

Co-Curricular Activities

- A co-curricular activity is any activity associated with a school-sponsored team, club or other organization that meets outside the regular classroom.
- Participation in co-curricular activities is a privilege and one of the participant's responsibilities is to be a representative of Chelsea School. A student's behavior, conduct and citizenship should always be exemplary.

Academic Eligibility for High School Athletes

The student/athlete will abide by all Chelsea School academic performance guidelines.

- The student will be a full-time student.
- The student will maintain a 75 average in all classes in order to avoid being placed on Academic Probation (defined below).
- The student must be passing ALL classes at the end of each quarter.
- If a student has below a 65 at the end of the quarter, they will become ineligible for a two week period.
- The student may request a grade review during that two week period; this request will need to go through the guidance office and may only be requested once.
- At the end of the two week period there will be a grade review. If the student's grade remains below a 65, the student will remain ineligible until progress reports.

*When ineligible, a student may not participate in practices, games or any other co-curricular activity.

Academic Probation (a student with a grade below a 75 in any class at progress reports or at the end of the quarter)

A student on academic probation needs to comply with the following:

- If the student has below a 75 in any class, they will need to agree to attend learning block in the class or classes at least twice per week or at the discretion of the teacher, in order to work toward increasing their overall grade within the class.
- If the student has below a 65 in any class at progress reports, they will need to agree to attend learning block three days per week or at the discretion of the teacher and spend two days after school (one day with the teacher, one day with the athletic director or advisor) in order to work toward increasing their overall grade within the class.

**If below a 65 at the end of the quarter see above Academic Eligibility

Academic Eligibility for Middle School Athletes

The student/athlete will abide by all Chelsea School academic performance guidelines.

- The student will be a full-time student.
- The student must be passing ALL classes at the end of each quarter.
- If a student has below a 65 at the end of the quarter, they will become ineligible for a two week period.
- At the end of the two week period there will be a grade review. If the student's grade remains below a 65, the student will remain ineligible until progress reports.

*When ineligible, a student may not participate in practices, games or any other co-curricular activity.

Co-Curricular Code of Conduct

- There must be no use of tobacco, alcohol or nonprescription drugs while a member of any co-curricular activity. Substance use and abuse is illegal and does not enhance the success of an individual or a team. Students who are involved in co-curricular activities are representatives of Chelsea School; therefore, specific standards of conduct are expected.
- Any student found in violation of the Code of Conduct will not be eligible for post season awards, All League nomination and All-Star game participation.

Offense Penalty for a Proven Violation- police report or adult who saw the activity and reports (in writing) to the Administration.

First Offense

- The student is suspended immediately from participation in any co-curricular activities for 50 school days. Prior to reinstatement a student must: produce documentation that shows involvement in an alcohol, tobacco and other drugs education/counseling program that is conducted by a Certified Drug/Alcohol Counselor. A student may request reinstatement after 25 days.

Second Offense

- The student is suspended from participation in all co-curricular activities for one year (365 days) from the date of the incident. Prior to reinstatement a student must: produce documentation that shows involvement in an alcohol, tobacco and other drugs education/counseling program that is conducted by a Certified Drug/Alcohol Counselor. A student may not request early reinstatement.

For Reasonable Suspicion: facts and other evidence that would lead a person to make a report to the Principal or Athletic Director.

The Principal and Athletic Director decide if a report warrants an investigation.

- If yes, the Principal and Athletic Director will determine which students must be interviewed and make every attempt to contact the student's parents.
- If no, the report is documented.

If the investigation completed by the committee (Principal, Athletic Director, & a staff member) results in a reasonable suspicion that specific player(s) have violated the co-curricular code of conduct, the following actions will go into effect.

First Offense

- The student is suspended from participating in games, productions, performances, concerts and competitions and cannot represent the school in a formal activity for 10 school days. Participation in practices during this time is not allowed.

Second Offense

- The student is suspended from participation in all co-curricular activities for 10 days or the remainder of the season, whichever is longer.

For Reasonable Suspicion continued

Third Offense

- The student is suspended from all co-curricular activities for a period of one year from the date of the incident. Prior to reinstatement the student must produce documentation that shows involvement in an alcohol, tobacco and other drugs education/counseling program that is conducted by a Certified Drug/Alcohol Counselor.

