

STUDENT ACTIVITIES  
“The education that begins after the final bell rings”

## West Rutland School



2016 – 2017

## Athletic/Activities Manual For Students and Parents

Please complete and return the Athletic Participation Form at the back of the manual circling sports as applicable. All Parents and student athletes are responsible to abide by all the information contained within this manual.

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## **INTRODUCTION**

Welcome to the 2016 - 2017 co-curricular athletic and student activities programs at West Rutland School (MS/HS). You are to be commended on your decision to participate in co-curricular activities. In choosing to become involved in your school outside of the classroom, not only will you experience enjoyment, competition and camaraderie, but you have also made a commitment to your team or group, your school, and your community. An important aspect of your participation is honoring that commitment. Athletics and activities are valuable components of education and I hope you find your experience here at West Rutland School to be rewarding and enjoyable. This manual is designed to provide students and parents with information about athletics and student activities. Parents please familiarize yourselves with this information so that you and your child(ren) understand and accept responsibility for our rules and policies.

## **EDUCATIONAL PHILOSOPHY**

The mission of West Rutland School as an innovative educational community is to graduate literate students who have a strong educational foundation, are self-motivated, curious, and have a love of learning that will assist them in realizing their unique potential and self-worth by offering each individual a challenging curriculum and appropriate instruction delivered by a motivated, caring, competent staff in a safe and respectful environment.

## **ACTIVITIES PHILOSOPHY**

In keeping with the expressed goal of educating the entire individual, West Rutland School provides our students with opportunities for participation in a variety of extra-curricular programs.

Our extra-curricular program provides experiences that will help our students' progress both physically and mentally. With the expertise, dedication and effort of our coaches and advisors, students will be assisted and encouraged to develop the skills and knowledge of each sport and activity in which they participate.

Students are stimulated to strive for individual excellence while, at the same time, they are learning the value of team spirit and good sportsmanship. Our students, whether participants or spectators, recognize participation in extra-curricular activities, is a privilege that carries with it responsibilities. They are not only representing themselves, but their conduct is a reflection on their coaches, advisors, teammates, student body, and entire community.

Student participants must also accept a code of conduct that extends beyond the school day. This includes strict adherence to rules, academic requirements, courtesy, and respect for others. It is this commitment that separates West Rutland student-participants from non-participants. Our students will add to the proud tradition of West Rutland activities.



## **WEST RUTLAND'S FEEDER PROGRAMS**

West Rutland, a K-12 school, is in a unique and positive position. Our feeder programs are in the same building as our High School Varsity Programs and are fortunately overseen by the same adults.

These programs are called Feeder Programs because that is what they do. The high school teams are fed with, hopefully, competent athletes who have learned the basic skills and are working on refining those skills in the sport of their choosing, with the hope the skills will be refined enough to perform well at the highest level.

The primary purpose of an elementary/middle school program is SKILL BUILDING! The goal at this level is not to have the best possible team with the best win/loss record. There are no playoffs or state championships to be won at the elementary/middle school level.

The job of any good elementary/middle school program is to prepare competent athletes to perform at their highest level. Because of West Rutland being a division four school, eighth grade students can potentially play at the high school level. Please understand, if we believe eighth graders are cognitively, physically, and emotionally ready to perform, we may give them the opportunity to play at the higher level. It is about having the best high school teams we can.

The Vermont Principals' Association has established a rule which allows a school to consider eighth graders as high school students in athletics.

Equate this to the farm system which is used in major league baseball. Our 5/6 team is a single A and our 7/8 team is a double AA or triple AAA. We move student athletes up when we feel they are ready. This may mean utilizing a sixth grader on the middle school team or utilizing eighth graders on the high school team.

Athletes will always be put in a position that we feel will appropriately challenge them as individuals. It is no different than eighth graders who take high school Algebra.

Do not consider our teams strictly as 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade teams, that is in name only. Student athletes will be moved where we think they can and will be challenged appropriately. This in turn strengthens the individual athlete and in turn strengthens our varsity programs.

## **INDIVIDUAL PARTICIPATION LIMITATION**

The present VPA policies relating to individual participation limitations are (team sports):

### **High School:**

Baseball – maximum 16 games (16 x 7 innings = 112 innings)

Basketball – maximum 20 games (20 x 4 quarters = 80 quarters)

“No basketball player shall play more than four (4) quarters in any day, exclusive of the need of overtime play. Any overtime in a junior varsity or freshman game shall be considered a quarter. Participation in a quarter constitutes a quarter of play.”

