



**Milton Athletic/Co-Curricular
Program
Player/Parent Handbook**

2020-2021

Great Schools. Strong Community. Successful People.

Welcome to Milton Athletics/Co-curricular

Please be informed that all co-curricular activities at Milton High School and Milton Middle School follow the expectation of this handbook.

This pandemic has changed the way we look at our daily practices and procedures in a group setting. Changes in Procedures and Practices have been developed to support the health and safety of our children, our families, and our staff, and to do all we can to remain open for families. The changes are meant to ward off Coronavirus and they are based on thorough research and guidance being recommended by experts such as the CDC. We will be closely following the Vermont Department of Health 'Health Guidance for Childcare and Summer Programs' revised May 28, 2020 and effective June 1, 2020. Thank you for your understanding and patience as we implement these new Policies and Procedures. This will be a working document and will be updated as our Athletic Department receives additional information from AOE, VPA, Vermont's Governor's executive order, and the MTSD COVID19 Steering Committee.

The 2020-21 MTSD Academic year will use the same Milton Athletic/Co-curricular Program Player/Parent Handbook as last year. We have added the following bullet points to supplement our Handbook this year. Student Athletes and parents must abide by these expectations.

-As we travel through unprecedented times of COVID-19 many unique challenges will present themselves. Please be informed that preregistering for a fall, winter, and spring sports does not guarantee that this sport will happen or will have a competitive component to it. Our MTSD Department of Athletics will continue to follow and support the guidelines issued by the Governor, AOE, VPA, and the MTSD COVID-19 steering committee.

-Student athletes and families are required to follow all health and participation protocols as established by the MTSD Department of Athletics and the MTSD COVID-19 steering committee.

-School Attendance and Athletic eligibility in order to participate.

Our current procedures are clearly defined in our Athletic/Co-Curricular Program Student/Parent Handbook located on our Athletic website. These procedures might be modified or changed throughout the 20-21 academic year. This will be based on if our District is facilitating in person learning, distance learning, or a hybrid model. The Department of Athletics will communicate to families and student athletes via email of any changes and will post those on our Athletic website.

-MTSD COVID Disclaimer: All information shared within this document may be subject to change based on either new directives from State Government or special conditions within our own community.

Mission Statement

The mission of the Milton Athletic/Co-Curricular Department is to provide student athletes with an opportunity to compete, successfully, in an athletic program that develops their athletic abilities, to full potential, in an environment that prioritizes the welfare of all student athletes and promotes high academic standards, in addition to the development of leadership capabilities and unity among each other and within their community.

Athletic Department Philosophy

The Milton Athletic Department recognizes the value of participation in athletic activities and that it is an integral part of the educational program, which places a high priority on academic excellence. The Athletic Department encourages all students to participate in, as many different, interscholastic activities as possible, because it offers a positive and meaningful experience that will enhance the growth and development of all the students who participate.

Our athletic teams will always strive to win, but never will winning be given priority over the genuine concern for the overall welfare of the individual student athletes. There will be emphasis placed on excellence, effort, player

development, and respect for all Milton athletic programs, in addition to open communication and mutual respect among school administration, teachers, coaches, students, parents, and officials.

Milton Athletic Department recognizes that participation on an athletic team is a privilege and not a right. High standards of conduct will be expected of students, coaches, and parents at all times to uphold traditions that have been established over many years, by many people who have committed themselves to excellence.

We believe that athletic competition provides a wealth of opportunities and experiences, not just for the active participants, but for the whole student body and community. Athletic competition adds to our school spirit, provides enjoyment and fun, and helps all students, spectators and participants to develop pride and unity in their school and community.

Sportsmanship

Milton Town School District is committed to the ideals of good sportsmanship and fair play. It is expected that all persons show respect to opposing teams, game officials, and each other while at Milton athletic events.

The Athlete

- Demonstrates self-control and respect for others at all times be they officials, coaches, spectators, or other athletes.
- Deals with opponents with respect. Shake hands after the competition and congratulate them on their performance.
- Respects the integrity and judgment of the officials.
- Complies with all rules and regulations of the game.
- Accepts victory with grace and defeat with dignity.
- Remembers that improper behavior while in uniform reflects poorly upon yourself, your school, and your community.

The Coach

- Promotes good sportsmanship by setting a positive example.
- Respects the integrity and judgment of the sports officials.
- Approaches competition as a healthy and constructive exercise, not as an event that requires victory at any price.
- Recognizes that the participants are young people with limitations who are capable of making mistakes.
- Avoids the use crude or abusive language with players, opponents, officials, or spectators.
- Instructs the players in the elements of good sportsmanship and removes players from competition who demonstrate unsportsmanlike behavior.
- Avoids behavior that will incite players, opponents, or spectators.

The Spectator

- Cooperates with referees and school officials.
 - Demonstrates no objectionable cheers, unsafe, or unsportsmanlike behavior.
 - Is aware that smoking, drugs, and alcoholic beverages are not allowed on school grounds.
 - Directs all energies to encouraging your team.
 - Avoids actions which offend visiting teams or individual players.
 - Shows appreciation of good play by both teams.
 - Learns the rules of the game, in order, to be a more informed spectator.
 - Treats all visiting teams in a manner, in which, you would expect to be treated.
 - Accepts the judgment of coaches and officials.
 - Encourages other spectators to participate in the spirit of good sportsmanship.
 - Stays positive.
-

Code of Conduct for Coaches

- Exemplifies the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards. As coach, it is your responsibility to act in a positive manner to show your athletes the proper way to conduct themselves in competitive situations.
- Promotes the entire interscholastic program of the school and directs their program in harmony with the total school program.
- Respects the integrity and personality of the individual athlete.
- Does not ask an athlete to do anything that will put their integrity in question.
- Abides by and teaches the rules of the game in letter and in spirit.
- Refrains from arguments with officials or other coaches in front of players and spectators.
- Shakes hands with the officials and opposing coaches before and after the contest.
- Respects the integrity and judgment of game officials. Does not call their integrity into question.
- Treats opponents and officials with respect and hospitality when hosting an event. This includes having proper dressing areas and any pertinent information that could be useful, such as, game schedules and post-game procedures.
- Displays modesty in victory and graciousness in defeat in public and, in talking, with the media. Confines remarks to game statistics and the performance of your team. Never degrades the performance of any participant, coach or officials.
- Be no party to the use of profanity, obscene language, or improper actions, which includes the verbal or physical abuse of participants, coaches, officials or spectators.

Code of Conduct for Athletes and Student Team Managers

The Milton Athletic Code of Conduct sets a high standard because of the inherent desire to help protect the health, safety, and welfare of all students and community members. The Milton Athletic Code of Conduct applies to all athletes and student managers. The strenuous nature of athletics and the rigors of competition demand that a high standard of behavior, on the part of student athletes, be maintained at all times. Furthermore, the Milton Athletic Code of Conduct provides parents with support in dealing with potential problems with their student and it provides incentive for the athlete to deal appropriately with negative peer pressure.

