

# Student and Parent Handbook

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## SCHOOL PHILOSOPHY

Independent school life is both exciting and demanding. Our lives at LTS are governed by our Core Values and we believe that the values reflect the School's vision. These values are expressed and supported by the School's rules and policies. These rules and policies are in place to ensure that LTS is a community where each member feels included, safe, and respected. At the beginning of each year, every member of the community takes the Honor Code pledge as one reminder of the values which bind our community.

**MISSION:** Long Trail School creates lifelong learners who aspire to reach their individual potential in an engaging, supportive community. [*in formation, but not yet adopted*: Support and

inspire each other to learn, share, and make a difference!]

**CORE VALUES:** At Long Trail School, we strive to be compassionate citizens of society. We embrace the following Core Values:

- Integrity — Determine what’s right, then do it.
- Kindness of Spirit — Practice empathy, compassion, respect.
- Openness — Engage freely in dialogue; listen, be open, speak.
- Social Responsibility — Give back.
- Stewardship — Care for the school, its resources, the environment, and the community.

**OUR BELIEFS:** At LTS, we believe that classrooms must be creative, dynamic and mindful of the differences among learners. These are the beliefs that shape our approach:

- Learning how to think is more important than being told what to think.
- Curiosity and conversation motivate.
- Children deserve a safe, welcoming, and supportive school where everybody is known and valued.
- Diversity improves the educational experience.
- A dynamic classroom responds to the individuality of each child.
- A balance of challenge and support moves learners to greater understanding and skill.
- Teaching and learning work best in small groups.
- Education is a shared responsibility.

## ABOUT LTS

**SCHOOL HISTORY:** Long Trail School was founded in 1975 with an eye toward helping the individual student succeed. The School provided attention, support and respect for students challenged by constraints and expectations of traditional classrooms. As the School met student needs and incorporated their interests into its programs through offerings in academics, athletics and arts, both the students and Long Trail School flourished. These successes led to institutional growth as the word about this Dorset school spread. Families realized that the strategies employed here would work for a broad spectrum of students: the program benefits so many students, with individual strengths and goals, who yearn for challenge and rigor. The educational philosophy of Long Trail School continues to be the underlying heartbeat which keeps the School alive: “a commitment to caring and respect, to the individual and the community, to high academic expectations, to small group instruction, and to sound financial management.” [2003 NEASC self-study]

Long Trail has grown from a small rented space serving 14 students to a 60,000 square foot schoolhouse on a 16 acre campus. We are educating over 220 students in person and through distance learning this year. Over the past four decades, our campus has expanded to accommodate both Middle and Upper Schools, a state-of-the-art Fieldhouse, athletic fields,

performing arts center, outdoor classroom and a prolific greenhouse. While our onsite possibilities are terrific, Long Trail is very aware of the value of considerations beyond our bucolic location.

In our 46th year, Long Trail School is proud of its commitment to growing young people into responsive and responsible citizens of the world. Through shared learning opportunities, we improve our collective understanding of the plethora of ideas and visions for life in this complex and dynamic time.

**ACCREDITATION:** Long Trail is approved by the Vermont State Board of Education and accredited by the New England Association of Schools and Colleges (NEASC). LTS is a member of the National Association of Independent Schools (NAIS), the Independent Schools Association of Northern New England (ISANNE), the Vermont Independent Schools Association (VISA), the College Board, the New England League of Middle Schools (NELMS), and the National Middle School Association. It is authorized as an IB World School (#6248) by the International Baccalaureate Organization.

**GOVERNANCE:** Long Trail's Head of School is responsible for the daily and strategic operation of the school. The Head is supported by the Board of Trustees, a group of LTS alumni parents, educators and business leaders committed to furthering the school's Mission, Core Values and Beliefs. The current Board of Trustees can be found on our website at: <https://www.longtrailschool.org/leadership-team-board-of-trustees/>.

## INTRODUCTION

The Long Trail School Student & Parent Handbook is published and distributed to members of the LTS community for the purpose of providing information on aspects of the school and outlining expectations regarding student conduct so that students may gain as much as possible from their LTS experience. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook, so that all community members know and understand the expectations of students within our community.

While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty, and its students. This Handbook does not limit the authority of the School to alter, interpret and implement its rules, policies, and procedures, before, during, and after the school year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Long Trail School and any parent, guardian, or student affiliated with or attending the School. Long Trail, in its sole discretion, may add, revise, and/or delete School policies before, during, and after the school year.

We hope that this Handbook helps to guide and support you as a member of the Long Trail community.

It is important that we all understand fully the current standards and expectations as we embark on a new year together.

**Non-Discrimination Policy:** Long Trail welcomes students, faculty, staff, and other community members of any gender, race, color, disability status, gender identity or expression, sexual identity, social class, religion, and national and ethnic origin. With the conviction that nurturing differences among people strengthens, broadens, and enriches the community, Long Trail is wholly committed to making the school a safe and comfortable environment for all.

## CAMPUS SAFETY AND SECURITY

**Guests on Campus:** With the current pandemic, only enrolled students and faculty are allowed on campus. Tours and meetings will need to be scheduled through the appropriate faculty and may be conducted virtually if warranted by health concerns. Any professionals servicing the campus such as electricians or delivery personnel are properly vetted.

**Campus Boundaries:** During school hours, students are free to move about the campus in well-supervised areas when not scheduled in a classroom, a study area or lunch/meeting location. For safety reasons, LTS requests that students report their location to a faculty member. Campus is defined as the grounds immediately surrounding LTS structures, the outdoor classroom, playing fields and athletic facilities. Pauls Way and Kirby Hollow Road as well as the woods beyond the north end of the building are out of bounds and require faculty accompaniment of students. Leaving school grounds during the day is only permitted when chaperoned by a faculty/staff member.

**Emergency Notification System:** Long Trail uses One Call Now (OCN) to send emergency and athletic notifications and event reminders. Student and parent emails and phone numbers on file at LTS are uploaded to OCN. Emails and phone numbers can be edited by [creating an account](#). We recommend that you opt-in for text messages by texting "Alert" to 22300 from your mobile device.

**On-Campus Emergency & Evacuation Procedures:** Long Trail School has developed an emergency plan for crises and emergencies. This plan is updated frequently and includes protocols and regular practices for emergency situations. Under the direction of appropriate personnel, every effort is made to instruct staff in their appropriate roles and responsibilities so that all students are kept safe.