Note- any costs associated with this policy are the responsibility of the student.

*Students who feel they have a substance abuse problem may voluntarily come forward for help and be exempt from penalties. This must occur before any violation takes place.

**Students who self report a violation of the substance abuse policy may receive a reduced suspension.

Eligibility Based on Attendance

- Co-curricular participants are expected to attend all of their classes, in their entirety, except when they have a school sanctioned, prior-notification excuse "i.e. doctors' appointments, college visits."

Previously Approved Absence

- A student may legitimately miss a class and remain eligible if satisfactory arrangements to miss the class have been made with the teacher prior to the class meeting time.

Non-Approved Absence from Class

- In the case of a non-approved absence where the student is declared ineligible by a school administrator, the student is ineligible to participate in the next scheduled game, performance, meet, practice or rehearsal once knowledge of the absence has been processed in the school office.

Ineligibility Overrule

- When a student misses a class or scheduled obligation, the Principal may declare the student eligible if it can be verified that the student's absence was due to circumstances beyond the student's reasonable control.

Suspension

- No student may participate in any activity during the same day that the student has been on suspension, either in-school or out-of-school.

Spectator/Audience Behavior at School Functions

- A student whose behavior is disruptive, dangerous or detrimental to Chelsea School community at an athletic, social or cultural event or on a bus transporting Chelsea School students, shall forfeit participation in or admittance to such events for a time period determined by the Principal. The Principal has the discretion to place a student on probation for the first offense. Obscene cheers, littering basketball courts, throwing objects and verbal indignities directed toward visiting athletes, have no place in athletics and will not be tolerated.

Spectator/Audience Behavior at School Functions continued

- Chelsea School is a drug-free zone which means that alcoholic beverages, tobacco and smoking are prohibited on school grounds and in school buildings.

Hazing

- Activities by individuals or teams that are meant to humiliate, degrade, intimidate or employ physical force to other individual team members or coaches will not be tolerated. Hazing, or knowledge of hazing taking place and not reporting it, is against the law.
- When the coach or Athletic Director has reliable information that an individual athlete has engaged in unacceptable behavior, the behavior will be reported to the Principal who will conduct an investigation into the allegations. If, after this investigation, the evidence is found to be true, the Administration will impose appropriate penalties.

Transportation To and From School Activities

- Students participating in school activities requiring transportation must use the transportation provided by the school.
- A student may ride with his/her parents to or from a school activity if the student's parents consult with the coach/activity advisor ahead of time.
- Students may not drive private vehicles to school-sponsored events such as athletic contests, field trips or meetings. Exceptions are made only when a parent makes a written request in advance of an event. In such cases, no students outside the immediate family may be transported.
- Any student accepting outside transportation to or from a school event without proper permission is subject to immediate suspension from further participation in that activity. The length of suspension will be determined after proper hearings are held with the Administration. The school is liable for and takes seriously the safety and welfare of students engaged in school activities.

Athletic Rules

- The Chelsea School Athletic Department believes that athletics should be considered an important aspect of our school. The Athletic Department shares a common goal of guiding young people toward emotional, social and physical maturity that will assist the individual in developing self-reliance, pride, loyalty and other desirable citizenship attitudes. While striving for this goal, concern for the physical welfare and safety of students is the primary objective. It is these objectives of the athletic program which are used to justify the use of tax funds and school facilities.
- The Athletic Department programs encourage the development of a variety of competitive teams at all levels every sports season. It is understood that a sufficient number of qualified coaches should be provided to adequately staff the athletic program and that overall equality and consistency should be provided within the Athletic Department. It is necessary for the Athletic Department to promote and respect the local, state and national rules and policies under which our school programs are conducted.

Sports Physicals

- Physicals are required each calendar year (365 days) for every student who will be playing on any Middle School or High School sports team. A sports physical form will be handed out at the first practice or can be obtained from the School Nurse or the Athletic Director. The form should be brought with the student to a physician for completion. A sports physical form must be on file before a student can participate in practices or competitions.
- The sports physical form should be turned into the School Nurse or Athletic Director.