The Milton Athletic Code of Conduct applies to behavior that takes place ON or OFF school grounds. These violations may take place at any time during the **student's active season of participation** at Milton Town School District. It applies to all athletes **in season**, on or off school property including, but not limited to, school sponsored/sanctioned events on or off campus, and private activities or events.

Students may be suspended from participation in athletic activities for misconduct by not following the expectations below. All student athletes MUST:

- Remember that academic performance is your primary responsibility.
- Not possess or use tobacco, alcohol, illegal drugs, or controlled substances.
- Not host a party or have the participant's parent/guardian or family member host a party at which the following are permitted for minors: illegal consumption of alcohol, use of controlled substances, steroids, or look-alike drugs.
- Practice good citizenship in all environments by respecting the property and rights of others. (Poor citizenship includes actions such as stealing, vandalism, and other illegal acts).
- Display proper sportsmanship.
- Not utilize social media and other websites in an inappropriate manner.
- Not engage in hazing, harassment, bullying or retaliation.
- Realize the existence of and be held accountable for the individual rules, as outlined, by the coach and those outlined in the Athletic Program Handbook.

Evidence of violations of the Code may be determined by but not limited to the following: established charges filed by law enforcement officials or agencies, observations by members of the school district, or by the admission of the offender.

Any alleged violation of the Code shall be reported to the Director of Athletics or the Principal, and then, is to be followed by an investigation.

Code of Conduct for Parents and Families

Parents are expected to conduct themselves according to the same high standards expected of Milton student athletes, for the important message it holds about the proper role of parents in supporting their child in sports. **All parents/guardians must sign the Code of Conduct for each year of participation in athletics.**

Parents at Milton athletic events are expected to conduct themselves in accordance with the following guidelines:

- Encourages good sportsmanship by being a positive role model.
- Makes athletics a positive experience for everyone involved.
- Encourages all members of the athletic team.
- Treats each player, coach, official and parent with respect and dignity.
- Insists that children treat other players, coaches, officials, and fans with respect.
- Reinforces the school's drug and alcohol-free policies and refrains from the use of alcohol and other drugs before or during contests.
- Understands and respects the differences between parental roles and coaching roles.
- Stays realistic about the strengths and weaknesses of their child, so they are placed in situations where they have the maximum opportunity for success.
- Encourages all members of the athletic team to understand that success is measured by the development of skills, not winning or losing.
- Decreases the pressure to win.
- If concerns arise, converse with the coach at an appropriate time and place, i.e., never before, during, or immediately after a contest.
- Remembers that a ticket to a school athletic event provides the privilege of observing the contest, not berating officials, coaches, or players.

If a parent fails to conform to the Code of Conduct while attending a Milton athletic event, they will be subject to disciplinary action, including but not limited to the following in any order or combination:

1. Verbal warning issued by a league, organization, or school official.
2. Written warning issued by a league, organization, or school official.
3. Suspension or immediate ejection from an athletic event issued by a league, organization, or school official who is authorized to issue such suspension or ejection.
4. Suspension from multiple athletic events issued by a league, organization, or school official who is authorized to issue such suspension.
5. Season suspension or multiple season suspensions.

Parents are encouraged to contact the coach for ways to help support the team.

Any alleged violation of the Code shall be reported to the Director of Athletics or the Principal, and then, is to be followed by an investigation.

Conduct Detrimental to the Program: If a coach feels a student athlete has violated the code of conduct, a team rule, or has accumulated an excessive number of unexcused absences that would result in a suspension or dismissal from a team, the coach must contact the Director of Athletics and complete a "Conduct Detrimental to the Program" form, which will inform the student athlete of his or her shortcomings. It will state the discretions of the student athlete and the circumstances that must happen, along with the possibility, that unless a dramatic change occurs in a specified amount of time, that student athlete may be dismissed from the program.

- Prior to the start of the season, each student athlete must receive, in writing, all team rules and expectations for being a member.
- Each student athlete should be reminded that participation in the athletic program is a privilege, not a right.
- Each student athlete should be told, in writing, that failure to remain academically eligible and failure to abide by all team rules and expectations will result in disciplinary action that could include, suspension for any period of time to be completely dismissed from the program.

- Prior to dismissal, a coach must inform the student athlete of his or her shortcomings, in writing, that states the discretions of the student athlete and the circumstances that must happen, along with the possibility, that unless a dramatic change occurs in a specified amount of time, that student athlete may be dismissed from the program.
- The Director of Athletics must be informed by the coach prior to initiating this action and once it has been instituted, a “Conduct Detrimental to the Program” form must be completed and signed by the student athlete, coach, Director of Athletics, and parent(s)/guardian(s).
- **Appeals:** Student athletes who wish to appeal the process may do so. The Appeal Committee will consist of an administrator, the Director of Athletics, and a non-partisan coach. The committee will convene at the earliest possible date to review each appeal. It is the responsibility of the student and their representative to present extenuating circumstances.

The Director of Athletics, after consultation with the Principal, and after discussing the circumstances with parents, shall render a decision.

Milton Town School District Sportsmanship Statement

At MTSD games during pregame announcements, the following statement will be read:

Welcome to Milton High School and the home of the Yellowjackets!

Milton High School is committed to ideals of good sportsmanship and fair play. It is expected that all persons show respect to opposing teams, game officials, and each other while at Milton High School Sporting events. The use of tobacco, alcohol, and abusive or taunting language toward players, officials, or fans is prohibited. Your attention to this matter is appreciated by our student athletes.

The Milton Athletic Department and MTSD reminds all athletes and attendees that protest is a form of free speech and as long as they are not disruptive, will be permitted. All athletes deserve to play in an environment that is free of threats, discrimination and harassment.

Please rise and remove your hats for our National Anthem.

Communication Plan

The goal of the athletic program is to resolve issues **at the rate at which the problem occurs**. Coaches **MUST** notify the Director of Athletics of any issues or situations that may arise with a player, a parent, a fan, another coach, officials, on the bus, etc., so they can be address appropriately and effectively.

There may be situations that may require a conference between the coach, the athlete, and the parent. These are encouraged and when these conferences are necessary, the following procedure should be followed to help resolve the concern.

- When appropriate, your child will first talk with the coach about the concern.
- If the coach/athlete meeting does not clear the situation, then the parent(s) should call and set up an appointment with the Head Coach. The student athlete must be present with the parent during this meeting.
- If the coach/athlete/parent meeting does not clear the situation, then the parent(s) should call and set up an appointment with the Director of Athletics. The student athlete must be present with the parent during this meeting.

Coach/Student Athlete: Coaches are expected to communicate their expectations to student athletes clearly and consistently. Coaches should encourage student athletes to approach them if they have any issue about their experience on an interscholastic school team. The student athlete and coach must develop a mutual respect and understanding that allows them to discuss issues openly and honestly, while striving to gain a better understanding of each other’s roles, responsibilities, and perspectives.

