



Honor

Unity

Humility

Service

*PURSUING VICTORY WITH HONOR*

***Student-Athlete Handbook***

# **Harwood Union Middle/High High School**

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*The HUHS Highlander Code:*

# Honor-

*Pursue Victory with Honor*

# Unity-

*Feel the Pride of being a member of the Highlander family, and demonstrate support for all Highlanders!*

# Humility-

*Accept victory or defeat with grace; recognize the contributions of all team members, and opponents. Be humble and thankful in your pursuit of success.*

# Service-

*Seek opportunities to use your talents and skills to be of service to your family, community, school and team. Lead by serving.*

Dear Student-Athletes and families,

Welcome to the Harwood Athletic Department and this year's sports seasons! By becoming a member of our Harwood Athletic program you are helping to continue a great tradition! Our coaches and staff have made a commitment to offering our students outstanding opportunities to learn and grow through athletics preparation and competition. Our teams as a whole and our athletes as individuals have long exemplified the highest ideals of good sportsmanship and competitive fire.

We start this new season asking all involved to join us as we renew our commitment to **"Pursue Victory with Honor"**. We want all involved to feel empowered to help us **Honor the Game** by our words and actions, by our intolerance for any display of poor sportsmanship, and our willingness to step up and speak out if necessary to address any inappropriate behaviors. Harwood has made a commitment to the principles of the Positive Coaching Alliance, and we ask you, our student-athletes, and your parents or guardians to join us! You have a right to expect that your coaches will honor this commitment, and help you achieve your best, while Honoring the Games we all love.

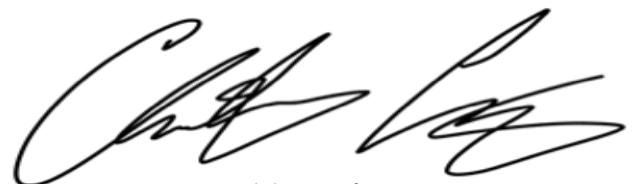
What we expect from you is simple, but not necessarily easy... We expect all who participate: coaches, student-athletes, fans and families, to accept the Double Goal model of youth sports. We want to win, but more importantly, we want to use sports participation to help us produce young people who will learn positive life lessons, and be Winners in life. In our eyes, a *"Winner"*: Gives maximum **Effort**, continues to **Learn** and improve, and refuses to let **Mistakes** stop them! By making this commitment, we believe that you will develop habits that will serve you well throughout your life!

Our program strives to represent the very best in personal effort, competition, coaching, equipment, schedules and organization. Participation in a sport is a wonderful complement to your education. We hope that it will foster your growth, not only in your particular sport, but in your personal development as well. Life-long lessons learned through sport involvement will benefit you well beyond your years at Harwood. But interscholastic competition demands a serious commitment. It will require long hours of dedication and perseverance but will enable you as an individual to learn to work within a group to achieve a collective goal.

This handbook has been put together specifically for you, the student-athlete (and your family), who will be competing on one or more of high school athletic teams. I hope the contents will help you better understand our program, policies, procedures, and expectations for you as a student-athlete.

We appreciate all of your efforts and wish you personal success as you join the many outstanding student-athletes who have enjoyed and enriched Harwood. Best of luck in your academic and athletic pursuits! If you have any questions or concerns throughout the year, please feel free to stop into the Athletic and Activities Office or call me at 583-8137.

GO HIGHLANDERS!!

A handwritten signature in black ink, appearing to read 'Clangevin', is written in a cursive style.

Athletics/ Activities Director  
clangevin@huusd.org

# The Harwood Mission Statement:



*Harwood Union Middle/High School will provide an educational and creative environment in which every person is valued as an individual, challenged as a learner, and inspired to contribute to a democratic society*

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# HARWOOD MIDDLE/HIGH SCHOOL CO-CURRICULAR POLICY

The Harwood Interscholastic Program shall provide a broad and diverse range of student-centered sporting activities that provide every student of both genders the opportunity to explore and develop their individual interests and potential. The fundamental model of such activities shall be a continuum that supports broad and equal access to each activity in the more junior grades (7<sup>th</sup> through 8<sup>th</sup>) where students can acquire the basic skills of the sporting activity. In the more senior grades (9<sup>th</sup> through 12<sup>th</sup>), sporting activities may become more selective based upon student abilities.

## CO-CURRICULAR ELIGIBILITY POLICY

The Harwood School Board believes that all students can benefit from participation in a diverse and challenging co-curricular activities program. The purpose of the programs, activities and clubs operating under the umbrella of the Co-curricular program is to provide each student with opportunities and experiences that help develop emotional, cultural, mental, physical and social growth. This growth can be accomplished through activities that support and advance the curriculum, promote common interests, develop a sense of ownership in the school, and reflect and enhance the goals of the Harwood Union Unified School District. Offerings should include, but not be limited to: Interscholastic sports, student government, intramural sports, service learning groups, club programs, drama and musical productions, and the like. One of the goals of this program is to encourage every student to find and participate in a program, club or activity that interests him/her.

Participation in the Harwood Co-Curricular program is a privilege, not a right. Students earn this privilege by being in regular attendance at school, being a good citizen in school and during their chosen activities, and by demonstrating that they are responsible for their academic progress. As long as they are in good disciplinary standing, students begin each academic year eligible for co-curricular participation.

## CO-CURRICULAR OPERATIONAL POLICIES

The following shall describe the co-curricular programs at Harwood:

**Student Centered.** Program offerings and designs shall be based on the expressed interests of students, and also to prepare students for adulthood and citizenship.

**Supportive.** Activities are conducted in a manner that provides each student with a secure context for personal exploration and interaction with the school's community. Students are actively and systematically encouraged to participate in a broad array of co-curricular activities.

**Diverse.** Harwood will offer a diverse range of activities that provides each student with many opportunities to explore his or her individual interest and potential. The school will offer a wide variety of sporting, non-sporting and recreational activities outside classes.

**Equitable and Inclusive.** Equity and inclusion in its broadest sense lies at the core of the co-curricular mission statement. The program will ensure that as many individual students as possible are given an opportunity to participate. Harwood is committed to providing a safe and welcoming environment for all of our students. We are committed to creating an environment in our activities and programs that promotes respect for and appreciation of racial, gender, sexual orientation, gender identity, religious, and ethnic differences, and is disability aware.

## GENDER IDENTITY POLICY

Harwood fully supports the VPA policy on gender identity and co-curricular participation. It is included here for your reference:

The Vermont Principals' Association allows participation for all students regardless of their gender identity or expression. The purpose of this policy is to designate a set of criteria in which student-athletes are able to equally compete in a safe, competitive and friendly environment, free of discrimination. Fundamental fairness, as well as most local, state and federal rules and regulations, requires schools to provide intersex and transgender student-athletes with equal opportunities to participate in athletics. This policy creates a framework in which this participation may occur in a safe and healthy manner that is fair to all competitors.

