

1           **STUDENT BRAIN INJURIES DURING EXTRACURRICULAR ACTIVITIES**

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3    **Definitions**

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5    **Concussion:** a brain injury that is characterized by an onset of impairment of cognitive and/or  
6 physical functioning and is caused by a blow to the head, face, or neck, or a blow to the body  
7 that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground).  
8 A concussion can occur with or without a loss of consciousness, and proper management is  
9 essential to the immediate safety and long-term future of the injured individual.

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11 **Licensed Healthcare Provider:** a physician, physician assistant, osteopath, or athletic trainer  
12 licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of  
13 Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.

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15 **Return-to-Learn:** instructional modifications that support a controlled, progressive increase in  
16 cognitive activities while the student recovers from a brain injury allowing the student-athlete to  
17 participate in classroom activities and learn without worsening symptoms and potentially  
18 delaying healing.

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20 **Return to Play:** to participate in a non-medically supervised practice, game, or athletic  
21 competition.

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23 **I. The Alexandria City Public Schools Concussion Management Team**

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- 25       • The Alexandria City Public Schools Concussion Management Team (“CMT”) shall be  
26 appointed by the Superintendent of Schools and shall consist of a school administrator, an  
27 athletic administrator, a licensed healthcare provider, a coach, a parent or guardian of a  
28 student-athlete, a student-athlete, and any such other person the Superintendent  
29 determines will assist the CMT in its actions. A current roster of CMT members are  
30 listed in Regulation JJAC-R.
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  - 32       • The CMT shall develop concussion training materials for school personnel, volunteers,  
33 student-athletes, and parents/guardians of student-athletes. Those materials may address  
34 the proper fitting and maintenance of helmets. The CMT shall also develop concussion  
35 reporting, management, and review protocols for the school division. The CMT shall  
36 maintain a record of all incidents where a student-athlete has been removed from a game,  
37 competition, or practice because he or she has been suspected of sustaining a concussion.
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  - 39       • The CMT shall meet at least once per semester and shall evaluate the Division’s training  
40 materials, concussion reporting, management, and review protocols annually.

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42 **II. Required Concussion Training for School Personnel and Volunteers:**

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- 44       • Every Coach, Assistant Coach, School Staff Member, Adult Volunteer, or other person  
45 serving in a coaching or advisory role over student-athletes during games, competitions,  
46 or practices shall receive training in the signs and symptoms of sports-related

47 concussions, strategies to reduce the risk of concussions, how to seek proper medical  
48 treatment for concussions, and the process by which a concussed student-athlete may  
49 safely return to practice or competition. Each school and the CMT shall maintain a  
50 written record of the names and dates of completion for all persons completing the  
51 school's concussion training.  
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- 53 • Each school shall ensure that no person is allowed to coach or advise a student-athlete in  
54 any practice, game, or competition who has not completed the school's concussion  
55 training within the previous twelve months.  
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### 57 **III. Distribution of Training Materials to Student-Athletes and Parent/Guardian:**

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- 59 • Prior to participating in any extracurricular physical activity, each student-athlete and the  
60 student-athlete's parent or guardian shall review concussion training materials developed  
61 by the CMT and sign a statement acknowledging receipt of such information. The  
62 concussion training materials shall describe the short-and long-term health effects of  
63 concussions.  
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- 65 • The signed statements acknowledging the receipt of concussion training materials shall  
66 be valid for one calendar year and will satisfy the concussion training requirements for all  
67 of a student-athlete's extracurricular physical activities for a calendar year.  
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### 69 **IV. Removal from Extracurricular Physical Activities:**