- **Communication Expectations from Coaches**
 1. Philosophy of the coach
 2. Expectations the coach has for all athletes on team
 3. Locations and times of all practices and contests
 4. Team requirements (practices, special equipment, out of season conditioning)
 5. Procedures to follow should your child be injured during participation

Coach/Parent: Coaches are expected to communicate their expectations with parents/guardians of the student athlete clearly and consistently.

- **Communication Expectations from Parents**
 1. Concerns expressed directly to the coach
 2. Notification of any schedule conflicts well in advance
 3. Specific concerns with regard to a coach’s philosophy and/or expectations
- **Appropriate Concerns to Discuss with Coaches**
 1. The treatment of your child, mentally and physically
 2. Ways the parent can help their child improve
 3. Concerns about your child’s behavior
- **Inappropriate Concerns to Discuss with Coaches**
 1. Playing time
 2. Team strategy or play calling
 3. Other student athletes
- **Times That Should be Avoided**
 1. Either immediately prior to or right after a contest
 2. During an active practice session
 3. During a time when other students are present or easily visible by others

Coaching Expectations

The success of our athletic program will depend upon our ability to secure the services of highly qualified and motivated coaches. The Milton Athletic Department believes that interscholastic athletic competition should be fun, but that it must also be a significant part of an educational program. We believe that those who coach student athletes are, first and foremost, educators who have a duty to assure that the essential elements of character-building are embodied in the concept of sportsmanship and ethical values. Finally, we believe that sincere and good efforts to honor this code will improve the quality of our programs and the well-being of our student athletes.

Certification

In accordance to the Vermont Principals’ Association, all Varsity and Junior Varsity coaches must be certified in:

- **Concussion Courses**
- **Fundamentals of Coaching**
- **First Aid (CPR/AED)**

All coaches must be certified in **Concussion** training before the being of their season. Concussion certificates must be renewed every **two years**. First year coaches have one full year to complete the certification for Fundamentals of Coaching and First Aid (CPR/AED). **If a Varsity and/or Junior Varsity coach is not certified in his/her second year, they will not be eligible to coach at all.** The certification training is available online at www.nfhslearn.com.

Milton Athletic Department requires its coaches to complete online training around hazing, harassment and bullying and mandated reporting requirements in the State of Vermont.

Coaching Duties and Responsibilities

- The responsibility of a coach is to teach appropriate attitudes, proper habits, knowledge, and skills. The athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student athlete should be treated as an individual whose welfare shall be primary at all times. The coach must be aware that he or she serves as a model in the education of the student athlete and, therefore, shall never place the value of winning above the value of character building.
- The coach shall support and enforce school rules for the prevention of drug, alcohol, and tobacco use and abuse, and under no circumstances shall authorize the use of these substances.
- The coach shall be thoroughly acquainted with contest, state, league and local rules, and is responsible for their interpretation to team members. The coach shall abide by the letter and spirit of these rules at all times.
- Hold a pre-season meeting to discuss proper sportsmanship with your athletes and parents. It is your responsibility to help ensure that positive sportsmanship is displayed at sporting events.
- Before and after games, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.
- Coaches are responsible for the proper behavior of their players before, during, and after the contest. Definite corrective action should immediately follow all cases of player misconduct during a contest.
- Coaches are expected to be diligent in attention to routine details of coaching, reports, eligibility rosters, headcounts, etc.
- Primary responsibility for meeting deadlines for tournament applications lies with the coach.
- It is unethical for coaches to scout opponents by any other means than those adopted by the State High School Athletic Association and the league.

Varsity Level Head Coaches

Program Ownership: The Milton Athletic program requires that all head coaches participate in Program Ownership, which involves overseeing the entire program for that specific sport. This includes recommendations of assistants, junior varsity and middle school coaches at the beginning of each season. In order to create a consistent program, collaboration between varsity level coaches and lower levels is necessary.

Team Rules

The Milton Athletic Department requires that all teams abide by the procedures, rules, and regulations that govern our program, in addition to the general school rules and policies. However, each team or coach may have additional team rules or policies that must be approved by the Director of Athletics prior to issuing. A coach's procedure regarding any additional team rules could include, but not limited to:

- Unexcused absences or tardiness from practices or game sessions
- Dress code, practice procedures, inappropriate languages, and game time conduct
- Any additional rules not covered in general procedures

Students in violation of any team rules are subject to consequences that the coach and Director of Athletics deem appropriate.

Evaluation System for Coaches

The purpose of the coaches' end of season performance review is to improve the quality of our athletic program by recognizing and encouraging the use of BEST coaching practices and techniques. Information contained in the end of season performance review will be based upon observations made at practices and contests during the athletic season, the quality of compliance with the Milton Athletic Program policies and procedures, and personal relations with athletes, professional colleagues, and parents.

In addition to mandatory end of season performance reviews, surveys will be given to student athletes and parents to provide feedback about their athletic experience during that sport season. These surveys will require participants to identify themselves, in case a mandated reporting information is presented. The Director of Athletics, along with the school administration when appropriate, will review surveys, compile tendencies and share with the coaches.

During this process, survey participants identity will not be shared with coaches. It is the desire of the Athletic Department to collect this feedback too serve as a vehicle of discussion between the Coach and Director of Athletics.

The Director of Athletics will complete an end of season performance review on each program paid coach.

Varsity Level Head Coaches

- Must meet with all the Junior Varsity and Middle School coaches before the meeting with the Athletic Director to review completed “Coaches Evaluation” forms.
- Must complete own “Coach Evaluation” form and submit prior to meeting with the Athletic Director.
- Must meet with the Athletic Director (within two weeks of the last game) to review the program, the completed sub varsity “Coach Evaluation” forms and all other surveys.
- The Athletic Director will review all submitted “Coach Evaluation” forms with the head coach.

Sub Varsity Coaches

(Assistants, Junior Varsity, Middle School)

- Must complete a “Coach Evaluation” form and submit prior to the meeting with the head coach.
- Must meet with the varsity level head coach (within two weeks after the last game) to review program and the submitted “Coach Evaluation” form.
- Performance will be reviewed by the head coach with the Athletic Director.

The Athletic Department

The Milton Town School District’s Athletic Program is managed and administered by the Athletic Department, headed by the Athletic Director, and is responsible for the interscholastic athletic teams at both the High School and Middle School.

