



# Student Life Handbook

**LONG TRAIL SCHOOL** 

*creative. committed. connected*



Welcome to the 2013-14 Long Trail Student Life Handbook. This guide will outline the philosophies and policies that help us create the best possible extracurricular experience for our students. We are proud to field teams in a variety of individual and team sports and to produce fall and spring theatrical events. Long Trail is also proud to offer a wide array of student clubs and groups. We are very excited that you are interested in joining your fellow students in playing for or representing Long Trail School as a Lynx. It should be an incredibly fun and rewarding experience that will provide many unforgettable moments. However, it is also an important commitment. It is a commitment to your school, your teammates or cast mates, your coach or director and yourself, and one that you should not take lightly. Please familiarize yourself with this handbook so you have a full understanding of that commitment as well as our rules and policies regarding Long Trail activities. As with all of your Long Trail endeavors, try your best and have fun!

Have a great year,

Scott Magrath  
Director of Athletics

Anharad Edson  
Arts Chair

Justin Bendall  
Dean of Students

*“Nothing great was ever achieved without enthusiasm.”*

Ralph Waldo Emerson  
American author, poet and philosopher

The following guidelines apply to all Long Trail students interested in participating in athletics, drama and any other school sponsored extracurricular activity. Please refer to the appropriate sections for policies specific to athletics and drama.

## **ELIGIBILITY**

Participation in extracurricular activities is a privilege that is earned by students. Students must meet certain academic, behavioral, physical (for athletes) and Vermont Principals Association's (VPA) guidelines to participate.

## **ACADEMIC**

### **Seasonal Academic Requirements**

Student athletes and actors are students first and athletes and actors second and must maintain satisfactory classroom performance. Students are required to meet these academic standards to be eligible to participate:

- I. A student must have a grade of 70 or higher in ALL courses.
- II. A student must have an overall average of 73 or higher in ALL courses combined.

Eligibility will be determined by the final grade indicated on report cards received at the close of each of the four marking periods immediately preceding the present sports/activity season:

- A. Initial fall season eligibility is based on the second semester final grades of the previous year. *All new incoming students are initially able to participate. Summer school grades may possibly be counted in the determination of eligibility*
- B. Initial winter season eligibility is based on the first quarter grades.
- C. Initial spring season eligibility is based on the first semester grades.

### **Daily Academic Requirements**

In addition to the seasonal academic requirements, student athletes and actors must also maintain good academic standing on a daily basis. At a teacher's discretion, and with the endorsement of the director of athletics, dean of students, dean of academics or arts chair, a student may be withheld from a one or several rehearsals, practices, meetings, or activities for academic underachievement.

## **Probation Procedure**

A student who is found to be ineligible because he or she has a grade below 70 or an overall average below 73 may be allowed to participate after a minimum of one week if and once the following conditions are met:

I. He or she is in good standing, achieved a 70 or above in all courses and has achieved at least a 73 overall average in all classes

II. He or she understands their responsibility for submitting a progress report to director of athletics or arts chair every two weeks for the duration of the season.

III He or she has the approval of their advisor and the coach/drama director

*If any these conditions are not met then probation will continue until all requirements are fulfilled.*

During academic probation, the dean of academics and the athletic director will establish an academic plan that will typically involve a daily proctored study hall or additional time with a teacher. Ineligible students participating in fall sports may begin practicing at the beginning of preseason. Their one week probation period will begin the opening day of school. For all other sports seasons, probation begins the day of report card distribution. As a reminder, middle school athletes need to have seven practices before they may compete interscholastically while upper school athletes require 10 practices. Students missing practice(s) due to academics may not be eligible for the first few games.

## **Incompletes**

Students ineligible due to a grade of an "Incomplete" may participate after completion of their work and provided they meet all other eligibility requirements and the conditions stated above.