### a. Core Values

The Vermont Principals' Association Gender Identity policy has been developed based on the following core values:

- i. Recognizing the value of extra-curricular athletics for all students;
- ii. Emphasizing that participation in extra-curricular athletics is not just allowed, but encouraged for all students;
- iii. Striving to create a Gender Identity and Expression policy that could be a model for other state associations;
- iv. Adhering to Vermont and federal law regarding gender equity and educational opportunity;
- v. Operating from the presumption that all students will have access to programs and eligibility policies;
- vi. Enacting a policy that will maximize flexibility and privacy with minimal restrictions;
- vii. Creating a level playing field for all students;
- viii. Reducing economic barriers, especially for minority populations;
- ix. Addressing the concerns of parents, teachers and coaches through an educational component;
- x. Acknowledging that the Vermont Principals' Association policy will likely need to be reviewed and revised to reflect increased medical understanding and evolving societal norms;
- xi. Grounding a policy in sound medical practice;
- xii. Preserving existing practices regarding girls' participation on boys' teams as per current Vermont Principals' Association policy;
- xiii. Providing a space for intersex and transgender students to exist and thrive;
- xiv. Reducing bullying and harassment of students.

### b. Definitions:

For the purposes of this policy, the following definitions apply:

- i. Transgender Person: a person whose gender identity does not match the sex assigned to him or her at birth. A transgender person who is born female-bodied but identifies as male is referred to as a transgender man. A transgender person who is born male-bodied but identifies as female is referred to as a transgender woman.



- ii. **Intersex:** a general term used to indicate a person born with a reproductive or sexual anatomy and/or chromosome pattern that does not seem to fit the typical definitions of female or male. This may be the result of several different medical conditions involving chromosomal variations, hormonal variations, ambiguous genitalia, and/or an anatomy that includes both male and female characteristics. The medical term for this condition is a Disorder of Sexual Development or "DSD." "Intersex" is not the same as "transgender," although some people identify as both intersex and transgender. However, the two groups may face similar situations in needing to change gender designations for the purposes of participation in school activities.
  - iii. **Gender Identity:** a person's deeply felt internal sense of being male or female.
  - iv. **Gender Expression:** a person's external characteristics and behavior that are socially defined as either masculine or feminine, such as dress, mannerisms, speech patterns and social interactions.
- c. **Procedures:** (Harwood Note: A student can declare their intention to participate on a team consistent with their gender identity without review. The following section applies only in the case of questions regarding this placement, and presents the steps and procedures to follow) *All students should have the opportunity to participate in Vermont Principals' Association activities in a manner that is consistent with their gender identity, irrespective of the gender listed on a student's records.* Should any questions arise whether a student's request to participate in a sex-segregated activity consistent with his or her gender identity is bona fide, a student may seek review of his or her eligibility for participation by working through the procedure set forth below: Once the student has been granted eligibility to participate in the sport consistent with his/her gender identity, the eligibility is granted for the duration of the student's participation and does not need to be renewed every sports season or school year. All discussion and documentation will be kept confidential, and the proceedings will be sealed unless the student and family make a specific request.
- i. **Notice to the School:** The student and/or parents shall contact the school administrator or athletic director indicating that the student has a consistent gender identity different than the gender listed on the student's school registration records, and that the student desires to participate in activities in a manner consistent with his/her gender identity.
  - ii. **Notice to the Vermont Principals' Association:** The school administrator shall contact the Vermont Principals' Association office, which will assign a facilitator who will assist the school and student in preparation and completion of the Vermont Principals' Association Gender Identity eligibility process.
  - iii. **Documentation:** The petitioning student should provide the Eligibility Committee with the following documentation and information:
    - 1. Current transcript and school registration information
    - 2. Documentation of student's consistent gender identification (e.g., affirmed written statements from student and/or parent/guardian and /or health care provider)
    - 3. Any other pertinent documentation or information
- d. **Petition Level:** The student will be scheduled for a hearing before the eligibility committee. The Vermont Principals' Association shall schedule a hearing as expeditiously as possible, but in no case later than five (5) school business days of that member school prior to the first full interscholastic contest that is the subject of the petition, or within a reasonable time thereafter in cases of emergency, including, but not limited to, any unforeseeable late student enrolment. The Gender Identity Eligibility Committee will be comprised of members of the Activities Standards

Committee and a minimum of two of the following persons, one of who must be from the physician or mental health profession category:

- i. Physician with experience in gender identity health care and the World Professional Association for Transgender Health (WPATH) Standards of Care.
  - ii. Psychiatrist, psychologist or licensed mental health professional familiar with the World Professional Association for Transgender Health (WPATH) Standards of Care.
  - iii. Advocate familiar with Gender Identity and Expression issues.
  - iv. If the student's petition is granted the eligibility committee/VPA Executive Director or designee will affirm the student's eligibility to participate in VPA activities consistent with the student's gender identification. The VPA will facilitate the provision of resources and training for a member school seeking assistance regarding gender identity.
- e. **Appeal Level:** In the event a student's petition is denied, the student may appeal the decision by filing a notice of appeal with the Executive Director of the VERMONT PRINCIPALS' ASSOCIATION or designee on or before the tenth (10th) school business day following the date of receipt of the written decision of the Gender Identity Eligibility Committee denying the petition. An appeal to the VERMONT PRINCIPALS' ASSOCIATION Executive Director or designee shall require the Executive Director or designee to schedule a hearing to commence on or before the tenth (10th) school business day following the date of receipt of the written notice of appeal. Written notice of the time and place of the hearing shall be delivered to the petitioned appellant in person or by certified mail, with return receipt requested, no later than five (5) school business days of that member school prior to the date of the hearing. This hearing will be conducted by the VPA's Appeals Committee, which consists of 5 VPA members, 1 member of the Vermont Superintendent's Association, 1 member of the Vermont School Boards Association and 1 teacher representative.

## INTERSCHOLASTIC GOALS AND OBJECTIVES

The program will use competitive experiences to aid students in the development of favorable habits and attitudes that will prepare them for adult life in a democratic and pluralistic society. The program shall be conducted in accordance with VPA, School Board, Harwood and team policies and regulations. While the Harwood Administration takes great pride in successful programs, it does not condone “winning at any cost” and discourages any and all pressures that might tend to undermine good sportsmanship and good mental health. At all times the interscholastic program will be conducted in such a way so as to justify it as an educational and co-curricular activity.

Our students will learn and grow to be effective citizens in a democratic, competitive and pluralistic society. Working successfully in our society requires that a person learn teamwork, develop self-discipline, have respect for authority and embrace hard work and sacrifice. Athletes must place the family, team and school objectives higher than personal desires.

- ***Be Successful:*** Our society is very competitive and student-athletes must learn that they will not win every contest. However, students will be successful when they continually strive to do their personal best.
- ***Be a Good Sport:*** Student-athletes will accept success humbly and defeat gracefully and know that they have done their best, and have competed fairly. They will treat others as they themselves would like to be treated. Our student-athletes will develop positive social traits including emotional control, honesty, cooperation, self-discipline and dependability.
- ***Strive to Improve:*** Continual improvement is essential to good citizenship. Our student-athletes will establish positive, attainable goals in the classroom and on the playing field and will constantly aim to reach those goals.
- ***Enjoy Athletics:*** Our student-athletes will acknowledge all of the personal and team rewards they derive from competition and will have fun in doing so. Coaches will instill a sense of pride and a desire to promote and improve the program.

