

North Montgomery High School makes every effort to ensure that its athletic program promotes the best interests of our student athletes during this important four years of their development. The Chargers offer twenty-one sports (ten for boys and eleven for girls) in which our young men and women have the opportunity to cultivate good habits and proper work attitudes, enjoy wholesome competition, and continue to develop their character traits, mental abilities, and physical skills. It is considered a privilege to be a Charger and represent North Montgomery High School in athletics. The varsity coach of each sport will determine who will be on the team. In rare instances, a coach may choose to “cut” athletes who try out for the team.

Self-discipline is one of the basic needs that our society sometimes fails to provide for many young people. Athletic programs offer an opportunity to develop self-discipline through the total efforts of coaches and players involved in preparing a team to be as competitive as possible. Athletics involves knowing the rules and expectations of the program and participating within those guidelines. Discipline imposed on student-athletes by parents and coaches will evolve into self-discipline as they learn to motivate themselves to work hard, follow the rules, and make preparations for academic and athletic achievement.

In the process of participating and maturing it is hoped that the student-athletes will enjoy themselves and better understand the importance of self-confidence, hard work, discipline, sacrifice, and working together toward the common goal of doing the best they possibly can in reaching their maximum potential as teams and individuals.

We would like for our young people to strive daily for improvement and to realize that they are extremely fortunate to have the ability and the opportunity to participate in athletics. An athlete or team may not always be as good as others, but they can always be more dedicated, work harder, and hustle more. Although our athletes and teams will not always be excellent, they can always make a commitment to excellence. The benefits obtained from hard work, total effort, and discipline will remain for a lifetime, long after the scores of the games have been forgotten and trophies are collecting dust.

Success should not be measured strictly by wins and losses or performance alone. We prefer to judge success more by effort and improvement as related to potential.

The athletic program at North Montgomery High School is a training ground in the American way of life and it is sincerely hoped that these athletic experiences will help prepare our student-athletes for effective participation as citizens in our competitive society. In addition to self-discipline and competitive attitudes, our young adults will continue to have chances to develop strong, healthy bodies, keen minds, and strong moral character.

North Montgomery High School is extremely proud of its current athletic program as well as its outstanding athletic tradition, as represented not only by countless championships and highly competitive teams, but most importantly by the fine young men and women who have been a valuable part of building this tradition. We certainly do our best to operate a FIRST-CLASS total program. Through athletic competition, our students will be able to promote CHARGER PRIDE by developing confidence in their abilities and self-esteem in dedicating themselves to doing the best their potential will allow. We hope that you will enjoy success and be as proud as we are, and thereby become a part of this rich tradition.



## Website References

North Montgomery High School  
[www.nmhs.nm.k12.in.us](http://www.nmhs.nm.k12.in.us)

Indiana High School Athletic Association  
[www.ihsaa.org](http://www.ihsaa.org)

National Federation of State High School Association  
[www.nfhs.org](http://www.nfhs.org)

NCAA Eligibility Center  
[www.eligibilitycenter.org](http://www.eligibilitycenter.org)

NAIA Eligibility Center  
[www.playnaia.org](http://www.playnaia.org)

## **ACADEMICS & ATTENDANCE**

### ***Academics***

As noted under IHSAA regulations, a student-athlete must be passing four classes to be eligible for athletic participation.

North Montgomery High School certifies eligibility on the day that grade cards are distributed to students, normally one week after each midterm and trimester. In all cases, an academically ineligible athlete is not able to participate in contests for the next grading period (midterm or trimester grades).

The academically ineligible athlete may be allowed to practice. The coach is expected to perform grade checks to academic progress of the student-athlete. If progress is not being made, the student-athlete may be removed from the team.

The scholastically ineligible athlete may be considered for a letter if he has actually earned the letter based on the entire season and not just that part in which he participated. He must be recommended by the coach and the Athletic Council must approve the awarding of the letter.

### ***Attendance***

A student-athlete is expected to be at school every day and attend every period. Obviously exceptions may include illness, family issues and doctor appointments.

To participate in an athletic contest or practice, the athlete is expected to be in attendance at the start of 3<sup>rd</sup> period the day of the contest. If the athlete goes home due to illness he/she will be ineligible for the contest on that day. Approved appointments and college visits are exceptions.

If an athlete is absent on Friday or the day prior to vacation, he may participate the next day.

Absence from the first period of the school day after a school night contest will not be tolerated.

