrestling maneuvers and vaulters.
16. Students should obtain approval and instruction from the coach prior to working with, assembling or utilizing equipment or facilities.

Northwestern High School Concussion Policy

3431 North 400 West
Kokomo, IN 46901-9108
Revised June 6, 2014

Purpose: Northwestern School Corporation considers the safety of their athletes/students of utmost importance. It is committed to the prevention, care, and treatment of concussions. In the last few years, there has been a large amount of research pertaining to sports-related concussions. As the medical management of sports-related concussions has changed significantly, Northwestern School Corporation has established this protocol to provide education and safety regarding concussions and other head injuries. A safe return to play is invaluable for each and every athlete/student. Recently, the IHSAA (Indiana High School Athletic Association) has come forth with a specific set of rules regarding concussion management. Please see Appendix A for the full **IHSAA Protocol for Implementation of National Federation of State High School Associations (NFHS) Sports Playing Rules for Concussions**. Effective July 1, 2011, the Indiana State Code mandates that a high school athlete who is suspected of sustaining a concussion or head injury in a practice or game should be removed and may not return until they are evaluated and receive written clearance from the health care professional who is trained in the evaluation and management of concussions and head injuries. Please see Appendix B for further explanation of this code. These regulations, along with a multitude of changes in the way that concussions are managed by health care professionals, has necessitated the creation of this school wide concussion policy which will cover identification, treatment, and referral of concussions/other head injuries. Other issues including academic assistance and return to play guidelines will also be addressed.

Policy Contents:

- I. **Concussion Defined**
 - II. **Recognition and Treatment**
 - III. **Management and Referral Guidelines for Staff**
 - IV. **Procedures for the Certified Athletic Trainer**
 - V. **Disqualifications from Sport**
 - VI. **Conclusion**
- Appendix A – IHSAA Protocol for Implementation of National Federation of State High School Associations (NFHS) Sports Playing Rules for Concussions**
 - Appendix B – Indiana State Code Concussion Ruling**
 - Appendix C – Concussion Fact Sheet**
 - Appendix D – Coaches/Athletic Support Staff Statement and Concussion Procedures for Coaches**
 - Appendix E – Safety Equipment for Sport**
 - Appendix F – Return-To-Play Protocol**
 - Appendix G – Home Concussion Guidelines**
 - Appendix H – SCAT/Palm Card**
 - Appendix I - Concussion Management Model Summary**

Terms of Agreement

1. **All Northwestern student-athletes are required to read the Concussion Fact Sheet (Please see Appendix C.) and sign the student-athlete statement acknowledging that they have both read and understand the Concussion Fact Sheet and accept the responsibility for reporting their injuries and illnesses to the Northwestern staff.**
2. which acknowledges :
 - a. **that they will provide all Northwestern athletes with the Concussion Fact Sheet. All Northwestern athletic trainers, and student athletic trainers are required to read and sign the Northwestern Medical Provider Concussion Statement**
 - b. that they have read, understand, and will abide by the Northwestern Concussion Policy.
 - c. that all athletes will be encouraged to report any suspected concussion or signs and symptoms of a concussion.
3. **All Northwestern coaches and athletic support staff are required to read and sign the Coaches/Athletic Support Staff Statement (Please see Appendix D.) acknowledging that they have read and will abide by the Northwestern Concussion Policy as well as the following:**
 - a. that they have read and understand the Concussion Fact Sheet and the Coaches/Athletic Support Staff Procedural Guidelines (Please see Appendix D.).
 - b. that they will encourage their athletes to report any concussion or suspected concussion to the Northwestern athletic trainer or school nurse.
 - c. that they will accept the responsibility for making sure any athlete is referred to the school nurse or athletic trainer for any concussion or concussion sign or symptom.
 - d. that they will utilize the host team trainer for referral if at an away event without the home athletic trainer.
4. The education, distribution, and signing/collection of the concussion documents will be coordinated by the Northwestern athletic director, school nurse, and athletic trainer.
5. The Northwestern athletic director, school nurse, and athletic trainer will meet annually to update and review the Northwestern Concussion Policy and related documents. Any change will then be brought before the Northwestern School board for approval.
6. Any serious head injury will be reviewed by the Northwestern athletic director, school nurse, and athletic trainer to ensure safety. All athletes without proper safety equipment will not be granted the right to participate in Northwestern athletics until the equipment issue is taken care of and safety standards are met. Please see Appendix E for a comprehensive list of safety equipment for each sport.
7. Accelerated Rehabilitation will oversee the concussion policy and its' related procedures .
8. All physicians will be required to abide by the evidence-based return-to-play protocol. All research for this protocol is available at Accelerated, Northwestern athletic office, and at the Northwestern athletic trainer's office. (Please see Appendix F.)

