

# Jefferson Academy Family Handbook



*"Jefferson Academy strives to empower students to be stewards of great scholarship, citizenship, and moral excellence who will lead and move the cause of liberty."*

As Eagles, we'll SOAR:

S- Stay Safe

O- Own Your Choices

A- Act Responsibly

R- Respect Self, Others and School

School Motto:

I am a Jefferson Academy Eagle. I will be courageous in my choices, I will strive to live up to my potential, and I will see the good in myself and others.

*JA families are responsible for adhering to these and other policies in our Administrative Policies and Procedures Manual. This can be found on our school website.*

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## **Eagles Rules and Expectations**

### **Always on Time**

Students are expected to always be on time for class. Late students disrupt the teaching/learning environment for all.

### **Assembly Behavior**

Assemblies are planned for student learning and enjoyment. Students are expected to be orderly while entering the gym and sit with their classes. Students who disrupt the assembly will be removed and referred for appropriate disciplinary action.

### **Arrival and Dismissal**

Students should arrive as close to 8:15 a.m. as possible. The teachers use the time before and after school for preparation. Because it is difficult to monitor students during this time, students will be outside until 8:05 am. Exceptions are those students who have been invited by the teacher for a class, extracurricular activities, or other special assignment. At the end of school, students will be escorted outside to meet their rides. We encourage the students to go directly home. Students will not be allowed to remain in the school building before school or after school unsupervised.

### **Attendance**

Regular attendance increases the opportunities for students to be successful at school. Frequent absences or tardies disrupt the educational process. Students need to be in school, on time, everyday. However, students should not be in school if they are ill or not feeling well. Please, if your student is ill and you are keeping him/her home, let the school know by calling 593-8200 before 9:00 am. If your child needs to be absent for an extended period of time for illness, the school will work with you to provide virtual learning until they can return. Sidenote: If your child is too ill to go out for recess, he/she is probably too ill to be at school. Any student staying inside during recess will need a note from a parent each day he/she needs to be confined indoors.

### **DAILY SCHEDULE**

8:15 a.m. -First Bell

8:20 a.m. -Late Bell, School Begins

3:00 p.m. -School Ends Monday-Thursday

1:00 p.m. -School Ends Friday

### **KINDERGARTEN A.M. SCHEDULE**

8:20 a.m. – 11:10 a.m. – Monday-Thursday

8:20 a.m. – 10:20 a.m. – Friday

### **KINDERGARTEN P.M. SCHEDULE**

12:10 p.m. – 3:00 p.m. – Monday-Thursday

11:00 a.m. – 1:00 p.m. – Friday

### ***Late Check In***

Students are considered late after the tardy bell rings. Tardy students must enter the school through the main doors and check in at the office. A late check-in will not be considered excused unless the parent or guardian escorts the child into the building and signs the check-in log in the front office.

### *Check Out*

School personnel must make personal contact with the parent/guardian before the child can leave the school grounds before school is dismissed. A child will not be released from school to anyone but the legal guardian or designated adult which the parent/guardian has listed as an emergency contact in Aspire. All adults checking students out will be required to show ID.

Parents should ensure that the information in Aspire is current.

### *Excusing Absences*

For educational and safety reasons, parent/guardian notice is required for any absence. If your child is ill, or if there is an emergency, please call the office. If a pattern of absences is noted, a remediation plan will be initiated. We are held accountable for each student's academic progress. Your student is required to attend school 95% of the school year. If a child is not in school, he/she will miss the academic instruction that is targeting acquisition of the Utah State Core. Attending school is one facet of teaching responsibility. Children need to learn and value being to "work" on time and prepared every day. Parents play a critical role in making this happen.

### *Truancies (sluffing)*

Students are considered truant when they are out of class or school without an official excuse. The law requires parents to see that their students attend school regularly. Discipline for truancy will be handled by the administration. Teachers are not obligated to allow students to make up assignments or tests that have been missed due to truancy. Parent conferences will be required if students are continually absent or truant. Parents are welcome to request assistance. If reasonable efforts and interventions do not remedy the problem sufficiently, students can be referred to Juvenile Court.