## **Appeal Process**

An academically ineligible student may request an appeal if he/she feels the grade(s) is unjust or inaccurate by asking ask the director of athletics, dean of students or arts chair for an appeal within five days. An appeal hearing will occur within two school days after the request is received. The student and/or parents are the only ones who may initiate the appeal process. The head of school will render a decision within one school day. The following people may be present at the appeal hearing: the head of school, the director of athletics, chair of the arts department, drama director, dean of students, the teacher(s) who awarded the grade(s), dean of academics, the coach, the student's advisor, and the student and/or parents.

## BEHAVIORAL

### Long Trail Student Handbook

In addition to adhering to the policies outlined in this guide, student-athletes must also be in good standing and compliance with the expectations and policies listed in Long Trail's student handbook.

### Daily Attendance

Students must check into school by 11 a.m. or arrive on schedule and be in attendance until 11:00 a.m. to be eligible to practice or play. **Students are also expected to be present and on time for school the day after a sporting event or activity.** If these policies are violated, it could result in the suspension of play in the next scheduled game.

## PHYSICAL HEALTH

To participate in Long Trail athletics, all students are required to have had a doctor's physical examination and approval within the past two calendar years before they compete in any game or practice. This is noted on the LTS Physical/Athletic Participation Form that is required to be collected from each athlete before starting practice. Any student that incurs an illness or injury that cause the student to miss a significant amount of class or practice time or necessitates a doctor's appointment will need to submit a return to athletic participation form that is signed by the physician before they can return to practice and competitions.

### Concussions

A concussion is an injury to the brain that changes the way the brain functions. Recent research has greatly enhanced our understanding of concussions but there is still much to discover about these injuries. Please take the time to educate yourself about concussions by visiting the Athletics page of Long Trail's website to access a variety of helpful materials. Students and parents must sign a form acknowledging the availability and receipt of this information. Parents and athletes are also encouraged to watch an informative 20 minute video on concussions at [www.nfhslearn.com](http://www.nfhslearn.com).

## **Concussion Management Action Plan and Return to Play Protocol**

Long Trail will follow Concussion Management Action Plan in the event of a possible concussion.

- A. An athletic trainer, coach, or official will make the initial decision to remove the athlete from play when a concussion is suspected.
- B. Upon this initial assessment, an athlete must then seek an official medical diagnosis from a health care provider
- C. If a concussion is confirmed, the athlete must sit out from athletic participation for the health care provider's prescribed period of time, which can last from a few days to several months, until the athlete is symptom-free. Additionally, this information will be shared with the dean of academics and appropriate teachers so that, if needed, an academic plan may be implemented as the injury heals.
- D. The athlete may be cleared to return to play only with the signed permission of a health care provider.
- E. Long Trail School's athletic director or head coach will inform the parent or guardian when a student is suspected of suffering a concussion

## **VERMONT PRINCIPAL ASSOCIATION**

Vermont Principals Association (VPA) eligibility rules apply to all students, both boys and girls, in grades 6-12, and apply to all activities, athletic and non-athletic, sanctioned or sponsored by the VPA, of which Long Trail School is a member. Home study students should reference the separate section on participation guidelines.

1. Contestants/participants must be bona fide students in their schools. Students may only compete on school teams sponsored by their own school during the season, and may only compete for the one school in which they are officially enrolled. Students may participate in meets as individuals, but may not participate as a member of another team.
2. In an activity season, players who have participated in practice or competition as a member of a school group shall not practice or compete as members of a non-school organized group in the same activity.
3. Transfer students are eligible at once, provided that they were bona fide students in the school from which they transferred according to the definition in #1 above. If the transfer is the result of any coercion, recruiting or inducement to move in order to participate in interscholastic activities, students will be ineligible for 365 calendar days from the date of the infraction.

4. A student who competes in any VPA sanctioned activity must be under nineteen (19) years of age, except that a student whose nineteenth (19th) birthday occurs on or after August 1st is eligible for all activities in the succeeding school year. Students who have reached the age of nineteen (19) prior to August 1st shall be ineligible for all VPA sanctioned activities.
5. Students are ineligible if they have graduated from any course of study in a secondary school comparable to a Vermont system.
6. Students have four (4) consecutive years or eight (8) semesters of eligibility for participation in school activities. Attendance of thirty (30) school days of any semester shall be regarded as a semester.
7. No student may participate in the same sport for more than four (4) seasons.