Soccer – maximum 14 games (14 x 2 halves = 28 halves)

Softball – maximum 16 games (16 x 7 = 112 innings)

### **Grades 5-8:**

Baseball – maximum 12 games (12 x 7 innings = 84 innings)

Basketball – maximum 16 games (16 x 4 quarters = 64 quarters)

“No basketball player shall play more than four (4) quarters in any day, exclusive of the need of overtime play. Participation in a quarter constitutes a quarter of play.”

Soccer – maximum 12 games (12 x 2 halves = 24 halves)

Softball – maximum 12 games (12 x 7 = 84 innings)

## **PRACTICES**

Participants in all interscholastic athletic activities must have a minimum of ten (10) practice sessions at the high school level and seven (7) practice sessions for student athletes through grade 8 before competing in interscholastic competitions. No more than two (2) practice sessions in a day shall count toward the minimum of ten (10) or seven (7) practice sessions. Participants must be allowed one day without any practice or game in each calendar week.

### ***10/7 Practice Rule***

#### **Guidelines:**

- Practices must constitute a minimum of 1 hour practice time.
- Double sessions can occur with a minimum 1 hour between practice times.
- Practices must be supervised by a coach, or a coaching staff member from the school
- Games do not count as practices.

- Athletes may practice with another team (Example: A girls' high school player practicing with the boys' team as long as there is no contact) and vice versa.
- Practice must be physical in nature (Example: watching game films does not count).

West Rutland School does not want High School level practices to exceed 2 ½ hours unless it has been pre-approved by the Associate Principal/ Athletic Director.

## **RELIGIOUS HOLIDAY AND NON-PARTICIPATION BY STUDENTS**

1. Each participant will make for himself/herself the decision to play or not play in a game scheduled on a religious holiday. He/she will inform the coach of his/her decision well in advance of the date.
2. The coach will levy no penalty of any kind on the player for missing the game because of religious reasons whether psychological pressure (shaming) or practical (not permitting the player to play in sub-sequent games).
3. The school will ensure that both players and coaches know of and understand this policy well in advance of the season.

## **ELIGIBILITY AND TRAINING STANDARDS FOR WEST RUTLAND SCHOOL ATHLETICS**

The privilege of participating in athletics and representing West Rutland School requires a high standard of conduct. The following rules have been adopted by the School Board, Athletic Director, and the coaches of West Rutland School District.

### ***Eligibility***

Any student may be declared ineligible to participate in athletics for either of the following infractions:

- A. Failure to meet scholastic requirements as set by the School Board, Administration and the Vermont Principals' Association (VPA). Students may not fail (64 or below) any class in a marking period.

- a. Any student failing one class will be put on probation. (three weeks)  
During the probationary period, student athletes may continue to participate. At the end of the probationary period students must be passing **ALL** classes or they will become ineligible for the remainder of the marking period.
  - b. Any student failing more than one class will be ineligible for the remainder of that marking period.
  - c. Students who fail a class in the final marking period will be held to the same rules as in other marking periods.
- B Failure to meet medical/physical examination requirements as set by the School Board, administration, and VPA.

### ***Training Standards***

Every boy/girl should keep fit and have his/her body in the best physical condition so that he/she may attain the best effort in coordination and cooperation with his/her teammates.

- A. Student/Athletes must adhere to all school and team rules and regulations.
- B. "Good Sportsmanship" is the mainstay of the West Rutland Athletic Program. Student/Athletes will abide by all the rules of the sport, respect opponents, and abide by the decisions of the officials without argument. Game or seasonal disqualifications will result from lack of sportsmanship.
- C. Use, possession, or intent to use tobacco, alcohol, or illegal drugs is prohibited. The consequences for violation of this policy and discovery by a member of the coaching staff, other school personnel, law enforcement officers, or the athlete's parents shall be suspension for that sport's season or thirty (30) days, whichever is longer.
- D. The Student/Athlete must attend ALL practices and games unless excused by the coach ahead of time. This is one of the criteria for earning an award.
- E. Other criteria for earning an athletic award are a student's desire, attitude, and commitment to the team.

## ***Medical Insurance***

It is required that the student athlete have some type of medical insurance. There is a plan available through the school which is quite reasonable and provides good coverage.

It is important that participants and parents are aware that all sports are potentially dangerous. Injuries may occur to any participant. Participants and parents should be willing to accept this risk and understand all sports may be dangerous.

