

FOR ACTION

Agenda Item 6E



BOARD OF EDUCATION
District 45, DuPage County
Villa Park, Illinois

Board Meeting, June 20, 2016

SUBJECT: APPROVAL OF POLICIES

(Recommended by the Superintendent)

That the Board of Education:

Revise the following Board of Education policy:

Policy	Index Section	Title
P4170	Personnel	Safety, Security and Crisis Management

And adopt the following Board of Education policies:

Policy	Index Section	Title
P5121.2	Students	Extracurricular Athletics
5121.3	Students	Student Athlete Concussions and Head Injuries

Background Information

The above action is recommended pursuant to discussion at the Board of Education meeting on June 6, 2016 (Agenda Item 7D).

AP:jq
agenda item/june20/approval of policies



**PERSONNEL
SAFETY, SECURITY AND CRISIS MANAGEMENT**

P 4170 (a-c)

General Overview

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property, including pupils, staff, and visitors. The Superintendent or designee shall develop, implement, and maintain a comprehensive District 45 safety and security plan that includes, without limitation:

1. Provisions for the development of building-specific safety and security plans and crisis management plans addressing prevention, preparation, response, and recovery for each school in order to ensure adequate preparedness for emergencies and crises;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

All District and building level administrators and the Director of Buildings and Grounds shall receive a copy of the District-level safety and security plan. The District-level safety and security plan, and related protocols and procedures will be reviewed and updated annually. This review will be conducted by the Assistant Superintendent for Human Resources who will act as the District-level Safety Program Coordinator.

The School Board or designee shall develop and implement the building-specific safety and security plans, protocols and procedures consistent with the overall District 45 safety and security plan. Each building's plan will be available in a notebook in its school office.

The Superintendent is also responsible to develop District crisis management plans, which shall be reviewed and revised at least once a year by Building Principals and staff members and shared with local police and fire departments. The plans will be available in a notebook in each school office.

Each principal, in cooperation with local agencies, shall make reasonable provision for the safety of students using such community resources as the Traffic and Safety Commission(s), the PTA Safety Chairperson, and adult crossing guards as aids to safety on and around school grounds. When appropriate, training shall be provided for the supervisor(s) of safety organizations within each attendance center.

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P4170 (b)

Principals and staff in elementary buildings shall also arrange for adequate supervision of playgrounds and other outside play areas. Elementary principals and staff shall operate a safety patrol. Special attention should be given to preventing accidents and promoting good citizenship.

The Superintendent is authorized to develop regulations to implement school safety and security plans and procedures as well as crisis management plans and procedures.

Use of Cellular Telephones during Emergencies:

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except (1) during an emergency situation to communicate with an emergency response operator, hospital, doctor's office or health clinic, ambulance service, or fire or police department; (2) to call for assistance if there is a mechanical problem; (3) to communicate with school authorities about bus operation or the safety of a passenger on the bus; and (4) when the school bus is parked. While the school bus driver is operating the bus, its two-way radio must be turned on and adjusted as to alert the driver of any incoming communication request.

Medical emergency Plan

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Physical Fitness Facility Medical Emergency Preparedness Act. The plan shall provide for an automated external defibrillator (AED) to be available according to State law requirements. This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, 105 ILCS 128/:

1. Three school evacuation drills;
2. One bus evacuation drill;
3. One severe weather and shelter-in-place drill; and

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4. One law enforcement drill, including hard and/or soft lock-down drills (reverse-evacuations), which must be conducted specifically to address a school shooting incident.

The requisite law enforcement drill shall be conducted according to District 45's Comprehensive Safety and Security Plan.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop regulations to implement the unsafe school choice option.

Emergency Closing

The Superintendent is authorized, consistent with state law, to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

Annual Review

The Building-specific safety and security plans shall be reviewed and updated at least once a year by the School Board or designee and shared with local police and fire departments. The Superintendent or designee will annually also review each school building's compliance with the school safety drill plan.

Reference: 105 ILCS 5/10-20.2, 5/18-12, 5/18-12.5, and 128/210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.