Acknowledgement of Risk/ Insurance Statement/Emergency Forms

- All forms must be turned into coaches before the completion of the first week of official practice.
- Any student with asthma must have an inhaler present at all practices and games.
- Any student with a bee allergy must have an EpiPen present for all practices and games.

Practice Responsibilities

- Athletes are expected to be at every required practice unless excused by the coach. Athletes who must miss practice for an appropriate reason should inform the coach ahead of time. If a student fails to notify a coach that they will be missing practice on two consecutive days, they will be suspended from the team pending a meeting with the Athletic Director.
- A team member who is absent and unexcused from the last practice before a game will not be eligible to play in that game. An athlete with an excused absence from the practice before a game may start at the coach's discretion.
- Athletes are expected to attend the first practice called after the official starting date unless excused by a physician. Those who are excused from trying out should understand that they will be behind others in terms of skills and conditioning, and that this may affect the team on which they are placed or whether they make the final cuts (jv/varsity).

Game, Practice and Traveling Responsibilities

- Dress codes for away contests are determined by the Athletic Director and individual coaches.
- Athletes should know when and from where the transportation leaves for away contests. They will be dismissed from class at the listed departure time.
- All team members must leave and return on the bus. Parents may sign out their own student but unless otherwise arranged with the Athletic Director parents may not sign out other students.
- When transportation to and from games must be done in private vehicles, the Athletic Director must approve the written request from the student's parent prior to the trip.
- Any student who, without permission, accepts non-school approved transportation to or from a school event is subject to immediate suspension from further participation in athletic competition until the Athletic Director and the parents of the student have discussed the issue.
- If an athlete is ineligible due to a class cut and drives to an away contest on his/her own, he/she may not be part of the team at that away contest nor be in the bench area.
- At away games, teams are expected to sit together in the away gym or field and will be supervised by their coach.

Early Dismissal

- Dismissal times will be announced. Students dismissed at 2:15 must still report to their 2:00 class.
- Students should report directly to the locker room to prepare for the trip unless told otherwise by the coach. Students shall not be in the high school hallway or within the main building while preparing for a trip. Once the student has changed, they are to report to their pick up area, which is normally the back parking lot.
- Students missing classes because of early dismissal must meet with the teachers to arrange all makeup work prior to dismissal on that school day.

Disqualification from an Interscholastic Athletic Event

- Any player or coach who is disqualified from a game at any level for exhibiting unsportsmanlike conduct shall not participate in the next two scheduled interscholastic athletic events, including VPA Tournament events.
- If a player receives a 2nd game disqualification during the season, that individual will be required to forfeit any participation in that interscholastic sport, at any level, for the balance of the season.
- If the game disqualification is administered in the final contest of the season (including tournament play) the penalty shall be carried over in that sport and invoked at the first regular season game the following academic year.
- Any players, who leave the bench area while an altercation is taking place in the playing area, shall receive an immediate two game suspension from the next scheduled interscholastic athletic events.

Equipment

- The athlete will accept responsibility for all equipment issued and will return everything in reasonable condition within two weeks of the close of the season.
- The athlete will not be allowed to participate in any Chelsea School athletic programs until the equipment has been returned or for which payment has been made. The student will be billed for lost or abused equipment.

Age Restrictions

- You may not turn 19 prior to August 1st.
- No student may participate in a varsity sport for more than four years, excluding 8th grade waivers.

Coaches Responsibilities

- All paid high school coaches must be certified in; Coaching Fundamentals, First Aid and Concussion in Sports. New coaches have one year to get their certification. Coaches at all levels are encouraged to complete the listed certifications. The cost of the program is covered by the school.
- Collect all Acknowledgement of Risk and Insurance Statement forms as well as Emergency Permission forms. These forms must be with the team at all times.
- Medical kits will be handed out by the Athletic Director at the beginning of each season. The kit must be at all practices and games. If it needs to be restocked during the season, the coach will notify the Athletic Director.
- Ensure that all playing equipment and uniforms are returned to the Athletic Director at the completion of each season.

