

**Colchester High School
Student/Parent Extracurricular
Handbook
2019 - 2020**



**Heather Baron
Principal**

**Mark Ellingson
Activities & Athletics Director**

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Dear Student Participants and Parents/Guardians,

On behalf of the entire faculty and staff, I am very pleased that you have expressed an interest in participating in the extracurricular activities at Colchester High School. It has been my experience that students who get involved in extracurricular activities whether they are music, drama, clubs, student government or athletics have a much better and richer experience in high school. I am honored to be able to work with the students, coaches, advisors and the Laker community in making this experience both rewarding and positive.

I hope that you will take the time to familiarize yourself with this handbook and understand the school's guidelines, policies, and expectations for all student participants.

Philosophy

Colchester High School recognizes the importance of extracurricular activities in providing students with important opportunities for a total education. These activities teach students lifetime values such as commitment, discipline, hard work, leadership, teamwork, and physical fitness, all of which are the foundation for academic success. In addition participation in extracurricular activities contributes to the physical, emotional and social health of our students and promotes a sense of unity and cooperation with the Colchester community.

As Lakers we will always strive to succeed, but never at the expense of character, healthy attitudes and habits, and good judgment. We will always emphasize excellence, effort, improvement, and respect for coaches, teammates and officials. All Colchester High School student participants should be known for their character and class; humble in victory and gracious in defeat. Our extracurricular programs are designed to develop, promote and provide the following: self esteem, school spirit and pride, good citizenship, sportsmanship, cooperation, higher academic performance, responsibility to self and others, respect, positive role models, healthy lifestyles, team-building, and lifelong wellness. We believe that the extracurricular experience should not only be rewarding but should also be fun.

Once again, thank you for your participation. I look forward to your support and involvement in our extracurricular programs. If you have any questions please feel free to contact me.

Best,

Mark Ellingson
Activities & Athletics Director
802-264-5705

I. Code of Ethics for Spectators, Student Participants and Coaches/Advisors and Parents

Code of Ethics for Spectators

- Attempts to understand and be informed of the playing rules
- Appreciates a good play no matter who makes it
- Cooperates with and responds enthusiastically to cheerleaders/dance team
- Shows compassion for an injured player; applauds positive performance; does not heckle, jeer or distract players; and avoids the use of profane and obnoxious language and behavior
- Respects the judgment and strategy of the coach, and does not criticize players or coaches for loss of game
- Respects property of others and authority of those who administer the competition
- Censures those whose behavior is unbecoming
- Respect officials and accept their decisions without gesture or argument

Code of Ethics for Student/Athletes

- Remember that academic performance is your primary responsibility
- Read, familiarize yourself and comply with the policies outlined in the Extracurricular Handbook and your coach's specific set of team policies.
- Treat advisors, coaches and opponents with respect.
- Respect officials and accept their decision *without* argument or gesture.
- Exercise self control at all times, setting an example for others to follow.
- Win without boasting, lose without excuse and never quit.
- Always remember that you represent Colchester High School and the community, and it is a privilege.
- Return any equipment; uniforms issued to the participant must be returned in the same condition at the end of the activity. Equipment that is lost, damaged or stolen is the responsibility of the participant, and it is the responsibility of the participant to make restitution to the school.
- Report any injury to the coach no matter how slight the injury may appear. If the injury requires a physician's care, the participant must have written permission from the doctor before returning to the activity.
- Attend classes the day of, and after, a competition.
- Extracurricular activities are not an excuse for being tardy on the day following a competition.

Code of Ethics for High School Coaches/Advisors

- The responsibility of a coach/advisor is to teach attitudes, proper habits, knowledge and skills. The extracurricular programs are designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student participant should be treated as an individual whose welfare shall be primary at all times.

The coach/advisor must be aware that he or she serves as a model in the education of the student participants and, therefore, shall never place the value of winning above the value of character building.

- The coach/advisor must constantly uphold the honor and dignity of the teaching profession. In all personal contact with the student participants, officials, Activities & Athletics Director, school administrators, the state high school athletic association, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach/advisor shall support and enforce school rules for the prevention of drug, alcohol and tobacco use and abuse, and under no circumstances shall authorize the use of these substances.
- The coach/advisor shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach/advisor shall be thoroughly acquainted with contest, state, league and local rules, and is responsible for their interpretation to team members. The coach shall abide by the letter and spirit of these rules at all times.
- Coaches/advisors shall actively use their influence to enhance sportsmanship by their spectators, working closely with spirit groups, booster clubs, and administrators.
- Contest officials shall have the respect and support of the coach/advisor. The coach/advisor shall not indulge in conduct that will incite players or spectators against the officials or against each other. Public criticism of officials or players is not acceptable.
- Before and after contests, opposing coaches/advisors should meet and exchange friendly greetings to set the correct tone for the event.
- A coach/advisor shall not exert pressure on faculty members to give student athletes special consideration.
- It is inappropriate for coaches/advisors to scout opponents by any other means than those adopted by the state high school athletic association and the league.
- It is a goal of the Activities & Athletics Department to meet the needs of students by introducing and eliminating activities based on the desires of the student body.