	High School Grades 9-12	Middle School Grades 6-8
Fall Season	Football Soccer Cross Country Field Hockey Co-Ed Golf Fall Cheerleading	Soccer Cross Country Field Hockey Flag Football Golf (Club)
Winter Season	Basketball Ice Hockey Cheerleading Gymnastics Wrestling Indoor Track	Basketball Gymnastics Wrestling Cheerleading
Spring Season	Lacrosse Track and Field Softball Baseball Co-Ed Ultimate Frisbee	Track and Field Softball Baseball

Contact Information

Director of Athletics::	Marcel Choquette	(802) 893-5470	mchoquette@mymtsd-vt.org
Administrative Assistant:	Tracey McGregor	(802) 893-5473	tmcgregor@mymtsd-vt.org
Athletic Trainer:	Jordan Young	(802) 535-9643	jyoung@mymtsd-vt.org
	Long Trail Physical	(802) 893-1413	
Principal(s):	Mary Jane Stinson	(802) 893-5400	mstinson@mymtsd-vt.org
	Anne Blake	(802) 893-5400	ablake@mymtsd-vt.org

Website: <https://www.miltonyellowjacketathletics.org/>

Athletic Department: Milton High School
17 Rebecca Lander Drive
Milton, VT 05468

Facility Usage and Rental

Milton Town School District – E20/E20P: Facility Usage and Rental

It is the policy of the Milton Town School District (MTSD) to support the community use of school facilities in ways that complement regular school activities. Milton Town School District’s Board of School Trustees believes that school facilities can and should serve as centers for educational, civic, cultural, recreational and other community events provided there is a general understanding throughout the community that:

1. School and school-sanctioned activities will always be given priority for use of school buildings and grounds.
2. MTSD will not subsidize the use of facilities for events and activities not directly related to its primary educational mission.
3. Authorization to use school facilities does not imply endorsement or approval of any group or activity.
4. The Superintendent shall be responsible for establishing criteria for the use of school facilities by community members. Whenever community members use school facilities pursuant to this policy they shall comply with the accompanying guidelines.

All potential users must complete a “Facility Use Application” through the MTSD Website before any and all building and ground use.

Based on such understanding, the public use of buildings and grounds by the community is highly encouraged.

Athletic Program Rules, Procedures, and Guidelines

Scholastic Eligibility

In order to participate on a Milton Town School District athletic team, students must satisfy all of the scholastic eligibility prior to participation.

Enrollment: All interscholastic athletic members must be actively enrolled in three (3) credits per year. Student athletes will be **red flagged** by the Guidance Department and referred to the Athletic Department if they consistently drop academic classes when their season ends.

Duration of Competition and Age: A student who competes in any VPA sanctioned activity must be under nineteen (19) years of age, except that a student whose 19th birthday occurs on or after August 1st is eligible for all activities in the ensuing school year. Students who have attained the age of nineteen (19) prior to August 1st shall be ineligible for all VPA sanctioned activities.

No student in grades 9-12 may participate in the same sport for more than four seasons.

Member School to Member School Program: Students who wish to participate on another high school's existing team must contact the Athletic Director and satisfy certain eligibility criteria prior to participation. More information can be found online at VPAOnline.org.

Transfer Rules: Students entering grades 6 or 9 or transferring from another school will be eligible for their first semester or term.

Online Registration: All student athletes must register online prior to being eligible for participation on an interscholastic athletic team. Students/Parents can register through the Milton Athletics Department's online registration system at <http://miltonyellowjacketathletics.org>. Click on the "Registration" tab. They must satisfy the following in order to be eligible to participate:

- **Sports Physical:** Each athlete is required to have a physical examination before participation of any sort (practice or game). One physical examination will suffice for **two years**; however, the student's health record must be brought up to date at the beginning of each new season. At the end of that two-year period, the student must have another physical examination before participation. It is the responsibility of the coach to see that all players complete the physical examination and health record checks prior to participation.
- **Insurance:** Each student athlete is required to provide proof of insurance before he/she will be allowed to participate in practice or competition.
- **Athletic Pledge**
- **Concussion Information**
- **Review of specific athletic participation expectations:**
 - Athletic Program Handbook
 - Athlete Code of Conduct
 - Coaches Code of Conduct
 - Parent Code of Conduct
 - Communication Procedure

Participation Eligibility

Eligibility for participation in interscholastic athletic activities is determined by the student's attendance, grades, and adherence to the code of conduct. **Students may participate in only one sport per season.**

School Attendance: Students must be, officially, present in school for the entire day to participate in any activity after school. Any unexcused absence from class, study hall, or any suspendable offense verified on the day of occurrence will result in denial of participation in the after-school activity that day. Exceptions include approved college visitations, family emergencies, approved medical appointments, or other reasons approved by the school administration. Partial attendance or special circumstances will be reviewed by the Director of Athletics.

If a student is absent the last school day of the week and the competition is on a non-school day (Saturday or Sunday), the student is not eligible for participation, unless the absence was excused.

A parent/guardian signed note or email is required upon return to school explaining the absence or tardy. All absences will be unexcused if a note/email is not received. No notes will be accepted without a specifically stated reason

Excused Absences include:

- Medically excused illness or documented medical appointment
- School-related absence (educational opportunity)
- Death in the family
- Court appearance
- Religious Holiday
- Driver's license or permit test

Team Attendance: It is expected that all student athletes attend all scheduled practices and games. However, each coach is entitled to have their own specific set of attendance/tardy procedures or team rules, which will be in writing and issued at the beginning of the season.

As a courtesy to the coach and fairness to the team, it is vital and expected that the athlete and if necessary, the parent, communicates any vacation plans or any other situations that may require the athlete to miss practices to the coach well ahead of time.

High School Academic Eligibility: The Athletic Department will perform grade checks every other Monday beginning the week prior to the season starting. If failing in any one class, the student athlete will have until Friday at 3:00 pm to secure a passing grade. If they fail to do so, they will be placed on academic probation for **two weeks** by agreeing to complete all of the requirements during the probationary period.

- **First Offense**
 - Mandatory daily study halls after school for at least 30 minutes (2:45-3:15 pm).
 - Remains an **active** member of the team.
- **Second Offense**
 - Mandatory daily study hall after school for at least 30 minutes (2:45-3:15 pm).
 - Remains a **limited** active member of the team. **(Practices only)**
- **Final Offense**
 - Mandatory daily study hall after school at least 30 minutes (2:45-3:15 pm).
 - Will be a **non** active member of the team. **(No practices or games)**

If found in violation of the academic probation conditions, then immediate ineligibility will be declared for the remainder of the academic quarter. Eligibility will be reviewed on the last day of the two-week probation period by the Director of Athletics.

“Incomplete” is considered a failing grade until the student completes assignments necessary to receive a passing grade.

Milton Town School District students who are on I.E.P.’s, 504 plans, MTSS plans, educational assistance plan or have independent study plans are subject to the goals of their respective plans and their eligibility is based on those plans. However, these students will still be held accountable in regard to academic probation.

- **Eligibility for Fall Sports:** For returning sophomores, juniors and seniors’ eligibility will be determined by the fourth quarter grade in the course at the end of the year.

In June, parents should review the report card immediately.

Students must contact their Guidance Counselor for details for any make up school work in order to regain eligibility. High School Principals and The Director of Athletics will receive a copy of the plan from the Guidance department.