I. Concussion Defined. The 4th International Conference on Concussion in Sport (November 2012) has defined concussion as a “complex pathophysiological process affecting the brain, induced by biomechanical forces.” Concussion is described as well, by the following statements:

1. The concussion may be caused by a direct blow to the head or another force to the body which is transmitted to the head.
2. The neurological impairment of a concussion usually appears quickly and resolves spontaneously.
3. Although a concussion may result in neuropathologic changes, the acute clinical picture represents a functional disturbance rather than a structural injury.
4. A concussion has a graded set of symptoms which may or may not include loss of consciousness. Some individuals may have prolonged post concussive symptoms.

5. There are no abnormalities on the typical neuroimaging studies (1).

The signs and symptoms may include any of the following, but are not limited to:

Headache	Loss of consciousness	Altered level of consciousness
Confusion	Memory loss	Nausea and vomiting
Visual disturbances	Ringing in ears	Inability to focus
Dizziness	Balance problems	Delayed verbal or motor responses
Irritability	Fatigue	Vacant stare (1, 2,3)

The following Concussion Management Policy, Home Concussion Guideline, and healthcare documentation forms have been approved and implemented by Northwestern School Corporation. All athletes will be expected to follow these procedures beginning June 2, 2014.

II. Recognition and Treatment. The Indiana High School Athletic Association (IHSAA) has mandated that any athlete who has been confirmed to have a concussion by the school's designated health care professional (certified athletic trainer licensed in the state of Indiana or an MD or DO licensed in the state of Indiana). Northwestern School Corporation will also use the school nurse to aid in this matter. Once an athlete/student has been designated with a concussion, only an MD or DO may clear the athlete in writing to return to participation.

Clearance may not be obtained on the same day that the head injury was received.

Recognition of the signs and symptoms of a concussion is important as diagnosis is based not only upon the injury mechanism, but the presence of specific symptoms. Often diagnostic tests may not show any changes.

Any student at Northwestern School Corporation that receives any force or blow to the head and/or symptoms of a concussion during school hours should be immediately evaluated by the school nurse or designated, trained school personnel. As the student returns to school after a diagnosed concussion, the school nurse will collaborate with the health care provider, parents, and school staff implementing any necessary academic/physical accommodations as the student transitions back to school.

The signs and symptoms of a concussion may be divided into 4 categories: physical, cognitive, emotional, and sleep as listed below. The list is not exhaustive.

PHYSICAL	COGNITIVE	EMOTIONAL	SLEEP
Headache	Problems remembering	Feels sad	Drowsiness
Nausea/vomiting	Problems concentrating	Irritable	Sleeps more than normal
Visual disturbances	Confusion	More emotional	Sleeps less than normal
Ringing in the ears	Slow	Nervousness	Trouble
falling asleep			
Light/Noise sensitivity	Repeats things		
Poor balance	Personality change		
Dizziness			
Loss of consciousness			

Adapted from: Halstead ME, Walter KD, THE COUNCIL ON SPORTS MEDICINE AND FITNESS. Clinical Report-Sport-Related Concussion in Children and Adolescents. *PEDIATRICS*. 2010.; 126(4):597-615.

If one or more of these signs or symptoms in the above categories are present upon evaluation, a concussion should be suspected. It is important to recognize the warning signs of a serious head injury. In the event that a head injury is suspected to be very serious, or is more than a concussion, the athlete will be immediately referred to the emergency room. Transport to the

hospital by ambulance will be utilized under emergent circumstances. Any loss of consciousness, no matter how brief, will be referred to the emergency room.

