

Menominee Area Public Schools

Athletic Code of Conduct

**Approved by the Menominee Area Board of Education
On July 25, 2022**



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Please sign and return pages 14, 16, 17, 18.

Menominee Area Public School District is an equal opportunity employer and will not discriminate on the basis of religion, race, color, national origin, age, gender, marital status, height, weight, or handicap. Persons denied equal opportunity based on these conditions may file a complaint with the superintendent, Menominee Area Public Schools Compliance Coordinator at 906-863-9951 and/or the Michigan Civil Rights Commission, Lansing, Michigan

Grievance Procedures

If any person believes that the Menominee Area Public School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, (5) The Americans with Disabilities Act, and (6) Sexual Harassment s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator:

*Superintendent
Menominee Area Public School
906 863-9951
1230 13th Street
Menominee, MI 49858*

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

- **Step 1** A written statement of the grievance signed by the complainant shall be submitted to the District Civil Rights Coordinator within five (5) Business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.
- **Step 2** If the complainant wishes to appeal the decision of the District Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
- **Step 3** If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.
- **Step 4** If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The local Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

I. INTRODUCTION

The Menominee Area Public Schools (MAPS) Board of Education, Athletic Department and the Administration believes that to be a “Maroon” student-athlete is a special honor. MAPS has a long-standing philosophy that the establishment and strict enforcement of rules and regulations for student-athletes are necessary to develop and encourage responsible behavior, healthful living and good citizenship. The MAPS Athletic Department, with the advice and counsel of the Athletic Council and pursuant to the rules and regulations of the Michigan High School Athletic Association (MHSAA), has developed this Code of Conduct which shall apply to all Maroon student-athletes in grades 7-12. The rules, regulations and terms and conditions contained in this Code of Conduct shall be presented and explained to all student athletes, as well as all parents and/or guardians of the student athletes prior to participation by a student athlete in any MAPS sponsored athletic program. Once a student accepts these conditions for participation in a sport, they shall be in force for the entire High School eligibility of the athlete.

II. DEFINITION OF ATHLETIC COUNCIL

The Athletic Council will consist of the High School Principal or his/her designee, along with two (2) coaches from a pool of the off-season coaches. The head coach directly involved with the student athlete may not serve on the Council.

III. EXPECTATIONS AND ELIGIBILITY REQUIREMENTS

Participation in Maroon Athletics is a privilege, not a right. The term “Maroon Athletics” shall include, but not be limited to participation in football, basketball, track, cross country, golf, tennis, wrestling, gymnastics, volleyball, baseball, softball, bowling, cheerleading or other MAPS sponsored athletic event. The privilege of being a Maroon student athlete shall be principally governed by the MAPS Athletic Code of Conduct. The MAPS Athletic Code of Conduct shall be in full force and effect and shall govern the conduct of Maroon student athletes on a twelve (12) month per year basis, both in-season, as well as during the off-season for any particular sport. The Code

shall be administered in a nondiscriminatory manner, pursuant to the following expectations and eligibility requirements.

A. Participation in a MAPS sponsored athletic program is strictly voluntary. No academic credit will be given for any athletic participation and the decision of a student athlete to participate in any MAPS sponsored athletic program shall in no way directly affect a student athlete's academic standing.

1. Prior to participating in any MAPS sponsored athletic program, a student-athlete must: Meet the MAPS standard of receiving "passing grades" in all classes (100%) of a full-time student's potential class load during the academic semester (ex: 6 of 6 classes, 7 of 7 classes, or 8 of 8 classes). An athlete may be determined eligible with a failing grade if the following criteria are met:
 - a. All assignments required by that course are completed and turned in
 - b. Student maintains >90% attendance in the class which they are failing
 - c. Student has no major behavior violations on record in that course
 - d. Eligibility checks will be conducted every 3 weeks. If a student is deemed eligible, they will not be checked until the next 3 week period has been completed. If a student is deemed ineligible, they will be required to sit for the following week of competition (Monday-Sunday). If they meet the eligibility requirements after that week has concluded, they will be deemed eligible again. If they are not eligible, they will be checked again the following week until eligibility is reinstated.