## **CONDUCT OF STUDENT/ATHLETE**

### ***Code of Conduct***

Each student-athlete at North Montgomery should know that they not only represent themselves, but also their family, teammates, coaches, the school and community. A student-athlete's actions reflect directly on all of these people.

Student-athletes represent North Montgomery High School year round, not just during the season. Questionable conduct by a few student-athletes can ruin the favorable image athletes should create for the school and community. The Charger code of Conduct should always be followed by students.

A Charger should be loyal to the following:

- Family
- Country
- Community
- School
- Administrators, teachers, and coaches
- Athletic Program
- Team
- Fellow Athletes

A Charger should be interested in developing and maintaining a strong, healthy body and mind.

A Charger should have a strong desire to get a good education. Remember - athletics is only a part of the total educational process. You are a student first!

A Charger should realize that accomplishment is gained through work. He/she should expend 100% effort and always do his/her best. He/she should strive for excellence. Be the best you can possibly be.

A Charger should assume responsibility and roles of leadership at North Montgomery High School and in the community.

## **TRAINING AND BEHAVIOR EXPECTATIONS**

Training and behavior expectations are in place to guide you to become a better student-athlete. These expectations at North Montgomery High School are in effect year round, regardless of location.

### ***Athletic Suspensions***

Student-athletes will be held to a higher standard than non-athletes. The following will not be tolerated and will result in an athletic suspension. A student-athlete may be suspended by the coach, athletic director, assistant principal or principal.

- Possession or use of tobacco in any form or providing it to others.
- Possession or use of or under the influence of or providing to others alcoholic beverages in any form.
- Possession or use of or being under the influence of or providing to others controlled substances/illegal drugs or anything represented to be controlled substance/illegal drugs.
- A student-athlete may be suspended from athletics for the use of violence, force, noise, coercion, threat, intimidation, passive resistance, or other conduct constituting an interference with the athletic program. He may be suspended for urging other students to engage in the above conduct. Damage or theft involving school and/or private property, intentionally causing bodily harm to fellow students or school employees, intimidating any student with the intent of obtaining money, possessing weapons, and failing in a substantial number of instances to comply with the directions of coaches and/or rules of the athletic program and/or the school, all are grounds for suspension.

***Violations of the standards below may result in suspension and, if repeated, possible removal from the team.***

### ***Personal Behavior***

Acting in a manner that brings embarrassment or shame to yourself and/or your school, or that negatively impacts the reputation of yourself or your school. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct (done in a manner whereby the community learns of such activity); or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official, team or student.

Profanity or other vulgar, obscene behavior will not be tolerated.

Classroom behavior should set a good example for other students. Proper respectful attention should be given to teachers, fellow students, and school activities.

Disrespect, rude behavior, and/or teacher harassment will not be tolerated. We expect our athletes to be courteous and respectful at all times.

An athlete should realize that exhibitionism in public places is in poor taste. It places the athletes below socially accepted standards and will not be tolerated.

### ***Appearance***

An athlete should be neat and well-groomed at all times. Each coach may dictate his/her own hair cut and natural hair color requirements based upon safety factors, team unity and attitude concerns as well as any other non-discriminatory factor stated by the coach for the individualized sport.

An athlete should wear acceptable clothing that is outlined in the North Montgomery High School student handbook.

### ***Practice and Contest Attendance***

Athletes are expected to advise coaches in advance if they cannot be at a practice and/or a contest for any reason.

Coaches have specific policies regarding missed practices and/or contests and the athletes should be informed of the policies and disciplinary action at the beginning of the season.

Out of necessity in some sports, practices must be held during school vacations. Each coach is to have specific policies regarding missed practices during these times, and the athletes should be informed of the policies and disciplinary action at the beginning of the season.

Whether an absence is excused or unexcused shall be at the discretion of the coach and disciplinary action will be decided by the coach as he determines what is best for the total program.

### **Summary**

Each head coach should have, in writing, a list of specific training rules and other regulations regarding his sport in addition to those which are detailed in this handbook. These team policies will be distributed to the athlete at the beginning of the season.

All athletes are responsible for obeying all school and athletic department regulations and policies of the IHSAA as well as specific rules as outlined by each coach in various sports.

Other types of misconduct may be considered for possible suspension if deemed serious enough by the Coach, Athletic Director, Principal, Assistant Principal, and/or Athletic Council.