Below are the guidelines that are suggested for managing sports-related concussions. These suggestions are recommended based upon the growing body of research on head injuries. Please note that due to the constantly changing knowledge base, these guidelines may be changed frequently.

Guidelines for the Management of Sport-Related Concussion/Head Injury

1. Any athlete/student who has a witnessed loss of consciousness should be transported to the nearest emergency room on a spine board by ambulance.
2. Any athlete/student who is deemed to have an unstable head injury should be transported to the emergency room by ambulance.
3. Any athlete/student who exhibits any of the following will be referred to a physician:
 - a. Loss of consciousness
 - b. Amnesia lasting longer than 15 minutes
 - c. Deterioration of neurological function
 - d. Decreasing level of consciousness
 - e. Decrease or irregularity in respirations
 - f. Decrease or irregularity in pulse
 - g. Cranial nerve deficits
 - h. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 - i. Mental status changes: lethargy, difficulty maintaining arousal, confusion, or agitation
 - j. Seizure activity
 - k. Vomiting
 - l. Progressive deteriorating mental or physical state.
 - m. Additional post- concussion symptoms as compared to those on the field

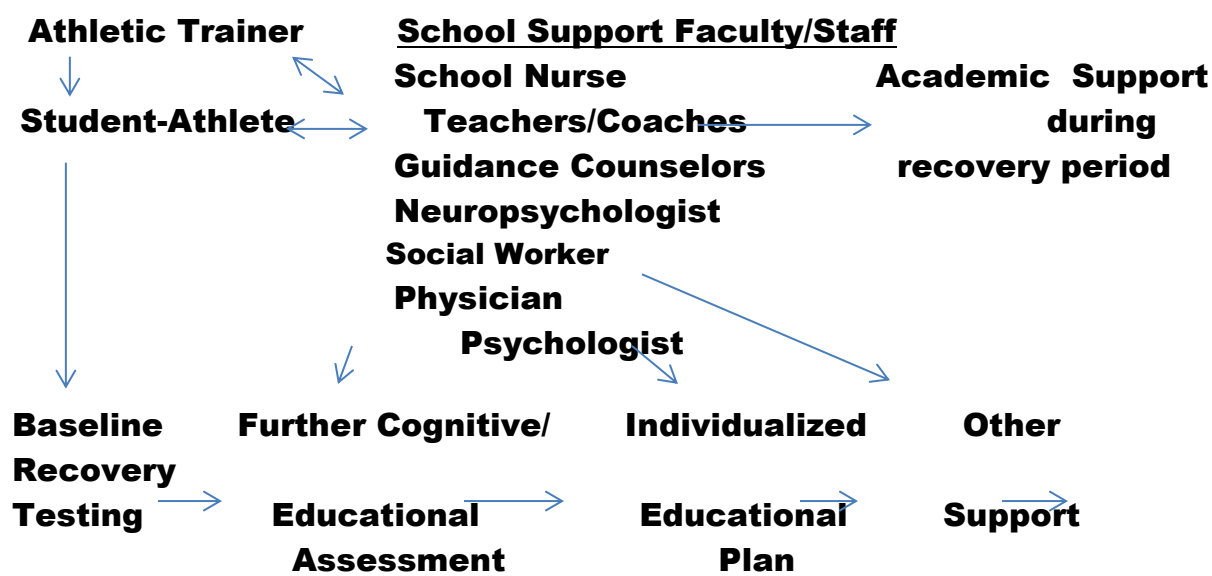
Items a, c, d, e, f, g, h, I, and j require that the athlete/student be transported immediately to the nearest emergency room by ambulance.