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- 71 • A student-athlete suspected by a student-athlete's coach, athletic trainer, or team  
72 physician of sustaining a concussion or brain injury in a practice, game, or competition  
73 shall be removed from the activity immediately, evaluated, and if necessary referred for  
74 further treatment. A student-athlete who has been removed from play, evaluated, and  
75 suspected to have sustained a concussion or other brain injury shall not return to play that  
76 same day.  
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- 78 • In determining whether a student-athlete removed from play is suspected of having  
79 sustained a concussion, an appropriately licensed healthcare provider or other properly  
80 trained individual shall evaluate the student-athlete at the time of removal, utilizing a  
81 standardized concussion sideline assessment instrument (e.g., Sideline Concussion  
82 Assessment Tool (SCAT-II, SCAT III, ChildSCAT3), the Standardized Assessment of  
83 Concussion (SAC), or the Balance Error Scoring System (BESS)).  
84
- 85 • The determination of whether a student-athlete removed from play is suspected of having  
86 sustained a concussion shall be the sole determination of the licensed healthcare provider  
87 or other properly trained individual conducting the concussion sideline assessment.  
88 Such determination is final and may not be overruled by another licensed healthcare  
89 provider or other properly trained individual, coach, assistant coach, school staff member,  
90 or other person serving in a coaching or advisory role, the student-athlete, or the parent or  
91 guardian of the student-athlete.  
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- The coach of a student athlete may elect not to return the student-athlete to play, even if after the concussion sideline assessment it is determined that the student-athlete is no longer suspected of having sustained a concussion.

**V. Return to Play Protocol**

- No student athlete shall be allowed to return to extracurricular physical activities, which includes the student-athlete’s practices, games, or competitions, until the student presents a written medical release from the student-athlete’s licensed healthcare provider. The written medical release shall certify that (i) the provider is aware of the current medical guidance on concussion evaluation and management; (ii) the student-athlete no longer exhibits signs, symptoms, or behaviors consistent with a concussion at rest or with exertion; and (iii) that the student-athlete has successfully completed a progressive return to sports participation program. The length of a progressive return to sports participation program shall be determined by the student-athlete’s licensed healthcare provider but shall last a minimum of five calendar days.
- The coach of a student-athlete may elect not to allow a student-athlete to return to extracurricular physical activities, even after the production of a written medical release from the student-athlete’s licensed healthcare provider, if the coach observes signs and symptoms of sports-related concussions. If the student-athlete’s coach makes such a decision, the coach shall communicate the observations and concerns to the student-athlete’s parent or guardian within one day of the decision not to allow such student-athlete to return to extracurricular physical activities.

**VI. Return to Learn Protocol**

- School personnel shall be alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization, and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning, and problem-solving.
- School personnel shall accommodate the gradual return to full participation in academic activities by a student who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student’s licensed healthcare provider as to the appropriate amount of time that such student needs to be away from the classroom.

**VII. Helmet Replacement and Reconditioning**

- All helmets used in school physical activities must conform to the National Operations Committee on Standards for Athletic Equipment (NOCSAE) and certified as conforming by the manufacturer at the time of purchase.
- Reconditioned helmets that have been purchased must be recertified as conforming to the

138 NOCSAE by the reconditioner.

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140 **VIII. Athletic Activities Conducted by Non-School Organizations on School Property**

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142 The school division may provide this policy and the Virginia Board of Education’s [Guidelines](#)  
143 [for Policies on Concussions in Student-Athletes](#) to organizations sponsoring athletic activity for  
144 student-athletes on school property. The school division does not enforce compliance with the  
145 policy or Guidelines by such organizations.

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148 Adopted: July 1, 2011  
149 Amended: December 18, 2014  
150 Affirmed: June 11, 2015  
151 Amended: June 22, 2017

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154 Legal Refs.: Code of Virginia, 1950, as amended, [§ 22.1-271.5, 22.1-271.6](#)

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156 [Virginia Board of Education Guidelines for Policies on Concussions in Student-Athletes](#)  
157 [\(Adopted January 22, 2015\)](#)

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159 Cross Refs.: JJAC-R ACPS Concussion Management Guidelines  
160 KG Community Use of School Facilities  
161 KGB Public Conduct on School Property

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