Policy

Adopted: February 17, 2015

Revised: June 20, 2016



STUDENTS

P5121.2

Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 5121.1, *Eligibility to Participate in Extra-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The *Pre-Participation Physical Examination Form*, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 5121.3, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 5145, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.: 105 ILCS 5/10-20.30, 5/10-20.54, 5/22-80, and 25/2.
23 Ill.Admin.Code §1.530(b)

CROSS REF.: 3410 (Insurance Management), 4170 (Safety, Security and Crisis Management), 5121.1 (Eligibility to Participate in Extra-Curricular Activities), 5145 (Equal Educational Opportunities/Gender Equity), 5121.3 (Student Athlete Concussions and Head Injuries), 5125 (Student Records)

Adopted: June 20, 2016



STUDENTS

P5121.3 (a-b)

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

STUDENTS

STUDENT ATHLETIC CONCUSSIONS AND HEAD INJURIES

P5121.3 (b)

2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require that all coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
4. Require all student athletes to view the Illinois High School Association's video about concussions.
5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

LEGAL REF.: 105 ILCS 5/22-80.

105 ILCS 25/1.15.

CROSS REF.: 4170 (Safety, Security and Crisis Management), 5121.1 (Eligibility to Participate in Extra-Curricular Activities)

Adopted: June 20, 2016



PUBLIC SCHOOLS

255 WEST VERMONT STREET
VILLA PARK, ILLINOIS 60181
(630) 516-7700
FAX (630) 530-1624

**AGREEMENT TO PARTICIPATE IN INTERSCHOLASTIC
AND INTRAMURAL ATHLETICS**

Each student and his or her parent/guardian must read and sign this Agreement to Participate each year before being allowed to participate in interscholastic athletics or intramural athletics. The completed Agreement should be returned to the coach, before participating.

Student Name (printed) _____

1. I wish to participate in the interscholastic athletics or intramural athletics that are circled: basketball, cheerleading, cross country, band, soccer, softball, track, volleyball, wrestling, other (identify sports) _____ . *(Another Agreement must be signed if the student later decides to participate in a sport not circled above.)*
2. I acknowledge reading the eligibility rules of any group or association sponsoring any athletic activity in which I want to participate and I agree to abide by them.
3. Before I am allowed to participate, I must: (a) provide the School District 45, DuPage County, with a certificate of physical fitness (the Pre-Participation Physical Examination Form from the IHSA or IESA serves this purpose), (b) District 45 School Medication Form and Permit, and (c) complete all forms required by any association sponsoring the interscholastic athletic activity, including when applicable and without limitation.
4. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules.
5. I understand that Board policy 5121.3, Student Athlete Concussions and Head Injuries, requires, among other things, that a student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion or head injury must be removed from practice or competition at that time and that the student will not be allowed to return to play or practice until he or she has successfully completed return-to-play and return-to-learn protocols, including having been cleared to return by the treating physician licensed to practice medicine in all its branches or a certified athletic trainer under the supervision of a physician.
6. I am aware that with participation in interscholastic athletics or intramural athletics comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sport(s) or athletics in which I will be participating and in all travel involved. I agree to hold the District, its employees, agents, coaches, School Board members, and volunteers harmless from any and all liability, actions, claims, or demands of any kind and nature whatsoever that may arise by or in connection with my participating in the school-sponsored interscholastic sport(s) or intramural athletics. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.
7. I agree to abide by all bus conduct rules while being transported to interscholastic athletics or intramural athletics events while riding in District provide vehicles.
8. I understand that I am responsible for the care of all equipment issue for the purpose of participating in all interscholastic athletics or intramural athletics.

Student Signature _____ **Date** _____

Students

Student Athlete Concussions and Head Injuries

Form 5121.3 f1

1. I am the parent/guardian of the above named student and give my permission for my child or ward to participate in the interscholastic athletics or intramural athletics indicated. I have read the above Agreement to Participate and understand its terms.
2. I understand that all sports can involve many risks of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I am aware that participating in sports involves travel with the team. In consideration of the School District permitting my child to participate, I agree to hold the District, its employees, agents, coaches, Board members and volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with the participation of my child in the sport(s) or athletics. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above indicated sport or athletics.

Parent/Guardian Signature _____ **Date** _____

EMERGENCY CONTACT INFORMATION:

Name:		Relationship to Student:	
Day Phone Number:		Evening Phone Number:	
Cell Phone Number:		Other:	
Name:		Relationship to Student:	
Day Phone Number:		Evening Phone Number:	
Cell Phone Number:		Other:	
Name:		Relationship to Student:	
Day Phone Number:		Evening Phone Number:	
Cell Phone Number:		Other:	