## **DAILY ATTENDANCE AND TRANSPORTATION OF ATHLETES**

- A. The Student/Athlete must be in attendance in ***all*** classes during the ***entire*** school day in order to participate in an athletic event or practice that day.
  - a. Extenuating circumstances such as funerals will be reviewed by the Athletic Director.
  - b. Unexcused tardies or absences from school on the day immediately following an athletic event, student/athlete will not be allowed to participate in the next practice or the following game.
  - c. A student who anticipates an absence from school on the day of a scheduled event or practice must notify the coach or advisor.
- B. The Students/Athlete will maintain a clean and neat appearance on all road trips. Coaches may set their own reasonable dress code.
- C. On all away trips, the Student/Athlete will follow the bus rules. Disciplinary action will be determined depending on the severity of the situation.
- D. Student/Athletes must ride the team bus to and from each event. The only exception is if a parent/guardian drives a student and they have prior clearance from the coach/athletic director.
- E. Students/Athletes are responsible for all uniforms and equipment issued to them. They are responsible for keeping them clean and in good repair and for returning them at the end of the season to the equipment manager. Students and their parent/guardian will be liable for lost and damaged items. Replacement costs will be charged. Student/Athletes may not participate in other school events or trips until the obligation is fulfilled. Report cards may be held.

## **PICKING UP YOUR SON/DAUGHTER FROM GAMES AND PRACTICES**

There are times when you may be late arriving to pickup your son or daughter from a game or practice. We understand there are occasional situations which may arise. There are also times when a parent/guardian is **consistently** late and/or **very** late. In these situations, please understand that it may be decided that your son or daughter may no longer participate on the team after you have been given adequate warning.

## **THE COACH AND TRANSPORTATION OF ATHLETES**

- A. Transportation for athletic teams to and from games and scrimmages will be provided by West Rutland School ONLY. Parental transportation is discouraged. Student athletes may be released to his/her parents with a written request approved by an administrator and with approval from the coach.
- B. A checklist for coaches pertaining to away contest and buses follows:
  - 1. The coach must accompany the team on the bus and is responsible for the conduct of athletes.
  - 2. No student is to travel on the team bus unless they are an official part of the team.

## **TEAM RULES**

The following were items that were agreed upon by the Coaches in establishing Team Rules that are to be enforced consistently from program to program.

Team Rules are rules at the team level that were established by West Rutland School coaches that are in support of and under the guidelines of West Rutland School extra-curricular activities policy.

***Unexcused Missed Practice*** – Example, but not limited to: Work, school discipline issues, unexcused tardies, missing class unexcused. Any ***unexcused missed practice*** will result in affecting one's playing time. Example, but not limited to:

- ¼, ½, or whole game suspensions under the discretion of the coach

Consequences will progress with each unexcused missed practice. Consequences will be established by the individual coach at the beginning of the season.

- If and when the missed practices became habitual, it will be determined by the individual coach at what point the athlete will be removed from the team.

- Any excused absence from practice may affect playing time.
- Varsity Coaches are responsible for establishing team rules for the whole program, 5<sup>th</sup> – Varsity.

## **COMMUNICATION OF ATHLETIC CONCERNS**

This section is intended to help improve communication between parents, coaches, and administrators, ultimately for the benefit of the student. Involvement in extra-curricular activities will allow your children 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. Our coaches work hard to do the best they can for all of their athletes, and we ask you 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. We strongly encourage the student, not the parents, 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.

We recognize that situations may arise where parents find it necessary to raise a concern, and we ask you to please adhere to the following communication guidelines:

- Appropriate concerns to discuss with coaches:
  1. The treatment of your child, mentally and physically.
  2. Ways the parent can help the child to improve.
  3. Concerns about your child's behavior.
- Issues not appropriate to discuss with coaches:
  1. Playing time
  2. Team strategy
  3. Play calling
  4. Other student/athletes
- Protocol for registering concerns:
  1. Contact the Coach **first**. If you cannot reach him/her, call the athletic office and a meeting will be set up for you.
  2. If the meeting does not provide a satisfactory resolution, call to set up an appointment with the Athletic/Activities Director, Joe Harrington.

## **CHANGING SPORTS**

A student athlete may only change sports during a season that is currently in play if both coaches involved agree. If there is not an agreement between the coaches the student athlete must stay with the sport originally chosen or discontinue playing.

