

PROCTOR JUNIOR – SENIOR HIGH SCHOOL

Proctor, Vermont 05765
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PHILOSOPHY OF EXTRACURRICULAR ACTIVITIES (CLUBS AND ATHLETICS) AT PROCTOR JUNIOR – SENIOR HIGH SCHOOL 2014 - 2015

The Proctor School District provides a dynamic program of activities to aid in the development of favorable habits and attitudes and to better prepare the student participant for adult life. The experiences provided by activities at Proctor Schools are intended to help boys and girls develop physically, mentally, socially, and emotionally. As part of these experiences, the athletic department offers these athletic objectives for middle school and high school participants.

Middle School Priority List:

1. Learning to play safely
2. Learning to play the game
3. Playing for enjoyment of the game
4. Winning

High School Priority List:

1. Playing safely and with skill
2. Winning
3. Playing for enjoyment of the game
4. Getting playing time

Extracurricular participation is a **privilege** that has implied **obligations** and which carries with it 24 hour a day responsibilities to the activity, to the student body, to the school, to the community, and to the individual participant. Extracurricular participation should build school spirit and develop a personal pride that has become the Phantom Tradition.

GUIDELINES FOR EXTRACURRICULAR ACTIVITIES IN THE PROCTOR SCHOOL DISTRICT DURING THE SCHOOL YEAR 2014 - 2015

High school athletics serve students in grades 9 – 12 and are open to all students in those grades who meet eligibility requirements. Middle level athletics serve students in grades 7 and 8 and are open to all students in those grades who meet eligibility requirements. Middle level soccer in the fall, and baseball and softball in the spring are open to students in grade 6 who meet eligibility requirements.

I. Eligibility

All eligibility requirements apply equally to middle level and high school level programs and their participants.

A. General Eligibility

To be eligible to participate in extracurricular activities, one must:

- A. be enrolled as a student in Proctor Elementary or Proctor Junior - Senior High School, in grades K through 12 (including attendance at Stafford Technical Center) or be part of a Vermont State recognized home school, in grades K - 12, within the boundaries of the town of Proctor, Vermont.

- B. not have spent more than four years in high school.
- C. attend a preseason meeting with the athletic director to complete necessary paperwork (for athletics).

B. Preseason Meeting (for athletics)

1. All students planning to join an athletic team MUST meet with the athletic director before participating with the team. At this meeting, rules, expectations, and obligations are reviewed and required paperwork is completed.
2. There is at least one open group meeting scheduled about a week before the season begins. A second meeting may be scheduled if time permits. Otherwise, the athlete and his/her parents/guardian must meet with the athletic director for a personal presentation before he/she may begin working with the team.

C. Academic Eligibility

The following eligibility criteria for participation in school sponsored activities are intended to set standards for academic eligibility.

1. In high school, a student must be enrolled in a minimum of four classes or in a program approved by the principal. On-line courses do not count toward eligibility unless they meet the grade reporting standards at Proctor High School.
2. Student must be averaging a 70 in each course taken during the previous marking period. An incomplete in any course will render a student ineligible.
 - a. For the purposes of this rule, a marking period is defined as a quarterly report card (PES, PHS) or a progress report scheduled on the school's calendar (PHS).
 - b. When academically ineligible, a student is expected to continue practicing with the team but may not travel with, may not suit-up with, may not warm up with, nor participate in competition with the team until the next grade report shows that all grades for that student are passing.
 - c. Participation in athletics is a privilege at PHS. At each grading period (progress reports and quarterly report cards) students who are participating in athletics, but are not averaging a 70 or above in every class in which they are enrolled (minimum of four approved courses), or who receive an 'Incomplete' in a class, will be placed on an ineligible probation list. This *will* allow the students to participate in regularly scheduled practices, but *not in games*. If a student gets placed on this list after a progress report, once they have brought their average above a 70, the student may meet with the principal to advocate for their return to eligibility. If a student gets placed on this list at the end of a grading quarter, the student may be eligible after at least two weeks, as long as they are averaging at least a 70 in the course(s) for which they were originally ineligible.
3. Students must be in good disciplinary standing as determined by the principal. Students on suspension from classes are suspended from athletics.