### **Background Checks**

In accordance with state law, volunteers who work with minors without direct supervision from school staff are subject to background checks. These checks along with fingerprinting of volunteers are performed by the police department. Volunteers who require a background check must sign a waiver.

All background checks are kept confidential. If you have questions regarding background checks, please contact the school office or Academics West at (801) 444-9378.

### **Backpacks/Book Bags**

Backpacks/book bags and purses must be left in cubbies, lockers or in the coat hook area during the school day.

### **Being Prepared for Class**

Students are expected to come to school prepared to learn. If your child is struggling in class, please be willing to work with the classroom teacher as they work to help them be ready to learn. An unprepared student can disrupt a whole classroom.

### **Business Hours**

Office hours are 8:00am to 3:30pm M-Th and 8:00am to 2:30pm on Fridays. Students are expected to leave the building no later than 15 minutes after dismissal unless under the supervision of teachers/advisors or parents. If students have not been picked up by office close, authorities will be called to attend to the child/children. Conferences with teachers should be pre-arranged either before or after school. Because our teachers are very busy with students during school hours, parents will not be allowed to drop in on teachers unannounced or unplanned.

### **Books**

Textbooks and library books are very expensive. Please talk with your child about taking good care of these books. We encourage you to cover textbooks, if given to students, with book covers or with paper grocery bags. Do not use contact paper on these books. The students are responsible for the condition of returned books and will pay monetary charges if damage is incurred.

### **Closed Campus**

JA is a closed campus. No student is permitted to leave the school grounds at any time during regular school hours without appropriately checking out through the office. All visitors must enter and exit through the front doors of the building. No one is to enter the building without first being permitted by the office staff.

### **Communication**

Email is the primary means of communication between JA's administration and parents. It is important that the school have the most updated contact information for each family in our Student Information System. Please check your email, the school's website and their Facebook/Instagram page for current and updated information, announcements and information.

Sometimes a paper document may be sent home. Please check your child's backpack or folders daily for important papers from either class or the school. We expect parents to do their part to be informed and aware of school events.

### **Computer Usage**

Computers are available for student use in classrooms and in computer labs. All students must sign the Computer Use Agreement form before accessing the Internet. If this agreement is broken, disciplinary actions will be taken.

### **Concussion and Head Injuries**

Jefferson Academy has adopted an official policy, along with procedures, regarding concussions and head injuries. All parents will be required to sign the Concussion and Head Injury Procedures document prior to each school year.

### **Curriculum**

The Utah State Core Curriculum and the Common Core Curriculum which Utah has adopted, will serve as the minimum basis for academic requirement for advancement and graduation. The school's curriculum and student expectations will exceed the standards of the Utah State Core Curriculum.

All JA K-6 students will participate in ACADIENCE (basic literacy and math) testing, along with other Reading and Math assessments, both state mandated as well as School wide assessments based on current curriculum and Core Standards. This data will be used to help teachers to group students and adjust instruction accordingly.

JA students in grades 3 - 6 will participate in the State testing in the spring. The emphasis of this testing is proficiency in Language Arts, Math and Science. Throughout the year, teachers will assess proficiency in each of these subject areas and adjust instruction based on test results.

### **Discipline**

Each teacher will have his/her own behavior management plan based on Positive Behavior Intervention. Students will be expected to follow school rules and maintain appropriate behavior. Become familiar with your child's class rules and procedures so you can help support them at home.

Detailed information on the school's Student Conduct Policy can be found on the school's website.

### **Dress Code**

Please refer to JA's Dress Code Policy available on our website for a complete list of the appropriate uniform wear.

A student who is out of compliance with JA's dress code will be required to phone home to have a parent or guardian bring the student the appropriate uniform item. If a parent is unable to bring the appropriate item, the student will be sent to the office to borrow a JA uniform item to change into for the day.

### **Drop Off and Pick Up**

#### *Before School*

The front doors and the gates will open at 8:05 am. Jefferson Academy will form one carpool lane for drop off.