**Background Checks:** With student safety as a priority at the School, all employees, volunteers, and third-party contractors are subject to a Vermont Criminal History Record Check, as required by state law.

**Media Policy:** LTS uses photographs and videos of students in publications as well as on social media pages. Please expect that your child will appear in group settings or activities without individual identification. If you prefer that we not use your child's likeness in a singular setting, check the "I DO NOT grant permission" box in TADS.

## SCHOOL COMMUNITY EXPECTATIONS

Long Trail enforces basic rules so the entire school community may learn in a safe and productive environment. The School will respond to actions deemed detrimental with appropriate discipline including but not limited to in-house restrictions, warning, probation, suspension or expulsion. Long Trail must also abide by state and federal laws; certain behaviors may have legal implications beyond the jurisdiction of Long Trail School.

**Honor Code:** The Honor Code is an important guiding principle of the Long Trail community. Developed by the Student Council, the Code outlines the conduct expectations that the community has for each member. As a constant reminder, the Code is painted on the wall of the Whalen Common Room. Each fall, students and faculty recite the Honor Code together. Students sign in acknowledgement of their agreement with the Code.

**“We are honor bound to display the utmost respect for ourselves, each other, and our resources in a manner that fosters in us a desire and capacity for exceptional growth and learning. We will not lie, cheat or steal in any form nor will we endure the faltering of those who do. We will strive to improve the Long Trail School environment by continually building upon our personal integrity and encouraging it in others, thus promoting a more distinguished and harmonious community.”**

**Honor Board:** The Honor Board is a peer review group composed of faculty and students. Appointed by the Dean of Conduct and Dean of Academics, the Honor Board consists of two faculty members and **five students - one student from the 8th, 9th [updated 9/23/21], 10th, 11th and 12th grades.** The Honor Board makes recommendations regarding infractions to the Head of School, who has the final decision on all disciplinary matters.

The Dean of Conduct and/or the Head of School may decide to refer an infraction to the Honor Board. If a case does not go to the Honor Board, the Dean of Conduct will meet with the student and notify his/her advisor.

**Discipline Policy:** We believe that people learn from mistakes. All Long Trail students are responsible for their behavior on and off campus. The discipline process is the school community’s response to a violation of the values that we hold dear. Positive discipline at LTS invokes restorative practice. The process is intended to further educate the student about the School’s values and expectations, to hold the student responsible for his/her actions, to remind the student of his/her commitment to the community, and to educate the community as well. All disciplinary decisions are the sole discretion of the School. Violations of school rules are dealt with on a case-by-case basis, in light of the specific circumstances and the welfare of the school community. Students are expected to cooperate in the investigations of infractions. Disciplinary records are kept by the Dean of Conduct.

**Suspension:** Suspension is a temporary separation of the student from the school community. Suspensions may be in school or off campus. Suspension means that the student may not

participate in any school activity, including distance learning. Faculty members are not responsible for teaching students the material missed due to suspension. If a student is suspended during an exam period, the Dean of Academics will make arrangements with the family and faculty for exam administration. Students should remember that they might be asked to explain reasons for their suspension on college applications. It is expected that a suspended student will use the time away from the community to reflect on his/her previous contributions and commitment to remaining a student at the school.

**Off-Campus Suspension:** The student is responsible for collecting all necessary books, assignments, and other materials. The student must submit homework assignments including papers and projects upon return to class. Missed tests will be made up on the return date. Students who are suspended off campus are required to have a re-entry meeting with the Dean of Conduct.

**Dismissal/Withdrawal:** Dismissal of a student is at the discretion of the Head of School. At the Head of School's discretion, parents may be offered the option of withdrawing their child. If a student is dismissed or withdraws because of circumstances surrounding a discipline case, s/he may not return to campus until the following school year, unless permitted by the Head of School. Dismissal or required withdrawal will be noted on the student's official LTS transcript.

A student who has been dismissed from school will not receive a LTS or IB diploma. Students who are in the process of applying or who have been admitted to college must report the change in status. The Director of College and Career Counseling will assist and advise the student in the reporting process.

Parents may choose to withdraw a student or LTS may recommend withdrawal because of health or other concerns. Parents may initiate a withdrawal by writing to the Head of School. The Head of School will contact the Director of Admissions, Director of Finance, Dean of Conduct, and Dean of Academics before sending written confirmation of the withdrawal to the parent. A student's grades, transcripts, recommendations, and other official school documents may be withheld if a parent's financial obligations have not been met at the time of withdrawal.

**Evaluation/Rehabilitation:** Under some circumstances, as in the case of a drug or alcohol offense, the student may be required to attend an evaluation/rehabilitation program in addition to one of the above disciplinary possibilities.

**Readmission Process:** Guidelines for the readmission of a student who was dismissed or withdrew pending disciplinary action are as follows:

- In order to be readmitted, s/he may be required to have been away from campus for a full school year.
- Readmission is contingent upon the Admissions Committee's evaluation of the student's performance while away from Long Trail School. This will include a meeting with the Dean of Academics. The student's grades and any work and/or volunteer experience will be considered. A student's conduct during the disciplinary process or withdrawal will be taken into consideration.

**Reporting Discipline to Colleges/Universities:** Long Trail’s discipline policy helps to ensure a safe and comfortable learning environment. Discipline is regarded as part of the educational process and is typically an internal matter. However, colleges and universities have become increasingly concerned with their own students’ conduct and behavior, and now routinely ask about a student’s high school discipline record. Students are expected to answer truthfully and report any material school infraction that resulted in a change in status since ninth grade and any criminal convictions. LTS will also report to colleges and universities any material infraction during a student’s 9th- 12th grade years. The Director of College and Career Counseling will report any relevant information at the time the college application is submitted, during the application review, or after an admissions decision is made, depending upon when the infraction occurs.

**No Expectation of Privacy:** The School reserves the right to search persons, clothing, backpacks, bags, purses, rooms, lockers, vehicles and any other places or property, including personal digital devices, in order to ensure a safe school environment. Any items prohibited by law or by school regulation will be confiscated and disciplinary action may be taken.

## **Policy on the prevention of harassment, hazing and bullying of students (revised March 2021, added Sept. 2, 2021)**

### **1. STATEMENT OF POLICY**

The Long Trail School [1] (hereinafter “school”) 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 School 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 School to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

The School 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 of Trustees - 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.