4. Students must be in regular attendance and must be in attendance on the day of the event unless excused by the principal for an extraordinary circumstance.
5. It is the responsibility of the student to be aware of his/her academic standing in each class at all times. The athletic director will inform both coaches and athletes on the status of the latter's eligibility (throughout the season) if a change occurs in that status.
6. It is the student's responsibility to bring his/her uniform to school on the day of an event; students will not be excused to return home to retrieve uniforms during the school day.

D. Required Documents

Before a student may participate in any extracurricular athletic activity, including conditioning and practices, he/she must have filed the following documents with the athletic director:

1. Proof of Insurance, Informed Consent, Waiver Form, and Statement of Compliance.
 - a. Athletes and parents are reminded that athletic or sports related activities, including the use of school district facilities and equipment for these activities, pose the risk of injury or loss to person or property. The parents acknowledge this fact and agree that these risks exist and are willing to assume all risks associated with participation in sports, including but not limited to falls, contact with other participants, the effects of weather, traffic, and other reasonable risk conditions associated with participation in sports (Waiver of Liability).
 - b. The school DOES NOT provide medical and accident insurance. Students who participate in athletics must have insurance coverage. If the student is not covered by his/her parents'/guardians' coverage, he/she must obtain coverage. As a convenience, the school makes insurance enrollment forms available but does not endorse or sponsor the program. With this document, the family verifies that it has applicable insurance coverage for each athlete it has in the school's programs (Proof of Insurance).
 - c. A statement of the school's policies regarding athletics is provided and must be agreed to before participation (Statement of Compliance). Each athlete and his/her parents/guardians must indicate that each understands and agrees to these policies and to participate in the spirit and letter of these policies.
 - d. A signed Informed Consent. This permits medical personnel or responsible adults to make decisions regarding serious medical emergencies involving students when parents or guardians cannot be reached to give permission or refusal to treat.
2. Pre-participation Physical Evaluation form signed by a licensed physician completing the physical.

- a. A pre-participation physical evaluation is a medical assessment of the athlete's physical ability to participate in sports. As a general rule, athletes need a physical before entering their fifth grade, seventh grade, freshman, and junior years. If an athlete missed a season for any reason, that plan may not be sufficient. If an athlete has had a physical dated to within two years of the end of the upcoming season (one day after the championships have been played), their physical is considered current. Outside of that time, the athlete will need a new physical BEFORE the start of his or her participation in athletics in the next season.
- b. A physical examination before each competitive year is recommended by the high school and the medical community but not required.
- c. A Return to Play protocol has now been established according to Vermont's Act 58 Section 38-41 of the Concussion Law. The Concussion Management protocol are as follows:
 - 1) No athlete should return to play (RTP) or practice on the same day of a concussion.
 - 2) Any athlete suspected of having a concussion should be evaluated by an appropriate health-care professional that day.
 - 3) Any athlete with a concussion should be medically cleared (in writing) by an appropriate health-care professional (that has had head trauma training) prior to resuming participation in any practice or competition. This clearance must be submitted to the school nurse who will contact the Activities Coordinator about the clearance to return to play.
 - 4) After medical clearance, all coaches/advisors will follow the step-wise protocol with provisions for delayed RTP based upon return of any signs or symptoms. This gradual return to play protocol is attached at the end of this document.