## GENERAL EXPECTATIONS FOR PARTICIPATION IN HARWOOD ATHLETICS

1. Student must be enrolled as a full-time student;
2. Student must be under 19 years of age;
3. Student must have private/public health insurance on file with Athletic Department;
4. Student must have a current physical on file at Harwood;
5. Student must have returned a completed and signed Athletic Participation Consent Form.
6. Student must be in compliance with any academic and/or discipline plans (PAR, etc)
7. All uniforms and equipment from previous seasons must be turned in prior to beginning another season.

Please see individual sections for more information about the general expectations for each athlete. Note: No student-athlete will be allowed to tryout, practice or participate without satisfying all of the above expectations.

### ATTENDANCE

1. **To participate in co-curricular functions students must attend a full day of school or school-related activities.**
2. If your student is coming in **tardy** for any reason parents/guardians will need to complete an [Absence/Tardy Form](#). Students may not complete a form for themselves. All staff will be taking attendance promptly at the beginning of each day and each block. In order to account for all our students daily, and best ensure their safety, all absences and tardies must be submitted via google form prior to or by the start of the school day (8:40am) or they will be considered unexcused.
3. **ANY unexcused class cut/absence will result in missed participation.** Patterns of unexcused tardies (3 or more) will also result in missed participation.
4. Students who abuse the attendance policy will be required to meet with the Athletic Director to reassess eligibility.
5. If a student is unable to participate in a physical education class because of an injury or ill health, or they choose not to participate for any reason, they will not be permitted to participate in a school sport that day.
6. Students must abide by the attendance procedures outlined in the Harwood Student Handbook
7. Students who are considered truant, or engaged in a truancy process as defined by HUUSD District Policy may be considered ineligible to participate in co-curricular athletics. The athletic director will collaborate with administration to determine attendance plan, and potential timeline for reinstatement.

#### Excused Tardiness and Absences From School Include

Illness (up to 3 consecutive without doctor's note), chronic absences will not be excused	Medical Appointment. Chronic absences and full-day absences will not be considered excused
Required attendance by military recruiter	Scheduled court appearance
Driver's License road test appointment	Religious Holiday
Family Emergency (Includes: death of immediate family member, recent adoption or foster care placement; severe accident involving immediate family member, serious illness of immediate family member; death or funeral for close family member). Close family members additionally include: aunts, uncles, cousins	Weather or Traffic Accident – At administrative discretion

## DISCIPLINE

**The student must be in good disciplinary standing.** Suspension, detention, or any loss of student privileges resulting from behavior issues, including substance abuse violations will affect participation in co-curricular events.

- A. Students who serve an afterschool or lunch detention will miss one practice.
- B. For more serious incidents, students who receive consecutive detentions or its equivalent will miss 2 practices or one Game/ match/ meet within the week following the infraction. This will be determined in concert with the coach.
- C. In both these cases students must attend, but not participate in practice.
- D. In the case of a suspension, either in or out of school, the student MAY NOT attend practice or games (home or away) during the time of their suspension, and will sit out one game after they return.

## RESPONSIBILITIES OF A HARWOOD ATHLETE

**Participation in co-curricular activities is a privilege, not a right.** Being a member of a Harwood interscholastic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be managed and maintained. A great interscholastic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad, you have inherited a wonderful tradition that you are challenged to uphold and continue.

**The Harwood tradition is to win with honor.** We desire to win, but only with dignity and honor to our athletes, our school and our community. Such a tradition is worthy of the best effort of all concerned. Over many years, our squads have achieved more than their share of league and tournament championships. Many of our athletes have set records and won individual honors. It will not be easy to contribute and add to such a great athletic tradition. To compete for Harwood may mean that you will have to say “no” to temptations an athlete cannot afford. When you wear the Black and Gold, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go along with them. The contributions you will make should be a satisfying accomplishment to you and your family.

**Responsibilities to your school:** Harwood cannot maintain its position as an outstanding school unless you do your best in whatever activity in which you wish to engage. By participating in interscholastic sports to the best of your ability, you contribute to the reputation of your school. You assume a leadership role when you are on an athletic team. Your peers, neighbors, friends and other Vermont students are watching you. You are on stage and the spotlight is on you. People will copy you in many ways, so set good examples for them. Other students, our community and other towns will judge our school, spirit and pride by your behavior and attitude.

**Responsibilities to yourself:** The most important responsibility you have is to broaden your horizons and develop strength of character. As a student-athlete you have a choice everyday regarding the attitude that you will embrace for that day. You owe it to yourself to get the greatest possible good from your school experience. Academics and participation in co-curricular activities will give you excellent preparation for your life as an adult. When you are proud of yourself because you measure up to all team and school rules, practice to the best of your ability every day, and have played the game “all out”, you will develop and strengthen your self-esteem.

## **RESPONSIBILITIES OF THE PARENTS/GUARDIANS OF HARWOOD ATHLETES**

1. Be positive with your child. Let him or her know that he or she is accomplishing something simply by being part of the team.
2. Encourage your child to work hard, reach his or her potential and contribute to the team's efforts. Do not offer excuses for your child if he or she is not playing as much as he or she would like.
3. Be openly supportive of the coaches rather than being openly critical of them. By openly criticizing the coaches, your child will be trapped between the coach's authority and the parent's criticism. This situation merely erodes your child's effectiveness and lessens his or her ability to contribute to the team effort.
4. Encourage and support your child's efforts to follow the Harwood Interscholastic Policy, school and team rules. Your positive role modeling is critical to your child's success and well-being.
5. Emphasize the importance of academics and understand school and VPA academic guidelines. With few exceptions, most student-athletes do not receive collegiate athletic scholarships. Your child's future as an active, contributing citizen is determined by his or her academic abilities, not his or her athletic abilities.
6. Sport is a game, and games are supposed to be fun. Do not criticize or envy the failures or successes of your child's teammates or the children on the other team. Most are trying their hardest on any given day and they deserve respect for their efforts.
7. Focus your energy toward being a supporter of the team. Every team is composed of three groups; athletes, coaches and parents. Be a positive part of the team.
8. Emphasize being a good sport with your child. Win or lose, your child must show respect for his or her opponent and demonstrate the maturity necessary to show class. Self-respect begins with self-control.
9. Remember that officials are professionals who occasionally make mistakes. When a coach, player or official participates in a contest, he/she is always trying to do his/her best. Please respect the contributions and feelings of all officials.
10. Emphasize that "team" must take precedence over the individual. Recognition of individual contributions happens at the end of the season. Recognition is directly affected by the success of the team and the individual's contribution to the team's success.
11. The lessons learned through athletic competition are lessons for life. Keep sports in perspective. It is not life and death.