### **2. IMPLEMENTATION**



The Head of School or his/her designee shall:

- a. Adopt a procedure directing staff, parents and guardians on how to report violations of this policy and file complaints under this policy.
- b. Annually, select two or more designated employees to receive complaints of hazing, bullying and/or harassment at the school campus and publicize their availability in any school publication that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
- c. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may also be assigned to one or both of the Designated Employees.
- d. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
- e. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the Head of School shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the School's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

### 3. CONSTITUTIONALLY PROTECTED SPEECH

It is the intent of the School to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

4. **DEFINITIONS.** For the purposes of this policy and the accompanying procedures, the following definitions apply:
  - a. **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:
    - i. Is repeated over time;
    - ii. Is intended to ridicule, humiliate, or intimidate the student; and
    - iii. (a) 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 (b) 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.

- b. **Complaint** means an oral or written report information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.
- c. **Complainant** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.
- d. **Designated Employee** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.
- e. **Employee** includes any person employed directly by or retained through a contract with the school, an agent of the school, a school trustee, a student teacher, an intern or a school volunteer.
- f. **Equity Coordinator** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for the school and for coordinating the school's compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the school's Preventing and Responding to Harassment of Students and Harassment of Employees policies. This role may also be assigned to Designated Employees.
- g. **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.

Harassment includes conduct as defined above and may also constitute one or more of the following:

- i. **Sexual harassment**, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
  1. Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status, or progress; or
  2. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment. A hostile

environment exists where the harassing conduct is severe, persistent or pervasive so as to deny or limit the student's ability to participate in or benefit from the educational program on the basis of sex.

- ii. **Racial harassment**, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.
- iii. **Harassment of members of other protected categories**, means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.
- h. **Hazing** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the school; and
  - i. which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:

- ii. the goals are approved by the school; and
- iii. the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the school, and normal and customary for similar programs at other educational institutions.

With respect to Hazing, **student** means any person who:

- iv. is registered in or in attendance at the school;
- v. has been accepted for admission at the school where the hazing incident occurs; or
- vi. intends to attend the school during any of its regular sessions after an official academic break.
- i. **Notice** means a written complaint or oral information that hazing, harassment or bullying may have occurred which has been provided to a Designated Employee from another employee; the student allegedly subjected to the hazing, harassment or bullying; another student; a parent or guardian; or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment or bullying through other means, for example,

if information about hazing, harassment or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school's response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the school, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful harassment or bullying.

- j. **Organization** means an athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at the school, and which is affiliated with the school.
- k. **Pledging** means any action or activity related to becoming a member of an organization.
- l. **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, intimidation, and reprisal.
- m. **School administrator** means the Head of School or his/her designee or the Dean of Academics or his/her designee.
- n. **Student Concern Form** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

#### Designated Employees:

The following employees of Long Trail School have been designated by the Head of School to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. § 570a(a)(7) and 16 V.S.A. §570c(7) and under federal anti discrimination laws;

Name: Kileen Adler (updated 9/15/21)

Title: Dean of Conduct

Contact Information: [kadler@longtrailsschool.org](mailto:kadler@longtrailsschool.org)

Name: Patricia Swayne

Title: School Counselor

Contact Information: [pswayne@longtrailsschool.org](mailto:pswayne@longtrailsschool.org)

**Respect for Personal Property:** All students and adults are responsible for taking appropriate

precautions to ensure the safety of their possessions. Keeping one's property organized in whatever space it is being used will help others know to respect it. Stealing and/or causing the deliberate destruction of property violates our community's standards. Should an item go missing, LTS will aid the student or adult in locating the item. However, if the item is not found, the School is not responsible for replacement of or reimbursement for the missing item.

**Respect for School Property:** Students will show respect for school property and grounds. This includes classroom and campus furniture and supplies, landscaping and facilities, and any other school-owned property. Defacing or destroying any items belonging to Long Trail is unacceptable and disrespects the LTS community. Tampering with fire alarms or other safety equipment violates our campus security. Students who disregard these expectations may face disciplinary action in addition to financial obligations of repair or replacement of the damaged property.

**Weapons:** The possession, storage or use of a weapon poses an unacceptable risk to the health and safety of the LTS community. Possession of weapons or imitation weapons that would lead an observer to reasonably believe that there is a weapon on campus is a violation of school rules and state laws. Items prohibited by law or school regulation will be confiscated and disciplinary action may be taken.

**Drug and Alcohol Policy:** The possession of illegal drugs, vape products, e-cigarettes, inhalants, tobacco, alcohol, and medications not specifically prescribed to the student is incompatible with Long Trail's educational mission. Students who are found in violation of this rule while on campus will face disciplinary consequences. A student who supplies alcohol or drugs to others may be subject to more severe disciplinary consequences, including suspension or dismissal. LTS expects students and their families to respect state and federal laws regarding alcohol and drug use when students are off-campus and students may face disciplinary action if found in violation of these laws.

Students are prohibited from using illegal drugs, vape products, e-cigarettes, inhalants, tobacco, alcohol, and medications not specifically prescribed to the student. When a student's work, behavior, or demeanor suggests the possibility of use, Long Trail School faculty are expected to inform the Dean of Conduct. Parents will be contacted and appropriate procedures will be recommended for assessment and counseling, which may include random urinalysis or other drug testing by an outside professional. Parents who do not accept the School's recommendations will be given the option of withdrawing the student.

Violations of the Drug and Alcohol policy do not go to the LTS Honor Board; they are handled solely by the Dean of Conduct and Head of School. Possible consequences for a policy violation include awareness education, counseling, community service, suspension and/or dismissal from school. If illegal drugs are found or are being distributed on campus, LTS reserves the right to notify and involve local police enforcement.

**Electronic Citizenship:** Users of Long Trail School computers or its wireless network are accountable for upholding our Core Values. Access is a privilege, not a right. Use of the computer

systems and network should be ethical, reflect academic honesty and community standards, show restraint in using shared resources, and comply with this policy. Users should demonstrate respect for intellectual property, data ownership, system security, and individuals' rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance. Students and adults are reminded that some expressions used in everyday language will be taken in a literal sense and will be acted upon accordingly, even to the extent of involving the appropriate authorities.

Long Trail reserves the right to access a user's files or email if it feels there may be endangerment or a violation of laws or school rules. LTS reserves the right to disclose such files or messages to third parties as required or permitted by law. LTS is a "mandated reporter" of child and sexual abuse, and thus may be required to report to the Department of Children and Families (DCF) if it is aware of electronic sharing of sexual pictures of minors.