4. An athlete/student who has sustained a head injury, but is stable, may be transported to the emergency room or to their physician by their parents/guardians.
5. Any athlete/student who is in question will be referred to the physician.
6. Any athlete/student who displays:
 - a. An increase in the number of post concussion symptoms reported
 - b. Post concussion symptoms are interfering with the athlete's activities of daily living
 - c. Post concussion symptoms worsen or do not improve over time
 Any of the above after the day of the injury, will be referred to the physician/emergency room as appropriate.(1, 2, 3, 4).
7. Any athlete/student who has numbness, weakness, paralysis, or cervical neck pain will be evaluated for a spinal fracture and treated as indicated. Spine boarding will be necessary in the event that a spinal fracture is suspected (5, 6)

Northwestern High School uses ImPACT testing which is a concussion management system. It allows for the measurement of attention, visual and verbal memory, reaction time, and processing speed. The test is computer based and needs about 30 minutes to complete. This test is given to athletes who are engaged in Northwestern HS/MS Athletics prior to their participation in order to establish a baseline and is given every 2 years. A post-test will be given to all

concussed athletes/students after the resolution of symptoms and/or occasionally during the recovery process if deemed necessary, in order to assist with planning and management of school assignments. Post- test will not be administered within 48 hours of another post ImPact test.

Below is a model of educational concussion management for the student athlete:



Educational Concussion Management for the Student Athlete.

A significant head injury can create a significant educational challenge. Post concussion or other symptoms may result in confusion, forgetfulness, pain, as well as other issues when attempting to participate in classroom activities. Often, a rest from cognitive activity is required during the healing process and sometimes alterations in the learning program are necessary for quite some time. The combined effort of the school nurse, guidance counselor, teachers, and other medical professionals will be available for student-athletes when necessary. Each student will be assessed according to individual need. The individualized educational plan (504) will aim to address all educational needs and will be progressed as needed. Each of the following areas will be evaluated for each student-athlete:

- Absence from class
- Rest breaks during the school day
- Postponement of tests
- Assignment extensions
- Longer testing time or altered testing format
- Substitution or assignment cancelled
- Learning accommodation (light, noise, processing...)
- Tutors
- Gym class avoidance (7, 8).

Following is a summary of the recognition and treatment plan for the athlete/student with a concussion:

1. Concussion designation.
2. The athlete is to see the physician.
3. The athlete takes further testing as designated by the physician.
4. The athlete may be given the post-test upon designation of health care professional.
5. The athlete should see a concussion trained physician or neurologist (if feasible) for evaluation of the post-test.
6. The athlete must be back to baseline on the ImpACT test in order to resume sports participation.
7. After return to play, the athlete's final ImpACT test will become their new baseline.
8. The athlete will be allowed to progress back into the sport in the manner listed below only after the physician clearance:
 - Step 1: No physical activity: rest until asymptomatic
 - Step 2: Light aerobic exercise
 - Step 3: Moderate aerobic activity
 - Step 4: Heavy Sport Specific Exercise
 - Step 5: Practice
 - Step 6: Game Performance

Upon the return of any symptoms, the athlete will be returned to the Prior Step. Any return of symptoms will need to be addressed by the physician. Each step should typically take 24 hours which will take the athlete approximately 1 week to complete the return to play protocol. Various time changes in the protocol may be necessary depending upon the individual athlete's needs. These changes will be instituted by the certified athletic trainer and/or physician (1, 4, 9).

The athletic trainer contracted by Northwestern High School shall see the athlete each day (unless absent) after school for evaluation until that athlete is cleared or has been removed from play on a semi-permanent or permanent basis. The school nurse may see the player in the event that the athletic trainer is not available that day or as needed to aid in evaluation and treatment.

All student-athletes have the responsibility to be truthful and to fully disclose their medical history. They must also report any changes in their injury status to the athletic trainer or school nurse. Any head injury should be immediately reported to the school's designated health care professionals.

In the event that the athlete has not seen the physician for the concussion, he or she may not return to play. If the athlete has been cleared by a physician and continues to display post concussion symptoms, Northwestern School Corporation reserves the right to not allow this athlete to participate in sports until the issue has been properly resolved and the safety of the athlete is not in question.

III. Management and Referral Guidelines for Staff. All coaches will take mandatory training in concussions and will be able to carry out the proper steps for current protocol.

Step 1: Recognize the signs and symptoms of a concussion. See Appendix C.

Step 2: Remove any athlete suspected of having a concussion. Immediately assess the athlete. See Appendix B.