If an athlete quits a sport or does not finish the season because of suspension or ineligibility, he may not start practice for the following sport season until he has the permission of the in-season coach of the sport he did not finish or until the sport he quit has completed its season.

When a suspension will be completed before the end of a sport season, the suspended athlete must practice in that sport (the sport during which the suspension ends) if he intends to participate in that sport immediately following the suspension and/or if he plans to be eligible for an award (varsity letter, etc.) at the end of that season. When a suspension overlaps seasons, practice is required only in the sport during which the suspension ends and then only if the athlete intends to participate as described above.

When an athlete is suspended, it is not required that he practice or remain on the team for the suspension to be fulfilled.

For athletic purposes, suspension shall be defined as: not being allowed to participate in a designated number of contests during a sport or sports in which the athlete has participated the previous year or has made a definite commitment to participate in this season.

\*Practice refers to those practices within the regular program.

## **PROCEDURES FOR ATHLETIC SUSPENSION**

*The term "athlete" refers to anyone associated with a team*

### **First infraction**

The athlete may miss 50% of the contests of his/her current sport season and/or his/her next sport season beginning with the first contest after the violation is discovered and verified by school officials. If only 20% of the contests are left in one season, the remaining 30% shall be served during the athlete's next season.

### **Self Report**

If a student voluntarily reports a violation of the substance policy within 48 hours of the incident to a coach or athletic director, he/she will not be permitted to participate in a number of contests equal to 20% of the season.

When the violation is discovered through other means, the student may receive a penalty of 50% of the season.

- The suspended student will be permitted to practice.
- If the penalty is served during a time when the team is involved in a state sanctioned tournament, the number of games in which the group participates will be counted toward meeting the violator's imposed penalty.
- A student cannot skip a season to avoid a suspension.

### **Subsequent Violations**

- The second infraction whether self-reported or not will result in the student losing participation in 100% of the contests of his/her current activity or his/her next activity season.
- The third infraction whether it is self-reported or not will result in the student not being able to participate in 200% of the contests of his/her current activity and his/her next one or two activities.

No athlete will be allowed to use a season for suspension purposes if he has not previously participated in that sport, unless there is a definite indication of his intention prior to being made aware of his suspension and/or a sincere desire to participate and help the program. Approval must be granted from the coach of the sport in which the athlete is serving the suspension and the athletic director.

An athlete who is suspended during mid or late season and will not be able to participate in any remaining contests may still be eligible for a letter at the discretion of the coach. It will be the coach's decision if this athlete remains on the team and continues practice thus still being eligible for a letter if he has earned it. In all cases involving a suspended athlete who has earned a letter, the letter will be awarded only after recommendation by the coach and approval by the Athletic Council. Also, the athlete must meet the lettering requirements based on the total season, not just that part in which he participated.

### ***In-School Suspension***

Single day in-school suspension will end at the conclusion of the school day. The athlete may be eligible to practice or compete after the school day.

Multiple days of in-school suspension will end on the last suspension day at the conclusion of the school day. After the last day of suspension, the athlete may be eligible to practice or compete.

### ***Out-of-School Suspension***

An out-of- school suspension ends when the student/athlete returns on the next normal school day.

### ***Suspension Conference***

Any athlete who is suspended for a violation of an athletic policy may request a conference with the Athletic Council Review Committee to express their feelings. Parents may attend this conference and are encouraged to do so.

This conference must be requested within 10 days after the athlete is notified of his suspension.

The Athletic Council Review Committee shall only hear cases that relate to athletic suspensions. The Athletic Council Review Committee will not hear cases that involve a coaches' individual decision pertaining to an individual athlete such as decisions relating to playing time or participation on the team.

The head coach (or designee) of the sport during which the violation occurred or if out of season, the head coach (or designee) of the first sport in which the athlete will be suspended has the responsibility to notify parents in writing concerning the reason for suspension.

The Athletic Council Review Committee will decide following the conference to support the suspension, to modify the suspension, or to declare the suspension invalid. The decision of the Athletic Council Review Committee is considered final.

If questions still exist concerning a suspension following a conference with the Athletic Council Review Committee, then the athlete and his/her parents may request a meeting with the high school Athletic Director. The Athletic Director shall have no authority to modify the decision of the Athletic Council Review Committee.