LTS employs a system that will filter undesirable web content from the network. However, no filtering system can block all inappropriate internet content. Users accessing the internet do so at their own risk.

**User Security:** Students receive a username and password for the Long Trail network and Google account. Students should ONLY use their own account information. If they have problems logging on or feel someone else is using their account, students should contact the Systems Manager.

**Acceptable Use Policy:** Students and adults are expected to use personal electronic devices properly and within Long Trail's guidelines. Personal technology may be confiscated or searched if Long Trail School believes (a) that a user may be in violation of the law, this AUP, or any other school rules of conduct, (b) that a person or property is in jeopardy, or (c) that the best interests of LTS require it.

**Cell Phones:** This year, we expect students to keep their cell phones rather than deposit them in a teacher's receptacle. Cell phones and other devices must be put away and on silent mode during class unless being used at a teacher's direction whether on campus or camera.

Misuse or failure to comply with a teacher's request regarding a device may result in temporary confiscation of the device and/or referral to the Interim Dean of Student Experience whether on campus or camera. Unless approved by a faculty member, students may only text or call during break, study hall, or lunch during the school day on campus.

- Middle School students may not text/call during the first 15 minutes of lunch.
- No texting/calling in class or at a school function or event.
- Phones may be used in class, at teacher discretion, for non-texting/calling purposes.
- If there is an emergency, faculty may grant permission to make a call.

Failure to follow these rules will result in the following consequences:

- **First infraction:**

- on-campus- The Interim Dean of Student Experience (DOSE) will hold the device for the remainder of the day. It will be returned before the student leaves campus.
- distance learning- The DOSE will communicate with the student and a parent.
- **Second infraction:**
  - on-campus- Same as first; in addition, the DOSE will notify the parents and restrictions will be placed on the student's device usage (i.e. not permitted to bring it to school for some period of time).
  - distance learning- The DOSE will communicate with the student and a parent regarding the infraction and additional steps will be taken.

**Student Driving, Riding and Parking Policy:** Any student wishing to drive to school must complete a ***Student Driving and Parking Form*** with the Interim Dean of Student Experience (DOSE). Driving and/or parking privileges may be revoked at any time if any of the following rules are violated or based on the school's needs, a student's academics or behavior, safety concerns, or weather conditions.

Rules for student drivers:

- Pedestrians, joggers, and cyclists have the right of way on campus.
- All drivers are expected to drive slowly in the parking areas and driveway.
- Students must arrive on time to LTS.
- Students may not drive other students off campus without DOSE permission.
- Students must park in the designated student parking area unless otherwise instructed.
- Students may not "hang out" in a car or the parking area during school hours.
- Students must report any on-campus accidents, however minor, to the DOSE.
- Students may not depart during school hours without DOSE permission.

A signed ***Student Automobile Permission Form*** must be completed online if a student wishes to ride in a vehicle with a LTS student (other than a sibling), parent (other than his/her own), or faculty driver. Students are not allowed to leave campus during the school day with a student driver.

## **SENIOR PRIVILEGES**

Seniors in good behavioral and academic standing are afforded certain privileges.

Seniors are granted the following privileges:

- Late arrival if they have a first period study hall.
- Early departure if they have a last period study hall (unless in an extracurricular activity).

***Campus departure to get lunch off-campus is currently suspended due to the pandemic.***

To maintain privileges, seniors must:

- Sign out when leaving and in when arriving at the Front Desk.
- Provide their own transportation.
- Remain in good behavioral standing.



- Maintain an average of 80 or above.

**Dress Code:** Long Trail School values students for their individuality, their accomplishments, and their contributions to the school and the wider community. LTS does not prescribe a uniform style or type of dress for class or after-school activities. Whether on campus or on camera, students are expected to dress in a manner that demonstrates respect for themselves and for the LTS community.

This list may not fully represent all acceptable clothing. We expect students to use good judgment.

- Shoes must be worn at all times on campus.
- Shirts must be worn at all times, including during athletic activities.
- Messaging/slogans/images with alcohol, drugs, or disrespectful language are not allowed.
- Shorts and skirts should be an appropriate length.
- No pajamas or flannel drawstring pants.
- What is underneath should not be visible; this includes bras, bandeau tops and boxer shorts.
- Clothing should cover the midriff and back; no excessive cleavage should be visible.

**Public Display of Affection (PDA):** All students and adults are asked to recognize the public aspect of school space and behave with respect for others. Students who disregard this expectation may face disciplinary action. The School has equal expectations for community members regardless of sexual orientation.

## ATTENDANCE POLICIES

The Long Trail School community values shared educational experiences. Therefore, it is our expectation that students will attend all regularly scheduled school appointments including classes, athletic and arts commitments, trips, assemblies and special activities. We expect and appreciate parents' cooperation. Routine medical and dental appointments should be made after school, during vacations or on weekends.

Attendance records are legal documents and must be maintained according to state law. Attendance is taken in Advisory as well as all academic classes and will be recorded within the first ten minutes of Advisory or academic class. Advisors will record student attendance as either "present", "absent", or "off campus". The "off campus" designation is used for students on a remote learning day.

Under normal conditions, a student may not exceed 8 class absences per semester. After the 8th class absence, quarter grades will be reduced as follows:

- 9th class = 5 points off
- 10th class = 7 points off
- 11th class = 9 points off



- 12th class = 11 points off

If a quarter grade is reduced due to attendance, there will be a note in the quarter grade comments. A parent meeting with the Dean of Academics may be requested if absences begin to accrue. **This policy is not currently applicable due to the pandemic and the LTS Health Pledge and community guidelines.**

Extracurricular participation in activities such as sports, clubs and organizations, performances and/ or school sponsored events may be jeopardized.

- Students may be marked tardy or absent. If a student is marked tardy, the time the student arrived will be noted.
- If a student arrives late to school, the student must check in with the Front Desk upon arrival.
- Early dismissal of students will be entered into the system by the Front Desk.

### **EXTRACURRICULAR ELIGIBILITY**

*Academic Requirements:* Student athletes and actors must have a grade of 70 or higher in individual courses and an overall average of 73 or higher in all courses combined. Eligibility is determined by the final grade indicated on report cards received at the close of the period immediately preceding the relevant sports/ activity season.

Student athletes and actors must maintain good academic standing on a daily basis. A student may be withheld from one or several rehearsals, practices, competitions, meetings, or activities for academic underachievement.