The students will be sent in the front doors upon arrival. There will be adult supervision at the doors. Staff personnel will ensure that students enter and head straight to their classroom. When the bell rings at 8:15am, students will begin their work. If your child arrives past 8:20am, you will need to check them in at the front office. The main school doors with access to the classrooms and gymnasium will always remain locked.

#### *After School*

When the dismissal bell rings students must exit the school promptly with their classes. No lingering in halls, classrooms or office areas. Teachers will escort students outside at staggered times.

To allow for the flow of carpool traffic, please do not park in parking spots within the carpool lanes on the west and east sides of the building.

All students must remain on the sidewalk with supervising adults until their ride has arrived to the designated pick-up spot. Students will not be permitted to cross lanes of traffic or get into their cars unless directed by school personnel. Families are encouraged to stay in vehicles for everyone's safety. If you need to enter the school at dismissal, please find a parking spot that does not congest our carpool lanes. Students will not be allowed to remain in the school, including the front, office or the gym, or out on the playground unless they are under the direct supervision of a parent, guardian, staff member or teacher. Students will be allowed back into the school to call home if their ride has not arrived 10 minutes after dismissal.

### **Electronic Devices**

JA's Electronic Device policy can be found on the school website. At no time can an electronic device be used to harass or intimidate another individual, violate student privacy or be used to access inappropriate material. Its use cannot interfere with instruction or student learning. It is also important to note that JA is NOT responsible for any lost or stolen electronic devices.

### **Emergency Procedures**

Student safety is our number one concern and priority. Emergency procedures for Lockdown, Evacuations, Shelter in Place, Earthquakes, and other incidences will be regularly practiced by students and staff. Staff will also be trained on other emergency procedures with individual health care needs for students. If your child has major health concerns, please notify the office immediately so we can be sure to have an Individual Health Care Plan in place for them.

### **Fighting**

Fighting will not be tolerated at school or at any school function or school-sponsored activity. Students who fight, threaten, or are audience to a fight will be suspended and suffer appropriate legal consequences. People who promote, instigate, or encourage fighting will likewise be held responsible.

### **First Aid**

It is our policy to try to reach parents when students are ill or injured. If we cannot reach a parent i.e., Band-aids, ice, etc. We always notify parents of any trauma or bump to the head so that they may be aware and follow up with treatment and observation if needed.

### **Grades and Progress Reports**

*ASPIRE-JA Student Information System*

Parents/guardians may request progress reports by accessing ASPIRE.

Each student will have his/her own account and password. Logins and passwords to ASPIRE will be issued at the beginning of the year. Contact the office staff if you do not have an ASPIRE login or password. Teachers will update ASPIRE by Monday evening at 6pm.

### **Hall Passes**

Hall passes will be issued by the teacher during class if a student needs to visit another classroom or go to the office. Students should use the restroom before school, during lunch, during passing time, between classes and after school. Students should work with the teacher to use the restroom during class period. Exceptions will be given based on medical need or information provided in a student's 504 Plan or IEP.

### **Homework**

Homework can be an integral part of mastering skills and learning. Optional homework in the subjects of Math and Language Arts will be provided in all grade levels. While this will not be graded, students will be positively rewarded and incentivized in class for completing and participating.

### **Images and Video**

Due to technological advancements, video and still images are easily taken, even using cell phones. Any use of a camera or imaging device in the school must be approved by the administration. Inappropriate use will be referred for disciplinary action; criminal use will be referred for legal action. G rated videos may be shown in grades K-6 when in conjunction with a specific need in a

lesson plan. If PG rated videos are shown, parents will be notified and have the option to opt their child out.

### **Immunizations**

The State of Utah has legislated (HB 27 and HB9) that no student may attend a public school after 21 school days unless a certificate of immunization is on file at the school or parents/guardians have shown sufficient evidence of exemption. Immunizations must be given by a licensed physician or representative of the County Health Department.