2. Students must also meet the MHSAA rules and regulations regarding academic eligibility. The minimum is that a student must have passed at least 66% of a full-time student's course load (generally 4 or 5 or 6 classes / 5 of 7 classes) in the previous semester and be passing the same number in the current semester.
 - a. MHSAA eligibility checks will be conducted at the end of each marking period. If a student is deemed ineligible by MHSAA standards, the student must sit for 60 days of competition. After the 60 days, the student may be reinstated if they are
 - b. deemed eligible by MHSAA requirements.

3. Determination for eligibility is subject to administrative discretion.

4. Complete and maintain on file with the MAPS athletic director the following:
 - a. A MAPS Athletic Code of Conduct Agreement Form
 - b. A MHSAA Medical History Form which shall include the following:
 - 1) An insurance statement
 - 2 An examining medical provider signature
 - 3) A medical treatment consent
 - 4) A concussion awareness educational acknowledgement form
 - 5 A student participation signature
 - 6) A parent or guardian consent
 - 7) An emergency information form

C. In the event that any student athlete receives medical treatment for an athletic related injury, the student athlete may not resume athletic participation until he/she is authorized to return to athletic competition by a doctor or other medical professional acceptable to the MAPS athletic director. For good cause, the MAPS athletic director or any head coach may require a student athlete to obtain medical certification to continue participation in any MAPS athletic program.

D. Unless excused by the MAPS Athletic Director, to be eligible to participate in a scheduled practice or competition, all student athletes must have attended all scheduled classes on the school day before, the school day of and the school day after the day on which the scheduled practice or competition occurs. The MAPS athletic director shall review all requests for excused absences on a case by case basis. By way of example only, excused absences may be granted for medical reasons, funerals, school related activities, etc.

E. All student athletes must travel to and from all out-of-town athletic events in school sponsored transportation unless alternative transportation is approved by the MAPS athletic director or the student athlete's head coach. By way of example only, alternative transportation may include returning from an athletic event with the parent(s) and/or guardian(s) of a student athlete, etc.

A parent/guardian must make personal contact with the athletic director or head coach, as the case may be, for release of his/her student athlete. In such case, the parent/guardian must also provide the

athletic director or head coach, as the case may be, with written confirmation of the parental authority verbally conveyed.

F. Any student athlete that desires to participate in a non-MAPS sponsored athletic event or program should obtain prior approval to participate in such from the MAPS athletic director to insure that the student athlete's participation in a non-MAPS sponsored athletic program will not adversely affect the student athlete's ability to participate in MAPS sponsored athletic programs.

G. Student athletes are responsible for all school owned equipment and uniforms that are issued to the student athlete. Student athletes are responsible for maintaining all equipment and uniforms issued to the student athlete in whatever reasonable condition that may be established by the head coach of that sport/team. In the event that any school owned equipment or uniform issued to a student athlete becomes damaged or ceases to function as intended through normal use, MAPS will replace the equipment or uniform at no cost to the student athlete. If equipment/uniforms are lost, abused, damaged or destroyed through the negligence or unauthorized use by a student athlete, the cost of repair and/or replacement of the equipment/uniform shall be the sole responsibility of the student athlete. All repairs to equipment/uniforms shall be subject to MAPS approval. All replacements of equipment/uniforms shall be obtained through MAPS.

H. Residency and Transfer Eligibility will be determined in accordance with the MHSAA Handbook. Example: Homeless Students –will be reviewed under the Transfer section.

I. All student athletes must be in attendance at the Awards Assembly for their sport/team in order to receive their award(s) for participation. Awards Assemblies are considered to be a valuable part of each sport season. The MAPS athletic director may excuse a student athlete from required attendance at an Awards Assembly for good cause.

J. Dual Sport Participation may be allowed when a student athlete desires to participate in two sports during the same season. The student athlete must declare a primary and secondary sport prior to the first day of competition in either sport. The student athlete must follow all rules listed on the Dual Sport Participation Form.