If a student is not initially eligible, after a minimum of one week into the new quarter, the student may petition the Athletics Director/Theater Director. A plan of action will be created to ensure the student is in good academic standing; the plan will establish a timeline for return to eligibility.

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

A student whose health prevents him/her from staying within these limits will meet with the Dean of Academics to determine the next appropriate steps, which may involve a leave of absence. Attendance, whether on campus or distance learning, is an essential part of the school experience; LTS cannot reasonably accommodate extended absences from participation in some form.

The campus school day begins at 8:00 am. Students are expected to arrive no earlier than 7:30 am. In addition, students are expected to depart campus within 15 minutes of their last school obligation, including after-school activities. If distance learning, students are expected to attend all aspects of their day, including advisory and other meetings.

For safety purposes, students who are late to school or departing early MUST sign in and out at the

Front Desk.

**Lateness (Tardy):** Students who are late to school must sign in at the Front Desk.

### **Inclement Weather**

When LTS is closed, delayed or closing early, the status is posted as follows:

- Via the Vermont Association of Broadcasters to the following radio stations: 98.1, 105.3 , 97.1, 94.5 and 1380 AM
- Via the School Closings Network to the following: Spectrum News, The Post-Star, The Times Union, WFLY, WGY, WRVE, WYJB, WNYT, WRGB, WCWN, WTEN, WXXA
- On Instagram and Facebook
- Directly to parent/guardian and student phones, emails and cell phones via **One Call Now (OCN)**. All families have been added to OCN with the phone number(s) and email(s) listed in Educate. If you would like to make any additions or changes to your account, go to [www.mycallnow.com/Home/LandingPage](http://www.mycallnow.com/Home/LandingPage) and click the green sign-up (or sign-in for returning users) button. TO OPT-IN FOR SMS, simply text the word "Alert" to 22300 from your cell phone. ***Bus groups have been set up in One Call Now so we can use it for bus emergencies as well, so please make sure your best morning contact information is listed.***

Students are expected to complete homework due that day and check their school email and Google Classrooms for any changes. LTS recognizes that the weather can vary by community and encourages families to make their own determinations about local road conditions when in doubt.

**Reporting Absences:** Absence is a time away from school outside of pandemic protocols or regular ABBA enrollment. For example, if you stay home because you are not cleared through the morning testing, that is **not** considered a school absence. If you are well enough, you could attend class via Google Classroom. If not, your absence will not be tallied against your semester total.

- *Illnesses:* Parents must contact the Front Desk or Advisor by 7:30 am. Students who become ill during the day must report immediately to the School Nurse, who will assist with arrangements to go home.
- *Planned absences:* The School must be alerted, in advance, if a student plans to miss a class, athletic commitment or special program. A **Planned Absence Form** must be completed and submitted **two days** prior to the absence.

**Making Up Work:** Students are responsible for initiating the process for making up work after an absence as follows:

- *Illnesses:* All assignments, including long-term papers and projects, are due upon return to class. Missed in-class assessments must be made up on the return date, unless otherwise arranged by the student. If the student is absent for part of a day, s/he is expected to make up missed tests or quizzes, or turn in papers on that day. A 24-hour

reprieve is given if s/he is absent the day before a test, and, as a result, misses new material.

- *Extended Absences due to Illness:* If a student is absent for three or more consecutive classes in a particular course, or three or more consecutive school days due to illness, s/he must submit all homework and make up all missed class work, including tests, within 48 hours of return, unless otherwise arranged.
- *Planned Absences:* Students must coordinate the submission of all homework, papers, projects, or other out-of-class assignments **before departure**. Missed in-class exercises must be made up on the return date unless prior arrangements have been made.

**Absences During Exams:** Only under extreme circumstances, and with Dean of Academics approval, may students delay an exam because of illness. A note from a physician who has treated the student outlining the condition, treatment, and reason the student was unable to take the exam will be expected upon return.

## HEALTH PROCEDURES

**Emergency & Health Information:** Family emergency information is completed at the time of registration through TADS. Parents are asked to make the school aware of any health issues at that time. If changes occur during the year, it is the responsibility of the parent or guardian to update their TADS/Educate account or notify the school in writing, by phone, or over email.

**Health Officer & School Nurse:** Long Trail School has a full-time Health Officer and a part-time nurse on staff.

**School Counselor:** Long Trail employs a full-time licensed school counselor. Students may see the counselor when referred by a teacher, requested by a parent or deemed necessary by the individual.

**Health Insurance and Medical Records:** All students are required to have health insurance coverage.

All medical information is maintained by the School Nurse and is separate from other school records. In general, all information in a student's medical file is confidential. However, there may be times when the School must release information from the student's medical file in order to facilitate proper medical care. We may also need to call medical providers to discuss the student's care. It may also be necessary to discuss confidential information about the health and well-being of a student with appropriate adult members of the community or specialists.

**First Aid, Illness or Injury:** If a student needs first aid or becomes ill or injured while at school, s/he must go to the Health Officer or School Nurse or, during athletics, a coach. S/he may not leave campus without a LTS employee's knowledge and permission. A parent or guardian will be contacted if it is necessary for a student to go home. If a medical emergency arises during school

hours and the parent cannot be reached, 911 will be called.

**Medication Administration:** Medications should be taken at home if possible. Except as otherwise covered by law, when a student under age 18 is required to take medication during the school day, the administration and storage of the medication must be in accordance with the following stipulations:

- LTS prohibits students from self-administering any over-the-counter or prescription medication. The Health Officer or School Nurse will administer or supervise the administration of prescribed medications. All medications are stored in a locked cabinet or drawer on campus.
- Parents are required to provide the School with a list of all medications a student currently takes, including prescription and non-prescription medications. This list should be updated at any time throughout the school year as a student's medicinal needs may change.
- If a student requires over-the-counter medications, a parent may send in this medication for personal use. The medication will be held and dispensed by the Health Officer or School Nurse.
- All prescription medications must be submitted to the School Nurse in the original pharmacy-prepared containers, labeled by a United States licensed pharmacist. The label must include the student's name, medication name, dosage, frequency, healthcare provider's name and date of the original prescription. The medication will be held and dispensed by the School Nurse in accordance with the dosing instructions.
- Students who require asthma inhalers, diabetic medications, or an Epi-Pen should carry these medications on their person at all times and must have on file in their health record written consent from the parent and physician to carry the medication.
- Vaccination and Immunization Policy: A schedule of required vaccinations under Vermont state law is available from the school or your pediatrician. Students from new families must be fully vaccinated according to the State of Vermont, unless this criteria is met:
- Medical Exemption: A reason for a medical exemption must be set forth in writing by a board-certified physician explaining that a particular immunization is detrimental to a child's health. Such a medical exemption waives the requirement for that particular immunization until the immunization is no longer detrimental to the child's health.