Coaches Responsibilities continued

- Inform and explain training rules and regulations to team members and apply them fairly.
- Account for team members during practices, games and do a head count whenever the team boards the bus.
- No team shall be left unsupervised during practices or games.
- If a coach cannot be at a practice or game, the Athletic Director shall be notified. The Athletic Director will attempt to find a suitable replacement or cancel the practice/game.
- Injured team members must be attended to immediately using acceptable first aid procedures and methods. All significant injuries* must be reported on an accident report form and submitted to the school nurse no later than the next school day.
*Examples of significant injuries are: head, neck, back, etc.
- If a doctor revokes a student's clearance to play a sport, only a doctor can give clearance for the student to participate. (this needs to be in writing)
- Comply with Vermont Principals Association standards.

Concerns-Procedure

When a parent or an athlete has a concern regarding the Athletic Department, the parent or athlete should follow the following steps:

- Speak with the Coach.
- If not satisfied, speak with the Athletic Director.
- If not satisfied, speak with the Principal.
- If not satisfied, speak with the Superintendent of Schools.

Fundraising

- All fundraising activities must gain prior approval from the Principal and Athletic Director. Fundraiser forms are available in the Athletic Director's office. All monies collected/expended must be processed through the Principal and Athletic Director.

Student-Initiated Activities

- Students wishing to organize a new activity (i.e. club, intramural, etc) should contact the Principal. The Principal will help them determine whether their proposal is feasible and advise them on the necessary details (statement of purpose, transportation, timetables, advisors and funding, if needed). A proposal requiring a budget should be planned a year in advance and initiated in early Fall.

Co-Curricular Consent Form

In becoming a member of a Chelsea School co-curricular activity and to ensure that the goals and rules of Chelsea School are met as well as the rules/standards of the Vermont Principals Association all students and parent must sign this form.

By signing, you are confirming that you have read and understand the information contained within this guide.

I have read and understand the information contained within this guide.

_____ (parent/guardian)

Print

_____ (parent/guardian) ___/___/___ (date)

Sign

I have read and understand the information contained within this guide. I will comply with the basic guidelines presented and understand that I have made a serious commitment.

_____ (student)

Print

_____ (student) ___/___/___ (date)

Sign

*****This form must be turned into the Athletic Director within with first week of practices. Failure to return this form will result a student becoming ineligible.**

Acknowledgement of Risk and Insurance Statement

I give permission for _____ (child's name) to participate in sports offered at Chelsea School.

I have reviewed the individual eligibility rules and I am aware that with the participation of sports comes the risk of injury. I understand that the degree of danger and the seriousness of the risk of vary significantly from one sport to another with contact sports carrying a high risk. I have had an opportunity to understand the risk inherent in sports through meetings, written handouts, or other means. The student stated above has student insurance available through the school (**yes or no**) **Please circle one.** If the student does not have insurance through the school they are insured with:

Name of Company: _____

Policy Number: _____

Name of Policy Holder: _____

I am aware that participation in sports will involve travel with the team. I acknowledge and accept the risk inherent in the sport and with the travel involved and with this knowledge in mind, grant permission for the student stated above to participate in the sport and travel with the team.

Additionally I give my consent and approval for the student to have their picture and name printed in any high school or association program, school newspaper, local newspaper, and the school web site.

Signature of parent/guardian: _____ Date: ____/____/____

****You must return this form to your coach or to the Athletic Director before you can participate.**

Emergency Permission Form

Student's name _____ Grade _____ Age _____

List any health problems that might be significant to a physician evaluating your child the in case of an emergency:

Date of most recent physical: ___/___/___

List any allergies to medications and allergies in general:

Has this student been prescribed an inhaler or an epipen? YES/ NO

Please have the student's name on all inhalers and epipens.

Is this student presently taking any medication? YES/NO If yes, what type? _____

Does this student wear contact lenses? YES/NO

Please list the date of last tetanus shot: ___/___/___

EMERGENCY AUTHORIZATION: In the event that I cannot be reached in an emergency, I hereby give permission to physicians selected by the coaches and staff of Chelsea School to hospitalize, secure proper treatment for and to give injection and/or anesthesia and/or surgery for the student stated above.