## Current/Anticipated Athletic Team Offerings

FALL	VARSITY	JUNIOR VARSITY	MIDDLE SCHOOL	BOYS	GIRLS
Cross Country	X	X	X *	X	X
Field Hockey	X	X	X *		X
Soccer	X	X	X*	X	X
Football (w/U-32)	X	X	X	X	X
Volleyball	X	X			X
Golf	X			X	X
Bass Fishing	X			X	X
<b>WINTER</b>					
Basketball	X	X	X*	X	X
Gymnastics	X		X*		X
Ice Hockey	X			X	X**
Alpine Ski	X			X	X
Nordic Ski	X		X*	X	X
Wrestling	X	X	X*	X	X
<b>SPRING</b>					
Baseball	X	X	X*	X	
Softball	X	X	X*		X
Track	X		X*	X	X
Lacrosse	X	X		X	X
Tennis	X			X	X

\*Cooperative team with CBMS // \*\* Cooperative team with Northfield/Randolph

### Harwood is a member school of the following:

Vermont Principal's Association (VPA)                      Northern Vermont Athletic Conference (NVAC)  
Vermont Hockey League (VHL)

## ACADEMIC OBLIGATIONS and CO-CURRICULAR ELIGIBILITY

All high school students are urged to get involved in sports or other school activities. Involvement in after-school activities has positive and important effects on grades and issues surrounding school success. Knowing this, we want to encourage our students to participate in activities. However, we have to balance academic achievement with participation in sports and other co-curricular activities. In our effort to encourage continued involvement in co-curricular activities, and provide an incentive for improved academic achievement, HUHS students will be subject to the criteria and conditions listed in the information that follows.

Participation in the Harwood Co-Curricular program is a privilege, not a right. Students earn this privilege by being in regular attendance at school, being a good citizen in school and during their chosen activities, and by demonstrating that they are responsible for their academic progress. As long as they are in good disciplinary standing, students begin each academic year eligible for co-curricular participation.

## ACADEMIC RESPONSIBILITY

*All Students who participate in any co-curricular program will demonstrate a commitment to academic achievement*

Proficiency Requirements:

1. Student-Athletes should complete all of their summative assessments
2. Learning Expectations and Course Scores must meet minimum requirements
3. Academic Status will be monitored bi-weekly

If any of the above are not being met, a recovery plan may be utilized. A recovery plan may include use of ELO Time, use of Study Hall time, attendance at after-school support, and/or additional independent work at home.

School sponsored or school supported trips including: European Artist, Rwanda, FBLA, World Language trips, etc. have to complete an Academic Plan which is different from the above recovery.

Following is a brief outline of procedures:

- A. The school will initiate a **Plan for Academic Recovery (PAR)** to help guide the student-athlete. The student will have the PAR signed by the student's teacher, Assistant Director of Student Services, and Athletic Director.
- B. Students may continue to participate as long as they follow all of the steps and requirements outlined in their Academic Plan, or is released by the teacher(s) involved.
- C. If a student is not engaged or unable to complete and meet expectations as outlined by administration and coordinated with the athletic director, a student will be suspended from co-curricular activities for the duration of two (2) weeks.
  - i. The first week, for all students, restricts the student from attending any and all practices or games/events during that 7-day period.
  - ii. During that week, a student and caregiver is expected to meet with the administration and academic team to develop a plan for the student to increase course scores, and demonstrate academic improvement. It is expected that a student meets ALL expectations every day in order to work toward reinstatement.
  - iii. During the second week, a student may be eligible for partial reinstatement.
  - iv. This is at the discretion of administration and the academic team, and dependent on the severity of academic status, and 100% compliance with meeting expectations as outlined by the administration and team to regain eligibility.
  - v. Partial Reinstatement means the team would approve a student's participation in practices, attendance at games/events, but the student may NOT participate in games/events.
  - vi. Following the two-week suspension, a student is expected to comply and meet expectations 100% of the time. At the end of the two-week duration, administration and academic team will review progress and make a final determination to allow the student to regain full eligibility.
  - vii. Full eligibility means a student is in good academic standing and is eligible to participate in practices and games/events.



## ACTIVITY APPROPRIATE DRESS

It is essential that the players and coaches associated with any of our athletic teams display an appropriate dress code. It is unacceptable for coaches or players to wear or condone clothing that bears alcohol, tobacco or otherwise offensive advertising or slogans. It is not acceptable for athletes to wear any clothing in practice that would not be acceptable in competition. For example, girls may not wear sport tops (JogBras) without a top over them, and boys must wear a T-shirt or singlet/tank top. The common practice of boys' teams playing "shirts and skins" is likewise unacceptable. This policy is in place to help ensure respect for the dignity and rights of all persons.

## BOOSTERS CLUB

We are pleased to have the support of the Harwood Booster Club. This organization exists to support and serve the extended needs of all of our curricular and co-curricular programs – middle school and high school. In order for athletics to represent a positive experience in a student's life, coach and parental support of our Booster Club is of the utmost importance. The Booster Club, and all it does for our athletes, will only work with your support. We encourage all parents of athletes to get involved with the Boosters Club.

## CAPTAINS

Whether elected or appointed, captains play an essential role in the leadership of the team. Harwood expects that captains will be outstanding role models for other team members in their actions on and off the playing field. They will serve as the liaison between the coaching staff and athletes; they will serve a primary role in the motivation of individuals, team spirit and good sportsmanship. They will not condone or be a part of inappropriate initiation activities; instead, they will foster a positive team-building environment. A good captain will provide the leadership that is so important for a team to develop the cohesion essential for success.

## AWARDS

### Graduation Awards:

The following awards are given at the Senior Awards evening prior to Commencement. Award Winners receive a plaque to keep, and their names are engraved on a permanent Trophy kept at Harwood.

- **Robert F. Fielder Athletic Memorial Award:** Given to the Senior Boy AND girl who, in addition to being an outstanding athlete, has also demonstrated sportsmanship throughout his/her years of athletic competition at Harwood. To be eligible, a student must complete at least two years in the Harwood Athletic Program. (Formerly 2 separate awards, now both the boys and girls award will be the "Fielder" named awards)
- **Harwood Union Athletic Award for Outstanding Sportsmanship:** Awarded to the senior boy and girl who in the estimation of the coaches has exemplified the highest ideals of sportsmanship in varsity competition.
- **Harwood Union Scholar-Athlete Award for the outstanding Scholastic and Athletic Achievement:** Given to the senior boy AND girl who have attained an accumulative average of 3.0 over four years at Harwood. The winners will have lettered in **two varsity sports**, and will have a **minimum of four varsity letters**.

- **Harwood Union Coaches Unsung Hero Award:** Awarded to the boy AND girl who in the opinion of the coaches has made an outstanding contribution to the Harwood Union Athletic Program.

In addition to these awards, for the past 11 years, the following scholarship award has been presented:

- **Concept II Scholarship:** Awarded to a boy AND a girl who have shown Academic Excellence and participated in sports during their school career. (\$1250 each)

## ELIGIBILITY

VPA eligibility rules apply to all students, both boys and girls, in grades 7-12, and apply to all activities, athletic and non-athletic, sanctioned or sponsored by the VPA. 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. Violation of this rule will result in a student suspension of two (2) games/meets/matches for a first offense, and removal from the team for a second offense.
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 (19<sup>th</sup>) birthday occurs on or after August 1<sup>st</sup> is eligible for all activities in the succeeding school year. Students who have reached the age of nineteen (19) prior to August 1<sup>st</sup> 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.