E. Participation

1. In order to be part of a competitive athletic team, all eligible students MUST join the team BEFORE the date of the team's first scheduled contest. Exceptions will be considered on an individual and case-by-case basis only by the coach, athletic director, and principal. Criteria for late entry onto a team would be extended illness, serious family issues or any matter that would restrict a student from beginning the season on time. [The clause blocking late entry to a season as a consequence of suspension or academic ineligibility has been removed]
2. Each athlete MUST participate in ten (10) practices before participation in competition. A PRACTICE IS DEFINED AS A PREVIOUSLY (and regularly) SCHEDULED AND ORGANIZED MEETING of the ENTIRE TEAM with the coach. A practice MUST last at least an hour. Except for athletes with documented injuries (and who have been regularly attending practices and contests), sitting on the bench is NOT considered a practice.
3. Any athlete who misses four or more practices in succession (except for extended illness, serious family issues, or course related absences) is considered to be on probation and will need to complete 5 practices before entering competition.
4. Participation requires commitment from the participant. In the case of athletics, more than just the home team is involved. Contest schedules also affect other schools. Wins and losses affect all teams' standings in the league and in post season seedings. Our teams' schedules are usually available a month or two in advance of the competitive season. Therefore

- a. all members of a team are expected to place their obligation, to the team they are a part of, before other personal commitments. However,
 - 1) if a player knows of a need to be absent from a game for reasons arising from something *other* than an emergency, he/she must notify the coach IN WRITING at least one week in advance of that absence.
 - 2) If said absence poses no problem for the team in meeting its commitments, or if the game can be rescheduled by agreement with the opposing team to the same effect, the absence may be granted conditionally by the coach.
 - 3) If illness or injury within the team should then place its ability to meet its competitive commitment in jeopardy OR if no solution can be found, then
- b. apart from a health problem or family emergency that can be documented, all eligible players are expected to be with their team at all contests.
- c. each coach will determine the number of practices that may be missed for personal reasons other than academic, illness or emergency needs without undue penalty. This number will be dependent on the length of the season's commitments. The student will still need to give written notice one week in advance of missing the practice. If the student does not give written advance notice, or exceeds that predetermined number of absences, then he or she will face appropriate consequences as determined by the coach. The minimum consequence will be a one game suspension where the student is expected to attend the event, suit up as usual and participate in any warm-ups prior to the game, but then will sit out the entire game. The student will be expected to demonstrate courtesy and good sportsmanship throughout the event.
5. CAPTAIN'S PRACTICES (practices run by members of a team) are *not* permitted at Proctor High School unless approved by the athletic director. A Captain's Practice requires a responsible adult to be attendance, overseeing the practice. Permitted Captain's Practices DO NOT count toward *any* practices required for eligibility to compete.
6. No participant may compete on two different athletic teams (competing on a league schedule or game schedule created by the athletic director) in the same season.
7. Academic and disciplinary commitments must be fulfilled prior to attending practice or game.
8. CUT POLICY - It is the policy of Proctor Junior-Senior High School NOT to restrict participation by any individual qualified to be part of any extra-curricular program. There have been, on very rare occasions, times when there have been so many participants that the quality of program has been adversely affected. In order to maintain quality, cuts may be instituted IN HIGH SCHOOL PROGRAMS ONLY when
 - a. the overall number of participants is deemed, by the coach(es), to be in excess of the number that can be effectively instructed, played, and managed as a team;
 - b. the criteria for being cut from a program is clearly outlined in writing and has been approved by the principal and presented to both students and parents;
9. The minimum size of a varsity team may be determined by the coach(es) as implied by 8a, above. Maximum varsity team size is established by the school as given below:

Baseball - 15	Basketball – 15	Soccer – 20	Softball – 18
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If the number of interested players exceeds the above limit, it is at the coach's discretion with the permission of the athletic director.

10. There are no cuts permitted in middle school programs (regarding numbers of participants).

II. VPA Rules

As a member of the Vermont Principals' Association (VPA) and in accordance with VPA policy, athletes must meet requirements and observe rules established by the VPA. It is the school's responsibility to ensure that all activities are managed within those constraints. Also, VPA recognizes the NFHS as the governing body for rules governing sports at Proctor Jr. – Sr. High School.