The Athletic Council Review Committee shall normally consist of the athletic director, assistant principal, and five head coaches who have been in the system for a minimum of three years. (The 3 year requirement and in rare instances the head coach requirement might be modified if necessary, depending on the availability of coaches at the time.) The head coaches on the Athletic Council Review Committee shall be appointed by the Athletic Director

## **ATHLETIC COUNCIL**

The North Montgomery High School Athletic Council consists of all the varsity coaches, principal, assistant principal, athletic director and assistant athletic directors. The athletic director will be the chairman of the council. The Athletic Council will meet only if absolutely needed in situations that cannot be resolved through other methods of communication.

The purpose of this organization is to oversee the total athletic program, formulate and enforce general policies in the best interest of our student-athletes and the total program, to consider and attempt to resolve problems as they may occur, and to pursue new and better methods and procedures as it becomes necessary. It is important to understand that the majority of the athletic department policies and decisions are made by or with the approval of the Athletic Council.

## **ATHLETIC EQUIPMENT**

Each athlete is responsible for the care and return of all athletic equipment and is to use and not abuse school facilities. Lost equipment is not an acceptable excuse. Lost equipment, due to player neglect, will be paid for at a fair rate determined by school officials.

All equipment must be turned in when called for and missing items settled for at that time. Equipment becomes student property only when given to the individual by the coach or purchased by the individual.

Students are not to enter coaches' offices, equipment rooms, training rooms, or storage areas unless authorized and supervised by a coach.

## **ATHLETIC TRIPS**

On athletic trips, athletes represent the school, community, and the athletic program. Proper dress will be stipulated by the coaching staff. Athletes will act in an acceptable manner when traveling and will conduct themselves on the bus in a manner that is above reproach. Equipment and facilities of the visiting team will be respected and cared for just like personal equipment. Any theft, breaking, defacing, or other vandalism which is purposely done may result in direct suspension from the team

Care of our vehicles is a must. All athletes are expected to keep the vehicles free of trash. Pop cans, gum and candy wrappers, fast food debris, etc. should be picked up when leaving the vehicle and deposited in a trash can.

Athletes are normally expected to travel to and from away contests with the team unless the parents would like for their son/daughter to travel home from an away contest with them. The parents should ask the coach personally or provide documentation. Athletes may ride home only with their parent.

## **FINANCIAL OBLIGATIONS**

The basic policy of the NMHS Department of Athletics is that athletes pay for equipment items which they keep unless other arrangements are made by the coach (shoes, shirts with names, team sweat shirts, or tee shirts, hats, etc. - and in some cases uniforms if the coach and team choose to keep their uniforms).

All athletes, cheerleaders, managers, etc. must settle or arrange to settle all financial obligations before they will be allowed to participate in their next sport. And in some cases, grades, awards, or even graduation may be delayed due to unfulfilled financial obligations. Financial obligations include but are not limited to: money owed for any kind of equipment or clothing, uniforms, shoes, etc. and money collected or to be collected for fund raising activities.

## **PARENT/COACH RELATIONSHIP**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to students. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.

### Communication You Should Expect From Your Child's Coach

- 1) Philosophy of the coach.
- 2) Expectations the coach has for your child as well as all the players on the team.
- 3) Location and times of all practices and contests.
- 4) Team requirements, i.e. fees, special equipment, off-season conditioning.
- 5) Procedures should your child be injured during practice or contest.
- 6) Discipline that results in the denial of your child's participation.

### Communication Coaches Expect From Athletes/Parents

- 1) Concerns expressed directly to the coach.
- 2) Notification of any schedule conflicts well in advance.
- 3) Specific concern in regard to a coach's philosophy and/ or expectations.

As your children become involved in the programs at North Montgomery High School, they will experience some of the most

rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

#### Appropriate Concerns to Discuss with Coaches

- 1) The treatment of your child mentally and physically.
- 2) Ways to help your child improve.
- 3) Concerns about your child's behavior.

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those to follow, must be left to the discretion of the coach.

#### Issues Not Appropriate to Discuss With Coaches

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

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

#### If You Have a Concern to Discuss with a Coach

- 1) Call the coach to set up an appointment.
- 2) If the coach cannot be reached call the Athletic Director.
- 3) Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature usually do not promote positive resolutions.