## EQUIPMENT

All issued equipment and uniforms belong to Harwood, and are only loaned for the duration of the season. Student-athletes are responsible for the uniforms and equipment issued to them, including keeping them clean and in good repair.

Student-athletes are responsible for returning uniforms and equipment within one (1) week of the end of the season or they will be obligated to pay the cost of replacing the equipment. **For underclassmen, future participation on another athletic team will be denied until all equipment obligations are met.** Seniors will not receive diplomas unless equipment is returned or the school reimbursed.

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. We are making great strides in improving the quality and appearance of all of our sports teams' uniforms and equipment. We ask that you help us out in this endeavor by making sure uniforms are promptly returned at the end of the season.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

If you do not want your student-athlete's roster information (including photos) on rosters, publicity mailings, websites or other sports information, please contact the athletic director immediately.

## HAZING AND HARASSMENT

1. In accordance with the requirements of 16 VSA §565 regarding the prohibition by school boards of unlawful harassment of students, it is the policy of the Harwood School District to maintain a learning and working environment that is free from unlawful harassment. Any form of unlawful harassment on the basis of disability, marital status, national origin, race, religion, age, sex or sexual orientation is prohibited.
2. Hazing is prohibited, contrary to Harwood's policies, and against Vermont State Law. Hazing is any action directed from one person to another person that is meant to persecute or harass with

meaningless, difficult, or humiliating tasks. Actions that hinder the development of a cooperative community in which we develop respect for others and ourselves will receive the appropriate disciplinary action.

3. Taunting is prohibited at Harwood. Taunting is considered any actions or comments by coaches, players or spectators that are intended to bait, anger, embarrass, ridicule, or demean others. Included is language that berates, needles, intimidates, or threatens (based on race, gender, national origin or background), and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters.

## HARWOOD ANTI-HAZING POLICY

Every student in the District has the right to be free from the humiliation and danger of school affiliated hazing. Students who participate in the District's co-curricular activities or extra-curricular programs shall function within the framework of the district's policies/procedures and the rules of each individual School. No administrator, faculty member, or employee of the District shall encourage, permit, condone, or tolerate hazing activities. No student, including student leaders of organizations, shall plan, encourage, or engage in hazing. This policy applies to the behavior of students who are participating in the District's co-curricular activities or extra-curricular programs that occur on or off school property, during and after school hours, and/or any school sanctioned activity.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in the policy.

**Definition:** *Hazing* is defined as any willful act done by a student, whether individually or in concert with others, to another student for the purpose of subjecting that student to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any School District sponsored organization whose members are or include other students. The term may include, but is not limited to:

- Any activity that might reasonably be expected to intimidate or threaten the student with ostracism, subject the student to shame, humiliation, or extreme mental stress, or adversely affect the mental health or dignity of the student, or discourage the student from entering into or remaining registered in a co-curricular opportunity.
- Any type of physical brutality.
- Any type of extreme physical activity such as, but not limited to, sleep deprivation, exposure to the elements, confinement in a small space, calisthenics unrelated to approved training, or sexualized acts.
- Any consumption activity involving ingestion of a food, liquid, or other substance that subjects the student to an unreasonable risk of harm; or the ingestion of an alcoholic beverage, liquor, or drug; or in using the reasonable person standard that adversely affects the mental or physical health or safety of the student.
- Any activity that induces, causes, or requires the student to perform an activity or task that involves a violation of school rules, District policy, or law.

**Consequences:** The Building Administrator (or designee), in accordance with established policy, procedure, and school rules, is responsible for managing student discipline in cases of hazing. Specific discipline for hazing will be at the discretion of the Building Administrator (or designee) after

consultation with the Superintendent. A range of disciplinary consequences including warning, suspension, exclusion for extra- or co-curricular opportunities, revocation of non-curricular privileges (i.e. parking, attendance at events, etc.), or long-term suspension may be applied. Repeat offenders should expect increasingly severe penalties.

In cases of student-athletes, consequences for hazing violations may range from individual suspension from participation in athletic programs for a period of time, to cancellation of an athletic schedule, depending on the magnitude of the incident and the number(s) of athletes involved. Consequences for athletic hazing violations brought to the attention of the administration after the season may include restrictions on subsequent athletic eligibility, revocation or denial of athletic letter awards, and/or athletic probation.

Students who commit acts in violation of this policy are subject to discipline and civil or criminal prosecution.

## HEALTH & INJURIES

1. Student-athletes must have on file, with the Athletic Department, a physical examination form, which needs to be updated every two (2) years.
2. The Vermont Principals' Association requires that each student demonstrate that he or she has private or public health insurance for medical care of injuries that may result from participation in the Harwood Interscholastic Athletic programs. The name of the carrier and the number of the policy should be indicated on the participation form.
3. All injuries that occur while participating in athletics must be reported to coach/AD. A Student Accident Form must be completed for any injuries that occur and that report must be given to the AD within 24 hours.
4. A physician has the final decision, as to whether a player can/cannot participate. We cannot allow any player who has been told they can't participate to do so.
5. **If an athlete is treated by a physician for an athletic injury, he/she must obtain a doctor's signed permission in order to return to the activity. This permission must be given to the Athletic Director or the Athletic Trainer.**
6. **On-site, the Harwood Athletic Trainer, or his/her designee has final authority in determining a student's eligibility to return to play after an injury.**
7. Concussions are a particular concern for adolescent athletes. It is imperative that the trainer is informed of any head injury, regardless of how minor it may appear to you. We will be providing additional training for coaches about this.

### TRAINING ROOM INFORMATION

There will be a Vermont State Licensed, Certified Athletic Trainer associated with every team at Harwood. The trainer will be at every home competition and most practices.

The trainer's job is to provide the necessary first contact with an injured athlete. In addition to caring for injured athletes, the trainer is responsible for: the prevention of athletic injuries, recognition, treatment, and care of injured athletes, supervision of treatments, and the rehabilitation of the injured athlete.

For more information about the Harwood training room, please contact Danielle LaFlamme at 583-8140 or [dlaflamme@huusd.org](mailto:dlaflamme@huusd.org)

## HOME STUDY

Home study students who wish to participate in a Harwood co-curricular program must be an “eligible student”, according to VPA Bylaws.

- a) The participating student must be enrolled in a home-study program in compliance with Title 16, Section 166(b).
- b) The participating student must be a legal resident of the Washington West School District.
- c) Participation in a school’s co-curricular activities program shall not commence until a copy of the Vermont State Department of Education Enrollment Letter and a letter notifying the Principal that he or she wishes to participate in a school’s co-curricular activities program.
- d) The participating student’s academic program, as referenced in the Vermont State Department of Education Letter of Enrollment, will be reviewed by the student’s parent or guardian on a trimester basis as determined by the Washington West school calendar. This review and determination must be verified in writing from the parent/guardian to the Principal.
- e) The student may participate in co-curricular sponsored activities at Harwood, provided the student complies with the same physical examination, insurance, and any other requirements for participation as required of all students.
- f) The home study student must adhere to the same standards of behavior, responsibilities and performance as other students.