## **JOINING THE TEAM AFTER SEASON START**

1. All players, even those who come to a team after the start of the playing season, must adhere to the ten (10) practice rule.
2. Injured athletes need only adhere to the ten (10) practice rule if they have been present at all practices and have been cleared by a doctor.
3. Student athletes who arrive excessively late into the season must sit out beyond the ten (10) days. For every week of the season they were out, they will be ineligible to play for a week.
4. If the sport has a team at the Junior Varsity level the student athlete can compete at that level.
5. If the student athlete plays at the middle school level the ten (10) practice rule is the only rule that applies.

## **CONSENT FORM**

Along with this manual, you will receive several Athletic Participation Forms. In order to participate in athletics and student activities, this form must be filled out – **for each activity**. It must be signed by both the student(s) and his/her parent/guardian, and turned in to the coach/advisor **prior** to the first meeting or practice. ***Signing the consent form indicates parental permission, as well as confirms that the content of this manual has been read and understood by both the student and the parent.*** The Athletic Participation Form is also available in the Main Office.

## **CYBERIMAGE POLICY**

West Rutland School encourages safe and responsible student behavior with regard to the internet use. We highly recommend our students avoid inappropriate use of public web sites such as MySpace, YouTube or Facebook. Any identifiable image, photo, video, or posted on-line conversation which implicates a student/athlete to have been in



violation of our training rules, that is discovered on these or any other web-based site will be investigated immediately by school officials. Parents will be notified, and the student will be questioned.

## **EQUIPMENT**

It is the responsibility of the student to return all school issued equipment, uniforms, and supplies to the coach or advisor. Students who fail to do so will be billed for the value of any missing items. Failure to pay the bill could result in the withholding of report cards and the denial of future participation or special school privileges. It will not be the responsibility of the student to replace items that are damaged through normal wear and tear.

## **EXCUSAL FROM P.E.**

A doctor or parent's excusal note to miss Phys. Ed. Class due to injury or sickness will automatically make a student ineligible to practice or play in an athletic event that day. Simply put: No PE, no play.

## **FAMILY VACATION**

One of the most important aspects of participation on a team is commitment. As such, we respectfully request that all student/athletes who choose to play for our teams, along with their parents, be prepared to commit to the team for all practices and competitions for the duration of the season. 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 can 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.

## **INJURIES**

Athletes, who are treated by a physician, must obtain written permission from the physician in order to return to the activity.

## **NCAA AND COLLEGIATE ELIGIBILITY**

Students may wish to participate in intercollegiate athletics after 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 NCAA requirements. Questions in this area may be directed to the Guidance Department, or use the following resources:

***For information about NCAA eligibility, go to <http://www.ncaaclearinghouse.net> For a free copy of the *Guide for the College-Bound Student Athlete*, call 1-800-638-3731.***

## **PERSONAL PROPERTY**

West Rutland School is not responsible for students' personal property that is lost, stolen, or damaged in association with participation in extra-curricular activities. We strongly urge students to lock up their belongings at all times, and to ask their coach to secure valuables and/or large amounts of money. A school issued lock must be used and can be purchased in the office.

## **PHYSICAL EXAM**

All participants are required to have had a physical within the past two calendar years before they compete in any game or practice.

## **PLAYING TIME**

Decisions regarding playing time are made by the coach in the best interests of the team. At sub-varsity levels, every effort will be made to get all students playing time in each contest, regardless of their ability, provided the coach determines they meet the following requirements:

1. The student is in good mental and physical health, and playing will not place the student at unreasonable risk of injury.
2. The student abides by all school and team rules.
3. The student strives to "earn" playing time by consistently demonstrating good sportsmanship, respectful behavior toward teammates, coaches, and officials, a positive attitude and strong work ethic.

At the varsity level, winning is emphasized more strongly, and playing time is not guaranteed. Playing time is determined by the criteria listed above, as well as an individual's ability, and the team situation. Students who have questions about their playing time should address them directly to the coach. Coaches are not required to discuss playing time with parents.

**DO NOT ATTEMPT TO CONFRONT A COACH BEFORE OR AFTER A PRACTICE OR CONTEST. THESE CAN BE EMOTIONAL TIMES FOR BOTH PARTIES. MEETINGS OF THIS NATURE DO NOT PROMOTE RESOLUTION.**

## **SPORTSMANSHIP**

West Rutland School promotes good sportsmanship among athletes' and coaches' fans. We encourage students, parents, and friends to attend games and support our teams, but we ask you to do so in a positive manner. Individuals who choose to berate opponents or officials, use vulgar language, or make derogatory comments will be asked to leave. Furthermore, please remember that negative comments about coaches, players, opponents, or officials, even in conversation in the stands, do nothing but undermine the coach and harm the team. We understand that contests can get emotional, and a poor call, a costly mistake, or a loss can be difficult to swallow. However, we ask you to keep high school sports in perspective, and to understand that kids, coaches, and officials, do make mistakes. Yelling at them from the stands or even sharing a negative opinion about the situation can only make matters worse. Please keep yourself under control at all times in the stands and represent our school and community with the dignity that you expect from our coaches and teams