# LYNX INTERSCHOLASTIC ATHLETICS POLICIES AND PHILOSOPHIES

## DEDICATION

Long Trail bases the success of their athletic program not by wins but by the quality of the athlete's experience. To help ensure the greatest possible experience, Long Trail strives to provide the best possible coaching, facilities and equipment as well as to schedule competitions against optimally challenging opponents. Athletes also share responsibility in creating a positive experience by supplying commitment, enthusiasm and dedication. This means attending, with a positive attitude, ALL possible practices, games and team events (please see the practice policy). This is especially true of varsity level student-athletes. If a student-athlete knows they will miss a team function, they must let their coach or the director of athletic know ahead of time.

## Activity Requirement for Graduation

Students electing to participate on a team or in an activity to meet the graduation requirement must meet all attendance and behavioral expectations to receive credit.

## Non-School Sports

We understand that students frequently participate in sports outside of school, and we encourage their participation. However, Long Trail expects the commitment to our teams to be the students' first priority should a conflict in schedules arise. Students choosing to participate in a non-school team event over a LTS team event, should expect to face consequences as decided upon by the coach – including decreased playing time and/or dismissal from the team. The coach must be informed of any such conflicts well in advance, but we do expect that all student participants will honor their commitment to our teams for the duration of the season

## Family Vacations and Job Conflicts

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 try out for our teams, along with their parents, be prepared to commit to the team for all practices (*please see below for our practice policy*) 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. It is also expected that student-athletes will arrange jobs and other activities so as not to conflict with practice, contests

and play-offs. Student-athletes who miss practices or competitions for these reasons can (and likely will) have their playing time adjusted.

## **TRY-OUTS AND PLAYING TIME**

“The most important thing is not to win but to take part!”

*Baron Pierre de Coubertin,*

*Founder of the Modern Olympic Games*

Long Trail School firmly believes in the tremendous benefits of a well structured athletic program and strongly encourages any interested and dedicated student to participate in sports. Long Trail is proud of its inclusive philosophy of participation and our diverse array of sports. We never cut an athlete from a sport. In sports where multiple levels are offered, we will place an athlete at the appropriate level to ensure a positive and meaningful experience.

### **Students and Playing Time at the Varsity Level**

At the varsity level, athletes who display the best of both attitude and skills will receive the greatest amount of playing time. The competitive nature of interscholastic varsity athletics dictates the use of the team’s best players in a contest. It is expected that, at appropriate times, all varsity members will have the opportunity to experience interscholastic competition. This would be particularly true in those contests where the outcome is no longer in doubt.

Participating athletes who are seniors and have previously participated at the varsity level will receive extra consideration regarding playing time.

Players who may not see as much playing time will still have a key role to play in team development. It should be remembered that for every hour of competition, the amount of time spent practicing and preparing for competition maybe ten-fold. It is during practice that team success is nurtured and the concept of a team player is realized. All successful teams and coaches know the importance of those who contribute at every level of preparation and play. Any athlete that plays in a varsity level competition will receive a varsity letter or pin.

When it is beneficial for the team, participants should have a reasonable expectation to compete. Coaches have the ultimate authority to decide what level of participation benefits the team. They have no obligation to provide a set amount of playing time at the varsity level.

What coaches do have is an obligation to instruct all participants so they can reach their maximum potential both at practice and in competition, winning or losing, playing for a short duration or the whole game. They have the additional obligation to clearly communicate to all participants the role they will be expected to play relative to practice, preparation, and competition in order to maximize team potential.