Code of Ethics for Parents of Participants

- Encourage your child and team – be enthusiastic – show school spirit.
- Maintain a positive attitude whether your team is winning or losing.
- Refrain from being insulting or showing bad sportsmanship during or after the competition. Any problems or concerns should be brought to the attention of the coach or the Activities & Athletics Director at another time.
- Support the team with team sponsored events, such as fundraising initiatives, phone trees, etc.
- Parents, as spectators, are expected to exhibit good sportsmanship at all times. (See the above VPA definition of the responsibilities of spectators). Spectators, including parents, who, in the judgment of the Principal, Activities & Athletics Director, and/or the site administrator, behave in ways that are inappropriate and in violation of the VPA

guidelines will be warned about the behavior and then will be asked to leave the competition, immediately.

- Respect the judgment and strategy of the coach
- Do not criticize players, participants or coaches.

II. Athletic Forms

The following athletic forms must be signed and returned before an athlete can attend the first practice:

1. **Permission Form**
2. **Emergency Information Sheet**
3. **Sports Health Questionnaire**
4. **Temporary Medical Waiver (only if no physical is on file in the nurse's office)**

III. Tryouts & Levels of Participation

In some sports, it may be necessary to reduce the number of participants to a manageable size, particularly when considering safety, fiscal resources, equipment, facilities, and coaching personnel.

Varsity Participation

The league Colchester High School participates in is a very competitive league featuring some of the state's best athletes. The individual's ability, attitude, work ethic, and the team's specific needs or game situation will determine playing time at the varsity level and playing time is not guaranteed.

Position on Freshmen Playing Varsity

It is **strongly recommended** that varsity team rosters, especially in team sports, not include freshmen players if there is a freshman or JV team available. Exceptions may be made after a coach submits a written justification form followed by discussion with the Athletic Director.

Coaches are responsible for addressing specific questions pertinent to each situation.

Freshmen athletes will be considered by the varsity coaches only if they will be able to be given significant play time, there is a demonstrated need for younger players at the varsity level, and that the coach feels the player can meet the physical demands of varsity competition. In addition to the physical demands, there are also the social and emotional factors that need to be taken into consideration when having freshmen play on the varsity level. A coach must consider what is in the best interests of the entire program presently and in the future for any decision made on freshmen eligibility for varsity participation.

Freshman and Junior Varsity Participation

The freshman and JV programs within each sport at CHS are both developmental and sequential. JV programs are designed to help student athletes develop skills and teamwork necessary for successful varsity competition.

It is expected that members of the freshman and JV level teams will be given appropriate and quality playing time in each game as long as they comply with their coach's team policies and work hard in practice. Also, consideration must be given to the physical well-being of the athletes as determined by the coaching staff.

IV. Colchester School District's Policy on Physicals

It is school district policy that all student athletes have a medical examination, conducted within the past two years, on file in the school nurse's office. Students who do not have a current physical will be allowed to participate only if they submit the **Temporary Health Physical Waiver Form**, which has listed a **scheduled appointment for a physical within two week of the start of the first practice**. No student will be allowed to participate without this Temporary Health Physical Waiver in the coach's possession. **After the two-week period, no student will be allowed to participate without a physical on file in the nurse's office.**

V. Concussion Action Plan

As of July 1, 2013, Vermont State Legislature mandates that all High Schools sports programs must provide and adhere to an Emergency Action Plan (EAP) regarding Concussions.

- Chad DeMagistris, Assistant Principal..... (802)-264-5700**
- Deborah Deschamps, School Nurse..... (802)-264-5724**
- Mark Ellingson, Activities & Athletics Director..... (802)-264-5705 (C) (802) 503-2115**
- Zoe Walsh, Certified Athletic Trainer..... (802)-264-5758**

A safe return to activity (learning and athletics) is important for all athletes following any injury, but it is essential after a concussion. The goal of this concussion action plan is to ensure that concussed athletes are identified, treated and referred appropriately to a health care provider that has been trained in the evaluation and management of concussions. Consistent use of a concussion action plan will ensure the athlete receives appropriate follow-up care, academic accommodations when necessary and that the athlete is fully recovered prior to returning to athletic activity.

Recognition of a concussion

The following signs and symptoms produced after a witnessed or suspected blow to the head or body are indicative of a concussion.

Signs (observed by others)

Appears dazed or stunned
Exhibits 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 (not required)

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

Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion must be removed from competition or practice and will not be allowed to train or compete with a school athletic team until the athlete has been examined by and received written permission to participate in athletic activities from a health care provider (per Act 68, approved by the VT Legislature in 2013).