IV. TRAINING RULES

A student athlete must, at all times, refrain from any conduct that would reflect unfavorably on himself/herself, the team, or MAPS. Conduct which would reflect unfavorably on an athlete or on MAPS includes, but is not limited to the following:

- A.** Any violation of state laws, local ordinances, or MAPS policy
- B.** Vandalism
- C.** Theft
- D.** Physical Violence
- E.** Profanity or obscene gestures
- F.** Insubordination
- G.** Illegal use/possession/purchase/sale of a controlled substance. Controlled substances are

defined but not limited to the following:

- 1. Alcohol
- 2. Steroids
- 3. Prescription Drugs
- 4. Inhalants
- 5. Any Narcotic Drug
- 6. Any Tobacco Product
- 7. Performance enhancing drugs
- 8. E-Cigarettes
- 9. Vaping Paraphernalia

H. Guilt by Association - Attendance at a gathering where controlled substances are present, even if the student athlete does not possess or use the controlled substances, is prohibited. The intent of this training rule is not to deny a student athlete the ability to attend gatherings such as weddings, anniversaries, picnics, self-publicized community events, or employment-related activities. If a student athlete unknowingly arrives at a gathering considered unacceptable as defined above, he/she must leave immediately after discovering the nature of the gathering. Consequences for a student athlete not leaving this type of gathering may include disciplinary action at the discretion of the Athletic Director and Athletic Council. Each violation will be evaluated on a case by case basis.

V. VIOLATIONS AND PENALTIES

The MAPS Athletic Code of Conduct divides prohibited conduct into two (2) categories; namely, major violations and minor violations. The prohibited conduct included within each category and the penalties for violation of prohibited conduct are as follows:

A. Minor Violations - violations of the following Code of Conduct provisions shall be deemed to be “minor” in nature:

1. Appearance: The coaches in each sport/team shall, after consultation with the MAPS athletic director, prescribe dress codes for their student athletes. Any perceived violation of an established dress code by a student athlete, unless the perceived violation becomes known to the MAPS athletic director from one (1) or more sources other than the head coach, shall be reported by the head coach to the MAPS athletic director for review, analysis and disposition.
2. Grooming: To insure that all grooming practices by student athletes do not negatively impact upon the student athletes performance or subject the student athlete to extra ordinary health or safety risks, head coaches for each particular sport/team shall, after consultation with the MAPS athletic director, prescribe appropriate grooming rules and regulations for their student athletes. Any perceived violation of an established grooming rule or regulation by a student athlete, unless the perceived violation becomes known to the MAPS athletic director from one (1) or more sources other than the head coach, shall be reported by the head coach to the MAPS athletic director for review, analysis and disposition.
3. Curfew: Head coaches for each particular sport/team may, after consultation with the MAPS athletic director, prescribe curfew hours to be maintained by all student athletes while the student athletes are actively engaged in a particular sport season. Any perceived violation of an established curfew by a student athlete, unless the perceived violation becomes known to the MAPS athletic director from one (1) or more sources other than the head coach, shall be reported by the head coach to the MAPS athletic director for review, analysis and disposition.
4. Unsportsmanlike Conduct: Any student athlete who, in the opinion of the student athlete’s head coach or the MAPS athletic director, commits an act of unsportsmanlike conduct, whether during an athletic event or outside of the scope of an athletic event, may be cited for unsportsmanlike conduct. In such case, unless the perceived unsportsmanlike conduct becomes known to the MAPS athletic director from one (1) or more sources other than the head coach, the head coach shall report the perceived unsportsmanlike conduct to the MAPS athletic director for review, analysis and disposition.
5. Insubordination and Lying: In the event that a student athlete is insubordinate or lies to the student athlete’s coach, any adult athletic program volunteer or any MAPS official,

the student athlete may be cited for insubordination and/or lying, as the case may be. Any perceived insubordination or lying by a student athlete, unless the perceived violation becomes known to the MAPS athletic director from one or more sources, other than the head coach, shall be reported by the head coach to the MAPS athletic director for review, analysis and disposition.