### **Parents and Playing Time at the Varsity Level**

Supportive parents want their children to succeed but often fail to realize in team sports that a participant's sense of success may lie as much in being part of a team as in individual accomplishments. Too often parents measure the level of a child's success only by the time observed in competition. There is very little consideration ever given to the degree of satisfaction a participant may feel when their hard work in practice and preparation manifests itself in greater team accomplishments. It should be remembered that participants spend most of their time interacting with teammates and coaches in practice. Parents, who constantly question playing time, coaching strategies, or their child's role on a team, seldom add anything positive to their child's experience.

### **Students and Playing Time at the Junior Varsity Level**

Junior varsity is a level where the emphasis shifts from individual skill development and equitable playing time into a more advanced and competitive team concept. All participants should expect to participate at varying levels over the course of a season, but not necessarily game to game. All Upper School students, regardless of grade level, are eligible to play on JV teams.

### **Students and Playing Time at the Middle School Levels**

More than winning, the goal of middle school teams is to prepare participants for a higher level of competition by emphasizing individual skill development, fun, sportsmanship, and a fundamental understanding of team play, strategies, and rules. Though coaches are not expected to guarantee a set amount of playing time in each competition, a fairly equitable amount of playing time under differing competitive situations should be expected. Attendance, proper behavior, a willingness to learn, and individual skill development are all factors in how much playing time a participant sees.

### **Participation at Multiple Levels**

Some athletes may play at multiple levels within a sport (such as a boy playing on Varsity and JV soccer) but they will never play more than the maximum number of games allowed for an individual in a season.

## **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 extracurricular 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 very 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. However, 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.
4. Nutritional needs

### **Issues not appropriate to discuss with coaches**

1. Playing time
3. Play calling
2. Team strategy
4. Other student-athletes

### **Protocol for registering concerns:**

1. Contact the coach first. If you cannot reach him/her, call the director of athletics and a meeting will be set up for you.

2. If the meeting does not provide satisfactory resolution, call to set up an appointment with the director of athletics.

## SPORTSMANSHIP AMONG ATHLETES AND SPECTATORS

The goal of interscholastic athletics is to give young men and women the opportunity to expand their educational horizons by experiencing fair and friendly competition with peers. Ingrained in that opportunity is respect for the rules, regulations, opponents and officials. Long Trail subscribes to this goal and will strive in all athletic events to achieve that objective.

### Long Trail believes:

- *The ideals of good sportsmanship, ethical behavior and integrity are the essence of interscholastic activities.*
- *The concept of "sportsmanship" must be taught, modeled, expected and reinforced by all those involved in competitive activities.*
- *That interscholastic activities provide an arena for participants to grow, excel, understand and value the concepts of sportsmanship and teamwork.*
- *That good sportsmanship shall be defined as those qualities of behavior which are characterized by unselfishness and genuine concerns for others.*
- *That all administrators, coaches, athletes, officials, and spectators should demonstrate and promote good sportsmanship as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.*

Student-athletes that engage in acts of poor sportsmanship that require the coach or official to suspend that person from further practice or play shall be held accountable for those acts in the following manner:

#### 1. Acts of poor sportsmanship

The offending student will be declared ineligible by the individual coach, with the approval of the director of athletics, for the next regularly scheduled contest or post-season contest. This penalty will be applied with no cumulative effect for each student.

2. Fighting, taunting, sudden ejection and gross unsportsmanlike conduct as determined by the coach or official

First offense: The student shall be declared ineligible for the next two contests or post-season contests in the sport in which the student was ejected.

Second offense: The student shall be declared ineligible for interscholastic competition for the remainder of that sport season. The student remains eligible for practices. The coach and the director of athletics will meet with the student to define their status during this period.

Additional school consequences may be deemed necessary if the student-athlete has been found in violation of the school's policy on fighting.

## **PRACTICES**

Practice schedules are coordinated between the director of athletics and head coaches. Each coach will provide a tentative practice schedule for the season. By VPA Guidelines, Long Trail athletic teams are permitted to practice 5-6 days a week, though most LTS teams range 3-5 practices a week. The length of practices is generally 1.5 hours. Coaches will be responsible for providing supervision during meeting hours.