III. Attendance

A student is expected to be in attendance and participate in all of his/her classes on the day of an extracurricular activity and to be in school (on-time) the day following the event.

A. To be eligible to participate in the event of the day, the student must be at school for the entire school day. This means being on time for the opening of the school day (or as permitted by senior privileges), being in school for the entire day (according to the rules), and leaving after the final bell (or as permitted by senior privileges). The principal may excuse an extraordinary circumstance.

1. Absence from school for any part of the school day is not excusable for participation in extracurricular activities. Absence for all or any part of the school day makes you ineligible to participate in or be a spectator to any extracurricular activity that day.

B. A student that participates in an evening event is expected to be in school on-time the next day. Absence or tardiness on the day after an event will make the participant ineligible to participate in that day's practice or game for which he/she would ordinarily be eligible to participate.

C. Absence or tardiness on a Friday has NO EFFECT on eligibility to participate in (or be a spectator to) any extracurricular activity on the Saturday and Sunday that follow that Friday but would (obviously) affect Friday participation.

D. Each coach may add attendance requirements which relate practice time to playing time. For example, a coach may set a rule stating that a player that misses practice the day before a game will not be permitted to start that game, or worse, may not play in the first half of that game. A coach may also relate the diligence and effort of a player in practice to the amount of playing time given.

E. Sunday practices are permitted (within VPA guidelines) after 1:00 p.m.

IV. Detention, Suspensions, and Discipline

The dignity of the school program is reflected through extracurricular activities. Those who take part must conduct themselves in a manner, which is above question. They bear a greater responsibility as citizens of the school than do those who don't participate in extracurricular activities since they represent a body of people larger than their group.

- A. Student behavior during the academic day is important. Any student that has engaged in behavior that requires administrative action, on the day an activity is to take place, has risked being suspended from that activity for that particular day.
- B. If a student is suspended (in or out of school), that student will be suspended from all extracurricular activities during that time (which includes participating as a spectator as well). Such enforced absence counts as absence from practice and competition for team attendance purposes.
- C. Any student identified as engaging in behavior that is disruptive, dangerous or detrimental to Proctor Junior – Senior High School students at any school-related function shall forfeit participation in or attendance at such events for a length of time to be determined by the principal. All decisions made by the principal must be based upon the particulars of the Extracurricular and Athletic Philosophy that all students and parents have agreed (in writing) to support.

V. Middle School Participation

Beginning with the fall 2003 soccer season, middle school athletics have been open to students in grades 6, 7, and 8. All middle school athletes must meet the same eligibility requirements for participation that high school athletes do except for grade level restrictions.

- A. No middle school athlete will be cut from any middle level athletic program on the basis of athletic performance. Middle School athletic programs provide a valuable training ground for future high school athletic programs and all interested students should be given the opportunity to participate in training and competition at the Junior High level.
- B. A middle school student may, however, be cut from an athletic program for academic or behavior problems.
- C. All members of middle level programs who meet attendance requirements will see playing time in contests. If the number of players on a team is large, the team may be divided into two sub-teams. Each member of a sub-team will see playing time in any game which that sub-team participates.

VI. Physical Appearance and Behavior, Dress, Conduct, and Language

- A. All students traveling to an away function are required to be neat, appropriately groomed, and properly attired. Blue jeans and T-shirts are NOT considered appropriate traveling attire. **Inappropriately attired or groomed students will not be permitted to travel** with or participate in the event with the team.
- B. Practices are for student athletes and coaches; parents should not attend unless a prior arrangement has been made between with the Athletic Director and/or Administration.

VII. Appropriate Coach/Athlete relations

Students and coaches should be aware of the boundary that exists between a coach and an athlete. Any social networking should be limited and informational, related to such things as scheduling/rescheduling games/practice times. Aside from celebratory events at school or restaurants, coaches should not host athletes at their homes.