6. Profanity and Immorality: All student athletes shall refrain from the use of profanity and shall refrain from committing any act of immorality which, in the opinion of the student athlete's head coach or the MAPS athletic director, makes the student athlete unqualified to represent the ideals, principles and standards of the Maps Athletic Program. In such cases, unless the perceived unacceptable conduct is reported to the MAPS athletic director from sources other than the head coach, the head coach shall report the perceived violation to the MAPS athletic director for review, analysis and disposition.

7. Misdemeanor Criminal Conviction: In the event that a student athlete is convicted of a criminal misdemeanor, the MAPS athletic director may, depending upon the nature of the offense and the circumstances surrounding the student athlete's participation in the offense, consider the same to be a minor Code violation.

8. Detrimental Conduct: In the event that any head coach or the MAPS athletic director either become aware of any conduct of a student athlete that is perceived to be improper, unacceptable or detrimental to the MAPS Athletic Program, or become aware of any conduct that could be reasonably perceived to create an "appearance of impropriety" by a student athlete, unless the perceived detrimental conduct becomes known to the MAPS athletic director from sources other than the head coach, the head coach shall report the perceived detrimental conduct to the MAPS athletic director for review, analysis and disposition.

9. School Discipline: In the event that a student receives an out-of-school suspension that student does not meet the eligibility requirement for attendance that day and therefore may not compete in any athletic competitions or practices that day. In addition, if there are no athletic competitions scheduled for that day, the student will not be able to compete in the next scheduled athletic event.

10. Bullying/Hazing- no person or group shall harass, intimidate, embarrass, bully or haze another based upon race, color national origin ,sex, sexual orientation, disability, age , religion or forced activity to be affiliated with any team. The school and district will not tolerate harassing, intimidating conduct, or bullying weather verbal, physical, or visual, that affects the tangible benefits of athletic experience, that interferes with a athlete's performance or that creates an intimidating or offensive environment.

11. Other circumstances deemed by the school administration to be severe enough to warrant a minor rules violation.

12. Penalties: The penalties for Section V. A. Minor Violations above will be determined by the Coach and or Administrator after a conference with the athlete.

B. Penalties for Minor Violations - With the exception of a violation of V. A. 8 immediately

above (the penalty for which is the inability of the student athlete to receive his/her awards for participation), the penalty(ies) for violation of any provision of Section V. A. shall be determined by the MAPS athletic director after consultation with the student athlete that is subject to discipline and the student athlete's head coach. By way of example only, penalties for violation of Section V. A. may include formal warnings, participation suspensions, extra-curricular activity requirements, etc. Prior to making his or her disciplinary decision, the MAPS athletic director will consider all factors deemed relevant by he or she which may include, but are not limited to, any prior disciplinary action against the student athlete, the academic record of the student athlete, the character of the student athlete, etc.

C. Major Violations - Violations of the following Code of Conduct provisions shall be deemed to be "major" in nature:

1. Criminal Conviction: In the event that a student athlete is convicted of a criminal misdemeanor, the MAPS athletic director may, depending upon the nature of the offense and the circumstances surrounding the student athlete's participation in the offense, consider the same to be a major violation. In the event that a student athlete is convicted of a criminal felony, the MAPS athletic director shall consider the same to be a major code violation.
 - 1A. Any student athlete under investigation for a criminal offense could be subject to suspension during the investigation.
2. Alcohol, Tobacco and Controlled Substances: In the event that a student athlete possess, uses, buys or sells any alcohol, tobacco or other controlled substances (except prescription drugs prescribed to a student athlete by the student athlete's physician), the student athlete shall be guilty of a major offense. Any perceived violation of this provision by a student athlete, unless the perceived violation becomes known to the MAPS athletic director by one (1) or more sources other than the head coach, shall be reported by the head coach to the MAPS athletic director for review, analysis and disposition.
3. Stealing or Intentional Destruction of Property: In the event that any student athlete steals, intentionally damages or intentionally destroys a MAPS owned or operated facility, MAPS issued athletic equipment or the property of another, such act shall be determined to be a major violation. Any perceived violation of this provision, unless the perceived violation becomes known to the MAPS athletic director from one (1) or more sources other than the head coach, shall be reported by the head coach to the MAPS athletic director for review, analysis and disposition.
4. Detrimental Conduct: Any student athlete who, in the opinion of the MAPS athletic