Middle School Academic Eligibility will be completed twice per season in the fall and spring and 3 times during the winter season. The Athletic Department will perform grade checks on announced dates. If the student athlete is not in good standing in one or more of their classes, they will be considered ineligible for competition until they have completed their missing work. If a student athlete fails to turn in an eligibility sheet, they are not eligible to participate.

Fall Grade Checks:

Season Begins: TBA. Grade checks on September TBA and October TBA.

Winter Grade Checks:

Season Begins: TBA. Grade Checks on December TBA, January TBA, and February TBA.

Spring Grade Checks:

Season begins: TBA. Grade checks April TBA and May TBA.

A student is not eligible to participate in any type of contest during the above eligibility period under the following circumstances:

- One or more incompletes on eligibility form

Student and parents will be notified on Sunday after grade checks (via email) if a student athlete has an Incomplete, missing form, or a form with missing signatures.

A student athlete is expected to attend practices and participate during their ineligibility period. Students may attend their home and away games but are not permitted to be in uniform and must remain on the bench in appropriate civilian attire (coach's desecration).

*An "Inc" can be changed to a "Yes" at the discretion of each teacher at any time during the eligibility period. In such a case, the teacher may initial the change directly on the form or provide a brief note to the Director of Athletics, or Middle School Principals, or Middle School Administrative Assistant TBA explaining the change. A student becomes eligible immediately if the above no longer apply.

A student athlete eligibility may be revoked at any time by the Director of Athletics or Middle School Principals if a student is not meeting performance standards in school.

**If an ODR is received during the eligibility period, the student's eligibility will be reviewed by administration (Principal, Director of Athletics, SSC) in collaboration. These will be handled case by case and used as a learning opportunity.

- **Athletic Club:** All Middle School student athletes must report to the athletic club immediately following their dismissal from classes (fall and spring). Athletic club is not offered during the winter sports season. For practice days, they need to stay with the athletic club advisor until their coach arrives to dismiss them. For game days, they need to stay with the athletic club advisor until their coach arrives to dismiss them.

Team Selection and Levels of Participation

Selection of team members is subject to the discretion of the coaching staff. Time, space, facilities, equipment, coaching preference, and other factors will place limitations on maximum team size. While every attempt will be made to involve as many student athletes as possible, the number of interested students may exceed our ability to safely and effectively accommodate them; therefore, a selection process may be necessary.

Coaches must establish a plan for selecting those students who will make the greatest contribution to the team. Such plans are discussed with the Director of Athletics and include:

1. Equal opportunity for all eligible candidates
2. Methods of selection
3. Procedure for notifying students

Each coach shall be responsible for justifying selections and demonstrating that tryouts were conducted fairly.

No preferences will be established based upon a student's grade level. At the high school level, all students will be trying out for the program, as a whole, not for a specific participation level.

Team Selection and Levels of Participation

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

Due to annual variances in students' interests, school budgets, availability of human and other resources at Milton High/Middle School/, sports program offerings are subject to change. With established programs, team rosters must be developed in accordance with the following procedures. Every effort will be made to operate programs in a manner that's as inclusive as possible. It's understood that some interscholastic sports programs may require a selection process within a set of written standards in order to operate in a way that's both beneficial for participants and manageable for coaches.

If a program exceeds the standards for a manageable level of participants, the Director of Athletics may consider any of the following:

- Request for additional staffing to accommodate numbers in excess of the standards.
- Holding try-outs to bring the number of participants within those levels recommended in the standards.
- Requests to the School Board for additional funding for additional teams or other alternative programs.

Try-outs may not be announced or held without prior approval and knowledge of the Director of Athletics. If a try-out is determined to be required, the program coach will conduct it with the assistance of any qualified persons approved by the Director of Athletics to ensure a fair and impartial process. The Director of Athletics must approve all final team rosters and list of students not selected before such rosters or lists are announced. Any student not selected for Varsity participation must be notified in person by the program coach, in a reasonable amount of time following the completion of try outs. The Director of Athletics will provide the student athlete with potential alternative activities.

No preferences will be established based upon a student's grade level. At the high school level, all students will be trying out for the program, as a whole, not for a specific participation level.

Varsity Participation: The varsity level is highly competitive and participation at this level requires a significant amount of effort, dedication, discipline and time. At the varsity level, the primary objective is skill development but with a greater emphasis placed on competition. The Milton Athletic Department recognizes that participation at the varsity level is highly competitive and based on ability. Playing time is not equal and is at the discretion of the coach(es) based on the individual's ability, attitude, work ethic, and the team's specific needs or game situation.

Position of Freshmen Playing a Varsity Sport

When considering freshmen participation in programs where sub-varsity teams exist, additional criteria will be followed in order to ensure the health of the athletes, team, and program. The coach will submit a written justification form followed by discussion with the Director of Athletics (and in consultation with the school administration) considering freshmen athlete participation at the varsity level. Coaches are responsible for addressing specific questions pertinent to each situation. Freshman athletes will be considered by the varsity coaches only if they will be able to be given appropriate play time, there is a demonstrated need for younger players at the varsity level, and the coach feels the player can meet the physical demands of varsity competition. In addition to the physical demands, there are also the social and emotional factors that need to be taken into consideration when having freshmen play on the varsity level. A coach must consider what is in the best interests of the athlete, team, and entire program presently and in the future for any decision made on freshman eligibility for varsity participation while honoring the commitment and dedication to the program by upperclassmen.

Junior Varsity Participation: At the junior varsity level, emphasis will be placed on participation and skill development. The junior varsity programs are designed to help student athletes develop skills and teamwork necessary for successful varsity competition. It is expected that members of the junior varsity level teams will be given appropriate and quality playing time that promotes player development, in each contest, as long as they comply with their coach's team policies and work hard in practice, however equal playing time is not guaranteed.

Middle School Participation: At the middle school level, emphasis will be placed on encouraging participation, teaching basic skills and the rules of the game, and progression without the competitive pressure. Participation is not based on athletic ability and every effort will be made for fair playing time that promotes player development. The Milton Athletic Department believes that middle school sports should be kept in perspective and hopes that students will develop an appreciation for athletic competition that will support them as they move on to a higher level.

Changing Sports

It is understood that athlete's interests may change in a given sport and that they might prefer to play another sport. If an athlete wishes to switch to another sport, the following steps must be adhered to:

1. Athlete informs coaches of both sports of his or her intentions. **Both coaches must be in agreement.**
2. A final roster of the sport the athlete would like to join has not been established.
3. Both coaches and Director of Athletics support the transfer.

No student athlete may quit a team and join another team in the same season once a team roster has been established, unless there has been extenuating circumstances, which must be evaluated and approved by the Head Coach and Director of Athletics.