Step 3: Refer the athlete to the certified athletic trainer if on site. The ATC is responsible for assessment and management of the concussion. The trainer will contact the athlete's parents to inform them of the injury. If the trainer is not on site and the coach will contact the parents and follow Appendix B. The ATC will need to be notified of the concussion if unavailable the following school day. Below are special circumstances which should be addressed as follows:

- a. If the team is attending an away contest, the host site athletic trainer should be utilized.
- b. Any athlete who exhibits any signs or symptoms of a concussion should be monitored until they are in the care of their parents/guardians. See Appendix G and H.
- c. Any athlete who suddenly develops dangerous head injury signs/symptoms while in route will need to be taken to the nearest emergency room.
- d. Any athlete who is not in the care of the home certified athletic trainer will be given the Northwestern School Corporation Home Concussion Care Instructions by the coach. The coach will contact the parent/guardian regarding the injury and instruction sheets.
- e. If the parent/guardian cannot be reached, the coach/trainer should send the athlete with a responsible adult who is capable of monitoring the athlete. The home care instructions should be sent and explained to this individual. The coach/trainer should continue their efforts to reach the parents. This is if the athlete is stable.
- f. If the parent/guardian is unable to transport the athlete to the emergency room or physician if needed, the athletic director will be contacted and special arrangements made.
- g. Any athlete who is unstable will be transported by ambulance. It should be understood that an intracranial injury could be present even without loss of consciousness or amnesia.

The emergency action plan for Northwestern School Corporation will be updated annually. Each venue will be separate. All coaches and athletic support staff will be trained each year in the emergency action plan. All coaches and support staff will be trained and remain current in CPR/AED.

IV. Procedures for the Certified Athletic Trainer.

1. The athletic trainer will be responsible for prevention, recognition, assessment, and treatment of the injured athlete.

SIDELINE MANAGEMENT OF THE ATHLETE WITH A CONCUSSION OR SUSPECTED CONCUSSION

- a. The athlete will be removed from the game or practice immediately.
- b. Observe the athlete for concussion signs and symptoms as well as for danger signs and symptoms such as repeated vomiting, declining level of consciousness, unequal pupils, seizures, loss of consciousness...).
- c. Document all signs and symptoms, the time, vital signs, and mechanism of injury. Note any pertinent health information also at this time.
- d. Perform a Palm Card Assessment (SCAT II) at this time in addition to a focused neurological exam, balance testing, cranial nerve evaluation, and upper extremity coordination at this time.
- e. Failure of any part of the exam will result in no further participation. The athlete should also be designated with a concussion unless there is some factual explanation.
- f. If all parts of the exam are within normal limits, the athlete may be returned-to-play after a sports specific series of challenges is performed without any signs or symptoms.
- g. Any obvious danger signs or symptoms will result in the immediate activation of EMS.

The ATC should educate athletes, coaches, and parents about concussion signs and symptoms as well as return to play and safety.

2. The ATC will document all injury data and provide the physician with appropriate notes and tests. Reevaluation with the SCAT II test and other concussion exam tools will be performed daily for several days and will be situation dependent.
3. The ATC will communicate with the concussion management team as needed to ensure high quality care.
4. The athletic trainer will use assessment data provided in the **National Athletic Trainers' Position Statement on Management of Sport-Related Concussion**. The SCAT II (Sports Concussion Assessment Tool), as recommended by the Prague Statement, will be used on the sideline.
5. The athletic trainer will notify the athlete's parents and will provide both written and verbal Home-care instructions.
6. The athletic trainer will communicate with the school nurse regarding injury in order to allow for proper follow up care and documentation.
7. The athletic trainer will communicate with the athletic director regarding the administration of the ImpACT test as well as other needs.
8. The ATC will supervise the return to play of the injured athlete/student. Any difficulties arising during that time will be managed by the concussion management team.
9. The ATC/school nurse may hold an athlete from play despite medical clearance if it appears that the safety of the athlete (from the head injury) is still at risk(4).

V. Disqualifications from Sport. Disqualifications from sport take place when it becomes unsafe for the athlete to continue. Northwestern School Corporation will require a Concussion trained physician or a Neurologist consult in order to continue play after the third concussion. Also, in the event that a concussion has been severe, and there is question of continued play, Northwestern School Corporation will again recommend a Neurologist consult in order to continue play. Northwestern School Corporation reserves the right to contest a medical clearance to play if it appears that the safety of the athlete is still in question (4, 9).