B. Treat everyone involved with decency and respect.

1. Conduct at practices, in transit to and from games, while stopped with the team on trips, on the bench, sidelines, or stands while at an event with the team:
 - a. Swearing, vulgarity, and unsportsmanlike or irresponsible conduct have no place in athletics. Swearing, vulgarity, and unsportsmanlike or irresponsible conduct by any player, while with the team going to, during, or returning from an event, including practice, shall be grounds for disciplinary action as follows:
 - 2) If a player is reprimanded for inappropriate language toward another individual, or for unsportsmanlike or irresponsible conduct, that player will be removed temporarily from the game or practice.
 - 3) For a second offense: he/she is removed for the remainder of the contest (or practice) and the entire next game (or practice, whichever comes first).
 - 4) For a third offense: that player will be dismissed from the team and a hearing will be requested.
 - b. The coach (or coaches), the athletic director, and the principal are all equally responsible for maintaining this discipline while the team is together.
2. While on the competition field or floor (from warm-up to game's end), the Vermont Principals' Association (VPA) governs the conduct of participants in interscholastic sports in Vermont. VPA has strict rules of conduct for athletes at contests. The officials at contests are responsible for the conduct of athletes while they are in competition. While on the competitive field or court, VPA rules of conduct take precedence over rules of conduct contained herein.

NOTE: Students are to be reminded that they are representing Proctor Junior - Senior High School and are expected to act as ladies and gentlemen. Their conduct should at all times represent the school in the highest possible manner. Coaches are directly responsible for the actions of our students while visiting other schools. It is **IMPERATIVE** that the coach be the last individual from our school to leave the locker room of the host school. Locker rooms should be left in neat, orderly condition with the showers turned off. Should damage arise or an incident occur, the athletic director should be notified of the situation as soon as possible.

VII. Prohibited Substances (those prohibited by law)

- A.** The purchase, use, consumption, or possession of any alcohol, illegal drugs or drug paraphernalia is prohibited. Throughout the school year, during and beyond school hours, **including weekends**, any participant violating this provision will be suspended from all extracurricular activities. Before reinstatement is permitted, the student must enroll in a drug and alcohol counseling program approved by the principal. Any cost for the program and the obligation to complete it, is the student's responsibility. Completion is determined by the counseling program and only the counseling program. Diversion is not considered a counseling program.
- B** Suspensions:

1. **For the first offense**, suspension from all extracurricular activities is for 4 (four) weeks. If the student is showing commitment to the completion of the drug and alcohol counseling program (which is the counselor's determination), the student may begin practicing again at the beginning of the fourth week of his/her suspension. He/she may not participate in competition (including no traveling with the team, no warm up with the team) until 5 practices have been completed.
2. **For the second offense**: suspension from all extra curricular activities is for 8 (eight) weeks. If the student has completed the required drug and alcohol counseling (which is the counselor's determination), the student may begin practicing again at the beginning of the seventh week of his/her suspension. He/she may not participate in competition (including no traveling with the team, no warm up with the team) until 10 practices have been completed.
3. **For the third offense**: the student is barred from participation in extra-curricular activities for the remainder of his/her junior high (if appropriate) and high school years.
4. Section VII part B applies to both junior high and high school students. It takes effect in August 2009. [That is, offenses prior to August 2009 are not considered in the application of this section.]

C. It is required that the Athletic Director pursue any information concerning the possession and or use of prohibited substances by any athlete in accordance with these guidelines. It is his/her responsibility to determine, and document, the facts of the matter and to either dismiss allegations or to apply suspension as required by the school's athletic guidelines. Legal obligations (as to reporting facts to authorities) will be met by the athletic director or the principal.

D. Substance abuse violations are cumulative—the penalty schedule does not reset with the closing of one season and the opening of another.

VIII. Forfeit of Award for Behavior

Any student who is removed from a team for disciplinary reasons will not be entitled to receive any award for that activity.

