

STUDENT POLICY

JJ: Extra/Co-Curricular

For

HIGH SCHOOL

PARENTS AND PARTICIPANTS ARE RESPONSIBLE FOR
READING AND CONFORMING TO EACH ITEM IN THIS POLICY.

PLEASE NOTE:

THE LAST THREE PAGES OF THIS POLICY ARE TO BE SIGNED
AND RETURNED TO THE HIGH SCHOOL.

INTRODUCTION

This information is prepared for the extra/co-curricular participants at the High School. It is intended to inform you of the policies and rules governing your participation. You are expected to know these policies and rules and abide by them.

PHILOSOPHY

The primary purpose of extra/co-curricular activities is to contribute to the overall development of the student in concert with the school's philosophy and goals. In this regard it is the responsibility of these programs to encourage the participation of all students who wish to be involved in any and all activities. The School Department believes strongly in the development of the total student and thus understands the extra/co-curricular programs to be an extension of the classroom. We feel that it is the responsibility of the coach/advisor to develop all participants to a level in which they can participate successfully. Students will be expected to rise to the standards set forth by the coach/advisor and his/ peers. We work to meet individual needs and to provide for successful experiences for the student in the classroom; we extend these goals to all of our extra/co-curricular programs.

Participation in extra/co-curricular activities is a privilege not a right and should be a valuable part of your education. The competition, camaraderie, loyalty, and the respect for other participants, coaches, advisors and officials will be an integral part of your life. As a member of a team or activity, you represent your High School and the Town. We hope you will contribute in projecting a good image of both your school and community. Your High School enjoys a rich tradition in its programs and it is now your privilege to contribute constructively to that tradition.

STUDENT CODE OF CONDUCT

The School Board is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible, and involved citizens.

To achieve this goal, the high school has established a set of expectations for student conduct. These expectations are based on the values identified by the community as essential to ethical and responsible behavior.

The expectations are:

- Fairness
- Compassion
- Honesty
- Responsibility
- Respect
- Courtesy

The board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the board recognizes the need to define unacceptable student

conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately.

The Code applies to students who are on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

Participation in extra/co-curricular activities involves certain responsibilities to the school and community. All students participating in extra/co-curricular activities do so voluntarily and are expected to adhere to certain standards commonly accepted as promoting healthy bodies and minds, and in keeping with the traditions of amateur participation. Students who choose to participate are expected and presumed to understand and accept this responsibility as a condition of their participation. The following types of behavior constitute a violation of School Department standards:

1. Behavior which results in being found guilty in a court of law or committing a juvenile offense.
2. Being found guilty in a court of law of any offense connected with illegal drugs.
3. Using any form of alcohol or tobacco.
4. Being involved in any way with illegal drugs.
5. Being suspended or expelled from school.
6. Being a consistent or serious disciplinary problem in school or while representing the school.

Frequent detentions and/or reports of inappropriate behavior may cause a suspension from a team/activity. School administration will determine when a suspension is necessary. Students are expected to be on their best behavior when they are representing their school and community at practices, games and events. Flagrant misbehavior will result in suspension and/or expulsion from the activity. Such suspension and/or expulsion will be determined by the administration.

SPORTSMANLIKE BEHAVIOR

Sportsmanlike behavior is when an athlete treats his/her opponents with fairness, generosity, and courtesy. To encourage good sportsmanship the following shall apply to all athletes and will be duly enforced by the coach, athletic director, and principal:

The first technical foul, card or violation that an athlete receives for a flagrant violation in any sport for unsportsmanlike behavior will be duly noted and a warning will be issued to the athlete by the coach.

If an athlete receives a second technical foul, card or violation for a flagrant violation of unsportsmanlike behavior during a game and/or season in any sport he/she will sit out the remainder of the game. A warning will be issued to the athlete by the coach and the athletic director.

If an athlete receives a third and subsequent technical foul, card or violation for a flagrant violation of unsportsmanlike behavior during the season he/she will sit out the remainder of the

game where the infraction occurred and the next countable game. Further disciplinary action may be taken at the discretion of the principal and/or the athletic director.

ELIGIBILITY

To compete in any interscholastic program, a student must be enrolled in a full time educational program.