Concussion evaluation

1. The Certified Athletic Trainer (ATC) will assess, manage, remove the athlete from competition when necessary and inform the parents or legal guardians when a concussion is suspected.
2. The ATC will communicate with the Primary Care Physician group of the injured athlete. Written documentation including the “on field” exam findings, symptom checklist and the “ImPact” neurocognitive results must be acknowledged and signed by the Primary M.D.
3. The University of Vermont (UVM) Medical Center “Graduated Return to Play” protocol will be initiated when the following four criteria have been fulfilled: (1) Physician communication is established, (2) When the athlete has been **symptom free** for twenty four (24) hours, (3) The neurocognitive test scores have returned to baseline and (4) The “return to learn” protocol is complete.
4. If a Colchester High School athlete is suspected of having a concussion while participating in a contest at another venue: The coach has the responsibility of communicating the details of the injury with the parents, Colchester A.D. and the ATC. Timely communication will assist in the proper management and treatment of concussions as well as expediting the process outlined in step (3).
5. If an athlete on the visiting team suffers a concussion during a contest the ATC will notify the parents of the injured athlete and the Athletic Director (AD) will notify the AD from the visiting school.

Return to Learn Protocol

The following steps are required before the student can return to academic activity. The student is required to complete the RTL protocol and be symptom free for 24 hours before beginning the “Return to Play Protocol”.

1. Home - total rest
2. Home - light mental activity
3. School - part time – maximum accommodations
4. School - part time – moderate accommodations
5. School - full time – minimal accommodations
6. School - full time – full academics, no accommodations

The School Nurse (RN), is the individual who will make the final decision regarding the student's return to academics

UVM Medical Center “Return to Play Protocol”

- The return to play plan should start only when you have been without any symptoms for 24 hours.
- It is important to wait 24 hours between steps as symptoms may develop several hours after completing a step.
- Do not take any pain medications while moving through this plan (no ibuprofen, aspirin, Aleve, or Tylenol).
- This program should be supervised by an athletic trainer, school nurse or health care professional trained in the management of concussions

Step 1: Aerobic conditioning - walking, swimming, or stationary cycling.

Step 2: Sports specific drills – skating drills in hockey, running drills in soccer/basketball.

Step 3: Non-contact training drills – include more complex training drills (passing in soccer/ice hockey/basketball. Running specific pattern plays, etc).

Step 4: Full contact practice.

Step 5: Full clearance for return to play.

Injuries and Illnesses

During the course of your athletic season, you may find it necessary to seek the advice of a healthcare practitioner for reasons other than orthopedic sports injuries (i.e. flu, strep throat or other illnesses). Please remember to obtain medical clearance from your practitioner stating when she/he can return to sports participation. A medical note stating “may return to school” is not sufficient. The note must indicate “cleared to participate in sports”. Orthodontic work and dental cleanings are the only exceptions.

VI. Academic Eligibility Policy for Extracurricular Participants Grades 9-12

Academic Eligibility Defined

Student participants must be *passing all courses* in order to be eligible for competition. It is important to note that during the time of their ineligibility, student participants may tryout and practice with their respective teams, but not compete in any games.

There is only one exception to this rule:

- All incoming 9th graders are eligible.

Part 1: Course Load

Grade 9-11: Student participants must be enrolled in a class for 6 out of 8 mods in a two-day cycle during both semesters of the year.

Grade 12: Student participants must be enrolled for 5 out of 8 mods in a two-day cycle during both semesters of the year.

Part 2: Student Participants with failing grades

Student participants will be ineligible for competition if they have a failing grade in a course at the end of the quarter. The quarter grade is what determines eligibility.

1. The student/athlete remains ineligible for a *three-week period after the report card is issued*.
2. The student/athlete must maintain passing grades in all classes at the three and six week athletic progress report due dates. Eligibility is certified by the athletic director.
3. Due dates will be set for the year in August. Adjustments will be made if there are unexpected school closings.
4. A student who is not eligible according to the above guidelines, but who has a quarter GPA of 1.85 or higher, may have his/her eligibility reviewed by the eligibility committee. Section 504 or special education status does not affect athletic eligibility.

Process

Once grades close and report cards can reasonably be expected to arrive at the students' home, the Activities & Athletics Director will meet with students that have been identified as ineligible. The Activities & Athletics Director will contact each student's parents to review with them the eligibility process and their due process rights as outlined in section 7 of this document. The Activities & Athletic Director will start the process two days after report cards are mailed home.

Part 3: Student Participants with Incompletes

If a student has an incomplete (I), the student is eligible as soon as the incomplete is converted to a passing grade. If the incomplete becomes an F, all the above in Section 2 apply. Exceptions to this are in I-11 (Writing labs not done/lab requirements), I-14 (Math portfolio incomplete), and I-16 (VT Driving requirements not complete).

