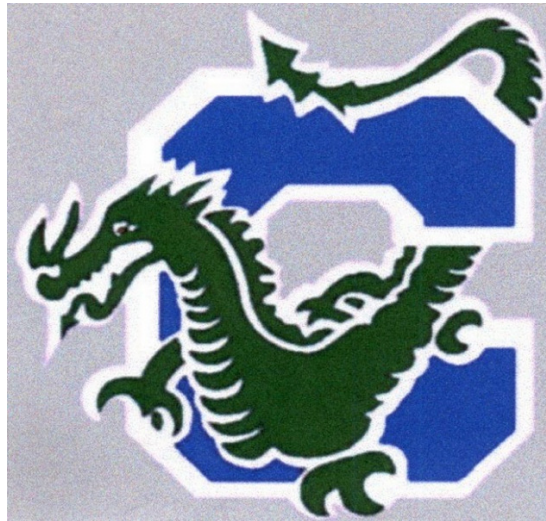


**Colchester High School
Student/Parent Athletic Handbook
2014-2015**



**Amy Minor
Principal**

**Bernie Cieplicki
Athletic Director**

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Dear Student Athletes and Parents,

On behalf of the entire faculty and staff, I am very pleased that you have expressed an interest in participating in the interscholastic athletic program at Colchester High School. It has been my experience that students who get involved in extra-curricular 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 athletes, coaches and community in making this experience both rewarding and positive.

I hope that you will take the time to familiarize yourself with this booklet and understand the school's guidelines, policies, and expectations for the student athletes. To begin however, I would like you to read through the philosophy of our athletic department as this is the foundation by which we make all of our decisions.

Philosophy of the Athletic Program

Colchester High School recognizes the importance of athletic 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. Participation in athletic activities contributes to the physical, emotional and social health of our students and promotes a sense of unity and cooperation among athletes, the student body, and the Colchester community.

Our sports teams will always strive to win, 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 athletes should be known for their character and class; humble in victory and gracious in defeat. At the freshman and junior varsity levels, winning is a goal but is less important than participation and skill development. Regardless of level, however, our athletic program is 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 life long wellness. We believe that the sports experience should not only be rewarding but **fun**.

Colchester High School further recognizes the unique roles and responsibilities of its coaches and parents in sports activities. Coaches' and parents' primary roles should be to teach the lifetime values of our sports philosophy and to always lead by example. The CHS athletic programs are an integral part of the school and the community. Their impact is immensely important in promoting a positive school climate because they offer opportunities for adults to interact with our students in meaningful ways not available in the classroom.

Once again, I thank you for taking the time to read through this athletic handbook. I look forward to your support and involvement in our athletic program and if you have any questions please feel free to contact me.

Best regards,

Bernie Cieplicki
Athletic Director

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

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 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
- Respects officials and accepts 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 policies outlined in the Athletic 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.

CSD and National Federation of High Schools Code of Ethics for High School Coaches

- The responsibility of a coach is to teach attitudes, proper habits, knowledge and skills. The athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student athlete should be treated as an individual whose welfare shall be primary at all times. The coach must be aware that he or she serves as a model in the education of the student athlete and, therefore, shall never place the value of winning above the value of character building.
- The coach must constantly uphold the honor and dignity of the teaching profession. In all personal contact with the student athlete, officials, athletic directors, 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 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 shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach 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 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. The coach 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 unethical.
- Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.
- A coach shall not exert pressure on faculty members to give student athletes special consideration.
- It is unethical for coaches 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 athletic 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 Athletes

- 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 the competition. Any problems or concerns should be brought to the attention of the coach or the athletic 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, athletic 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 or coaches for loss of game

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 nurses' 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 freshman 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. Freshman 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 freshman 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 nurses' 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 Management / Return to Athletic Participation

Colchester High School Athletic Department Concussion Management Action Plan

Bernie Cieplicki, CHS Athletic Director: (W) (802) 264 – 5705
John Burke, ATC (Certified Athletic Trainer): (W) (802) 861 – 0111

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.