## **VERMONT PRINCIPALS' ASSOCIATION ELIGIBILITY**

VPA eligibility rules and activities policies apply to all activities, athletic and non-athletic, sanctioned or sponsored by the Vermont Principals' Association. Waiver requests regarding undue hardships must be submitted through the school principal. The following are VPA eligibility rules:

- Transfer students are eligible at once, provided they were bona fide students in the school from which they transferred according to the definition in **ELIGIBILITY AND TRAINING STANDARDS FOR WEST RUTLAND SCHOOL ATHLETICS** above;
- Participants must be under 19 years of age except a student, whose 19<sup>th</sup> birthday occurs on or after August 1<sup>st</sup>, is eligible for all activities in the ensuing school year;
- Students are ineligible if they have graduated from any course of study in a secondary school comparable to the Vermont system;
- Students have four consecutive years (8 semesters) of eligibility. Attendance of 30 days of any semester will be regarded as a semester.
- Ejections: Any player or coach ejected from the game for unsportsmanlike conduct will be suspended from playing or attending the next two games. (This will carry over to the next season if necessary.) A second ejection will result in the suspension of playing in games for the remainder of the season.

**For a complete list of VPA rules and regulations, go to [www.vpaonline.org](http://www.vpaonline.org)**

**Rutland Central Supervisory Union  
Proctor, Rutland Town and West Rutland School Districts**

**CODE F22**

**HARASSMENT, HAZING AND BULLYING PREVENTION**

**I. Statement of Policy**

The RCSU, including Proctor, Rutland Town and West Rutland School Districts,<sup>1</sup> (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 and bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

The District shall address all complaints of harassment, hazing and bullying 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, or hazing 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:

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<sup>1</sup> Throughout this model policy and the related procedures, "District" shall apply to Independent Schools and should be substituted as appropriate. References to the Superintendent shall equate to "Head of School" or "Headmaster" as appropriate, with regard to Independent Schools. Where language suggests a "District" will take action, it shall be the Superintendent, the Head of School, the Headmaster or his/her designee.

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 and/or harassment 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, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the District shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; 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 or bullying.
  - C. **“Complainant”** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.
  - D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying 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 race-based 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 or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment or bullying, 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 or bullying through other means, for example, if information about hazing, harassment or bullying 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 harassment; 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 or bullying.
- 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 the harassment complaint. 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, 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 and/or bullying.

*Date Warned:*                      *Proctor – August 11, 2015*  
   *Rutland Town – August 10, 2015*  
   *West Rutland – August 3, 2015*

*Date Adopted:*                      *Proctor -*  
   *Rutland Town -*  
   *West Rutland -*

## APPENDIX A

### Designated Employees:

The following employees of Proctor Elementary, Proctor Junior Senior High School, Rutland Town School and West Rutland School have been designated by the Districts 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:

#### **Proctor Elementary School**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

#### **Proctor Junior Senior High School**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

#### **Rutland Town School**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

#### **West Rutland School**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

## Concussion Information:

The VERMONT CONCUSSION LAW (Act 58), requires all (K-12) schools educate its coaches, youth athletes, and the parents/guardians of these young athletes, regarding the prevention and treatment of concussion related injuries. Schools are also required to develop a Return to Play Procedure once a student athlete has been diagnosed with a concussion.

This packet includes fact sheets for parents and students, as well as, the Return to Play Procedure that West Rutland School will follow.

All West Rutland coaches are required to receive training.

Please read the handouts provided and sign the back page.