### **Labeling**

Please **label** all clothing, lunchboxes, and backpacks. The school cannot be held responsible for student's missing items. Clothing left in the Lost & Found will be donated to a charity or worthy cause at the end of each month.

### **Library**

Library books and materials are provided for use by our students. Students are expected to return materials in a timely manner. Students who fail to return materials on time keep others from using them. Failure to return any library materials or returning them in poor condition may result in a fine being assessed and possible exclusion from library usage.

### **Lost and Found**

Students who find items must turn them into the lost and found in the office immediately. Unclaimed lost and found items will be donated to charitable organizations at the end of each month. The school is NOT responsible for personal items lost at school. We do encourage families to label coats, lunchboxes, backpacks, etc.

### **Lunch**

We expect students to demonstrate good citizenship and proper manners in the cafeteria.

Unsatisfactory behavior will not be tolerated. Students may bring lunch from home or purchase lunch in our lunchroom. Questions about the lunch program or free and reduced lunch applications should be directed to the school lunch manager, Kristie Dunford at [kdunford@jeffesonacademy.org](mailto:kdunford@jeffesonacademy.org)

### **Medication**

If it becomes necessary for a student to take any form of medication at school, prescribed or otherwise, the school must receive the appropriate forms from the child's doctor. The necessary forms are available in the office. All medication will be kept in and dispensed through the office. Students may not carry medicine around or store it in their backpacks. Students with asthma may carry their breathalyzer with them provided the appropriate medical forms have been completed.

### **Parking Lot and Road Safety**

All drivers are expected to follow the JA pick up and drop off procedures and policies. To reduce congestion, parents/guardians should avoid parking in driving areas. Parents are encouraged to park in designated parking areas only.

Because JA has over 600 students who are transported to and from school in private vehicles, the parking lot will be congested. Carpooling is the best way to reduce the congestion.



Patience is absolutely necessary to assure the safety of students and families and to keep the traffic flowing smoothly.

Please adhere to the carpool procedures and policies of the school as well as the local speed limits and laws. Our roads are frequently monitored by law enforcement officials, and any violators will be ticketed and fined.

**Violations:**

***Individuals conducting themselves or operating vehicles in an unsafe manner will be referred to law enforcement.***

**Personal Conduct**

Parents and other adults are expected to behave in a manner that is respectful of others at all times at school or during communications and interactions that are school related. Disrespect of school personnel, students or other parents will not be tolerated. Individuals who violate this will put their enrollment at the school in jeopardy.

**Physical Education & Outdoor Recess**

Children are expected to participate in outdoor and physical education activities with their class. Consideration will only be given to children who have a medical excuse with a doctor or parent note for not participating. Recess and PE will be conducted in a spirit of goodwill and sportsmanship. Students are expected to have best behavior at all times on the playgrounds. During inclement weather, (a “feels like” temperature of less than 19° F or significant precipitation or wind) students will not be allowed outside, and recess/PE will be held indoors.

**School Closing – Weather**

School will close at the discretion of the director. Please listen to local radio stations and/or watch the local morning news for school closure announcements. If JA’s network server is available a phone call notification and email will be sent to all parents in the event of a closure.

**Supplies**

Teachers will give parents a list of school supplies that the students will need for the upcoming school year. Teachers are more than happy to accept donations of any additional classroom supplies you would like to provide.

**Substance Abuse**

Any student who possesses, controls, uses, sells, or arranges the sale of real, look-alike or pretend illegal drugs or controlled substances including alcohol and tobacco may be suspended, tested for drugs, expelled, referred for police investigation and/or prosecuted.

**Theft, Extortion, Vandalism and Arson**

Any student involved in stealing, extortion, vandalism of school or personal property, or in causing fires of any nature may be suspended and referred to law enforcement. Students found in possession of devices such as matches or lighters are also in violation. Any student who destroys or defaces school or personal property will be responsible for restitution and may be referred to law enforcement.