#### The Next Step

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

#### Parent Code

- 1) Be a positive role model through your own actions to make sure your child has the best athletic experience possible.
- 2) Be a "team fan," as well as a "my kid" fan.
- 3) Weigh what your children say; they might slant the truth to their advantage.
- 4) Show respect for the opposing players, coaches, spectators and support groups.
- 5) Be respectful to all officials' decisions.
- 6) Praise student athletes in their attempts to improve themselves as students, as athletes, and as people.
- 7) Gain and understanding and appreciation for the rules of the contest.
- 8) Recognize and show appreciation for an outstanding play by either team.
- 9) Help your child learn that success is oriented in the development of a skill and should make a person feel good about themselves, win or lose.
- 10) If you as a parent have concern, take time to talk with coaches in an appropriate manner including proper time and place. Be sure to follow the designated chain of command.
- 11) Please reinforce our drug and alcohol-free policies by refraining from the use of any controlled substance before and during athletic contests.
- 12) Remember that a ticket to a school athletic event is a privilege to observe the contest.

Be sensible, responsible, and keep your priorities in order. Participating on a North Montgomery High School team is a wonderful opportunity for your child to grow physically, socially, and emotionally.

## **IHSAA BY-LAWS SUMMARY**

The complete IHSAA by-law booklet may be found at:

[https://www.ihsaa.org/sites/default/files/documents/2022-23%20By-Laws\\_2.pdf](https://www.ihsaa.org/sites/default/files/documents/2022-23%20By-Laws_2.pdf)

## **ATHLETIC AWARD SYSTEM**

It is considered a privilege to be a Charger and represent North Montgomery High School in athletics. The school reserves the right to revoke any award for any violation of athletic, scholastic, or citizenship rules as is determined by the Athletic Council. An athlete must be in good standing at the end of the sports season to qualify for an award.

### **TYPES OF AWARDS**

#### ***Athletic Awards Portfolio***

The portfolio is an attractive, navy blue, Velcro closed, vinyl folder containing several letter/picture holders and is presented to all freshman participants regardless of team level of competition, (or to any upperclassman receiving an athletic award for the first time). Each athlete is entitled to receive only one (1) portfolio.

#### ***Varsity Letter***

An athlete who meets the participation requirements established by each team will earn a varsity letter. Each athlete will receive a NM after their first varsity letter.

#### ***Junior Varsity/Freshman Award***

An athlete who does not earn a varsity letter, will receive an appropriate award

#### ***Athletic Jacket***

An athlete may purchase a varsity letter jacket, style determined by NMHS, after earning his/her first varsity letter. Any item that is to be worn on the letter jacket is the financial responsibility of the athlete. These items must be purchased from a sporting goods or awards dealer and may not be purchased through NMHS. The letter jacket is not considered an award but the means of displaying the varsity letter.

#### ***4 Year Award***

An athlete who earns 4 varsity letters in the same sport will receive a special award.

#### ***3 Sport Athlete Award***

An athlete who participates in 3 different sports during a specific school year will receive a special award. Participants do not need to letter to receive this award.

#### ***School Blanket***

An athlete who earns 9 varsity letters at North Montgomery High School will receive an NM Blanket. This award is reserved for outstanding accomplishment in the area of athletic competition.

*\*Varsity cheerleaders may count a maximum of 1 varsity letter per school year towards the blanket.*

#### ***12 Letter Award***

An athlete who earns 12 varsity letters at North Montgomery High School will receive a special award.

*\*Varsity cheerleaders may count a maximum of 1 varsity letter per school year towards the 12 letter award.*

#### ***Sagamore Conference Awards***

The Sagamore Conference will recognize All-Conference members and Team Champions. All-Conference members in team sports are selected by the coaches in each sport. All-Conference members in individual sports are determined by the results of the conference meet.

#### ***Championship Awards***

An IHSAA team or individual champion at the sectional level and beyond may be awarded one type of recognition from the NMHS Athletic Department.

## **VARSITY LETTERING REQUIREMENTS**

\*A varsity coach reserves the right to award a varsity letter to an athlete who does not meet the requirements outlined below\*

### ***Baseball and Softball***

Athletes must participate in 50% of the total varsity games. Pitchers must participate in 25% of the total varsity games.

### ***Boys' and Girls' Basketball***

Athletes must participate in 25% of total varsity quarters.

### ***Boys' and Girls' Cross Country***

An athlete must participate in 50% of the total varsity meets and be a member of the Sectional squad.

### ***Cheerleading***

An athlete must be a member of the varsity cheerleading football or basketball squad for the entire season and cheer for 90% of the season contests. Competition squad member may earn a varsity letter.