director or any MAPS head coach, commits an act or engages in a course of conduct that is perceived to be improper, unacceptable or detrimental to the MAPS Athletic Program, may be cited for detrimental conduct, which shall be considered to be a major Code violation. In such case, unless the perceived detrimental conduct becomes known to the MAPS athletic director from one or more sources, other than the head coach, the head coach shall report the perceived detrimental conduct to the MAPS athletic director for review, analysis and disposition.

5. Other circumstances deemed by the school administration to serve enough to warrant a major rules violation.

D. Penalties for Major Violations - The penalties for committing a major offense within the scope of Section V. C. shall be prescribed the MAPS athletic director, but shall not be less than the following:

1. **First Offense:** The student athlete will be suspended for a minimum of one third (1/3) of the current or next, as the case may be, regular season's schedule of the sport in which the student athlete participates. The MAPS athletic director shall determine when the suspension will begin and end. If the violation occurs after seventy percent (70%) of a season has been completed, the student athlete's suspension will carry over to the next MAPS program sport season, the student athlete desires participation. All suspended student athletes may, at the discretion of the MAPS athletic director, be required to practice and otherwise conform with all rules and regulations of the student athlete's team during any period of suspension. In calculating the suspension percentage hereunder, all fractions will be rounded up or down to the nearest whole number.
2. **Second Offense:** In the event that a student athlete commits a second offense of the same or a substantially similar major violation within any one (1) year calendar period, the student athlete shall be suspended from participation in any MAPS sponsored athletic program for one (1) calendar year from the date of the second offense.
3. **Third Offense:** Any further offenses after the second offense will be dealt with by the Athletic Council.

E. Honesty: In the event that a student athlete or family of a student athlete reports an Athletic Code violation to any MAPS coach, administrator or teacher, such an act of honesty may result in up to a 50% reduction of the normal suspension penalty. The honesty provision may only be used on a first offense violation of the code.

F. Self-Disclosure: Self-Disclosure is when a student athlete voluntarily acknowledges and seeks help for an alcohol or drug dependency. "Help" includes voluntary participation in a credible

alcohol and/or drug abuse related treatment program. Admitting to drug use, abuse or dependency problem after being confronted or investigated by school or law enforcement officials is not self-disclosure.

G. Special Circumstances: During the review, investigation and disposition of any major violation of the MAPS Athletic Code of Conduct, the MAPS Athletic Director may, in special cases, seek the approval of the Athletic Council to alter discipline pursuant to Article V. D. above.

VI. STUDENT ATHLETE APPEAL PROCEDURE

Any student athlete and/or parent or guardian may appeal any disciplinary action involving a suspension. The suspension or disciplinary action will be in force through the appeal process.

In such case, unless the parties agree to the contrary, the following procedure shall be used:

- A. A written request for an appellate hearing must be submitted by the student athlete or his/her parent or guardian to the MHS principal or athletic director within five (5) calendar days subsequent to the issuance of a suspension. In such case, a hearing shall be held before the MAPS Athletic Council within five (5) days subsequent to receipt of the request for hearing.
- B. In the event that the student athlete or his or her parent(s) or guardian(s) do not agree with the decision of the Athletic Council, within five (5) calendar days subsequent to the decision of the Athletic Council, the student athlete or his/her parent or guardian may submit a written request for reconsideration to the MAPS Superintendent. Within five (5) days subsequent to receipt of a request for reconsideration, the MAPS Superintendent shall hold a hearing and render a decision regarding the issue.
- C. In the event that the student athlete or his/her parent(s) or guardian(s) do not agree with the decision of the Superintendent within five (5) calendar days subsequent to the decision of the Superintendent, the student athlete or his/her parent or guardian may submit a written request for reconsideration to the MAPS Board of Education. Within thirty (30) days subsequent to receipt of a request for reconsideration, the MAPS Board of Education shall hold a hearing and render a decision regarding the issue.