**Toys at School**

Toys, radios, trading cards, electronic games, etc., can cause problems if they are brought to school. We discourage students from bringing items that distract or that are valuable. These items

are a cause of concern and disrupt the real purpose of school. The teacher may take these items and return them only to a parent. We do encourage students to bring their own recess equipment (basketballs, jump ropes) to help avoid the spread of germs. The school is not responsible for loss or damage to personal property.

### **Visitors**

Parents and guardians are encouraged to take an active role in the education of their children. We appreciate donations and volunteer hours. If your child forgot something at home and you are delivering it to the school, please leave it with the front office. All appointments, volunteer times, etc. must be scheduled with school staff in advance.

During all hours, all non-employee adults must enter through the front doors, check in at the school office and pick up a visitor's badge upon entering the building. We will NOT allow parents to wonder the school or visit classrooms unplanned or without checking in.

### **Volunteer Hours**

JA families are encouraged to contribute volunteer hours each year. This is to encourage family involvement in our student's educations. There are several ways to volunteer. We appreciate all parent support.

### **Weapons**

Bringing any weapon (including look-a-likes) is a violation of school policy. Those who bring chains, knives, fire arms, laser flashlights, or any type of weapon or any item that can be used as a weapon or any item that resembles a weapon to school will serve a minimum 1-day out-of-school suspension and may be referred to law enforcement.

Items prohibited by law such as possession or use of drugs, alcohol, tobacco, firecrackers, including any item resembling the above mentioned items shall not be allowed on school property or at school sponsored events. Students caught with or using an unlawful substance or in possession of an unlawful item will serve a minimum 45 day out-of-school suspension and may be referred to law enforcement.

Please see the school's website [www.jeffersonacademy.org](http://www.jeffersonacademy.org) for additional or supporting school policies.

## **Student Acceptable Use of School Electronic Resources**

The School makes various electronic resources available to students. These resources include computers and other electronic devices and related software and hardware as well as the School's network and access to the Internet. The School's goal in providing such electronic resources to students is to enhance the educational experience and promote the accomplishment of the School's mission.

Electronic resources can provide access to a multitude of information and allow communication with people all over the world. Along with this access comes the availability of materials that may be considered inappropriate, unacceptable, of no educational value, or even illegal. The School has initiated safeguards to restrict access to inappropriate materials, and use of the Internet and other electronic resources is monitored as well.

In order to use the School's electronic resources, students must be willing to abide by the rules of acceptable use. Use of the School's electronic resources is a privilege, and students have no expectation of privacy in connection with their use of the School's electronic resources. Students who abuse this privilege by actions such as damaging the School's electronic resources; violating copyrights; bullying, hazing, intimidation, harassment and threats; accessing pornography or other obscene or inappropriate material; inappropriate language; gambling; unauthorized games; or other unauthorized or inappropriate use will be subject to discipline. Violation of policies and rules regarding use of the School's electronic resources may also result in confiscation of School-issued devices and denial of access to the School's electronic resources. This may result in missed assignments, inability to participate in required assignments and assessments, and possible loss of credit or academic grade consequences.

The School may contact law enforcement if School employees believe that a student has used School electronic resources in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic resources. This applies to use of the School's electronic resources at any time and place, whether on or off School grounds.

Students are personally responsible for School electronic resources provided to them, and the students and their parents/guardians may be held responsible for loss or damage to such electronic resources.

Parents play an important role in helping students understand what does and does not constitute acceptable use.

The director shall ensure that additional rules and procedures regarding students' use of the School's electronic resources are established and clearly communicated to students and their parents/guardians. The director shall ensure that students receive appropriate training regarding these rules and procedures.

## **Administrative Procedures Concussion and Head Injury Procedures**

These procedures are established pursuant to the Concussion and Head Injury Policy established by the School's Board of Directors.

A concussion is a type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion. A concussion can occur even if a player or student in an activity does not lose consciousness.

The School will ensure that each agent of the School is familiar with, and has a copy of, the Concussion and Head Injury Policy and these Procedures. Before permitting a child to participate in a sporting event of the School, the School will:

- (a) provide a written copy of the Concussion and Head Injury Policy and these Procedures to a parent or legal guardian of a child; and
- (b) obtain the signature of a parent or legal guardian of the child, acknowledging that the parent or legal guardian has read, understands, and agrees to abide by the Concussion and Head Injury Policy and these Procedures.