Athletes must promptly board transportation home at the end of practices and games. Coaches will report to the director of athletics any athlete who is repeatedly picked up late. Parents and guardians of those students may be asked to attend a meeting with the director of athletics to address the problem. Coaches will be the last to leave practices or games.

## **PRACTICE POLICY**

Students make a commitment to their teammates and coaches to attend every practice. Any student that has three or more absences from practices, games, or competitions may be dismissed from the team, possibly resulting in a missed graduation requirement.

## **DISMISSAL FROM TEAM**

Any student that withdraws, is suspended or dismissed from a team may not be eligible for any team or league awards. Any student that is not an active member of a team at the end of the season may not attend the sports banquet as a member of that team. Any student fees are not refundable if a student leaves or is dismissed from a team.

## **ADDITIONAL FEES**

Some sports, such as rock climbing and snowboarding, may carry additional activity fees, such as a membership or lift pass. These fees are not refundable. We do our best to maximize participation so if the fee is an obstacle to participate, please contact the director of athletics.

## **GAME SCHEDULES, THE MARBLE VALLEY LEAGUE AND LEAGUEMINDER**

In upper school boys soccer, girls soccer, softball, and cross country, Long Trail competes as a Division IV member of the 22 team Marble Valley League. Long Trail strives to schedule local and optimally challenging opponents to provide a meaningful competitive experience. All team schedule information may be found on the Long Trail website's calendar or on [www.leagueminder.com](http://www.leagueminder.com). Individuals that sign up with [www.leagueminder.com](http://www.leagueminder.com) will receive email notifications if there are any changes to the schedule, such as a change in venue or postponement due to weather. It is free to join and highly recommended.

## **REST BETWEEN SEASONS**

Athletes must have seven (7) days between the start of an athletic season and the conclusion of the previous season to comply with the Vermont Principals' Association rules and regulations. An athlete beginning a season late must have 10 practices (seven for middle school) before becoming actively involved in interscholastic games.

## **UNIFORMS AND EQUIPMENT**

It is the responsibility of the student to return all school issued equipment (such as goalie or catcher gear), uniforms and supplies to the coach. All uniforms and equipment are expected to be returned washed and clean within two (2) school days of the final contest. 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/or diplomas, and the denial of future participation or special school privileges. All of our uniforms are made of synthetic materials. These materials are lighter and provide better moisture wicking than traditional fabrics. However, they require greater care when washing and drying. Please pay attention to the attached washing and drying instructions. You should typically wash your uniforms inside out to help protect the integrity of the garment. Uniforms that are damaged due to improper care will be **replaced at the student's expense**. It will not be the responsibility of the student to replace items that are damaged through normal wear and tear in games.

**A special note about equipment as "souvenirs"**

Equipment and uniforms are very costly. It is also very hard to replace one or two items each year. Some uniforms cannot be replaced and others might cost upwards of two times the original cost. Students who decide to keep their uniform "for the memories" are creating an unfair situation for other students. Please be respectful and courteous toward your fellow and future teammates - return all issued equipment promptly.

### **Mouth guards**

Currently, it is recommended, but no longer required, that basketball and soccer players use them. Athletes are encouraged purchase a mouth guard and a mouth guard case to prevent accidental loss and to keep them clean.

### **TRANSPORTATION**

The following guidelines have been established for the safety of all Long Trail student-athletes:

1. If transportation is provided, all team members will ride the bus to and from the game.

Exceptions:

A. A parent/guardian who attends the event and wishes their child to return home with them. These requests must be approved directly with the coach.

B. In special circumstances, students may travel to the contest or may return home by other means. This may only occur if a permission note from the parent/guardian is received prior to the game or event. These requests must be approved by the coach at least 24 hours before the event.

2. In no instance will a student-athlete be allowed to ride with another student regardless of permission from the parent/guardian.

3. Proper bus behavior is expected for athletic teams and will be covered with coaches and team prior to each season by the director of athletics.

4. Only team members (and support personnel) are allowed on team busses. If there is the interest, Long Trail will attempt to provide transportation for fans for playoff games.