- B. Students' grades will be monitored every 2 weeks. If at the end of this time, a student is failing or has not completed work, the student will be placed on probation as follows:
1. The student will be responsible for demonstrating to the AD that they have checked in and received help from the teacher at least 3 days per week. If this is occurring, the student can practice and play/perform.
 2. If after the 1st 2 weeks, the student continues to fail and has met the requirements outlined in B1:
 - a. They can practice but not play/perform.
 3. If after the 1st 2 weeks, the student continues to fail and has not met the requirements outlined in B1:
 - a. They may not practice or play/perform until they have brought up their grade (s).
 4. If at any time, the student is not fulfilling their responsibilities they may be removed from practice and play/perform.
 5. If at the end of a term where credits are awarded, the student passes the quarter but is not eligible for receipt of credit, the student will be placed on probation.
- C. Any student who misses practice to receive extra academic help will not be penalized with regard to participation in the extra/co-curricular event.
- D. Eligibility qualifications will carry over from season to season, quarter to quarter and year to year as stated in B above. The number of days between the end of school and the beginning of the next activity are not counted as part of the academic probation.
- E. Transfer students must meet all of the academic requirements as stated.

SEASON

The extra/co-curricular season begins with the first practice/rehearsal and will end at the conclusion of the awards banquet/last performance/playoff.

ATTENDANCE

Regular school attendance is required of all participants in extra/co-curricular activities including the day following the event. A student who has surpassed unexcused absences or tardies allotted by the Millinocket School Department attendance policy on the day of an event/game or practice will not be eligible to participate. If an event/game is scheduled for Saturday and a student is absent on Friday, the administration shall verify the reason. If the absence is unexcused the student will not be eligible to participate. If the absence is excusable the student is eligible to play. The primary consideration shall be the well-being of the student.

Excusable absences/tardy are those set forth by Maine State Law.

Maine State Law (Title 20-A, Section 5001) lists five reasons for excusable absences.

These are:

1. Personal Illness – To be verified by an appropriate authority as deemed approved by the school administration.
2. Appointments with health professionals that cannot be made outside of the regular school day. Appropriate documentation may be requested by the school administration.
3. Observance of recognized religious holidays when the observance is required during a regular school day. Appropriate documentation may be requested by the school administration. Required means that there is no other opportunity for the observance.
4. Emergency family situations as deemed appropriate by the school administration.
5. Planned absences for personal or educational purposes which have been pre-approved by the school administration.

AWARDS

Every participating student will be recognized by a certificate and/or a small token. Fall, winter, and spring ceremonies will be held for athletics. All athletes for that season are expected to attend. Appropriate recognition events will be held for all co-curricular activities.

A. Athletic Awards

1. Upon the recommendation of the coach or coaches, all freshmen and other first time players will receive numerals (representing their year of graduation). Upon the recommendation of the coach or coaches the 6 ¾ inch “S” will be awarded for varsity sports in which the athlete participates. Thereafter, sport inserts will be awarded for each year the athlete letters in that sport. An athlete will receive only one varsity letter during his or her high school career.
2. Certificates will be awarded as follows:
 - a. Athlete Award Certificate for a varsity sport in which a student is lettering or has already lettered. “S1 Certificate”
 - b. Certificate of Participation to the student who has not met the basic standards established for that sport.

- B. Visual and Performing Arts Awards
Awards for visual and performing arts will follow procedures outlined by the performing arts department.

- B. Senior Awards:
All seniors earning a letter their senior year in a sport season (fall, winter, or spring) will also receive a plaque recognizing their individual sports and the year played.

PRACTICE

A practice schedule will be established. Advisors/Coaches will schedule enough practices to adequately prepare students. Practices and/or games will not exceed six days per week. Practice policies will be determined by the advisor/coach, but it is the expectation that all contestants participate during practice sessions in a meaningful way. Practices are to be used for the development of all participants. If it is necessary to miss a practice it is the student's responsibility to notify the coach/advisor before the practice, whenever possible. No practices will be allowed on Thanksgiving Day, Christmas Eve Day, Christmas Day, New Years Day, Sundays and/or Storm Days. Exceptions to Storm Days will be at the discretion of the principal.

TRAINING RULES AND REGULATIONS

1. A player or manager of an extra/co-curricular activity will be allowed to switch from one activity to another during the same season only by the mutual consent of the coaches involved and the athletic director.
2. No student may participate in two different extra curricular activities during the same season. However, a student participating in an extra curricular activity may ~~also~~ participate in co-curricular activities.
3. No athletic team member may compete on any outside team during the regular season unless approved by the Athletic Director.
4. All students involved in extra/co-curricular activities represent the school and community. In order to participate, students must project a good image, they must be well-groomed and neat in appearance.
5. All students involved in extra/co-curricular activities must meet all requirements of the coach/advisor for attendance, practice, and behavior.
6. The privilege of participation may be revoked if the student does not conduct him/herself in a manner that reflects favorably on the school.
7. Appeal Procedure - students may appeal a decision made by the coach/advisor to the Principal, followed by an appeal to the Superintendent and finally with an appeal the School Board.