VI. Conclusion. Due to the incidence of second impact syndrome (cerebral swelling after sporting head injury), and other degenerative cerebral results, all head injuries regardless of their severity will be managed under this policy (10). Since sport-related concussion is often not reported, is important to have a clear understanding of how to recognize not only a concussion, but life threatening head injuries as well(11). The typical signs and symptoms of a concussion such as headache, dizziness, or memory difficulty signify more than just a simple injury (12). It is now understood that multiple concussions may lead to serious long term dysfunction and disease. Return-to-play decisions are often difficult to see. It is important to use all the available evidence-based guidelines in the treatment of a concussion. Also see the chart in Appendix I for a summary of the Concussion Management Model. This policy was developed by Accelerated Rehabilitation in conjunction with Northwestern School Corporation.

It is the position of Northwestern School Corporation that the individual health of each and every athlete/student is of utmost importance. Every effort will be made to ensure the safety of all athletes/students. Further inquiry into the prevalence, etiology, and prevention of concussions is our goal.

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High School Awards Program

Revised May, 2016

CHENILLE

1. A Varsity Award certificate will be presented to an athlete earning a major Varsity award. These guidelines will be used regardless of number of sports participated in. The Northwestern Block N is located on left chest of letter jacket when purchased by athlete.
2. A varsity or junior varsity player who does not fulfill the requirements for a major award will be presented a reserve award.
3. A freshman participating on a team that offers a freshman schedule will be presented numerals. A freshman participating in a sport which does not offer a freshman schedule will receive numerals for the first sport and a junior varsity award thereafter. These guidelines will be followed providing the freshman athlete does not meet requirements for a major award during the immediate season.

4. Major letter awards shall be worn only on Northwestern athletic award jackets or athletic sweaters. Only the award winner should wear that particular award as long as the recipient is enrolled in high school.
5. Distribution of manager awards for major and minor letters will be the same as described in 1 and 2 above. However, the letter will include a "MGR" insert.
6. Manager freshman numerals will be distributed as under 3 above.
7. Middle School awards, athletes will receive certificates for each season completed in good standing.

CERTIFICATES

All High School and Middle School athletes will receive an appropriate certificate at the completion of each respective season. Certificate awards include varsity awards, reserve awards, freshman awards, special awards or recognition, school records and senior awards.

JACKETS

An athlete who has earned one (1) varsity award in any sport is eligible to purchase a jacket from the Athletic Office. Two manager varsity awards are necessary for a jacket. Manager varsity award count one-half of a varsity letter. Only Official Northwestern Letter Jacket should be worn indicating major award winner.

PATCH AWARDS

The following patches may be awarded to athletes by the athletic department: All State (1st team), Academic All State, Hoosier Conference Champion (team and individual), Sectional Champion, Regional Champion, Semi-State Champion, State Champion, State Runners-up, School Record, Regional Qualifier, Semi-State Qualifier, State Qualifier.

STUDENT ATHLETE LEADERSHIP TEAM

Members of the Northwestern Student Athlete Leadership Team (S.A.L.T) will be awarded a Student Athlete Leadership Team Patch showing membership and a chevron showing years of service to the Leadership Team.

CAPTAIN AWARD

Captain Award is awarded to individuals who have been chosen by Varsity Head Coach prior to the start of the sport season to be a student leader. Captain's must read IHSAA Captain's Handbook, sign Captain's Handbook signature form and serve as team captain in good standing for entire sport season.

BLANKET

Blanket awards may be received by earning ten full varsity awards. Managers must earn twelve varsity letters. Manager varsity awards count one half of a varsity award and only two manager awards may count toward the blanket. Junior varsity and freshman awards do not count toward a blanket award.

PLAQUES

1. Special plaque awards may be presented as determined by coach's criteria for Most Valuable, Most Improved, Mental Attitude, and or sport specific statistical awards.
2. Plaques are presented to athletes earning four, five, six, seven, eight, nine and eleven varsity letters. Manager's letters count one-half.
3. An "Eye of the Tiger" award is presented to athletes in good standing who have participated and completed all twelve seasons of their high school career.

HONOR RING

An Honor Ring may be awarded to athletes in good standing who earn twelve full varsity letters.