- 1.) The Colchester High School Athletic Department designates the “Certified Athletic Trainer” (ATC) as the healthcare provider that will assess, manage, remove the athlete from competition when necessary and inform the parents or legal guardians when a concussion is suspected.
- 2.) The Certified Athletic Trainer will communicate with the Primary Care Physician group of the injured athlete. Written documentation including the “on field” exam findings, symptom checklist and the “Headminder “neurocognitive results must be signed by the Primary Care Physician / M.D. The M.D. and ATC will establish a comprehensive plan outlining the necessary steps for the return to athletic participation.
- 3.) The Fletcher Allen Health Care “Graduated Return to Play” protocol will be initiated when the following three criteria have been fulfilled: (1) Physician communication is established, (2) when the athlete has been **symptom free** for twenty four (24) hours and (3) the neurocognitive test scores have returned to baseline.
- 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 Certified Athletic Trainer will notify the parents of the injured athlete and the Colchester High School Athletic Director will notify the Athletic Director from the visiting school.

*In the interest of the athlete’s right to confidentiality as well as HIPPA and FERPA violation, **under no circumstances are any individuals allowed to discuss the incident or circumstances surrounding it with anyone outside the Sport Medicine Team** (i.e. MD, ATC, EMS, & AD). This includes the media, other athletes, coaches, administrators, fans, etc. If asked, politely respond “I’m sorry; I’m not at liberty to discuss the situation.”*

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 Athletes Grades 9-12

Academic Eligibility Defined: Student/athletes 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-athletes may tryout and practice with their respective teams, but not compete in any games.

There is only one exception to this rule:

1. All incoming freshman are eligible.

Part 1: Course Load

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

Grade12: Student/athletes must be enrolled for 5 out of 8 mods in a two-day cycle during **both** semesters of the year.

Part 2: Student/Athletes with failing grades

Students-athletes 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 schools 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 Athletic Director will meet with students that have been identified as ineligible. The Athletic 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 Athletic Director will start the process two days after report cards are mailed home.

Part 3: Student/Athletes 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 Athletes

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 Athletic Director. *If you have passed the previous quarter, progress reports **will not make you ineligible**.*

Part 5: Eligibility for Fall Sports

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

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/athletes 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/athlete 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.

A. 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 Athletic 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. ***Please refer to student handbook for further details.***

VII. Communication Plan for Athletic Concerns

Good communication is critical in athletics, on and off the field. A communication plan is in place to assist and to improve communication between parents, coaches 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. 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.

The coaches work hard to do the best they can for all of their athletes, and we ask the 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 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:

- The coach'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 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 athlete's ability

Appropriate concerns PARENTS should discuss with COACHES:

- Notification of any schedule conflicts well in advance
- Specific concerns with regard to a coach'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)
- 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 may have a very positive influence in the lives of their athletes.) It is recognized that situations may arise where parents find it necessary to raise a concern with a coach, and it is imperative the parent(s) adhere to the following communication guidelines:

Protocol for registering concerns:

1. Contact the coach first, to set up a meeting.
2. If the coach cannot be reached, contact the Athletic Director.

MOST IMPORTANTLY:

3. **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 are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach:

Issues NOT appropriate to discuss with coaches:

1. Playing Time
2. Play Calling

3. Team Strategy
4. Other student-athletes

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

Next Steps after parent/athlete coach meeting:

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

1. Call and set up an appointment with the Athletic Director (264-5705) to discuss the situation.
2. After this step, an additional meeting may be held with the parent, coach, athlete, and athletic director.
3. If the meeting with the athletic director does not resolve the issue then contact the building administrator in charge of athletics.