The following definitions apply to these Procedures:

- (1) "Agent" means a coach, teacher, employee, representative, or volunteer.
- (2) "Qualified health care provider" means a health care provider who:
  - (a) is licensed under Title 58, Occupations and Professions; and
  - (b) may evaluate and manage a concussion within the health care provider's scope of practice.
- (3) "Sporting event" means any of the following athletic activities that is organized, operated, managed, or sponsored by the School:
  - (a) a game;
  - (b) a practice;
  - (c) a sports camp;
  - (d) a physical education class;
  - (e) a competition; or
  - (f) a tryout.
- (4) "Traumatic head injury" means an injury to the head arising from blunt trauma, an acceleration force, or a deceleration force, with one of the following observed or self-reported conditions attributable to the injury:
  - (a) transient confusion, disorientation, or impaired consciousness;
  - (b) dysfunction of memory;
  - (c) loss of consciousness; or
  - (d) signs of other neurological or neuropsychological dysfunction, including:
    - (i) seizures;
    - (ii) irritability;
    - (iii) lethargy;
    - (iv) vomiting;
    - (v) headache;
    - (vi) dizziness; or
    - (vii) fatigue.

The following signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion:

Signs (observed by others):

- Student appears dazed or stunned
- Confusion
- 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)

Symptoms (reported by student):

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

The School will (a) immediately remove a child from participating in a sporting event of the School if the child exhibits signs, symptoms, or behaviors consistent with a concussion or is otherwise suspected of sustaining a concussion or a traumatic head injury; and (b) prohibit the child from participating in a sporting event of the School until the child:

(i) is evaluated by a qualified health care provider who is trained in the evaluation and management of a concussion; and

(ii) provides the School with a written statement from the qualified health care provider described in Subsection (1)(b)(i) stating that:

(A) the qualified health care provider has, within three years before the day on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion; and

(B) the child is cleared to resume participation in the sporting event of the School.

The School will follow any return-to-play guidelines established by the student’s qualified health care provider.

**Emergency Procedures**

The following situations constitute a medical emergency and require notification of emergency medical personnel:

- (1) Any student with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.
- (2) Any student who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), should be transported immediately to the nearest emergency department via emergency vehicle.
- (3) A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle:

- a. Deterioration of neurological function
- b. Decreasing level of consciousness
- c. Decrease or irregularity in respirations
- d. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
- e. Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
- f. Seizure activity

A student who is symptomatic but stable may be transported by his or her parents. The parents should be advised to contact the student's primary care provider or seek care at the nearest emergency department on the day of the injury.

## **Guidelines and Procedures for Coaches and Teachers Supervising Contests and Games**

### *Recognize concussion*

1. All agents of the School should become familiar with the signs and symptoms of concussion that are described above.
2. Agents of the School shall have appropriate training about recognizing and responding to traumatic head injuries, consistent with the employees' responsibilities for supervising students and athletes.

### *Remove from activity*

Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the sporting event and shall not return to play until cleared by an appropriate health care professional.

### *Refer the athlete/student for medical evaluation*

1. The School's agent is responsible for notifying the student's parent(s) of the injury.
  - a. Contact the parent(s) to inform a parent of the injury. Depending on the injury, either an emergency vehicle will transport or parent(s) will pick the student up at the event for transport.
  - b. A medical evaluation is required before returning to play.
2. In the event that a student's parent(s) cannot be reached, and the student is able to be sent home (rather than directly to a doctor):
  - a. The School's agent should ensure that the student will be with a responsible individual who is capable of monitoring the student and understanding the home care instructions before allowing the student to go home.
  - b. The School's agent should continue efforts to reach a parent.
  - c. If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation. A School's agent should accompany the student and remain with the student until a parent arrives.
  - c. The School's agent shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.