Part 4: Progress Reports for Ineligible Participants

A student who is declared ineligible at the quarter will receive progress reports at three and six weeks. At three weeks the student will request grades from each teacher and have the GPA recalculated. If a student is then eligible, he/she will be eligible until the sixth week of the marking period. When grades are requested at six weeks, he/she must still be eligible until report cards are issued. If he/she is ineligible at the six week period, the student will remain ineligible until the end of the marking period.

All progress report dates are posted in the main office and are available from the Activities & Athletics Director. *If you have passed the previous quarter, progress reports will not make you ineligible.*

Part 5: Eligibility for Fall Sports and Activities

Eligibility for fall sports and activities for returning sophomores, juniors and seniors will be determined by the final grade in the course at the end of the year (not by the fourth quarter grade).

Part 6: Opportunities to regain eligibility status over the summer

Eligibility may be regained over the summer through summer school or by a plan made with administration. All plans must be made and approved by July 15 and successfully completed before tryouts. The plan may NOT be used to earn credit in a course, but may be used to re-establish eligibility.

In June, parents should review the report card immediately, while summer school is still an option. Please note that Burlington has a comprehensive summer school program. It is the responsibility of the parent and student to make all arrangements (financial and otherwise) for the student to retake the failed course in summer school at CHS or elsewhere. It is important to note that student participants will be able to try out and practice, but not compete until the date of the first academic progress report (see Part 2, #2 above).

If the student participants successfully retakes the course, the student/athlete is fully eligible. *Tutoring* is not an acceptable option to gain eligibility or to obtain credit for the failed course.

- **Other options/opportunities to regain eligibility over the summer:**
Summer school - Correspondence courses – Night Courses - Independent Study

Students must contact the High School Principal for details and approval for any of the above, including summer courses. Under any of these programs, students/athletes must continue to pass all courses at the regular three week progress report intervals.

Part 7: Eligibility Appeals

Students with a quarter GPA of 1.85 or higher are eligible for the appeal process. Students who are ineligible may appeal their ineligibility if they genuinely believe that there are extenuating circumstances. The Eligibility Committee consists of an administrator, the Activities & Athletics Director, a teacher, a current coach or advisor, and a parent. The committee will convene at the earliest possible date to review each appeal. It is the responsibility of the student and his/her representative to present extenuating circumstances.

VII. Communication Plan for Athletic and Activity Concerns

Good communication is critical. A communication plan is in place to assist and to improve communication between parents, coaches/advisors and administrators, ultimately for the benefit of the student.

Involvement in athletics and activities will allow the students to experience some of the most rewarding times of their lives. However, there will likely be times when things don't go their way or they disagree with a coach/advisor. It is important that students and parents realize these difficult situations are as much a part of the learning experience as are the good times.

Our coaches and advisors work hard to do the best they can for all of their participants, and we ask students and parents to respect the fact that their decisions are often extremely difficult and are made based on factors of which students and parents may not be aware. The student, not the parent, is strongly encouraged to talk to the coach/advisor about any issues or problems that arise during the season. This is not only the most direct and productive means of communication, but also a valuable method of teaching responsibility.

Communication the PARENT should expect from your child's Coach/Advisor

- The coach's/advisor's philosophy and criteria for the team selection process
- Specific team policies and consequences for when policies are not followed or training rules not adhered to
- Expectations the coach/advisor has for your child as well as all the players on the squad
- Locations and times of all practices and contests
- Team requirements, i.e. practices, special equipment, out of season conditioning
- Any special events or activities planned, including optional team garments that the team is considering to purchase
- Procedure to follow should your child be injured during participation
- Specific ways to improve upon student's ability

Appropriate concerns Parents should discuss with Coaches/Advisors

- Notification of any schedule conflicts well in advance
- Specific concerns with regard to a coach's/advisor's philosophy and/or expectations
- If their child, at any time, feels threatened or uncomfortable in any way by actions of teammates or coach(es)/advisor(s)
- Any specific information that the parent feels would be of value to the coach to help him/her coach their child
- Ways the parent can help the child improve
- Any concerns a parent may have about their child's behavior or performance in or out of school. (Oftentimes a coach/advisor may have a very positive influence in the lives of their participants). It is recognized that situations may arise where parents find it

necessary to raise a concern with a coach/advisor, and it is imperative the parent(s) adhere to the following communication guidelines:

Protocol for registering concerns:

1. Contact the coach/advisor first, to set up a meeting.
2. If the coach cannot be reached, contact the Activities & Athletics Director.
3. At Colchester High School we believe in a 24 hour policy: we encourage our parents to take 24 hours before contacting a coach or advisor regarding an issue.
4. **MOST IMPORTANTLY:** DO NOT CONFRONT A COACH BEFORE, DURING OR AFTER A PRACTICE OR CONTEST. THESE CAN BE EMOTIONAL TIMES FOR BOTH PARTIES. MEETINGS OF THIS NATURE DO NOT PROMOTE RESOLUTION.