8. Playing time and team selection is at the sole discretion of the coaches and should be respected as such by parents and other fans.

SUBSTANCE ABUSE

These rules/policies apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, and general welfare of the school or violates school policies/code of conduct.

The school district recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the board also recognizes the dangers of alcohol and drug abuse in school and is seriously concerned about the effects of alcohol and drug dependency upon students. It is the board's belief that the unlawful possession and use of illicit drugs and alcohol is wrong and harmful.

In order to promote the highest possible standards of learning, as well as the safety, health and well-being of students, the School Board has adopted a Student Substance Abuse Policy which is designed to aid students to abstain from the use of alcohol and drugs and provide corrective disciplinary action when necessary. Compliance with the District's standards of conduct related to substance abuse is mandatory.

PREVENTION

The District will provide students with information and activities focused on prevention of the use of alcohol and drugs. Such information and activities will address the legal, social and health consequences of drug and alcohol use and will provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

RULES AND SANCTIONS

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, being under the influence of, prohibited substances before, during and after school hours. In addition, other than family gatherings, students are prohibited from knowingly being in the presence of prohibited substances before, during and after school hours. The foregoing does not allow the student participant to use the above mentioned prohibited substance at the family gatherings. If a student finds himself/herself in the presence of a prohibited substance, they shall immediately leave that area and leave the substance behind. It is not a violation for a student to use in school a prescription drug, including a legally defined drug or controlled substance if it is specifically prescribed for the student's own therapeutic use by his/her doctor.

The term "prohibited substance" shall include, but not be limited to:

1. Alcohol and/or Tobacco products
2. Scheduled drugs (as defined in 17-A M.R.S.A. §1101);

3. Controlled substances (as defined in the federal Controlled Substances Act, 21 U.S.C. § 812);
4. Any substance which can affect or change a student's mental, physical or behavior pattern, including but not limited to, steroids, volatile materials such as glue, paint or aerosols, when possessed for the purpose of inhalation;
5. Paraphernalia - implements used for distribution or consumption of a prohibited substance; or
6. Any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section.

Any violation of the terms of this policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the School Board. A student may also be referred to law enforcement authorities for investigation and/or prosecution.

Any incidents involving student possession, furnishing or trafficking of scheduled drugs where expulsion is not recommended shall be reported to the School Board for informational purposes.

- A. In the case of a medical emergency, the student will be referred to the school nurse or other appropriate medical personnel who will refer to the appropriate community resource. The school officials will follow the procedures outlined in (B) upon the students return to school.
- B. The following procedures will be utilized with any student, participating in any extra/co-curricular activities, whom violates the Rules and Sanctions of the policy. (These include, but are not limited to, all interscholastic/athletics, performing arts, music, club, school-sponsored or school-approved activities)

1. Any offense
 - a. verification
 - b. administrator meets with student
 - c. notification of superintendent and parent/guardian
 - d. notification of police, if appropriate
 - e. restricted school day and/or suspension (0-10 days)
 - f. refer parents to appropriate outside services/agencies
 - g. the student's privilege to fully participate in all extra/co-curricular activities will be suspended for the duration of the activity.
2. In order to be eligible for the next season or activity, the student must show that they have met with the guidance counselor or other appropriate personnel and followed their recommendations (See JICH Chemical Dependency).
3. Second offence will result in suspension for a full school year

4. The third offence will result in suspension for the remainder of their school career within that grade span (middle school or high school).

C. Consequences for violations are cumulative:

1. Over the years of middle school & beginning again in high school;
2. From season to season;
3. From school year to school year.

SCHOOL EQUIPMENT

Uniforms and equipment will be issued to extra-curricular/co-curricular students who are selected to participate. It is expected that these uniforms/equipment will be taken care of properly.

Each coach/advisor will provide the extra-curricular/co-curricular student with proper washing/care instructions.

Upon completion of that extra-curricular/co-curricular season, the uniforms and equipment will be returned to the coach/advisor. If any issued equipment is not returned, the student will pay for the non-returned equipment before he/she can try out for another extra-curricular/co-curricular activity. This is not to convey the idea that school-issued equipment can be purchased by students.

It is here pointed out that many times uniforms/equipment cannot be duplicated, therefore costing the school the price of a new set of uniforms/equipment.

School-issued uniforms/equipment can be worn only to the contest or practice.

Exceptions to the previous statement may be made for special days, such as rallies, sports, performances promotions, etc.

CURFEW

The school recognizes the coaches/advisors prerogative to set curfew times, using the following guideline: Curfew is recommended to be by 10 p.m

INJURIES

Student athletes are to report all injuries immediately to the coach/advisor, regardless of severity.