***PLEASE COMPLETE AND RETURN THIS PAGE
TO THE ATHLETIC OFFICE***

ATHLETIC DEPARTMENT RECEIPT

Student/Parent/Guardian Acknowledgement

Once a student/parent/guardian accepts these conditions for participation in a sport, they shall be in force for the entire High School eligibility of the athlete.

We, the undersigned, acknowledge receipt of the Menominee Area Public Schools Athletic Code dated July 25, 2022, as amended. We further acknowledge that we have read, that we understand and that we agree to be bound by the terms and conditions of the Code. Lastly, we acknowledge that MAPS reserves the right to make any revisions, modifications, interpretations, additions or deletions to the provisions contained in the Code, as MAPS determines, in its sole discretion, to be necessary and/or appropriate.

Parent/Guardian Signature: _____ Date: _____

Student Name Printed: _____

Student's Signature: _____ Date: _____

Current Grade: _____

Year of Graduation: _____

Concussion

INFORMATION SHEET



CDC HEADS UP
SAFE BRAIN. STRONGER FUTURE.

This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
 - Work with their coach to teach ways to lower the chances of getting a concussion.
 - Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
 - Ensure that they follow their coach's rules for safety and the rules of the sport.
 - Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.



Plan ahead. What do you want your child or teen to know about concussion?

How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Parents or Coaches

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

Symptoms Reported by Children and Teens

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not "feeling right," or "feeling down"

Talk with your children and teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious, or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that *it's better to miss one game than the whole season.*



cdc.gov/HEADSUP

CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away, or if they get worse after they return to their regular activities.

What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

Children and teens who continue to play while having concussion symptoms, or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a child or teen for a lifetime. It can even be fatal.

What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

To learn more, go to cdc.gov/HEADSUP



Discuss the risks of concussion and other serious brain injuries with your child or teen, and have each person sign below.

Detach the section below, and keep this information sheet to use at your children's or teens' games and practices to help protect them from concussion or other serious brain injuries.

- I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

Athlete's Name Printed: _____ Date: _____

Athlete's Signature: _____

- I have read this fact sheet for parents on concussion with my child or teen, and talked about what to do if they have a concussion or other serious brain injury.

Parent or Legal Guardian's Name Printed: _____ Date: _____

Parent or Legal Guardian's Signature: _____

**Menominee High School ("School")
Sports Medicine Emergency Information and Consent**

Student's Name: _____ Date of Birth: _____
Parent/Guardian Name: _____ Phone: _____
Address: _____
Alternate Emergency Contact Name: _____ Relationship: _____
Address: _____ Phone: _____

IN CASE OF EMERGENCY, PLEASE NOTIFY:

First, Try: Parent/Guardian Alternate Emergency Contact
Then, Try: Parent/Guardian Alternate Emergency Contact

STUDENT'S MEDICAL INFORMATION

Primary Doctor: _____ Phone: _____
Current Medications: _____
Known Allergies: _____
Other Medical Conditions: (asthma, diabetes, previous head injuries, etc. Use back of sheet if needed) _____
_____ (continued on back)

Name of Medical Insurance Company or Plan: _____
Policy Number: _____ Is plan an HMO? Yes No
If plan is an HMO, what is your primary care facility? _____

MEDICAL CONSENT TO TREAT STUDENT; AUTHORIZATION TO DISCLOSE STUDENT'S MEDICAL INFORMATION

Consent may be required in order for Student to participate in an athletic program. Consent is effective until it is revoked by a parent or guardian, or until Student is no longer enrolled at the School.
If no box is checked, it is assumed that consent is NOT given. Please check all applicable.