## INFORMED CONSENT - RISK OF INJURY

By its nature, participation in interscholastic athletics includes the risk of injury that may range in severity from minor to disabling, and even death. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Participants can, and have the responsibility to help, reduce the chance of injury. Participants must obey all safety rules, report all physical problems to their coach or the athletic trainer, follow a proper conditioning program, and wear all protective equipment.

## 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 Athletic Director or Guidance Office.

### **Players with Great Team Attitudes:**

- ✓ **Listen to each other.**
- ✓ **Are courteous to each other.**
- ✓ **Show concern for each other.**
- ✓ **Say what they feel, but watch how they say it.**
- ✓ **Praise each other, and don’t put others down.**
- ✓ **Don't talk behind each other's backs.**
- ✓ **Celebrate success.**
- ✓ **Treat mistakes as learning experiences**

## PARENT/COACH COMMUNICATION PLAN

Communication that you can expect from your child's coach:

- a) Philosophy of the coach
- b) Expectations the coach has for your child as well as all the players on the squad
- c) Locations and times of all practices and contests
- d) Team requirements - practices, special equipment, out of season responsibilities
- e) Procedure followed should your child be injured during participation
- f) Discipline that may result in the suspension/removal of your child from the squad

*As your child becomes involved in the co-curricular programs at Harwood, he/she will experience some very rewarding times. It is important to understand that there also may be times when things do not go the way you or your child wishes. Properly handling this can be a fantastic learning opportunity for you and your child.*

Appropriate concerns to discuss with the coach:

- a) The treatment of your child, mentally and physically
- b) Nutritional needs
- c) Ways you can help your child improve
- d) Concerns about your child's behavior

Issues **not** appropriate to discuss with the coach:

- a) Playing time
- b) Team strategy
- c) Play calling
- d) Other student-athletes

*It can be very difficult to accept that your child may not playing as much as you or he/she may hope. Coaches are professionals; they make judgement decisions based on what they believe to be the best for all students involved. They also observe your child in many different situations, and therefore are in the best position to make tough decisions.*

If you have a concern to discuss with a coach, please follow the procedure listed below:

- **1st Communication: PLAYER TO COACH**
  - Self-Advocacy is one of the great LIFE SKILLS that we can teach our athletes
    - This will allow them to speak on their own behalf and work through problems
  - Coach will provide specifics on the problem and work through a solution
    - Why cut/placed on a team → What to do to increase playing time
- **2nd Communication: PARENT TO COACH**
  - Usually this conversation is when the problem persists
  - This conversation should include the Parents/Guardians AND the athlete
  - Again, there is an APPROPRIATE Time and Place for that Conversation
- **Final Communication: Athletic Director Involvement**
  - This should be the last resort in finding a solution to the problem
  - The Coach, Athlete, and Parents/Guardians will all be involved in this meeting

*Whenever you interact with a coach, it is expected to be at an appropriate time and in an appropriate manner. Parents are given an opportunity to meet with coaches at the beginning of each season through a coaches/parents/participants meeting. It is your opportunity to question a coach on their expectations*

## **CONDENSED CODE OF ETHICS FOR PARENTS/ATHLETES**

- Remember, young people play for their own enjoyment, not yours.
- Don't force an unwilling child onto the field or court.
- Applaud good plays by opposing players as well as your own.
- Set a good example. Young people learn best by imitation.
- Teach your child always to play by the rules.
- Show your child that hard work and an all-out effort can matter more than victory.
- Help your child improve skills and sportsmanship in every game. Your child will then be a winner, even in defeat.
- Never ridicule or yell at your child for making a mistake or for losing a game.
- Support all efforts to remove verbal and physical abuse from sports.
- Do not publicly question a referee's judgment or integrity.
- Recognize the value of volunteer teacher-coaches, referees and officials and give them clear signs of respect.

### **PARENT VOLUNTEERS**

An excellent way of becoming involved in the school and your child's life is to serve as a parent volunteer. Parent volunteers are needed to assist coaches in running practices, staffing games (running clocks or keeping score), selling tickets and much, much more. We encourage you to call the Athletic Director to let us know if (and how) you would like to assist us in our pursuit of excellence for our student-athletes.

### **PHYSICAL EDUCATION CREDIT**

In order to comply with quality Education Standards in our HUUSD Personalized Learning and Proficiency Based Teaching and Learning System Harwood Union has developed a system for students to meet proficiencies by fully participating in Harwood Union High School athletics. This system requires a highly qualified teacher to record the progress. Katie Pike, physical education teacher will oversee this system. The following procedures are required:

1. Sign up on Family ID for Athletics
2. Once sports rosters are finalized Katie Pike or Chris Langevin will send the student-athletes a link to Google Classroom
3. Students and parents should review Google Classroom expectations and adhere to instructions on how to meet the PE (wellness) proficiencies
4. At the end of the season your coach will verify a full season of participation, Katie Pike will verify the proficiencies and it will be recorded in Jump Rope

Should you have questions please contact Katie Pike, physical education teacher at [kpike@huusd.org](mailto:kpike@huusd.org).



## LATE BUSES AND AFTER-SCHOOL POLICY

Practices are scheduled so that younger groups practice first in most cases. High school teams, particularly Varsity teams, are scheduled for later practices. Students, who have later practices or are waiting for their game or team bus, MUST wait in the Library or the cafeteria until their practice, game or team bus departure. Students must take the first late bus possible. Students may not hang around HU without being in a supervised area/activity. Students who are written up for being in unsupervised areas will forfeit the ability to wait after school for later practices.

Late Buses are provided to assist parents/guardians in the transportation of their student-athletes after the first set of practices.

The South Late Bus leaves Crossett Brook at 5:45pm and Harwood at 5:55pm. The North Late Bus leaves Harwood at 5:45pm and Crossett Brook at 5:55pm. A full list of Late Bus stops is available at [www.harwoodhighlanders.com/resources](http://www.harwoodhighlanders.com/resources).

## 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 ten (10) days of practice before becoming actively involved in interscholastic scrimmages or games.

## SCHOOL PROPERTY

All students and coaches must respect school property, including the building, lockers, equipment and busses. This is also true (and even more important) at other schools. Please do not damage, or allow your students to damage, lockers, benches or other pieces of school property in anger after a contest. All incidents of damage to school property will be reviewed the administration.

Please help ensure that students **DO NOT WEAR CLEATS INTO ANY BUILDING!!!** The physical plant workers at every school work hard to maintain a clean, safe environment for all users of the buildings. It is not acceptable to allow some students to create extra work for our staff. It is also a safety hazard as floors are hard and slippery!

Clean up any space that your team uses. Put trash in the proper containers.