5. It is expected that team members will place collect and properly dispose of all trash. Busses will look the same at the end of a trip as in the beginning of one.

6. Athletes MUST be promptly picked up at the end of games and practices. Coaches will report to the director of athletics any athlete who is repeatedly picked up late. Parents/Guardians of those students may be asked to attend a meeting with the director of athletics to address the problem.

### **CHANGE IN SPORT AND TWO SPORT POLICIES**

Except in isolated and unusual cases, students WILL NOT be permitted to change sports during the season, or to participate in more than one sport in the same season. Students should make every effort to honor their initial commitment to any sport or activity. Exceptions must be discussed in advance with, and receive the approval of, the head coach(es) and the director of athletics.

### **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 and the SAT/ACT test scores. It is also necessary for high school students who wish to compete in Division I or II collegiate athletics to register with the NCAA Clearinghouse. For forms and/or more information on eligibility standards, please contact the director of athletics.

## **LONG TRAIL DRAMA**

### **Actors Anonymous**

### **PRODUCTIONS and GRADE ELIGIBILITY**

#### **Fall:**

Every fall, beginning in September and ending prior to the December Holiday Break, Long Trail offers its students the opportunity to participate in either a drama production or musical (to be determined by the Theater Drama Director and Arts Department Head). Both upper school and middle school students are eligible to participate provided they meet the academic requirements described previously in the handbook. They can participate in either an acting (casting to be determined by audition) or tech capacity, depending on their interests and upon the production's needs.

#### **Winter/Spring:**

Beginning after the December Holiday Break, auditions and rehearsals begin for Long Trail's entry into the VPA-sponsored Vermont One-Act Drama Festival (to be determined by the Theater Drama Director). Upper school students are eligible to participate provided they meet the academic requirements described previously in the handbook. Advanced middle school students may participate with the approval of the Drama Director and must also meet the school's academic requirements. All participants in the One-Act Festival must commit to ALL rehearsals, participation at the Regional Drama Festival (usually held on a weekend in March), participation in the State Drama Festival (generally held on a weekend in March or early April) AND participation at the New England Drama Festival (generally held in April – possibly during the spring school break). If a student wishes to participate in a spring sport (because of the overlap of seasons) he or she may be ineligible to participate in the one-act festival (eligibility to be determined by the Drama Director). Participation may require a small monetary commitment by students to defray the cost of meals and lodging at the various festivals.

#### **DEDICATION AND COMMITMENT**

Long Trail bases the success of their drama program by the quality of the drama participant's experience. To help insure the greatest possible experience for all participants, Long Trail strives to provide the best possible direction, facilities and equipment. Student participants also share responsibility in creating a positive experience by supplying commitment, enthusiasm and dedication. This means attending, with a positive attitude, ALL possible rehearsals and productions. All student participants are also expected to assist in any set construction/painting needs to be determined by the Drama and Tech Directors as well as setup and strike for all productions. Student participants are also expected to treat their fellow actors and technicians, scripts, costumes, props, facilities and equipment with the utmost respect. Any form of abuse may result in expulsion from the production and may affect their opportunity to participate in future productions. As in athletics, eligibility is a privilege, not a right.

#### **COSTUMES, DRAMA PROPS and SET POLICY**

The Long Trail School Drama department purchases props, costumes, and set materials out of a finite budget each year for the purpose of enhancing the productions that it performs. Long Trail School expects that all actors and students will respect these items and use them only for the express purpose for which they are intended. Costumes and props are assigned to specific actors by the director, and the student is responsible for maintaining them in good condition and returning them in good condition at the end of the production. Students may be billed for

damaged or unreturned costumes or props. Set pieces and scenic props must be treated with respect both on stage and back stage by all students. Their use for a production is assigned by the tech director and director. Costumes and props are stored as space permits by the department for possible use in future productions in order to mitigate overall costs. These items may only be borrowed for other school classroom use after obtaining prior approval of the theater director, and must be returned in good condition. Items borrowed and not returned by the person borrowing will be billed to that person.