*\*Varsity cheerleaders may count a maximum of 1 varsity letter per school year towards the school blanket and the 12 letter award.*

### ***Football***

An athlete must participate in 50% of the total varsity quarters.

### ***Boys' and Girls' Golf***

An athlete must participate in 50% of the total varsity matches and win 25% of those matches.

### ***Gymnastics***

An athlete must score a 4.5 on the same event three times during the regular season or compete in the IHSAA sectional.

### ***Boys' Soccer***

An athlete must participate in 50% of the total minutes of the season.

### ***Girls' Soccer***

An athlete must participate in 50% of the total halves of the season.

### ***Boys' and Girls' Swimming***

An athlete must average 2 points per meet or qualify for the state meet.

### ***Boys' Tennis***

An athlete must participate in 50% of total matches at the varsity level.

### ***Girls' Tennis***

An athlete must participate in 50% of total matches at the varsity level.

### ***Boys' and Girls' Track***

An athlete must average 1 point per indoor and outdoor meet, or score in an individual event at the outdoor conference meet or sectional, or place first or second on a relay team at the outdoor conference meet or sectional.

### ***Volleyball***

An athlete must participate in 25% of the total matches.

### ***Wrestling***

An athlete must participate in five matches and participate in the conference meet or sectional.

### ***Student Manager***

Must be a manager for the varsity team and fulfill all duties assigned by the coaching staff.

*\*Prerequisite – must have managed a full season prior to the current season at any level for any sport*

## **North Montgomery High School Athletic Department Protocol and Procedures for Management of Sports-Related Concussion**

Medical management of sports-related concussion is evolving. In recent years, there has been a significant amount of research into sports-related concussion in high school athletes. North Montgomery High School has established this protocol to provide education about concussion for athletic department staff and other school personnel. This protocol outlines procedures for staff to follow in managing head injuries, and outlines school policy as it pertains to return to play issues after concussion.

North Montgomery High School seeks to provide a safe return to activity for all athletes after injury, particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed athletes are identified, treated and referred appropriately. The athletes also will receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to activity.

In addition to recent research, two primary documents were consulted in developing this protocol. The “Consensus statement on concussion in sport- the 5<sup>th</sup> international conference on concussion in sport held in Berlin, October 2016”<sup>1</sup>(referred to in this document as the Berlin Statement), and the “National Athletic Trainers’ Association Position Statement: Management of Sport Concussion”<sup>2</sup>(referred to in this document as the NATA Statement).

This protocol will be reviewed on a yearly basis by the North Montgomery High School medical staff. Any changes or modifications will be reviewed and given to athletic department staff and appropriate school personnel in writing.

All athletic department staff will complete a yearly educational course in which procedures for managing sports-related concussion are discussed.

### Contents:

- I. Recognition of concussion
- II. Management and referral guidelines for all staff
- III. Guidelines and procedures for coaches
- IV. Follow-up care during the school day
- V. Return to learn procedures
- VI. Return to play procedures

### **I) Recognition of concussion**

#### A) Common signs and symptoms of sports-related concussion

##### 1) Signs (observed by others):

- Athlete appears dazed or stunned
- Confusion (about assignment, plays, etc.)
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems
- Personality change
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness (any duration)

##### 2) Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels “foggy”
- Problems concentrating

- Problems remembering
- 3) These signs and symptoms are indicative of probable concussion. Other causes for symptoms should also be considered.
- B) Cognitive impairment (altered or diminished cognitive function)**
- 1) General cognitive status can be determined by simple sideline cognitive testing.
    - (a) AT may utilize sideline ImpACT or other standard tool for sideline cognitive testing.
- C) If you notice your teammate experiencing any signs or symptoms, report to coach, Athletic Trainer, or game official**

## **II) Management and Referral Guidelines for All Staff**

- A) Suggested Guidelines for Management of Sports-Related Concussion**
- 1) 1) Activate the EAP or call 911 for any of the following:
    - (a) Any athlete with a witnessed loss of consciousness (LOC) of any duration should be referred to the ER or their physician.
    - (b) Any athlete who has symptoms of a concussion, and who is not stable (i.e., condition is changing or deteriorating), is to be transported immediately to the nearest emergency department via emergency vehicle.
    - (c) An athlete who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.
      - Deterioration of neurological function
      - Repetitive vomiting
      - Decreasing level of consciousness
      - Irregular breathing or breaths
      - Decrease or irregularity in pulse
      - Unequal, dilated, or unreactive pupils
      - Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
      - Deteriorating mental status: lethargy, difficulty maintaining arousal, confusion or agitation seizure activity
      - Cranial nerve deficits
  - 2) An athlete who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the athlete's primary care physician, or seek care at the nearest emergency department, on the day of the injury.
 