*Harwood has a "No Pets" rule both inside and outside of the school facility. We ask your cooperation in enforcing this on our campus. As much as we love pets, we ask that you not bring them onto school fields or trails, and certainly not into the building.*

## TOBACCO-FREE ENVIRONMENT

In compliance with Vermont State law and policy of the Board of Directors, Harwood is committed to maintaining a tobacco-free environment for its students, employees and visitors. Smoking and all other uses of tobacco and tobacco products are prohibited in the school building, on school grounds, and during all school-sponsored events and activities. This prohibition includes students, teachers, school faculty and staff, parents, visitors to the school, members of the community, and all others who may be involved with school activities. Your cooperation with this policy is appreciated.

## SPORTSMANSHIP

**"The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. In perception and practice, good sportsmanship should be defined as those qualities of behavior which are characterized by generosity and concern for others. Good sportsmanship is a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity."**

*- National Federation Sportsmanship Committee*

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 competition is fairness, respect for rules, regulations, opponents and officials. Harwood subscribes to this goal and will strive in all co-curricular programs to achieve that objective.

*HARWOOD 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.

**The Highlanders motto: PURSUING VICTORY WITH HONOR!**

## CONDUCT AT CO-CURRICULAR ACTIVITIES

**Harwood takes very seriously our responsibility to model appropriate behavior and sportsmanship at all times.**

Students and parents are encouraged to attend as many activities as possible. Cheering and conduct at activities should be consistent with good sportsmanship. Harwood students are expected to meet the highest standards of sportsmanlike behavior at home and at away contests, both as participants and spectators.

- By VPA rule, any participant who is “red carded”, or ejected from an event due to flagrant actions or unsportsmanlike behavior will be ineligible to participate in the next two contests, and must meet with the coach and Athletic Director before being allowed to resume participation.
- A student who has been ejected for unsportsmanlike conduct for the second time in a season shall be suspended for the remainder of the season in that sport.
- Any student spectator who exhibits poor sporting behavior at a school sponsored event or activity may be asked to leave the event; and for egregious actions may be barred from attending games/events in the future, and may be suspended from his/her co-curricular program.

Student-athletes and coaches that engage in acts of poor sportsmanship that require a 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 his/her coach, with the approval of the Athletic Director, for the next regularly scheduled contest or post-season contest. This penalty will be applied with no cumulative effect for each student/coach.

**2. Fighting, taunting, sudden ejection and gross unsportsmanlike conduct:**

- First offense: The student shall be declared ineligible for the next two contests or post-season contests (with the exception of football, skiing and gymnastics, for which the suspension shall be one contest) 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 Athletic Director will meet with the student to define his/her status during this period.

A coach ejected for unsportsmanlike conduct shall receive the same suspensions given to student-athletes. If suspended, a coach may attend the contest, but must be seated in the spectator section and may not give instructions to the players or to individuals who have been assigned to coach the team. A suspended coach may not travel with the squad to an away contest. Suspended coaches will need to meet with the Athletic Director prior to being reinstated as a Harwood coach.

**Multiple Card/Technical Penalties:**

Harwood has the additional expectation that our student-athletes will conduct themselves in a manner that Honors the Game. Students who accumulate numerous yellow cards, unsporting penalties, or technical fouls will lose their eligibility to participate as follows:

**Soccer players** who receive 5 yellow cards in a season, for any reason, OR 3 yellow cards for dissent, will be suspended for one game. Additional cards in that season will be dealt with on an individual basis. Students so suspended may forfeit their eligibility for varsity letters and/or PE credit.

**Basketball players** who receive 3 technical fouls in a season, for any reason, will be suspended for one game. Additional technical fouls in that season will be dealt with on an individual basis. Students so suspended may forfeit their eligibility for varsity letters and/or PE credit.

**Hockey/Lacrosse players** who receive 3 major penalties will be suspended for one game. Additional similar penalties in that season will be dealt with on an individual basis. Students so suspended may forfeit their eligibility for varsity letters and/or PE credit.

**Poor sportsmanship will not be tolerated.** Offenders may be prohibited from attending any activities for the remainder of the year.

### **Conduct at Co-Curricular Activities**

Students and parents are encouraged to attend as many activities as possible. Cheering and conduct at activities should be consistent with good sportsmanship. Poor sportsmanship will not be tolerated. Offenders may be prohibited from attending any activities for the remainder of the year.

***We commend you for all actions that display sportsmanlike behavior!***

## **SUBSTANCE ABUSE**

**Policy:** The Harwood Union School Board of Directors is committed to a zero tolerance substance abuse policy. Any person, including adults who work at, use, or visit Harwood Union school facilities, shall not possess, use, sell, transmit, or be under the influence of any illegal drug, regulated substance, alcohol, or tobacco on school property or at any school sponsored student related activity away from school premises. Any student who participates in co-curricular activities shall not possess/use/sell or be under the influence of a substance at any time during the school year, 24 hours a day, seven (7) days a week, both when at school and school-related activities and when not at school and school related activities.

### **Co-Curricular Activities and Expectations for Participation**

Students involved in co-curricular activities at Harwood Union are active and visible representatives of the student body and the Harwood community.

As such, students who participate in co-curricular activities will be held to a high standard of conduct as a requirement. Participation in such activities is a privilege, not a right. Active members of co-curricular activities/programs will refrain from use, possession or sale of drugs, alcohol or tobacco, 24 hours a day, seven (7) days a week, both when at school and school-related activities and when not at school or school-related activities. If a student participating in co-curricular activities violates the school's Alcohol, Tobacco, and/or Drugs (ATOD) policy outside of school, and the school has proof of the violation, the procedures for disciplinary action will be enforced. Violations are cumulative through each of the school programs at Harwood Union with the Middle School constituting one program, and the High School constituting a second program.

- **1<sup>st</sup> Violation:** The student will be suspended from co-curricular activities for one practice and one game, or the equivalent for clubs or musical. During that time, the student may not compete, perform, or participate in events or trips related to the co-curricular activity

**For students engaged in Co-Curriculars (they must remain engaged in fulfilling the following):**

- Eight (8) hours of **community service** must be completed within one month of the violation.
- The student may be asked to participate in a Restorative Justice process, including participating in a restorative dialogue with the team/club/class.
- The student will collaborate and complete an **educational project**.
- **2nd Violation:** The student is **suspended from eligibility and co-curricular activities** for 7 school days.
  - During that time, the student may not compete, perform, or participate in events or trips related to the co-curricular activity (See Section D).
  - The Administration and the Athletic Director will review and approve reinstatement of eligibility (following 7 days) as long as the student remains engaged and is completing the above conditions and there is submission of appropriate documentation.
  - A student will have to provide bi-weekly documentation for administration and Athletic Director throughout the current sports season to continue practicing and participating in games, rehearsals, or co-curricular activities.
  - To return and remain a full participation in co-curriculars, the student must demonstrate consistent participation in sessions with an outside counselor for 3 months
  - Documentation of progress and engagement in outside counseling will be provided to the SAP, who will update the Student Substance Use Educational Follow Up Chart to maintain records
- **3rd Violation:** The Administration and the Athletic Director will review and decide on the reinstatement of eligibility after the completion of the above conditions and submission of appropriate documentation.
  - They will inform the student of the decision within 10 days of receiving all appropriate documentation.
  - If approved, the student may start practicing at the beginning of next sport season, and which should also provide time for student to obtain the necessary treatment.
  - If desired, a student may participate in practices and may travel with the team, if appropriate as determined by administration.
  - The student will comply with the 21- day suspension from competition for that new season (as per a first violation).