It can be very difficult to accept your child's not playing as much as you may hope. Coaches/advisors 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/advisor. Other things, such as those listed below, must be left to the discretion of the coach/advisor.

Issues NOT appropriate to discuss with coaches/advisors:

- Playing time
- Play calling
- Team strategy
- Other student participants

There are situations that may require a conference between the coach/advisor and the parent. In most instances, it is vital that the student participant be present. It is important that all parties involved have a clear understanding of the other's position.

Next steps after parent-coach/advisor meeting:

What a parent can do if, in their opinion, the meeting with the coach/advisor did not provide a satisfactory resolution:

1. Call and set up an appointment with the Activities & Athletics Director (264-5705) to discuss the situation.
2. After this step, an additional meeting may be held with the parent, coach/advisor, student participant, and Activities & Athletics Director.
3. If the meeting with the Activities & Athletic Director does not resolve the issue, then contact the building administrators in charge of extracurricular activities.

Other Important Talking Points:

Please do not discuss with your child a coach or advisor's tactics or strategies, starting line-up decisions, or decisions a coach/advisor makes about the playing time of other players. This will only undermine the coach/advisor's ability to help your child improve, to develop team harmony and develop constructive team play. Colchester High School has established a variety of

extracurricular activities because they teach valuable athletic, academic, and life skills. Research indicates a student involved in extracurricular activities has a greater chance for success during adulthood, as many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school.

The intent of this communication plan is to help make the experience in the Colchester High School extracurricular programs more enjoyable and productive for all student participants, coaches/advisors, parents and fans.

VIII. Two Sport Policy

Students may participate in two sports at CHS during a single sports season provided they fulfill the following criteria:

- The athlete will present a two-sport proposal to both teams and varsity coaches (in separate meetings) of both programs involved, stating their request and intentions for dual participation, including designating their “priority sport.”
- The coaches will seek input and feedback from their respective team members regarding the dual sport participation request. This feedback will be taken into consideration when making their final decision.
- The coaches of both teams involved must next agree to this two sport proposal.
- The athlete MUST indicate in writing to both head coaches and the Athletic Director which team is their “FIRST PRIORITY”. Should a conflict arise, then the student MUST take part in the activity of the team given priority or not compete at all.
- There will be no opportunity to change priorities after the initial decision has been made. This decision will be irreversible. No exceptions allowed.

IX. Transferring from Sport to Sport or from Another School District

It is understood that athlete’s interests may change in a given sport and that he/she would prefer to play another sport. If an athlete wishes to switch to another sport, the following steps must be adhered to:

1. Athlete informs coaches of both sports of his/her intentions.
2. A final roster of the sport the athlete would like to join has not been established where “cuts” have been made.
3. Both coaches and athletic director support the transfer.

A student-athlete may not try out for a team if two weeks have expired since the first day of practice and/or cuts have been made unless there have been extenuating circumstances. In either case the circumstances must be evaluated and approved by the Head Coach and Athletic Director. Any such student-athlete must practice for at least 10 days prior to any competition. *No student-athlete may quit a team and join another team in the same season once a team*

roster has been established. If a student-athlete wishes to quit a team and join another team in the same season, both coaches must be in agreement and the team the student-athlete wishes to join must still be in the team selection process.

Student-Athlete transfers from another school district

A student who transfers to Colchester High School is eligible to try out for an activity immediately if they can prove they have met the necessary insurance and physical examination requirements, meet CHS eligibility requirements, and there is space available on the specific team. In any event the VPA rules require 10 days of practice before competition by all athletes.

Student Participant Dismissed from a team

Any student dismissed from a team by a rule or as a result of a coach's decision for reasons including academics, training rules, hazing, or any other disciplinary situation, will not be permitted to join another interscholastic or club sport during the same season.

X. Cyberimage Issues

Student participants represent Colchester High School all year. As a result, Colchester High School encourages safe and responsible student behavior with regard to internet use. We highly recommend our students avoid inappropriate use of social media such as Snapchat, Facebook, Twitter, Instagram, Tik Tok or any other such sites or apps. Any identifiable image, photo, video, or posted online conversation discovered which implicates a student-athlete to have been in violation of our Alcohol and Drug Policy and Code of Ethics may be investigated and action taken by the administration.

XI. Position on Non-School Sports Participation

Students frequently participate in sports outside of school which potentially detracts from their ability to focus on academics, their school/team, and personal/family time. Colchester High School expects the commitment to CHS teams to be their first priority should a conflict arise. Students choosing to participate in a non-school team event in favor of a CHS team event should expect to face consequences as decided upon by the coach - including potential suspension and/or dismissal from the team. The coach must be informed of any such conflicts well in advance, but we do want to make it very clear that all student participants are expected to honor their commitment to our teams for the duration of the season.