# HEADS+UP

## CONCUSSION IN HIGH SCHOOL SPORTS

### A FACT SHEET FOR PARENTS

#### What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

#### What are the signs and symptoms?

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports **one or more** symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none"> <li>• Appears dazed or stunned</li> <li>• Is confused about assignment or position</li> <li>• Forgets an instruction</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily</li> <li>• Answers questions slowly</li> <li>• Loses consciousness (even briefly)</li> <li>• Shows mood, behavior, or personality changes</li> <li>• Can’t recall events <i>prior</i> to hit or fall</li> <li>• Can’t recall events <i>after</i> hit or fall</li> </ul>	<ul style="list-style-type: none"> <li>• Headache or “pressure” in head</li> <li>• Nausea or vomiting</li> <li>• Balance problems or dizziness</li> <li>• Double or blurry vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish, hazy, foggy, or groggy</li> <li>• Concentration or memory problems</li> <li>• Confusion</li> <li>• Just not “feeling right” or is “feeling down”</li> </ul>

#### How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.

- Ensure that they follow their coaches’ rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

#### What should you do if you think your teen has a concussion?

- 1. Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don’t let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it’s OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
- 2. Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
- 3. Teach your teen that it’s not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don’t let your teen convince you that s/he’s “just fine.”
- 4. Tell all of your teen’s coaches and the student’s school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen’s coaches, school nurse, and teachers. If needed, they can help adjust your teen’s school activities during her/his recovery.

#### If you think your teen has a concussion:

Don’t assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

**It’s better to miss one game than the whole season.**

For more information and to order additional materials **free-of-charge**, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

## Gradual Return to Play Following a Concussive Injury

- This return to play plan should start only when you have been without any symptoms for 24 hours.
- It is important to wait for 24 hours between steps because 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).
- Make a follow up appointment with your provider if symptoms develop during this progression.
- Intensity levels: 1 = very easy; 10 = very hard.

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

- Intensity: 4 out of 10.
- Duration: no more than 30 minutes.
- If symptoms return, wait until you are symptom free for 24 hours then repeat Step 1.
- No symptoms for 24 hours, move to Step 2.

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

- Intensity: 5 or 6 out of 10.
- Duration: no more than 60 minutes.
- No head impact activities. No scrimmages/potential for contact.
- If symptoms return, wait until you are symptom free for 24 hours then repeat Step 1.
- No symptoms for 24 hours, move to Step 3.

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

- No head contact, or potential for body impact.
- OK to begin resistance training.
- Intensity: 7 out of 10.
- Duration: no more than 90 minutes.
- If symptoms return, wait until you are symptom free for 24 hours then repeat Step 2.
- No symptoms for 24 hours, move to Step 4.

### Step 4: Full contact practice.

- **Only after medical clearance!**
- No intensity/duration restrictions.
- If symptoms return, wait until you are symptom free for 24 hours and repeat Step 3.
- No symptoms for 24 hours, move to Step 5

### Step 5: Full clearance for return to play.

**Please complete the Athletic Participation Form, circling each season your student athlete will participate in.**



# Athletic Participation Form

Revised August 2011

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Address: \_\_\_\_\_

**Student Participation:** This application to compete in the interscholastic athletic programs for West Rutland School is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules and regulations of the Vermont Principals' Association. I have read and understand the *Athletic/Activities Manual for Students and Parents* and agree to abide by the rules and regulations stated therein. My signature also acknowledges I have read **and** understand all concussion related information and agree to adhere to the ***Gradual Return to Play Following a Concussive Injury*** procedure.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please circle **all** the sports in which you will participate: ***Soccer Cross Country Basketball Cheerleading  
Baseball Softball***

**Parent/Guardian Permission:** I hereby give my consent for the above named student to participate in Vermont Principals' Association approved athletic programs as a representative of West Rutland School. I also give consent for the above student to travel with his/her team on out-of-town trips. I have read and understand the *Athletic/Activities Manual for Students and Parents* and agree to abide by the rules and regulations stated therein. My signature also acknowledges I have read **and** understand all concussion related information and agree to adhere to the ***Gradual Return to Play Following a Concussive Injury*** procedure.

**Insurance:** Please check one. (Vermont Principals' Association requires proof of insurance to participate.)

\_\_\_\_\_ My son/daughter is covered under our own insurance policy.  
Policy Number \_\_\_\_\_ Insurance Company \_\_\_\_\_

\_\_\_\_\_ My son/daughter will have, or has purchased, the school accident insurance policy. This policy will give him/her coverage during any school activities.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Emergency Medical Information

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

In the event of injury at a home or away game, please contact:

**DAYTIME** 1<sup>st</sup> Option: \_\_\_\_\_ Telephone: \_\_\_\_\_

2<sup>nd</sup> Option: \_\_\_\_\_ Telephone: \_\_\_\_\_

**EVENING** 1<sup>st</sup> Option: \_\_\_\_\_ Telephone: \_\_\_\_\_

2<sup>nd</sup> Option: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Family Physician

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

In the event that none of the above people listed can be reached, I authorize the hospital, clinic, or doctor to provide medical services they deem necessary.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_