**In extenuating circumstances, the Administration reserves to the right to modify or mitigate these consequences.**

## TEAM RULES

All teams at Harwood are expected to abide by general School and Athletic policies and procedures. Each team or coach may have additional team rules or policies. The coach will have on file, with the athletic director, a copy of the coach's policy regarding any additional team rules such as, but not limited to:

1. Unexcused absences from a practice or game session.
2. Dress code, practice procedure, lateness, inappropriate language, and game conduct.
3. Any additional rules not covered in general procedures.

## TRANSPORTATION

1. If transportation is provided, all team members including coaches 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 a contest and/or 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. The coach must approve these requests 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. No athlete may enter the bus unless a coach is present.
  4. No cleats may be worn on the bus.
  5. No abusive, derogatory or inappropriate language is allowed.
  6. Proper bus behavior for athletic teams will be covered with coaches and team prior to each season by the athletic director.
  7. The coach is in charge of the team on the bus. Any behavior problems should be reported to the coach for remedy. Should the behavior continue or not be resolved, an official report will be made to the bus manager who will report it to the athletic director. Coaches are asked to report any bus problems to the AD immediately.
  8. Only team members (and support personnel) are allowed on athletic/team busses.
  9. It is expected that team members will place all trash in a trash bag (and not on the floor). Busses will look the same at the end of a trip as in the beginning of one. Coaches will be held responsible for the shape of the bus at the end of a trip. Please make sure it is CLEAN!

## TRYOUTS AND PLAYING TIME

**High School Athletics:** In some activities it may be necessary to reduce the number of participants to manageable size, particularly when considering safety, fiscal resources, equipment, facilities and coaching personnel. Reductions may also be made on the basis of attitude, behavior, motivation, coachability, and athletic ability. It will be the responsibility of the coach to make decisions concerning what the maximum number of participants on a team will be. Students are informed during the first week of practice if reductions will occur. All members of a varsity team may or may not see action in each contest.

Each sport or team is unique unto itself. It is appropriate for the individual coaches to determine and set team guidelines for participation in athletic contests. These guidelines must be made known to the athlete prior to the start of practice for the season.

The issue of playing time can be one of the most difficult any coach, parent or participant has to deal with in interscholastic sports.

**Athletes and Playing Time at the Varsity Level:** Participation in varsity level sports in most cases is the culmination of an experience that begins as early as elementary school. Being on a varsity level team is in itself a major accomplishment. It does not happen without hard work and dedication. It is also a time when individual desires need to take a back seat to team accomplishments. Those with the most skills and leadership abilities will undoubtedly see the most playing time. Others, 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.

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. Playing time will be encouraged for every athlete in every game, but playing time is NOT equal among all players. Attendance, proper behavior, a willingness to learn, and individual skill development are all factors in how much playing time a participant sees.

**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, 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.

**\*PLEASE NOTE\* Playing time is NOT guaranteed if the student-athlete has violated team, school, or coach's rules.**

### **What Should Students Do If Their Expectations Are Not Met?**

If a participant feels they are not being treated fairly or do not understand what is expected of them they should, at an appropriate time, approach their coach. If they have difficulty doing so, or are not satisfied with the results, they should look for assistance from a captain, their TA or the Athletic Director.

Some participants may not find the role they are asked to play as a team member acceptable relative to playing time. If that is the case, a student should consider alternative programs that may be oriented more towards individual participation or recreation than team competition.

### **What Should Parents Do If Their Expectations Are Not Met?**

Again, remember your child has successfully made a varsity team and that in itself is an accomplishment. Realize your expectations are not always the same as your child's. Before involving yourself in any issue, be sure such intervention is welcome and understood by your child. For the well-being of all involved, be sure such intervention will solve a problem, not create one.

Whenever you interact with a coach, it is expected to be at an appropriate time and in an appropriate manner. Parents are given an opportunity to meet with coaches at the beginning of each season through a coaches/parents/participants meeting. It is your opportunity to question a coach on their expectations, procedures, and goals. At the end of the season, you are given the opportunity to evaluate coaches. Constructive, objective evaluations are both welcome and encouraged.

If a parent feels the need to talk to a coach on an issue or concern during the season they should do so only with their child's knowledge and after it is clear the participant has been unable to resolve the issue to their own satisfaction. No coach should be approached immediately before, during, or after a competition. Confrontation or verbal abuse from a parent is not acceptable. If you do not feel you can communicate effectively with the coach talk to the Athletic Director or your child's T.A.

*The importance of positive parental support in team sports cannot be over emphasized.* This means putting your child's expectations above your own.



## TWO-SPORT POLICY

Students can be eligible to participate in more than one sport per season if parents, participating coaches, the Athletic Director, and the student agree. In order to participate in more than one sport per season, students must maintain a minimum grade of "B" in all subjects.

## LOYALTY CLAUSE

Per the VPA, any member of a Harwood Union Middle/High School team is a student-athlete who is regularly present for, and actively participates in, all team tryouts, practices and competitions. Members of a school team are prevented from missing a middle/high school practice or competition to compete with an out-of-school team/club, practice or competition (including tournaments, showcases, combines or other athletic events). Whenever a conflict arises between the middle/high school team practice/competition and an out-of-school practice/competition on the same day, the high school team practice/competition MUST be honored by the student athlete. Priority must be given at ALL times to the high school team, its practices, and its contest unless a waiver has been granted by Athletic Director.

## VACATION AND JOB CONFLICTS

***\*\*Please note that there will be regular season and playoff games during the Winter Break\*\****

Although every effort is made to reduce the number of conflicts between school vacation and athletic schedules, it will always remain an issue. Each student-athlete will be provided a practice, game and potential play-off schedule at the beginning of the season to help minimize these conflicts. Please be aware of the potential changes to sport schedules due to weather or facility conflicts. If a player is forced to miss practice or games due to family vacation, it will be up to the individual coach to decide how the absence will be handled. If there is any potential conflict, we suggest speaking to the coach immediately. It is expected that student-athletes will arrange jobs and other activities so as not to conflict with practice, contests and play-offs.

## AFFIRMATIVE ACTION

**Title VI of the Civil Rights Act (1964) and  
Title IX of the Higher Education Act (1972)**

In accordance with Title VI and Title IX, and the rules and regulations as promulgated by the Secretary of Health, Education and Welfare, it is the policy of Harwood that no person, upon the basis of race, color, national origin, creed or faith, sex or age, shall be excluded from participation in, denied the privileges of, or be subjected to discrimination in any educational program or activity at the school.

***ALL VIOLATIONS OF THE ABOVE POLICIES SHOULD BE REPORTED TO  
THE EQUITY COORDINATOR OR AN ADMINISTRATOR.***