IX. Individual Activity Requirements

All participants will be subject to rules established by his/her coach. A copy of this document and any training rules established by a coach/advisor will be given to each participant and copies will be placed on file with the athletic director and administrative offices.

X. Equipment

A student participant is responsible for all equipment issued to him/her. The student or his/her family will pay for lost, stolen, or damaged equipment at the end of the season. Jerseys, unless purchased by the student or coach, are the property of the school and must be returned. Also, awards and points are not to be given until all issued equipment has been turned in.

XI. Travel

As a condition of competitive participation in any “away” athletic event, all athletes travel as part of the team to and from events in vehicles arranged for by the school administration with the following exceptions:

- A. The principal or athletic director may make occasional exceptions for a good cause. A written request must be provided in advance by the parent and **signed by the principal**. The athletic director will provide the coach/advisor with the requests prior to departure to the event.
- B. In situations deemed an emergency by the coach/advisor, an exception may be made.
- C. In event of some reasonable circumstances beyond the control of a player/parent/guardian (not to include planning and time management), an exception may be made. In such cases, the parent/guardian notifies the athletic director who will communicate the exception to the coach/advisor en route or on site. The parent or guardian may then transport his/her son/daughter to the event site in his or her own vehicle for participation in the competitive event. If an athlete violates the rules regarding provision for transportation to and from away contests, the athlete is subject to suspension from the next away contest.
- D. Under no circumstances will athletes be allowed to ride to contests or back home from contests with other students. This provision applies even if the student driver is 18 years of age or older. The school will provide transportation to (which athletes must use, to and from, in order to be eligible to participate) all home designated contests that are not played on school owned or school – supervised property.
- E. If, at any time, athletes are to be transported to a function in vehicles not arranged for by the school administration, each athlete must have a signed parental permission slip. These, and a copy of the liability coverage of the adult drivers, must be submitted to the athletic director.

XII. Publicity

Periodically, Proctor Junior - Senior High School uses the Internet for both informational and promotional purposes. In doing so, the athletic department occasionally posts accounts of athletic contests on a team’s homepage within the school’s website. It is desirable to publish images of students participating in these events sponsored by the school. By participating in school sponsored athletics the parents and guardians give permission to use the name and image of their child on the school’s website in regard to his/her participation in or association with Proctor Junior – Senior High School athletics.

XIII. Administration

The athletic director at Proctor Junior-Senior High School for 2014-2015 is Jake Eaton. The athletic director (sometimes referred to as the Activities Coordinator) is the administrator for extra curricular activities at the school. He is accountable for the school’s adherence to all laws (such as Title 9), all rules and regulations of the Vermont Principals’ Association (and, by extension, the National Federation of High Schools which VPA recognizes as the ruling body for high school sports nationally); adherence to the rules, regulations, and obligations to

the Marble Valley League; and finally adherence to all of the requirements of the Proctor High School Student Handbook and the Philosophy of Extracurricular Activities.

Contact Information

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The following document outlines the Return to Play protocols recommended by the VPA.

My child and I have attended the required pre-season meeting with the Activities Coordinator. We have heard and reviewed the Extra- and Co-Curricular Guidelines and agree to abide by these guidelines as established by Proctor Junior-Senior High School, and that are followed by all participants in grades 5-12 in the Proctor School District for an activity or team that is sponsored by the schools.

In addition, we have received the CDC fact sheet entitled Heads Up: Concussion in High School Sports. We understand the Return to Play protocols that have been established by the Proctor School District and agree to abide by those protocols.

Parent/Guardian Name: _____ (printed) Date: _____

Parent/Guardian Signature: _____

Student-Athlete Name: _____ (printed) _____ (signature)

Student-Athlete Name: _____ (printed) _____ (signature)

Student-Athlete Name: _____ (printed) _____ (signature)

Student-Athlete Name: _____ (printed) _____ (signature)