**(a) ALWAYS** give parents the option of emergency transportation, even if you do not feel it is necessary.

## **III) Guidelines and procedures for coaches:**

### **RECOGNIZE, REMOVE, REFER**

- A) Recognize** concussion
- 1) All coaches should become familiar with the signs and symptoms of concussion that are described in section I.
  - 2) Very basic cognitive testing should be performed to determine cognitive deficits.
- B) Remove** from activity
- 1) If a coach suspects the athlete has sustained a concussion, the athlete should be removed from activity until evaluated medically.
    - (a) Any athlete who exhibits signs or symptoms of a concussion should be removed immediately, assessed, and should not be allowed to return to activity that day.
- C) Refer** the athlete for medical evaluation
- 1) Coaches should report all head injuries to the North Montgomery Certified Athletic Trainer (AT), as soon as possible, for medical assessment and management, and for coordination of home instructions and follow-up care.
    - (a) The AT can be reached at: 765-366-8006
    - (b) The AT will be responsible for contacting the athlete's parents and providing follow-up instructions.
  - 2) Coaches should seek assistance from the host site AT if at an away contest.
  - 3) If the NMHS AT is unavailable, or the athlete is injured at an away event, the coach is responsible for notifying the athlete's parents of the injury.
    - (a) Contact the parents to inform them of the injury and make arrangements for them to pick the athlete up at school.
    - (b) Contact the AT at the above number, with the athlete's name and home phone number, so that follow-up can be initiated.
    - (c) Remind the athlete to report directly to the school nurse before school starts, on the day they return to school after the injury.
  - 4) In the event that an athlete's parents cannot be reached, and the athlete is able to be sent home (rather than directly to MD):
    - (a) The Coach or AT should insure that the athlete will be with a responsible individual, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home.

- (b) The Coach or AT should continue efforts to reach the parent.
- (c) If there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete should be referred to the emergency department for evaluation. A coach or AT should accompany the athlete and remain with the athlete until the parents arrive.
- (d) Athletes with suspected head injuries should not be permitted to drive home.

#### **IV) FOLLOW-UP CARE OF THE ATHLETE DURING THE SCHOOL DAY**

- A) Responsibilities of the school nurse after notification of student's concussion
  - 1) The athlete will be instructed to report to the school nurse upon his or her return to school. At that point, the school nurse will:
    - (a) Re-evaluate the athlete utilizing a graded symptom checklist.
    - (b) Provide an individualized health care plan based on both the athlete's current condition, and initial injury information provided by the AT or parent.
  - 2) Notify the student's guidance counselor and teachers of the injury immediately via the individualized health care plan form.
  - 3) Notify the student's P.E. teacher immediately that the athlete is restricted from all physical activity until further notice.
  - 4) If the school RN receives notification of a student-athlete who has sustained a concussion from someone other than the AT (athlete's parent, athlete, physician note), the AT should be notified as soon as possible, so that an appointment for evaluation and testing can be made.
  - 5) Monitor the athlete on a regular basis during the school day.
- B) Responsibilities of the student's guidance counselor
  - 1) Monitor the student closely and recommend appropriate academic accommodations for students who are exhibiting symptoms of post-concussion syndrome.
  - 2) Communicate with school health office on a regular basis, to provide the most effective care for the student.

#### **V) RETURN TO LEARN (RTL) PROCEDURES AFTER CONCUSSION**

- A) Student athlete should be encouraged to rest at home during the acute injury phase (24-48hrs) if they are symptomatic
- B) Accommodations to the student athlete's coursework load and activities will be addressed as needed by the Athletic Health Care Team (AHCT)
  - 1) Accommodations can be implemented with or without the direction of treating physician
    - (a) Stepwise progression as described in the Berlin Statement:
      - Daily activities at home that do not give the child symptoms
        - (i) Typical activities of the child during the day as long as they do not increase symptoms (eg, reading, texting, screen time). Start with 5–15min at a time and gradually build up
      - School activities
        - (i) Homework, reading or other cognitive activities outside of the classroom
      - Return to school part-time
        - (i) Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day
      - Return to school full time
        - (i) Gradually progress school activities until a full day can be tolerated Return to full academic activities and catch up on missed work