Daytime phone number: _____ Evening phone number:

Signature of parent/guardian: _____ Date: ___/___/___

****You must return this form to your coach or to the Athletic Director before you can participate.**

Wellness Exam - Sports Participation Clearance Form

NOTE: How often a clearance form is needed to play sports, is determined by your school. This clearance form is the only Sports Participation Clearance Form supported by the Vermont Principals' Association, the Vermont Departments of Health and Education, and the Vermont Chapters of the American Academy of Pediatrics and the American Academy of Family Physicians. The American Academy of Pediatrics Council on Sports Medicine and Fitness developed the research based screening activities done during a Well Exam, to determine sports readiness.

Student's Name _____

Age: _____ Date of Birth: ____/____/____ Grade _____

This Athlete is:

- Cleared without restriction
- Cleared, **with restrictions:** _____

- Not cleared for: All sports
- Certain sports: _____

Reason: _____

Relevant Medical Information for Coaches and Athletic Department:

Allergies: _____ EpiPen Necessary: Yes/No

Asthma: Yes/No Emergency Medications: _____

Diabetes: Yes/No Emergency Medications: _____

Seizure Disorder: Yes/No Emergency Medications: _____

Well Exam using ICD-9-CM code:

99384 or 99394
5 - 11 years

99383 or 99393
12 - 17 years

99385 or 99395
18 - 39 years

Note: Clearance form is not valid unless one of these Well Exam codes is checked by Practitioner

Comments: _____

Signature of Practitioner: _____

Name of Practitioner (print/type): _____

Practitioner Phone # _____ Date of Exam: ____/____/____

****You must return this form to your coach or to the Athletic Director before you can participate.**

Chelsea Athletics Concussion Management

Additional information on concussions and other head injuries, to include information on the nature and risks of concussions, the risks of premature participation in athletic activities after receiving a concussion, and the importance of obtaining a medical evaluation of a suspected concussion and receiving treatment when necessary can be found on the VPA Sports Medicine Information website. Go to www.vpaonline.org

If a concussion is suspected

The athlete is immediately removed/prohibited from participating in any training session or competition until the athlete has been examined by and received written permission to participate in athletic activities from one of the following health care providers: Physician, Nurse Practitioner, Physician Assistant, Doctor of Osteopathic Medicine, or Certified Athletic Trainer.

If it is determined that the athlete did not sustain a concussion, the health care provider must provide a written statement indicating that the athlete was examined and was not found to have sustained a concussion. Athlete may return to play in accordance with any limitations/restrictions determined by the health care provider.

If it is determined that the Athlete did sustain a concussion, the following procedures must be followed:

Return to Play Protocol

You are only allowed to begin the graduated return to play protocol when you are completely symptom free. During your recovery and when you still have symptoms, you must abide by complete physical and cognitive rest.

It is critically important to be honest with yourself regarding your symptoms as returning too soon may result in a prolonged recovery time. Only you, the athlete, will know when you are feeling ready to increase your activity level.

Gradual Return to Play Following a Concussive Injury

You must be cleared to “return to play” in accordance with this protocol by a qualified health care provider.

- 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.

Chelsea Athletics Concussion Management Signature Page

This is to acknowledge that Chelsea School has provided me with information and materials regarding the school's Concussion Management Program. Specifically, I have been given information about:

- (1) the nature and risks of concussions and other head injuries;
- (2) the risks of premature participation in athletic activities after receiving a concussion or other head injury; and
- (3) the importance of obtaining a medical evaluation of a suspected concussion or other head injury and receiving treatment when necessary.

I have also been provided with a link to the VPA Sports Medicine web page where I can obtain additional information on concussions and other head injuries.

I have also been advised of the Return to Play Protocol and am aware that if my student-athlete sustains a head injury, he/she must be examined by a health care provider and follow all of the requirements of the protocol.

Printed Name (Parent/Guardian) _____

Signature (Parent/Guardian) _____

Date: ____/____/____

Printed Name (Athlete) _____

Signature (Athlete) _____

Date: ____/____/____

****You must return this form to your coach or to the Athletic Director before you can participate.**