Returning families may continue to assert a religious exemption, with a letter from an official religious leader on stationery from the family's established church setting forth the religious exemption. A church will qualify under this policy only if it has qualified for tax-exempt status under section 501c of the Internal Revenue Code.

Vermont no longer allows a "personal belief" exemption.

## ACADEMIC POLICIES

Long Trail School provides students with a rigorous course of study that ensures their success for the future. The curriculum challenges students to establish a strong foundation while providing the skills required to succeed in the 21st century. Our curriculum emphasizes independence and

empowers students to become thinkers and creators who embrace learning.

Depending on which level of learning we are employing due to the pandemic, the daily schedule can be found online at [longtrailsschool.org/dailyschedule](https://longtrailsschool.org/dailyschedule).

**Middle School Acceleration:** Middle school students enrolled in upper school level courses will receive diploma credit for this work.

**International Baccalaureate Diploma:** IB Diploma candidates must complete course work in six subject areas and pass exams in each. They must also take the Theory of Knowledge course, write an Extended Essay based on the study of an original problem, and complete an extracurricular requirement in three areas: Creativity, Action, and Service. The IB Programme is a natural fit with the vision of the School and the upper school curriculum. The IB emphasis on critical thinking, depth of learning, research, and writing skills underscores the philosophy of our program. The IB Handbook provides detailed information on expectations, costs, and offerings.

**Graduation Requirements:** Students typically earn six credits per year and twenty-four credits in four years of upper school. Although not required, LTS strongly encourages students to take four years of mathematics, science, and social studies. The Dean of Academics must approve exceptions to the required course of study.

In order to qualify for a diploma, students must satisfy the various departmental requirements. Students are highly encouraged to take courses in all disciplines each year. Beginning with the Class of 2023, all students are required to:

- Complete a minimum of 8 documented hours of community service per year.
- Take a public speaking class.
- Adhere to the Athletic Participation Policy (see Health and Wellness section).

Students may also complete summer work in order to accelerate into a higher-level course for the following year with prior approval; however, this summer work will not fulfill graduation requirements.

Long Trail students who complete the International Baccalaureate (IB) Programme, fully meeting all of their requirements, may also receive an International Baccalaureate Diploma.

**Credit Transfer:** Students must earn a minimum of 10 credits at Long Trail School to be eligible for an LTS diploma. LTS will honor all courses granted credit by a sending school, provided the school is an accredited secondary school. LTS will not apply middle school transfer credits to our upper school requirements, nor do we accept independent study credit from other secondary schools.

**Assigned Work Guidelines:** Long Trail believes that independent work should be meaningful. Our policy is based on the premise that students should live balanced lives. We also view academic work at school and at home as a partnership of the students, parents, and faculty. Independent work is an opportunity for students to hone academic skills, demonstrate their

educational commitment, build responsibility, and develop self-discipline. Completion of assignments allows students to take advantage of class time to ask clarifying questions and broaden their understanding. If a student is spending an inordinate amount of time on work outside of the classroom, the student should inform the teacher and also reach out to the Dean of Academics.

- **Grades 6 & 7:** Total time should not exceed 30 minutes.
- **Grades 8, 9 and 10:** Total time should not exceed 60 minutes.
- **Grades 11 and 12:** Total time should not exceed 90 minutes except for IB classes.

**Homework Vacations:** LTS homework vacations acknowledge the need to balance academics with extracurricular and family activities. No major assessment or paper can be assigned for these days. Scheduled homework vacations include Thanksgiving Break, Holiday Break, Presidents' Day Break and Spring Break, except in advanced courses. Students may choose to work ahead on long-term projects during these breaks, but they will not be given assignments to be completed over the break. IB students can expect work throughout the year except during Holiday Break.

**Academic Honors:** Honors are awarded to students at the end of the first and second semesters and for year-long performance.

- *High Honors* – for students in grades 9-12 with semester grades of 93 or above in all courses (91 for IB courses)
- *Honors* – for students in grades 6-12 with semester grades of 90 or above in all courses (88 for IB courses)

**Incompletes:** With the consent of the department chair and the Dean of Academics, a teacher may give a student an incomplete grade. This may occur only when circumstances are beyond the control of the student to complete assigned work in a reasonable time. Such circumstances include prolonged injury or illness, or instances when the student has been called away from school. If an incomplete grade is received, the student, teacher, advisor, and Dean of Academics will determine the best option for completing the coursework and the time frame within which the work will be finished.

**Pass/Fail:** Pass/fail may be used for some courses if pre-arranged and for students who qualify for this accommodation. Students who opt to take a class pass/fail are not eligible for Academic Honors. **Students choosing to take core classes on a pass/fail basis are not eligible for the Honor Roll. (added 10/25/21)**

**Course Changes:** Permission to withdraw from a course is granted by the Dean of Academics on a case-by-case basis. A student may not be permitted to withdraw from a course if it means that s/he will drop below the minimum course load. During the first full week of instructional days of a semester, students may request to change course(s) by completing the online COURSE CHANGE REQUEST. Courses cannot be changed after the first full week. Requests will be granted if the student was scheduled in the wrong level course. Changes will not be allowed if:

- The class requested has reached its enrollment capacity;
- The class requested does not meet in complement with the rest of a student's schedule;



- It is strictly a teacher or friend request.

Course work will not be credited nor will the student be penalized if a course is dropped within the course change period. Courses dropped after this time will appear on the student's transcript with the grade at the point at which the course was dropped; no credit will be given for work completed. Exceptions for illness or other special circumstances may be granted by the Dean of Academics and the appropriate department chair.

**Report Cards:** Report cards are distributed four times per year as follows:

- 1st quarter: November
- 2nd quarter/1st Semester: January
- 3rd quarter: April
- 4th quarter/2nd Semester/Final: June

In June, the academic year grade is calculated for each course.

Students are evaluated in many ways, depending on the individual department's goals and methods. Homework, classroom performance, tests and quizzes as well as special projects, papers and lab reports are some methods of assessment. In each course, faculty will review evaluation methods and grading policies. Teachers will also provide the student with their homework and late work policies.