ROBERT K. DOWNEY AWARDS

Qualifications prior to selection by Athletic Council include:

1. Senior
2. Earned and defended varsity letters in at least two sports
3. At least a "B" average
4. Citizenship and sportsmanship

REQUIREMENTS FOR EARNING HIGH SCHOOL MAJOR AWARDS

A student must practice regularly and be in good standing with the team in order to be eligible to receive an award.

An athlete deficient in meeting requirements due to injury, illness, or other appropriate reasons, may be recommended for a major award by his/her coach and approval of the Athletic Director.

A senior with four years of service to a sport or season may receive a major award by recommendation of his/her coach and approval of the Athletic Director.

Manager awards will be presented upon recommendation of coach and approval of the Athletic Director. To be eligible for a varsity letter, managers should attend practices regularly as well as having game responsibility.

1. BASEBALL (Boys)/SOFTBALL (Girls)
 - A. Participate in one-half of all regular season games and tournaments and be recommended by coach.
 - B. Those players who are pitchers only must participate in at least one-fourth of all regular season varsity games and be recommended by the coach.
2. BASKETBALL (Boys and Girls)
 - A. Participate in one-fourth of the regular season games and be recommended by coach.
3. CROSS COUNTRY
 - A. Compete and finish among school's varsity top seven in one-half of all regular season meets and invitationals and be recommended by coach.
4. FOOTBALL
 - A. Participate in one-half of varsity quarters in regular season games and be recommended by coach.
5. GYMNASTICS
 - A. Place in school's top three in at least one event at the varsity level in one-half of all regular season meets and tournaments and be recommended by coach.
6. GOLF (Boys and Girls)
 - A. Play top five in one-half of varsity meets, tournaments, and invitationals and be recommended by coach.
7. SOCCER (Boys and Girls)
 - A. Participate in one-half of varsity games in regular season games and be recommended by coach.
8. SWIMMING (Boys and Girls)
 - A. Participate in one-half of regularly scheduled meets, relays, and invitationals and be recommended by coach.
9. TENNIS (Boys and Girls)
 - A. Participate in one-half of varsity meets and tournaments and be recommended by coach.
10. TRACK (Boys and Girls)
 - A. Finish in the school's top three at the varsity level in one half of the regularly scheduled varsity meets, or place in one half of relays and (or a combination of these two criteria.) invitationals and be recommended by coach.
11. VOLLEYBALL
 - A. Participate in one-half of the games in regular season varsity meets and tournaments and be recommended by coach.
12. WRESTLING
 - A. Participate in one-half of the minimum matches possible in regular season varsity meets and tournaments and be recommended by coach.
13. CHEERLEADINGAWARD
 - A. Participate in full Fall Season or Full Winter Season of Cheer and be recommended by the Coach.

Athletic-Academic Awards - High School

Northwestern has developed a very special and comprehensive academic awards program for athletic participants. The categories and awards are listed below.

ACADEMIC CUP

Certificate

Boys and girls team maintaining the highest G.P.A. as a team. Includes varsity, junior varsity and freshman teams within a program.

SCHOLAR ATHLETE AWARD

Chenille Award

Two or three sport athlete maintaining an A- (9.6) accumulative G.P.A.

TOP ACADEMIC ACHIEVEMENT

Paper Weight

Each boy and girl athlete with the highest career G.P.A. in their class will receive a paper weight.

Athletic - Academic Awards - Middle School

ATHLETIC-ACADEMIC ACHIEVEMENT AWARD

Certificate

Qualifications include being involved in all three seasons of sports and maintaining at least a 'B' average.

POLICY NOTIFICATION STATEMENT

It is the policy of the Northwestern School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age or handicap in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 1971, 22-9-1), Public Law 218 (I.C. 1971 Title 20), Title VI (Civil Rights Act 1964) the Equal Pay Act of 1973, Title IX (1971 Educational Amendments), and section 504 (Rehabilitation Act of 1973). Inquiries regarding compliance with Title IX and Section 504 may be directed to Corporation Compliance Officer, Northwestern School Corporation, 3075 N. Washington St., Kokomo, Indiana 46901. Telephone: (765)-452-3060.