- Yes** **No** If the athletic staff determines that Student is in need of immediate medical attention beyond that which can be provided by the athletic staff at School (and, if a minor, the Student's parent, guardian, or emergency contact cannot be reached) the athletic staff may use their judgment in securing medical aid, including ambulance service and admittance to a hospital if needed.
- Yes** **No** The athletic staff, including athletic trainers, coaches, or other qualified personnel may apply first aid treatment for any injury sustained during participation in athletic programs sanctioned by School; the athletic trainer may evaluate and treat other emergent or non-emergent Student injuries or medical conditions, including concussion baseline testing, brought to the athletic trainer's attention as they relate to the Student's physical activity, conditioning or injury prevention, regardless of whether or not the Student participates in athletics.
- Yes** **No** If available at School, School's athletic trainer may provide appropriate treatment modalities, such as ultrasound and electronic stimulations to treat any Student injury or other medical condition.
- Yes** **No** Student athletes will be required to download the Sway App. Sway will be used for concussion baseline testing, injury management, and post-injury testing. If the student athlete does not have a mobile device, AAH and/or the school will provide a mobile device for students to use for testing procedures.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(if student is a minor) Parent Guardian (relationship) _____

Menominee High School

AUTHORIZATION TO DISCLOSE STUDENT'S MEDICAL INFORMATION

If this document is not signed, it is assumed that authorization is **NOT** given. Authorization is effective until it is revoked by a parent or guardian, or until Student is no longer enrolled at the School.

Student's Name: _____ Date of Birth: _____

The purpose of this authorization is to permit disclosure of Student's protected health information (PHI) among health care professionals, coaches, athletic training staff, insurance personnel, and academic counselors and administrators. This disclosure allows athletic medical staff and School to make certain decisions about Student's health and ability to participate in certain athletic programs sanctioned by School in accordance with the Health Information Portability and Accountability Act (HIPAA). HIPAA protects personal injury and illness information from disclosure without authorization under HIPAA. Student's PHI includes, but is not limited to, information involving the nature and treatment of an injury or illness, medical history and status, prognosis, diagnosis, athletic participation status, insurance coverage, and copies of hospital and medical records.

Pursuant to this signed authorization, athletic training staff, including trainers, coaches, or other qualified personnel of _____ (School) are authorized to disclose Student's PHI verbally or in writing, as necessary and appropriate for the purpose of health care treatment or exchanging information regarding Student's health as permitted or required under the law (e.g. determining Student's ability and eligibility to participate in athletic programs sanctioned by School, evaluating injuries and other medical conditions which Student reports while engaging in athletic programs sanctioned by School, etc.).

The Student's PHI may be disclosed to:

- (1) School's coaches, athletic director, or other members of School's administrative staff or their designees;
- (2) Student's parents and guardians; and
- (3) Emergency medical personnel, hospitals, or other health care professionals who evaluate, diagnose or treat an injury, illness, or other condition incurred by Student while participating in athletic programs sanctioned by School, as necessary to:
 - (a) Evaluate Student's eligibility to participate in School activities, including but not limited to interscholastic or intramural sports programs and physical education classes;
 - (b) Document and evaluate first aid treatment and athletic treatment modalities provided;
 - (c) Evaluate treatment alternatives; and
 - (d) Resolve disputes that arise with regard to the above.
- (4) Encrypted Sway Mobile App that students will download on their personal mobile devices and/or provided mobility device.

Signing this authorization/consent is voluntary, and authorization may be revoked at any time by a written revocation sent to both School's athletic department and athletic training staff. However, authorization may be required in order for Student to participate in an athletic program. Any revocation will not apply to information that has already been released. Student and Student's parents and guardians reserve the right to review all records and to obtain a copy of all records released at any time upon request. In the event that Student's PHI is re-disclosed by a person who receives it under this authorization, it will no longer be covered by this authorization.

Parent Signature: _____ Date: _____

Parent Name: _____

Student Signature: _____ Date: _____