**Classroom Expectations:** Students are expected to arrive promptly and be ready for class to begin. For distance learning, students are expected to log in to class promptly and be ready to begin work. Students who do not have class materials may need to retrieve them and will be considered tardy. Students who log in late will be marked as late to class.

**Meeting and Working with Faculty:** Faculty are available to meet with students for assistance. Students are encouraged to initiate conferences as the need arises. Scheduled meetings take precedence over extracurricular activities.

While individual teachers may provide distinct guidelines, parents and students should be considerate when contacting faculty outside of school hours. Parents and students can expect emails to be answered by the end of the next school day.

The School or family may request meetings of parents, faculty, and administrators. LTS encourages families to work with the classroom teacher as the first step. It is the School's practice to include the department chair and/or an administrator in meetings with a classroom teacher.

**Commencement:** Seniors are expected to complete their final year at LTS in good standing. If a senior fails a course, exceeds attendance criteria, or violates school rules, participation in Commencement may be jeopardized.



**Schedules & Grade Reports:** Long Trail uses Educate by Tads (<https://educate.tads.com>) for students' schedules and grades. Parents receive an email from the Dean of Academics with the link and log-in information in the fall.

## **ATHLETES, ARTISTS AND ACTIVISTS, TAKE NOTE**

The following guidelines apply to all Long Trail students interested in participating in athletics, theater and other school-sponsored extracurricular activities. Please refer to the appropriate sections for policies specific to athletes, actors and extracurricular participants.

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

**Academic Requirements:** Student athletes and actors must have a grade of 70 or higher in individual courses and an overall average of 73 or higher in all courses combined. Eligibility is determined by the final grade indicated on report cards received at the close of the period immediately preceding the relevant sports/activity season.

Student athletes and actors must maintain good academic standing on a daily basis. A student may be withheld from one or several rehearsals, practices, competitions, meetings, or activities for academic underachievement.

If a student is not initially eligible, after a minimum of one week into the new quarter, the student may petition the Athletics Director/Theater Director. A plan of action will be created to ensure the student is in good academic standing; the plan will establish a timeline for return to eligibility.

**Probation:** A student who is found to be ineligible may be allowed to participate after a minimum of one week if certain conditions are met as determined by the Dean of Academics and Athletics Director.

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

**Appeal Process:** An academically ineligible student may appeal to the Dean of Academics if s/he feels the grade(s) is unfair or inaccurate. Appeals must be made by the student and/or parent/guardian within five days of the reported grade.

**Daily Attendance:** When in-person learning, students must be in attendance for a minimum of 3.5 hours to be eligible to practice, rehearse, compete or perform on any given day. Distance learning students must attend at least 3 classes to be eligible to practice, rehearse, compete or perform on any given day. Students are also expected to be present and on time for school the day after a competition or performance. If these policies are violated, a student could be

suspended from participation in the next scheduled competition or performance.

### **Vermont Principals Association**

VPA eligibility rules apply to all students in grades 6-12, and apply to all activities, athletic and non-athletic, sanctioned or sponsored by the VPA, of which Long Trail School is a member.

## **ATHLETIC POLICIES**

Long Trail bases the success of our athletic program not on wins but on the quality of the athlete's experience. To help ensure the greatest possible experience, Long Trail strives to provide the best possible coaching, facilities and equipment as well as to schedule competitions against optimally challenging opponents. Athletes also share responsibility by supplying commitment, enthusiasm and dedication. This means attending, with a positive attitude, ALL possible practices, competitions and team events. This is especially true of varsity level student-athletes.

**Athletic Participation Policy:** Beginning with the Class of 2023, each student must participate in at least one activity per year from the following list to maintain progress toward graduation:

1. A LTS physical education class for one semester; or
2. A LTS interscholastic team for a season; or
3. The lead student manager for an LTS interscholastic team; or
4. A LTS-sponsored intramural activity for a season; or
5. An off-campus sport not offered by LTS; or
6. A national-caliber physical activity.

Approval of credit for options 3, 5 and 6 is within the Athletics Director's discretion. Credit for any activity is conditioned upon the student's satisfactory participation for the full length of the season or semester, as applicable.

The only exception to these requirements is a medical exemption set forth by a licensed physician in writing and granted by the Athletics Director. The Athletics Director, in consultation with the physician, will work with the student and family to develop an alternative physical activity to the extent feasible.

**Southern Vermont League:** In varsity cross country, soccer, basketball, golf and track & field, Long Trail competes as a Division IV member of the Southern Vermont League.

**Physical Health:** To participate in Long Trail athletics, all students are required to have had a doctor's physical examination and approval within 24 months before they compete in any practice or competition. Any student who incurs an illness or injury that causes the student to miss a significant amount of class or practice time or necessitates a doctor's appointment will need to submit a note signed by the physician before s/he can return to practice and competition.

**Non-School Sports:** Students frequently participate in sports outside of school and we encourage

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

**Try-Outs:** Long Trail School firmly believes in the tremendous benefits of a well-structured athletic program and strongly encourages all interested and dedicated students to participate. We are very proud of our inclusive philosophy of participation and our diverse array of sports. We reserve the right to make cuts at the varsity level should the need arise. This will only be done in the best interests of the student. In sports where multiple levels are offered, we will place an athlete at the appropriate level to ensure a positive and meaningful experience.

**Practices:** Coaches provide a practice schedule for the season. By VPA guidelines, Long Trail athletic teams are permitted to practice 5-6 days a week, though most teams average 3-5 practices a week. The length of practices is generally 1.5 hours. Coaches are responsible for providing supervision during meeting hours. Any student who has three or more unexcused absences from practices, games, or competitions may be dismissed from the team. **Middle School athletes need to have seven (7) and Upper School athletes ten (10) practices before they may compete interscholastically.**

**Commitment:** One of the most important aspects of team participation is commitment. LTS respectfully requests that all student-athletes who join a team, with their parents, are prepared to commit to the team for all practices and competitions for the duration of the season. Family trips during a sports season can affect team performance and chemistry. Student-athletes must arrange jobs and other activities around practices, competitions and play-offs.

**Team Level & Playing Time:** Long Trail's primary goals with athletics are to encourage a love of the game, healthy lifestyle habits, teamwork, character building, and inclusion. Listed below are other attributes of our sports levels of play.