Varsity Captains

Captains are elected by team members and/or appointed by coach(es). Prior to the selection, coaches will inform the Director of Athletics and team members of the selection criteria and obligations of the position. The position of team captain is one of honor, leadership, and responsibility. ***The Milton Athletic Department only encourages captain selection at the Varsity level. Junior Varsity and Middle School teams should alternate players to represent the team at officials or coaches meetings.***

As a result, students serving in that capacity are expected to conduct themselves in an exemplary manner both in and outside of school. With the Director of Athletic's guidance and leadership, all captains will participate in a **captain's leadership program** throughout the season.

It is important for coaches, student athletes, and parents to understand that the Milton Athletic Program does not in any way sanction, encourage, or condone pre-season "Captain's Practice." **Our teams may not practice without an MHS Athletic Department approved adult supervisor. Parent volunteers are not able to supervise a practice.**

Practice and Games

Each coach shall be responsible for planning and conducting practices on a regular, scheduled basis. Practices should be, limited to, generally, **1½ to 2 hours** at the Varsity/JV levels and **1 to 1 ½ hours** at the Middle School level. Athletes must be excused from practice with no penalty for religious reasons or for extra help sessions with classroom teachers. Coaches have the discretion on whether or not to excuse athletes from practices or games for all other reasons.

As a general rule, there will be no team practices on **Sundays**; however, in instances when a practice can be justified, it can be scheduled with the Director of Athletic's prior approval. When a Sunday practice is held, another scheduled team practice must be cancelled, so that athletes are not practicing more than six consecutive days.

On days when ACT, SAT, and PSAT tests are administered, consideration should be given to scheduling practices and contests, so that conflicts do not arise with the examination times.

The Director of Athletics will be responsible for scheduling all interscholastic athletic contests. All league contests will be scheduled by the NVAC, and all non-league contests and scrimmages may be scheduled by each individual coach (with prior approval from the Director of Athletics).

10 Practice Rule: Scrimmages and non-league contests should be scheduled, so that the minimum of team and individual practice sessions can be held prior to the first scrimmage or contest. Scrimmages count as a practice and double sessions count as two practices. Middle School athletics only require 7 practices (VPA).

Announcements: At the beginning of every week, the Athletic Department will issue “This Week in Sports” which will include all of the interscholastic athletic events for that week (not including practices). The date, opponent, location, dismissal time, and time of the event will all be noted. All information will be given through email.

Early Dismissals: It is the responsibility of the athlete to inform their teacher that they will be missing class. Athletes are expected to notify their teachers no less than 24 hours before the class which will be missed. All work shall be made up at the convenience of the teacher. Practice is not an excuse for failing to complete make-up work or for failing to attend before or after school help sessions.

Cancellations and Postponements: All games or practices that must be canceled or postponed due to weather or any other unforeseen circumstances will be canceled by the Director of Athletics.

- The Athletic Director will attempt to reschedule all canceled contests.
- The coach will be responsible for notifying the athletes of any changes in the schedule.
- When school is closed or closes early due to inclement weather or other emergencies, scheduled contests and practices on that day may be canceled.

Senior Recognition Day: Senior recognition day is a pregame and/or postgame ceremony. The Varsity Head Coach will identify which game this will be. This game may or may not be the last home game of the season and may or may not be a night game. The Varsity Head Coach will provide a written script for the event. No more than 1 minute will be allowed on each senior student athlete. The Head Coach will also provide an announcer for that event. Student Athletes and their family (defined as parents, siblings, and grandparents) will be announced and called onto the field/court/ice). Parents/Guardians and/or student athletes will be responsible for any decorations, food, poster boards, or additional activities that take place on campus. Parents and student athletes must remove any decorations directly after the game.

Injuries or Accidents

Remittance to Athletic Activity:

1. In the event an athlete sustains an injury (sprain, concussion, laceration, bruise) serious enough to require a physician’s examination and treatment, the athlete must obtain written permission from a physician before being allowed to resume participation in practices and competitions.
2. All doctors’ notes regarding an athlete’s fitness to resume athletic competition must be submitted to the Athletic Trainer to be noted and kept on file.
3. In cases where an athlete is absent from school for more than five consecutive days due to illness, the fitness of the athlete to resume athletic activity must be established. Written permission from the attending physician must be obtained before the athlete is allowed to resume participation in practices and competitions.
4. In the event an athlete sustains a broken bone or an injury, which requires the application of a cast or splint, they will be automatically excluded from participation in practices or competitions, unless they have approved padding. Once the injury has healed and cast/splint has been removed, written permission from the attending physician must be obtained before athlete is allowed to resume participation in practices and competitions.
5. Parents or student-athletes do not have the ability to override the decision of a Medical Doctor or an Athletic Trainer unless, the Doctor or AT makes the decision that it is up to the athlete or their parents to return to play.

Athletic Trainer(s): The Certified Athletic Trainer(s) on staff should be utilized and involved in ALL injuries which occur during participation in an athletic activity, whether EMS is contacted or not. The Athletic Trainer will be present at all collision sporting events, as per state law (football, lacrosse, ice hockey and wrestling), along with all varsity and JV sporting events as per the contract set.

Concussions: The Vermont Legislature and Department of Education have adopted legislation around the informing and management of concussions in schools. Milton Town School District will be in full compliance with all aspects of the law. Our coaches meet NFHS and VPA guidelines, our athletic equipment - including helmets - meets all NOCSAE (National Operating Committee on Standards for Athletic Equipment) requirements, our athletic training staff receives the latest information and training, we provide coaches, parents and athletes with the necessary information, and we follow the University of Vermont Medical Center Return to Play Guidelines that have been adopted by the VPA. We do all we can to provide a safe environment for our athletes. However, we cannot prevent concussions, and they remain a risk with participation in sports. We rely on student athletes and their parents to communicate openly and honestly with our coaches and athletic trainers regarding concussion symptoms.

Milton Athletic Department Concussion Management Protocol

A concussion is an injury to the brain caused by a blow to the head or even another part of the body. It may occur with or without loss of consciousness. Some of the most common symptoms include headache, confusion, memory loss, nausea, dizziness, trouble concentrating, loss of balance or even a seizure and may last days or even weeks. The State of Vermont requires that all schools' grades K-12 have a concussion management plan.

Education: The State requires that students, parents/guardians, and coaches learn about concussions and their management. Signatures are required by students and parents/guardians when registering online, indicating that they have received this training and will comply with the management plan. Coaches must provide proof of concussion training every year to the athletic department.

Removal: When a student is injured in play and a concussion is suspected he/she is immediately removed from any training session or competition until examined by a Healthcare professional. This may initially be done by the athletic trainer or, in their absence, the coach. The student may not return to play until evaluated by the trainer or a health care provider trained in concussions. A parent or guardian will be notified as soon as possible, and within 24 hours.

- If it is determined that an athlete did not sustain a concussion the health care provider must provide a written statement indicating the student was examined and not found to have a concussion.
- If a student athlete did sustain a concussion he/she must follow the concussion management protocol.