XII. Policy on Performance Enhancing Supplements or Drugs

Healthy student-athletes do not need supplements. Our students are encouraged to maintain a healthy diet, lifestyle, and exercise regimen in order to optimize performance. Use of illegal performance enhancing substances such as anabolic steroids, diuretics, HGH, etc. is now

included in our athletic training rules and will result in dismissal from the team. There are many other commercially available products (such as creatine and other nutritional supplements) marketed for the purpose of enhancing athletic performance. We advise against the use of these products – studies on their long-term effects are incomplete, and they may be detrimental to the health and performance of young student-athletes. They potentially can be dangerous when used inappropriately. Our athletic training staff is knowledgeable about the use and dangers of these products and they are available to answer questions from students and parents.

XIII. Travel

Athletes are to travel to and from all events in school designated transportation when applicable. Coaches may use their discretion in allowing athletes to ride home with their parents when written permission is obtained in advance or verbal permission is granted at the time of the event.

XIV. Awards Criteria

The recognition for successful participation in an activity is important to the participants, the school, and the community.

- Student participants will receive a certificate of participation.
- Criteria for varsity letters are specific to each sport and coach. At the pre-season meeting coaches will review his/her criteria for a varsity letter. Only one letter will be awarded to a varsity athlete during their four-year career. Service bars will be awarded for each additional year of competition.

XV. Policy on School Attendance for Participants

All participants must be in class or study hall by the beginning of the fourth mod to be able to practice or participate in an event unless they are on an official school field trip.

A participant with an UNEXCUSED absence from school may not participate in any practice or event on that day.

Students who miss class as a result of extracurricular contests or excused absences are expected to make up work as soon as possible. This may include after school sessions. Participants and coaches/advisors should understand that practice is not an acceptable excuse for failing to complete make-up work or for failing to attend after school help sessions.

XVI. Policy for Attendance at Practices

Each coach/advisor is entitled to have their own specific set of attendance/tardy policies which will be in writing and passed out at the beginning of the season. Missing practices during school vacations or extended breaks is always a concern, and depending upon the game schedule, different coaches/advisors may have different consequences. As a courtesy to the coach/advisor and fairness to the team, it is vital and expected that the participant, and if necessary the parent, communicates any vacation plans, or any other situations that may require the participant to miss practices, to the coach/advisor well ahead of time. When parents and student participants choose to take family vacations during a season, it must be understood that the time missed by the student participant may affect team performance and chemistry. Student participants who miss practices or competitions for reasons related to vacations can (and likely will) have their playing time adjusted.

The coaching/advisor staff certainly recognizes that there are extenuating circumstances that may lead to a participant missing practices.

XVII. Hazing, Harassment and Bullying

COLCHESTER SCHOOL DISTRICT

POLICY: PREVENTION OF HARASSMENT, HAZING AND BULLYING OF STUDENTS

DATE ADOPTED: August 16, 2016

I. POLICY STATEMENT

The Colchester School District (hereinafter "District") is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of the District to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Harassment may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

It is also the policy of the District to prohibit the unlawful hazing, bullying of students and related acts of retaliation. Conduct which constitutes hazing may be subject to civil penalties.

The District shall address all complaints of harassment, hazing, bullying and retaliation according to the procedures accompanying this policy, and shall take appropriate action against

any person - subject to the jurisdiction of the board - who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, hazing or retaliation as defined herein, otherwise violates one or more of the board's disciplinary policies or the school's code of conduct.

The Model Procedures are expressly incorporated by reference as though fully included within this Model Policy. The Model Procedures are separated from the policy for ease of use as may be required.

II. IMPLEMENTATION

The superintendent or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy. (See Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students)
2. Annually, select two or more designated employees to receive complaints of hazing, bullying, harassment, and/or retaliation at each school campus and publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may be also be assigned to one or both of the Designated Employees.
4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, bullying, and/or retaliation.
5. Take action on substantiated complaints. In cases where hazing, harassment, bullying and/or retaliation is substantiated, the District shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment, bullying and/or retaliation; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the District's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

III. CONSTITUTIONALLY PROTECTED SPEECH

It is the intent of the District to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The

purpose of this policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

IV. DEFINITIONS

For the purposes of this policy and the accompanying procedures, the following definitions apply:

- A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
 - a. Is repeated over time;
 - b. Is intended to ridicule, humiliate, or intimidate the student; and
 - c. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or(ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

- B. **"Complaint"** means an oral or written report information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment, bullying and/or retaliation.

- C. **"Complainant"** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment bullying and/or retaliation, or a student who is the target of alleged hazing, harassment, bullying and/or retaliation.

- D. **"Designated employee"** means an employee who has been designated by the school to receive complaints of hazing, harassment, bullying and/or retaliation pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.

- E. **"Employee"** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, "agent of the school" includes supervisory union staff.