PHYSICALS

Student athletes must have a physical examination prior to beginning practice for an athletic activity. This examination will be valid for 2 years. An interim report will be filled out on the year that the exam is not required.

INSURANCE

All Student athletes must show proof of insurance in order to participate at any practice or game.

TRANSPORTATION - THIS IS SCHOOL BOARD POLICY. NO EXCEPTIONS CAN BE ALLOWED.

Members of any school sponsored extra/co-curricular activity are required to travel to and from all events via transportation provided by the school unless prior approval has been granted by administration for extenuating circumstances. Parents may request that their child be allowed to return with them or with another parent for “acceptable special reasons”. Permission must be obtained in advance, in writing, from the principal. This policy is for the convenience of parents who may have plans with their son or daughter other than returning home. Parents must obtain the permission slips in person at the school office.

Acceptable Special Reasons:

1. Medical
2. A planned family activity.

ACTIVITIES AFFECTED BY THIS POLICY

Extra-Curricular Activities

Football	Field Hockey
Golf	Track and Field
Basketball boys and girls	Cheering
Baseball	Softball
Tennis boys and girls	Any inter-district Extra-Curricular student activity

Co-Curricular Activities

Yearbook	Foreign Language Club
National Honor Society	Math Team
Student Council	Show Choir
Jazz Band	School Plays and Musicals
Any inter-district student Co-Curricular activity	

And any other student activity determined by the principal to be an extra or co-curricular activity.

Cross Reference: JICG - Tobacco Use by Students, JICH - Chemical Dependency, JICHA - Alcohol and Chemical Abuse Policy and Procedure Manual, JICIA – Weapons, Violence and School Safety, JK – Student Discipline Policy, Code of Conduct, JKE – Expulsion of Students, JKD – Disciplinary Removal of Students with disabilities, ADAA – School System Commitment to Standards for Ethical and Responsible Behavior.

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TRANSPORTATION RELEASE FORM

I, _____, parent of _____
(Parent) (Student)

request that he/she be permitted to be released to _____
(Designated Parent)

at the conclusion of _____. I hereby relieve
(Activity and Place)

the School Department and its employees of all liabilities and responsibility for the
transportation and supervision of _____.
(Student)

Signed: _____
(Parent)

CONTRACT BETWEEN THE HIGH SCHOOL AND THE EXTRA/CO-CURRICULAR PARTICIPANT

I, _____, if selected as a member of any extra/co-curricular activity representing the High School, so hereby agree to abide by all activity training rules, activity and school policies, school code of conduct, transportation rule, and outside participation rule as set forth by the school and coach/advisor. It is understood that these regulations are to be in effect for as long as I am a member of any extra/co-curricular activity during my school career. It is understood, violations may lead to immediate dismissal from the activity. My signature says that I have read and understand the information in this extra/co-curricular booklet.

Date _____

Player's Signature _____

Parent's Signature _____

Parents:

We view the contract for students involved in extra/co-curricular activities of the High School to be extremely important. While we believe that these activities at our school are an important part of school life, and in the end, a privilege for the participants, we do ask that our students adhere to our rules and policies. Your signature below indicates to us that you support our rules and policies and that you agree to support your child by providing him or her with guidance and direction to insure that the contract is not violated.

Date _____

Player's Signature

Parent's Signature _____

Student Participation and Parent Approval Form

Full name of student _____ Home Telephone _____

Name of School - _____ Family Physician's Telephone _____

This application to compete in interscholastic activities for the above named high school is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules and regulations of the Maine Principal's Association.

Student's Signature _____

"I hereby give my consent for the above named student: (1) to represent his or her school in extra/co-curricular activities, except those crossed out by the examining physician, provided that such activities are approved by the appropriate School Committee; (2) to accompany any school activity of which he/she is a member on any of its local or out-of-town trips. I authorize the school to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such activities or such travel; (3) to have a physical examination by a physician."

Parent's Signature _____ **Date** _____

Address _____

Please note any physical problems we should be made aware of.

STUDENT ACTIVITY INFORMATION SHEET

Student's Name _____

Student's Address _____

Student's Parent/Guardian's Name _____

Student's Grade _____

The following information is needed:

Primary Insurance Company _____

Primary Insurance Policy Number _____

Secondary Insurance Company (if applicable) _____

Secondary Insurance Policy Number _____

Student's Family Doctor: Name _____

Telephone _____

In case of injury, who can we notify if we can not get in touch with you?

Please give names and telephone numbers.

1. Name _____ Phone _____

2. Name _____ Phone _____

3. Name _____ Phone _____