The student or parent will be given the Medical Provider Referral Form, Return to Learn and Return to Play protocols.

Return to Learn: The initial treatment for concussion is complete cognitive as well as physical rest. This usually involves being home for a few days without watching TV, using your phone or computer – or even reading or doing homework. The School Nurse will inform the teachers of the concussion, and accommodations that may be needed.

Return to Play: An athlete must be symptom free for 24 hours to begin the graduated return to play. There must be 24 hours as well between steps because symptoms may develop several hours after completing a step. If symptoms arise the athlete will be forced to take a step back in the protocol. If symptoms persist the student will be referred to a medical provider. The post-concussion impact test will be administered. The final determination on return to play after medical clearance will be made by the MTSD Athletic Trainer.

Locker Room and Weight Room

Locker room and weight room supervision is important for student athletes' safety and supervision of equipment to minimize damages. **Coaches are expected to make proper arrangements for supervision** (one member from the coaching staff must be the last person to leave both rooms after practice). Coaches are also responsible for providing adequate principles for their team. **Coaches must be present in the weight room in order for a team member to use the facility. Coaches please use Schooldude to schedule.**

Dress and Jewelry

All student athletes are required to adhere to the coach's policy on proper and appropriate dress on the days of contests or any other times designated. All athletes are prohibited from wearing any jewelry during practices or competitions. All team managers must wear a polo shirt (team or otherwise) and khaki pants to any practice or event as part of their team dress code.

Buses and Transportation

All team members are required to ride the bus to and from all events for which the Milton Athletic Department provides transportation.

- **In special circumstances**, students may travel to the contest or may return home by other means, which may include transportation provided by parent/guardian, other relatives, or the individual. This may only occur if a permission note from the parent/guardian is received prior to the game or event. **These requests must be approved by the Director of Athletics at least 24 hours before the event.**

No athlete may enter the bus unless a coach is present. Only team members and support personnel are allowed on the athletic/team busses.

It is expected that team members will place all trash in trash bags (and not on the floor). Busses should look the same at the end of a trip as in the beginning of one.

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

Overnight Trips

Please refer to the Milton Town School District policy for the procedures and regulations regarding overnight athletic trips.

Drug and Alcohol Policy

Please refer to www.MTSD-vt.org under school board policies titled Student Alcohol and drugs policy.

Milton Town School District recognizes the hardship created by drugs and alcohol at the individual and community levels. We unite to provide a **drug free environment**, safe for student growth and learning.

The Athletic Department, in compliance with the school district policy, prohibits the use/abuse tobacco (or tobacco substitutes), alcohol and drugs of any kind. Therefore, athletes who violate the procedures around substances are subject to a **school and athletic consequence**.

Any student found on or off school property (including buses) who is in violation of the student alcohol and drugs policy and/or the code of conduct will be subjected to the following consequences:

First Violation: The member of the athletic team will be suspended for **two weeks** and shall not participate in competitions but is required to attend practice.

Second Violation: The member of the athletic team will be, immediately, suspended for remainder of the season year from the date of last participation **with the option to reduce the suspension**, if the student and his or her family obtain a drug assessment by a Certified Drug and Alcohol Counselor and make satisfactory progress following established recommendations. Evaluations regarding satisfactory progress will be made by the counselor, Director of Athletics, and other members of the core Student Athlete Assistance Team (S.A.A.T). If the school does not have a SAP counselor, the assessment should be conducted at a state approved alcohol/drug agency. **Reductions in length of the suspension or co-curricular non-participation may be revoked, if a student does not demonstrate compliance with the expectations of or satisfactory progress with the recommendations.**

Third Violation: The member of the athletic team will be, immediately, dismissed from the athletic program and shall lose the privilege of participating in the Milton Athletic Program for the remainder of their enrollment.

Coaches shall have the right to impose further rules, as they deem proper, for their activities. Code violations and consequences do, however, carry over from one year to the next.

Note: The use of prescription medications prescribed by a licensed physician will not violate this policy, if the student conforms to the policy on administration of medication. **All** illegal performance enhancing substances such as anabolic steroids, diuretics, HGH, etc. **fall under these guidelines.** There are many commercially available products (such as creatine and other nutritional supplements) marketed for the purpose of enhancing athletic performance. **We advise against use of these products.**

Anti-Hazing, Harassment and Bullying Policy Milton Town School District Policy

PREVENTION OF HARASSMENT, HAZING AND BULLYING OF STUDENTS POLICY (refer to the district website mtsd-vt.org for full policy, procedures and updates which reflect new state law)

The Milton Town School District is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of the District to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Harassment may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

It is also the policy of the District to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

The District shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person—subject to the jurisdiction of the board - who violates this policy.

Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the board's disciplinary policies or the school's code of conduct.

DEFINITIONS: For the purposes of this policy and procedures, the following definitions apply:

Bullying means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which: a.) Is repeated over time; b.) Is intended to ridicule, humiliate, or intimidate the student; and c.) (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or (ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs. **Examples:** Taunting another student daily during lunch; threatening to beat up another student; purposely shutting another student's locker every day during 3rd period.

Harassment means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment. **Examples:** Making fun of another student's skin color; calling another student gay; stating only boys can lift heavy objects.

Hazing means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds. Examples: Making only the freshman pick up after the team practice is finished; telling students that varsity membership is limited to students who shave their heads a certain way; creating a schedule for all players to participate in a dangerous activity such as high cliff jumping.

Retaliation is any adverse action by any person against a person who has filed a complaint of harassment, hazing or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, and reprisal.

Designated Employees:

High School

The following employees have been designated to receive complaints of harassment at Milton High School: Co-Principal, Mary Jane Stinson 893 5646, Angela King 893 5467, HHB Primary Contact – Director of Athletics, 893-5470, Nicole Martel, School Counselor, 893-5372, Matt Rector, School Counselor, 893-5373 or Jen Haas, School Counselor, 893-5371.

Middle School

The following employees have been designated to receive complaints of harassment at Milton Middle School: Co-Principal, Megan Smith 893 5530 or Brandy Brown 893 5504, Zach Jerome 893-5464, HHB Primary Contact – Director of Athletics, 893-5470,

Anonymous Reporting 24/7 Hotline - If you have concerns or information regarding bullying/harassment, please leave a voicemail. 893-5497

Consequences for hazing violations may range from individual suspension from participation in programs for a period of time to cancellation of a scheduled event or program, depending upon the magnitude of the incident and number of students involved. Consequences for bullying, harassment and or retaliation may also include sanctions mentioned above.

Consequences for hazing violations brought to the attention of the administration after the season or event may be applied to or include subsequent participation or recognition of the program. The Director of Athletics or the Principal will determine consequences.