- F. **"Equity Coordinator"** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding racebased discrimination) for the District and for coordinating the District's compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the District's *Preventing and Responding to Harassment of*

Students and Harassment of Employees policies. This role may also be assigned to Designated Employees.

- G. **“Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

- (1) Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
- (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, academic status, or progress; or
 - (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment. A hostile environment exists where the harassing conduct is severe, persistent or pervasive so as to deny or limit the student’s ability to participate in or benefit from the educational program on the basis of sex.

- (2) Racial harassment, which means conduct directed at the characteristics of a student’s or a student’s family member’s actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.
- (3) Harassment of members of other protected categories, means conduct directed at the characteristics of a student’s or a student’s family member’s actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

- H. **“Hazing”** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and

- (1) Which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:

- (1) The goals are approved by the educational institution; and
- (2) The activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.

With respect to Hazing, **“Student”** means any person who:

- (A) is registered in or in attendance at an educational institution; (B) has been accepted for admission at the educational institution where the hazing incident occurs; or
- (C) intends to attend an educational institution during any of its regular sessions after an official academic break.

- I. **“Notice”** means a written complaint or oral information that hazing, harassment, bullying and/or retaliation may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment, bullying or retaliation, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment, bullying or retaliation through other means, for example, if information is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged conduct; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the district, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful harassment, bullying and/or retaliation.
- J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.
- K. **“Pledging”** means any action or activity related to becoming a member of an organization.
- L. **“Retaliation”** is any adverse action by any person against a person who has filed a complaint of harassment, hazing or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to complaints of harassment, hazing, or bullying. Such adverse action may include conduct by a school

employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, bullying, hazing, intimidation, and reprisal.

- M. **“School administrator”** means a superintendent, principal or his/her designee assistant principal//technical center director or his/her designee and/or the District’s Equity Coordinator.
- N. **“Student Conduct Form”** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment, bullying and/or retaliation.

Appendix A

Designated Employees:

The following employees have been designated by the Colchester School District to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. § 570a(a)(7) and 16 V.S.A. §570c(7) and under federal anti discrimination laws;

Name: Amy Minor

Title: Superintendent of Schools

Contact Information: Colchester School District
125 Laker Lane, PO Box 27
Colchester, VT 05446
Phone: (802) 264-5999

Name: Heather Baron

Title: Principal, Colchester High School

Contact Information: Colchester High School
131 Laker Lane, PO Box 900
Colchester, VT 05446
Phone: (802) 264-5700

Name: Michele Coté

Title: Principal, Colchester Middle School

Contact Information: Colchester Middle School
425 Blakely Road, PO Box 30
Colchester, VT 05446
Phone: (802) 264-5800

Name: Jordan Burke

Title: Principal, Malletts Bay School

Contact Information: Malletts Bay School
609 Blakely Road, PO Box 28
Colchester, VT 05446
Phone: (802) 264-5900

Name: Carolyn Millham

Title: Principal, Porters Point School

Contact Information: Porters Point School
490 Porters Point Road, PO Box 32
Colchester, VT 05446
Phone: (802) 264-5920

Name: Chris Antonicci

Title: Principal, Union Memorial School

Contact Information: Union Memorial School
253 Main Street, PO Box 48
Colchester, VT 05446
Phone: (802) 264-5959

XVIII. Policy for Drug, Alcohol and Tobacco

We support zero tolerance in regards to drugs, alcohol, or tobacco at any time during the season. Please be aware that athletes who violate the procedures around substances are subject to a school and athletics/activities consequence.

Colchester School District prohibits the purchase, use, possession, distribution, and being under the influence of alcohol, tobacco, other drugs, or any substance portrayed as a drug or any devices associated with these substances, participation in a related incident, or refusal to cooperate with an investigation. School violations include all activities in school and in all buildings and grounds owned, operated (including buses), or rented by the Colchester School District, or at any school sponsored activities (such as field trips, athletic events, trips abroad, or community service).

(CHS Note: Examples of what the administration considers a drug and/or tobacco related device include, but are not limited to, bongos, pipes, rolling papers, vapes (juuls), needles, pacifiers, scales, or homemade drug delivery devices.)

VIOLATIONS DURING THE SCHOOL DAY OR AT A SCHOOL SPONSORED EVENT:

If student participants are found to be in violation of this policy according to the above criteria during school times or at a school sponsored event during the season, the student participant shall have the consequences from the District's Policies as well as the consequences outlined below. To review the Colchester School District Policies around substances please see the CHS Student Handbook or the District website to review those specific policies.

VIOLATIONS OUTSIDE OF THE SCHOOL DAY OR NOT AT A SCHOOL SPONSORED EVENT:

If a CHS student participant is found to be in violation of the zero tolerance expectation anytime during the season (at a school sponsored event or not), then the following consequences will be enforced.