Other Important Talking Points:

Please do not discuss with your child a coach's tactics or playing strategies, starting line-up decisions, or decisions a coach makes about the playing time of other players. This will only undermine the coach's ability to help your child improve, to develop team harmony and develop constructive team play. Colchester High School has established a variety of co-curricular activities because they teach valuable athletic, academic, and life skills. Research indicates a student involved in co-curricular 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.

In Closing....

The intent of this communication plan is to help make the experience in the Colchester High School athletic program more enjoyable and productive for all athletes, coaches, 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:

1. 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."
2. 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.
3. The coaches of both teams involved must next agree to this two sport proposal.
4. 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.
5. 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 has 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.

Department procedure when an athlete is 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/athletes represent Colchester High School all year, not just during the sports season. 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 public web sites such as Myspace, You Tube or any other such sites. Any identifiable image, photo, video, or posted on-line conversation discovered which implicates a student-athlete to have been in violation of our Alcohol and Drug Policy and Athletic 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. Department 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 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.

1. All freshman and junior varsity and varsity participants will receive a certificate of participation.
2. 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.
3. There will be an end of the year awards assembly for all athletes and their families to present major awards to student athletes in May. Your attendance is appreciated to honor our top student athletes.

XV. Athletic Department's Policy on School Attendance for Athletes

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

An athlete with an **UNEXCUSED** absence from school may not participate in any athletic practice or game 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 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. Athletic Department's Policy for Attendance at Practices

Each coach 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 may have different consequences. As a courtesy to the coach and fairness to the team, it is vital and expected that the athlete, and if necessary the parent, communicates any vacation plans, or any other situations that may require the athlete to miss practices, to the coach well ahead of time. When parents and student-athletes choose to take family vacations during a sport season, it must be understood that the time missed by the student-athlete may affect team performance and chemistry. Student-athletes who miss practices or competitions for reasons related to vacations can (and likely will) have their playing time adjusted.

The coaching staff certainly recognizes that there are extenuating circumstances that may lead to an athlete missing practices.

XVII. Hazing and Harassment

Hazing and harassment will not be tolerated in any form. Harassment is defined in the CHS Student Handbook as: "...Any type of physical activity that adversely affects the mental or physical safety of the student; any activity involving the ingestion of a substance that could cause risk or harm; any activity that causes the student extreme mental stress; or any activity that induces or causes the student to perform a crime or an act of hazing. A person is considered to have committed an act of hazing when s/he engages in hazing; solicits, encourages, directs, or aids hazing; or intentionally, knowingly, or recklessly permits hazing to occur. It is not a defense of one's actions that the person against whom the hazing is directed has consented or acquiesced in the hazing activity."

XVIII. Drug, Alcohol and Tobacco Athletic Policy

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 athletic consequence.

Colchester School District prohibits the purchase, use, possession, and being under the influence, possession of a reasonably related alcohol or drug device, 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 related device include, but are not limited to, bongs, pipes, rolling papers, needles, pacifiers, scales, or homemade drug delivery devices.)

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

If athletes 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 athlete shall have the consequences from the District's Policies as well as the athletic 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 athlete is found to be in violation of the zero tolerance expectation anytime during the season (at a school sponsored event or not), then the athletic consequences (listed below) will be enforced.

Athletic Consequences:

1st offense: **IMMEDIATE** suspension from 20% of a regular season's total games. If 20% of the regular season's games are a fractional number, then the number will be rounded UP. (ex. 14 games X's .2 = 2.8, so 3 games missed.) In addition, the student athlete 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 athletic director prior to performing it, and at the conclusion of the activity present documentation of this community service to the athletic director and coach.

2nd offense within the season, the player is released from the team.

Any athlete 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 should submit a "news release" of the event (preferably with photo) to the Athletic 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.
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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 Coaches: Interviewing Process

As vacancies become available, the athletic 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 athletic director who will share it with the members of the interview committee.

XXIII. Coaches: Responsibility to the School

Coaches 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’s status at the school.

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

Athletes 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

Fletcher Allen Concussion Handout
 Fletcher Allen 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 return 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