Cyber Images and Appropriate Use of Technology

Milton Town School District encourages safe and responsible student behavior with regard to internet use. We highly recommend our students avoid inappropriate use of social networking sites including, but not limited to:

- **Facebook**
- **YouTube**
- **Twitter**
- **SnapChat**
- **Instagram**

We also encourage safe and appropriate student use of cellular phones. Any identifiable image, photo, video, or posted online or text message conversation, which implicates a student to have been in violation of our code of conduct, that is discovered on cell phones or any web-based site will be immediately investigated by school officials.

Conflicts with Co-Curricular Activities

The Milton Athletic Program expects the commitment to Milton Town School District teams to be the first priority should a conflict arise. Students choosing to participate in a non-school team event in favor over a Milton team event should expect to face consequences as decided upon by the coach. The coach must be informed of any such conflicts well in advance, but we do want to make it very clear, that all student participants are expected to honor their commitment to our teams for the duration of the season.

Should a conflict arise, the coach(es) will attempt to work out a solution. If a solution cannot be found, the Athletic Director will make a decision based upon the following:

1. The relative importance of each event.
2. The importance of each event to the student.
3. The relative contribution the student can make.
4. How long each event has been scheduled.
5. A conversation with the parents/guardians.

Once the decision has been made and the student proceeds with that decision, **that student athlete will not be penalized in any way by any school administrator or coach.**

Loyalty Clause:

Per VPA rules, member of a MTSD 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 high school practice or competition to compete with an out-of-school team, practice or competition to include tournaments, showcases, combines or other athletic events. Whenever a conflict arises between the high school team practice/competition and an out-of-school practice/competition on the same day, the high school team practice/competition shall be honored by the student athlete. Priority must be given at all times to the high school team, its practices, and its contest unless permission has been granted by the School Administration. It is expressly understood that permission shall not be granted on a regular basis.

1st Violation: Student athlete will be reported to the VPA office, student-athlete is suspended from competing in two games/contest (with the exception of football will be one game) and the student athlete is required to practice/train with their team during the game suspension period.

2nd Violation: Report violation to the VPA office, student -athlete is removed for the remainder of the season.

Awards

A system of awards has been established to recognize the contributions and achievements of all members of Milton athletic teams. It is the coach's responsibility to establish criteria for the awarding of participation credit at the varsity, junior varsity or middle school levels. The criteria shall be explained to all active members at the beginning of a athletic season. It should take into consideration an athlete's level and quality of participation during a season, as well as during the student athlete's previous years of contribution in that particular sport. A record of each student's participation on athletic teams will be maintained by the Athletic Department.

- **Certificates of Participation** will be awarded to participants who complete their athletic seasons.
- **Varsity Letters** are awarded based on criteria established by the varsity coaches at the beginning of each season. Only one letter is awarded to each athlete. The first letter in any sport will be accompanied by a pin for that sport.
 - Pins indicative of the sport are awarded for each succeeding sport, in which, an athlete satisfies the requirements for a letter.
 - Service bars are awarded when an athlete satisfies the requirements for a letter a second, third or fourth time in a particular sport.
 - Varsity Managers are awarded letters, pins and service bars upon successfully completing the duties of manager throughout the season as determined by the coach.

- A senior may be awarded a letter at the discretion of the coach.

The coach, Director of Athletics, and Principal should discuss specific cases not meeting the established requirements. Student athletes who do not complete the season because of disciplinary action or quitting the team are not eligible for an award or letter. Athletes may be denied an award at the discretion of the coach or Athletic Director if they have not achieved the standards for an athlete in the Milton Athletic Program.

For example:

- Poor sportsmanship
- Failure to comply with training rules
- Improper behavior for student in a leadership position
- Conduct determined to be detrimental to the reputation of the school and the athletic program

Uniforms and Equipment: Student athletes and parents are responsible for the care and security of school issued uniforms and equipment. If equipment and uniforms are returned damaged, the family can be billed for replacement cost. If equipment or uniforms are not returned at the completion of season, the student athlete will not allowed to participate in another sport or school sponsored activity until such equipment is returned. Uniforms are not for purchase as many uniform companies have minimal order requirement.

The Yellowjacket Athletic Leadership Team (YJALT)

Monthly Meetings to be announced. Sub-committee meetings to be announced. Group Supervisor: Mr. Marcel Choquette, Director of Athletics.

For the 2019-2020 season this group will consist of 20 student athletes. Any student interested in being involved should contact Marcel Choquette for an application.

Team Functions

At the end of every athletic season, the following team functions will be arranged:

- **Team Banquets:** Individual team banquets should be arranged by the coach and scheduled at the end of the season at the earliest possible date. All team banquets need to be on the MTSD campus.
- **Team Dinners:** The Athletic Department encourages team dinners **only** if proper supervision is provided and prior approval by the Athletic Director. It is highly encouraged to use school facilities and/or public facilities. Please use Schooldude to sign out space at the school.

Booster Club and Fundraising

The Milton Yellow Jacket Boosters help support the co-curricular activities of the Milton High School and award scholarships to graduating seniors. Fundraising is held throughout the year by organizing the homecoming dance and their biggest fundraiser, Booster Bingo. The Boosters meet the second Thursday of each month at 5:30 pm in the Milton High School cafeteria. New members are always welcome.

All team fundraising must be approved by the Director of Athletics.

Off Season

Out of Season: All days during the school year, except for the season of the sport in question. Practice is not permitted under the direction of a school's paid instructor, coach, or student leaders. **There shall be absolutely no practice during the school year out-of-season period for a particular sport (football and baseball currently have exemptions to this rule).** This also includes, for all purposes in this section, to encompass the time between sport seasons during the school year.

- **Exception to Out of Season Coaching Restriction:**
 1. Students should have the opportunity to voluntarily participate in out of season scholastic competitions that do not interfere with educational development.
 2. Student athletes should have the opportunity to pursue a variety of activities. Student athletes who pursue a variety of activities should be protected from an unfair competitive disadvantage against those who may concentrate in one particular sport. This rule is intended to balance these important interests.

3. A coach from a VPA member school may not coach athletes from their own high school or middle school program in the same sport out of season. The only exception to this restriction is the following:
 - A coach from a VPA member school may instruct his or her child without any restriction.
2. Student participation in out of season or summer activities should be truly voluntary. No student should be pressured, either directly or indirectly to participate in out of season or summer activities.
3. Any coach, instructor, or administrator who directly or indirectly pressures a student athlete to participate in out of season or summer activities shall be subject to sanctions, including suspension from coaching in any VPA sanctioned activities.

Summer Recess: From the last day of school to 10 calendar days prior to the start of the fall season. During the summer recess, all restrictions are revoked. Local schools may determine to what extent the school, the coaches, and the students are to be involved in the "summer recess" programs.

Open Gyms: Open gyms are allowed as long as an invitation is given to the entire student body and there is no instruction (coaching) of any kind. Open gyms/pick up will be limited by the Director of Athletics so that student athletes participating in a sport will not overextend their physical abilities.

Working Document 7/20/20