Consequences:

1st offense:

DRUG and ALCOHOL:	TOBACCO (including Tobacco substitutes):
IMMEDIATE suspension from <u>20%</u> of a regular seasons total games. If 20% of the regular season games are a fractional number, then the number will be rounded UP	IMMEDIATE suspension from <u>10%</u> of a regular seasons total games. If 10% of the regular season games are a fractional number, then the number will be rounded UP

<p>(ex. 12 games X's 0.2 = 2.4, so 3 games missed).</p> <p>In addition, the student participant must perform 3 hours of community service before they are able to participate in a game. This community service activity must be approved by the Activities & Athletic Director prior to performing it, and at the conclusion of the activity present documentation of this community service to the Activities & Athletic Director and the coach/advisor.</p>	<p>(ex. 12 games X's 0.1 = 1.2, so 2 games missed).</p> <p>In addition, the student participant must perform 3 hours of community service before they are able to participate in a game. This community service activity must be approved by the Activities & Athletic Director prior to performing it, and at the conclusion of the activity present documentation of this community service to the Activities & Athletic Director and coach/advisor.</p>
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2nd offense within the season:

The player is released from the team or activity.

Note: This applies to all 2nd offenses, regardless of whether it is an alcohol, drug, or tobacco violation.

Any student participant found to have been distributing illegal substances on campus or off campus during the season will be removed from the team effective immediately.

XIX. NCAA and Collegiate Eligibility

Students may wish to participate in intercollegiate athletic activities upon completion of high school. In order to be academically eligible the NCAA requires certain minimums on high school core courses, grades, and SAT/ACT standardized test scores. It is the responsibility of the student to monitor his/her status with regard to meeting NCAA requirements. Any questions in this area may be directed to the Guidance Department.

XX. Community Service

All teams are *strongly* encouraged to design and implement a community service project each season. (Rationale: To bond as a team, to learn to work together, and most importantly, to give back to the 'community' that helped them get where they are).

Coaches/advisors should submit a "news release" of the event (preferably with photo) to the Activities & Athletics Director for the local papers or in advance so the *Burlington Free Press* can cover the event.

Examples of projects:

- Coaching/officiating/helping at a youth program of their sport or other;
- Inviting a Colchester senior citizen to one of their games (free admission, carnation at the door, stand for recognition at half-time);
- Pick up trash on Green-Up Day;
- Sponsor a car wash to give proceeds to the Food Shelf – deliver the profit and work there.

XXI. Fundraising

The **Colchester Athletic Boosters Association** is a parent organization that supports all athletics, except for those that have entered into specific arrangements with the school board to operate (football, boys' and girls' ice hockey). Your participation in this organization is vital to the continuing operation of the athletic program as they supply the necessary funds to purchase a majority of the equipment and supplies necessary to run the athletic program. Please make yourself available to this group.

Individual teams may be expected to fundraise to supplement costs related to their specific sport. Your involvement in that process is very much appreciated by the coach and athletic department.

All team fundraising must be approved by the school administration.

XXII. Hiring and Interviewing Process

As vacancies become available, the Activities & Athletics Director will post them through the CSD Office of Human Resources and/or the *Burlington Free Press*, when appropriate. The athletic director will establish an interview committee comprised of school personnel and a representative(s) from the team who will review applications and determine those to be interviewed. The size of the committee will depend upon the number of applicants and whether or not it is an assistant, JV, or varsity position. Parents are invited to send input regarding the position to the Activities & Athletic Director who will share it with the members of the interview committee.

XXIII. Coaches/Advisors Responsibility to the School

Coaches and advisors are expected and required to be familiar with all school policies and procedures and follow them at all times. Failure to support CHS in these ways, will seriously affect the coach/advisor's status at the school.

XXIV. Policy for In and Out-of-School Suspensions

Student participants who are assigned in or out-of-school school suspension will be subject to the guidelines found in the high school's Student Handbook.

XXV. Concussion Protocol

Trainer:

- Communication with Athlete
 - Event
 - History
 - Symptoms
 - Administer SCAT 3 (Sports Concussion Assessment Tool)
- Parent Contact
 - UVM Medical Center Concussion Handout
 - UVM Medical Center Return to Play Handout
 - Return to Learn Protocol
 - Parent Checklist Form
- Letter To Physician
- Information Package sent to School Nurse
- Follow up Communications with Trainer

Nurse: Receives Information Package from Trainer if Student Athlete

- Communication with Student
 - Event
 - History
 - Symptoms
 - Complete Concussion Signs and Symptoms Checklist
- Communicate with parents... signs/symptoms not present
- Communicate with parents... signs/symptoms ARE present
 - Refer to HCP for further evaluation
 - Sends copy of Checklist to HCP
- Team of teachers informed of concussion
- Student returns to school meets with Nurse... review HCP notes
- Parents complete Return to Learn Checklist
- Appropriate accommodations made if necessary
- Team of teachers receive individualized accommodations needed
- Nurse continually reassesses student/ Possible 504 Eligibility