**Middle School:** The goal of middle school teams is to emphasize individual skill development, fun, and sportsmanship, and instill a fundamental understanding of team play, strategies, and rules. Fairly equitable playing time should be expected. Attendance, proper behavior, a willingness to learn, and individual skill development are factors in how much playing time a participant sees.

**Junior Varsity:** Junior varsity teams are for students who are not yet physically ready or experienced enough for varsity competition. In junior varsity, the emphasis shifts to a more advanced and competitive team concept. Participants should expect to play at various levels over the course of a season. All Upper School students, regardless of grade level, are eligible to play on JV teams.

**Varsity:** Varsity teams are the most competitive; participation typically requires several

years of experience and/or advanced skill. The level of play is more physically and mentally demanding. Coaches will strive for fair playing time for students; however, playing-time decisions will be based mainly on skill level, although participation, attendance and behavior are also factors. More emphasis is placed on winning, while maintaining a well-rounded sense of fun.

**Participation at Multiple Levels:** Some athletes may play at multiple levels within a sport but will never play more than the maximum number of games allowed for an individual in a season.

**Change in Sport and Two Sport Policies:** Except in unusual cases, students WILL NOT be permitted to change sports during the season, or to participate in more than one sport per season. Students should make every effort to honor their initial commitment to a sport or activity. Exceptions must be discussed in advance with, and receive the approval of, the head coach(es) and the Athletics Director.

**Communication of Athletic Concerns:** We strongly encourage a student-athlete to talk to the coach about any issues during the season. This is not only the most direct means of communication, but also a valuable method of teaching responsibility. However, situations may arise when parents find it necessary to voice a concern. If this is the case, first contact the coach. Remember that during practice and games, the coach's attention and focus needs to be on his/her athletes. Please consider calling, texting, or making an appointment outside of practice time so that he/she can give you and your concern full attention. If you cannot reach him/her or if the meeting does not provide satisfactory resolution, contact the Athletics Director.

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

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

Student-athletes who engage in acts of poor sportsmanship that require the coach or official to suspend that person from further practice or play will be held accountable for those acts as deemed appropriate by the Athletics Director. Additional school consequences may be necessary if the student-athlete is found in violation of the School's policies.

**Concussions:** A concussion is an injury to the brain that changes the way the brain functions. Recent research has greatly enhanced our understanding of concussions but there is still much to discover about these injuries. Please see the concussions page under Athletics at <https://www.longtrailschool.org/information-on-concussions/>. Parents must sign the [Athletic Participation Form](#), which includes this information. An informative video on concussions can be

found at [www.nfhslearn.com](http://www.nfhslearn.com).

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

- Long Trail will follow a Concussion Management Action Plan in the event of a possible concussion.
- An athletic trainer, coach, or official will make the initial decision to remove the athlete from play when a concussion is suspected.
- Upon this initial assessment, an athlete must then seek an official medical diagnosis from a healthcare provider.
- If a concussion is confirmed, the athlete must sit out from athletic participation for the healthcare provider's prescribed period of time. Additionally, this information will be shared with the Dean of Academics and appropriate teachers so that an academic plan may be implemented as the injury heals.
- The athlete may be cleared to return to play only with the signed permission of a healthcare provider. NFHS Heads Up Concussion Return to Play states that the athlete must also have had all academic restrictions removed and be back to their regular academic workload before returning to sports.
- Long Trail School's Athletics Director or coach will inform the parent or guardian when a student is suspected of suffering a concussion.

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

- If transportation is provided, team members can ride the bus to and from the game\*.
- Proper bus behavior is expected and will be covered with coaches and team prior to each season by the Athletics Director.
- Only team members and support personnel are allowed on team buses.
- Team members will properly dispose of all trash. Buses should be cleaned after a trip.
- No student-athlete is allowed to ride with another student, regardless of permission from the parent/guardian.
- Athletes MUST be promptly picked up at the end of practices and competitions.

*\*The following exception must be communicated to the coach with advance notice of the event: In light of the pandemic, a student-athlete may travel to/from an event with a parent with prior approval of the coach.*

**Rest between Seasons:** Athletes must have seven days between the conclusion of an athletic season and the start of the next season to comply with VPA rules and regulations.

**Uniform and Equipment Returns:** Athletes must return all school-issued equipment, uniforms and supplies. Currently, post-season team meetings are being planned where washed and clean uniforms, supplies and equipment will be returned and inventory forms completed to ensure that all items are properly given back. Students who fail to do so will be billed for the missing items.

Failure to pay could result in the withholding of report cards and/or diplomas. All uniforms are made of synthetic materials. Please pay attention to the cleaning instructions. You should typically wash uniforms inside out to protect the integrity of the garment. Uniforms that are damaged due to improper care will be replaced at the athlete's expense.

**NCAA and Collegiate Eligibility:** In order for students to participate in intercollegiate athletic activities upon completion of high school, the NCAA requires certain minimums on high school core courses and 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 more information, contact the Athletics Director.

## APPENDIX

### DAILY SCHEDULES

Daily schedules are subject to change. Please see most current times online at <https://www.longtrailsschool.org/daily-schedule/>.

### ACADEMIC CALENDAR

This calendar is subject to change. Please see the most current academic calendar online at <https://www.longtrailsschool.org/academiccalendar/>.

## COMMUNICATION OPTIONS

Stay connected! We use a variety of methods to share information and keep everyone informed.

### Email

LTS will stay in touch with you via the email addresses which you provide to the School as contact information.

### Google Platform

For each class in which a student is enrolled, there is a corresponding Google Classroom through which faculty and students communicate regarding class meetings, assignments and course-specific expectations.

### **longtrailsschool.org**

The website should be your first stop when looking for information. Most information which students and parents are looking for can be found online. Use the SEARCH feature to find what you need when you are not sure where to look. The search bar can be found in the top

right corner.

### **[longtrailsschool.org/email-newsletter](https://longtrailsschool.org/email-newsletter)**

E-News, our weekly newsletter, is emailed to all families each Thursday and contains important notices for upcoming weeks.

### **Social Media**

You can follow Long Trail on these platforms:

- [Facebook.com/longtrailsschool](https://facebook.com/longtrailsschool)
- Youtube - search for LongTrailSchool
- [longtrailsschool.smugmug.com](https://longtrailsschool.smugmug.com) - school photographer photos available here
- [Instagram.com/longtrailsschool](https://instagram.com/longtrailsschool)