#### **VI) RETURN TO PLAY (RTP) PROCEDURES AFTER CONCUSSION**

- A) Returning to participate on the same day of injury
  - 1) No athlete with a suspected head injury should return to play on the same day per Indiana State Law IC 20-34-7
- B) Return to play after concussion
  - 1) The athlete must meet all of the following criteria in order to progress to activity:
    - (a) Asymptomatic at rest and with exertion (including mental exertion in school) AND:
    - (b) Within normal range of baseline on post-concussion testing or a clinician's, who is trained in the care of head injuries, written exemption of a score outside the reliable change index AND:
    - (c) Have written clearance from primary care physician or specialist (athlete must be cleared for progression to activity by a physician other than an Emergency Room physician).
  - 2) Once the above criteria are met, the athlete will be progressed back to full activity following a stepwise process, (as recommended by both the Berlin and NATA Statements), under the supervision of the AT.
  - 3) Progression is individualized, and will be determined on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and Sport/activity

in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport should be progressed more slowly.

- 4) Stepwise progression as described in the Berlin Statement:
  - (a) Symptom-limited activity- Daily activities to light exercise that do not provoke symptoms, including attending school
  - (b) Moderate aerobic exercise – walking, stationary bike, non aerobic exercise-light weight lifting, pushups, sit-ups etc
  - (c) Sport-specific training (e.g., skating in hockey, running in soccer)
  - (d) Non-contact training drills
  - (e) Full-contact training after medical clearance
  - (f) Game play
    - Note: If the athlete experiences post-concussion symptoms during any phase, the athlete should drop back to the previous asymptomatic level and resume the progression after 24 hours.
- 5) The AT and athlete will discuss appropriate activities for the day. The athlete will be given verbal and written instructions regarding permitted activities.
- 6) The coaches will also be communicated to about appropriate activities for the day. This could be done via EMR, email, conversation, or written.
- 7) The athlete should see the AT daily for re-assessment and instructions until he, or she, has progressed to unrestricted activity, and been given a written report to that effect,
- 8) Final determination for clearance is by a licensed physician or medically qualified physician designee

#### VII) Student Responsibilities

- A) If you notice your teammate experiencing any signs or symptoms, report to coach, Athletic Trainer, or game official
- B) Complete an annual baseline
- C) Receive, read and acknowledge information regarding concussions annually
- D) Provide written documentation from visits with healthcare providers with restrictions, accommodations or return to play status

<sup>1</sup> McCrory P, Meeuwisse W, Dvorak J, et al. Br J Sports Med Published Online First: doi:10.1136/bjsports-2017-097699

<sup>1</sup> Broglio S, et al. Journal of Athletic Training 2014;49(2):245–265  
doi: 10.4085/1062-6050-49.1.07.

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## NORTH MONTGOMERY COMMUNITY SCHOOL CORPORATION DRUG AND ALCOHOL TESTING POLICY

Purpose: The Board of Trustees of the North Montgomery School Corporation recognizes the health risks and dangers associated with the use of unlawful drugs and alcohol which is a threat to the safety and health of students, faculty, staff and the community at large. It jeopardizes the efficiency and quality of our educational programs and substantially inhibits a person from achieving his/her maximum potential.

The extra-curricular activity programs of North Montgomery Schools are an integral part of the school system and community. The recognized value of participation in these programs to a student's personal development and education has given these activities a high priority. The Board of Trustees encourages all students to participate in extra-curricular programs of the school, but believes the opportunity for such participation is not an absolute right, but is a privilege offered to students who meet both the scholastic and physical conditions of eligibility. One such condition shall be the agreement by the student to submit to testing for the use of drugs and alcohol if selected in accordance with the testing program. The program will apply to all middle and senior high school students in grades 6 through 12, male and female, who participate in athletics, any extra-curricular activity, and/or are identified as a driver on school property or in driver education classes. Additionally, any student who volunteers to participate in the program, or if under the age of 18, is volunteered by their parents, may participate. Such students and their parents must provide the school with their consent in writing. Once consent is given for testing on a voluntary basis, it may be revoked in writing by the parent and the student, providing that the student is not eligible for the program by other criteria. Extra-curricular activities shall be defined as those clubs and activities which have a sponsor receiving a stipend.

More detailed information regarding this policy is available in the North Montgomery Student Handbook.

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